

TOWN OF WOODWAY  
COUNCIL MEETING AGENDA

23920 113<sup>th</sup> Place West, Woodway, WA 98020

MONDAY, MARCH 5, 2018

5:30 P.M.

- |           |     |   |
|-----------|-----|---|
| 5:30 P.M. |     | Call to Order, Flag Salute, Roll Call                                 |
| 5:30 P.M. | I   | Approval of Checks – <i>Claims, Payroll</i>                           |
| 5:35 P.M. |     | Audience Comments*  |
| 5:40 P.M. | II  | Council Reports   |
| 5:45 P.M. | III | Mayor’s Report  |
| 5:50 P.M. | IV  | Town Administrator’s Report   |
| 5:55 P.M. | V   | Berk Consulting – Amendment 1 to Contract for Upper Bluff EIS funding |
| 6:00 P.M. |     | Adjournment   |

*\* Audience comments only during the time specified. Council Deliberations will not be interrupted for audience comment. Citizens desiring comment time in excess of five minutes should contact the mayor to schedule presentation time. Council agendas are subject to change before or during the council meetings upon motion. Anyone with a disability requiring special accommodations should contact the Town Clerk's Office at Town Hall or call (206)542-4443 before 1:00 p.m. the Thursday preceding the Council Meeting. For TDD relay service, call (206)587-5500, or outside the Seattle area #1-800-833-6388.*



TOWN OF WOODWAY  
CHECK APPROVAL

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the Town of Woodway, Snohomish County, Washington, and that I am authorized to authenticate and certify to said claims."

\_\_\_\_\_  
Clerk Treasurer

The following transactions are approved for 2018 payment:

Claims checks #12148 through 12165 and EFT #439 .....\$26,698.49

This 5<sup>th</sup> day of March 2018.

\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\*The three largest charges on the credit card bill are:

1. Vehicle fuel: \$761.05 – PD: \$306.07, PW: \$454.98
2. Yearly email subscriptions: \$1,800.10
3. Pens for Surface Tablets (6): \$622.59

# CHECK REGISTER

Town Of Woodway

MCAG #: 0700

02/22/2018 To: 03/05/2018

Time: 14:47:51 Date: 03/02/2018

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
439	03/05/2018	Claims	1	EFT	US Bank	4,369.47	0009 - Trash Bags; 5395 - Postage, Refreshments For EIS Scoping Meeting; 4465 - Pens For Tablets, Printer Supplies, Travel Expenses For H. Napolitano: BIAS Conference, SMP Update Workshop, Postage; 10
440	03/05/2018	Claims	1	12148	ABC Forms	91.94	500 Checks
441	03/05/2018	Claims	1	12149	Aurora Rents Shoreline	176.99	Chainsaw Repair And
442	03/05/2018	Claims	1	12150	BERK Consulting	6,572.00	January 2018 Woodway Pointe EIS Work
443	03/05/2018	Claims	1	12151	Ben's Ever-Ready	103.68	Yearly Fire Extinguisher Service - 9 Units
444	03/05/2018	Claims	1	12152	Cadman Heidelberg Cement Group	931.72	Gravel For Deer Creek Park Parking Lot
445	03/05/2018	Claims	1	12153	Code Publishing	329.08	Web Codification - Ordinances 18-587-18-588
446	03/05/2018	Claims	1	12154	Comcast	161.70	Internet And Basic TV Service
447	03/05/2018	Claims	1	12155	Edmonds Auto Parts	14.76	Starter Fluid; Machine Oil
448	03/05/2018	Claims	1	12156	Factory Direct Tires	154.66	Lawnmower Tires
449	03/05/2018	Claims	1	12157	Alexandra & Matthew Flugstad	937.55	Claim For Damages - Reimbursement Of Fence Repair Due To Fallen Tree
450	03/05/2018	Claims	1	12158	Frontier	203.60	Elevator And Alarm System Phone Lines: 2/21-3/21/2018
451	03/05/2018	Claims	1	12159	Ogden Murphy Wallace	6,096.32	Legal Services - General: 1166.00, General (Town Hall): 2453.00, Ronald: 16.12, MUGA: 2461.20
452	03/05/2018	Claims	1	12160	Pacific Office Automation	103.88	Monthly Copier Maintenance And Supplies
453	03/05/2018	Claims	1	12161	Puget Sound Energy	138.29	Natural Gas Service - 1/22-2/21/2018
454	03/05/2018	Claims	1	12162	Snohomish County 911	2,677.75	March 2018 Police Dispatch Services
455	03/05/2018	Claims	1	12163	Snohomish County Human Services Dept	178.67	3rd Quarter 2017 Liquor Profits And Excise Tax; 4th Quarter 2017 Liquor Profits And Excise Tax
456	03/05/2018	Claims	1	12164	Bill Trimm, FAICP	3,192.50	Town Planner Services: Reimb: Regular - 875, Upper Bluff - 831.25; Town Planner Services: General: - 543.75, Pt. Wells - 942.50
457	03/05/2018	Claims	1	12165	Verizon Wireless	263.93	PD Wireless Service, Mobile Phone Service
001 Current Expense						25,610.39	
102 Transportation Fund						1,030.06	
420 Storm Drainage						58.04	
						<hr/>	
						26,698.49	Claims: 26,698.49



TOWN OF WOODWAY  
PAYROLL APPROVAL

“I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the Town of Woodway, Snohomish County, Washington, and that I am authorized to authenticate and certify to said claims.”

\_\_\_\_\_  
Clerk-Treasurer

The following February 2018 Payroll transactions are approved for 2018 payment:

EFT Transaction #393-414 and 416-420 .....\$50,948.95

This 5<sup>th</sup> day of March 2018

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

**TOWN OF WOODWAY  
CONTRACT FOR PAYMENT FOR CONSULTANT SERVICES FOR  
PREPARATION OF WOODWAY POINTE  
SEPA ENVIRONMENTAL IMPACT STATEMENT**

**AMENDMENT #1**

1. Ben Giddings LLC, hereinafter referred to as "proponent," and BERK Consulting, hereinafter referred to as "consultant," and the Town of Woodway as "the Town," agreed and contracted for the preparation of an Environmental Impact Statement (EIS) for the proposed 36 lot Woodway Pointe Subdivision planned for the Upper Bluff Neighborhood.
2. On September 7, 2017, the Town's SEPA official issued a Notice of Application and Determination of Significance (DS) for the project and set a 21-day comment period. The environmental elements listed in the DS included Earth/Landslide Hazards, Wetland and Streams, and Aesthetics/Views.
3. Upon review of the comments received from agencies with jurisdiction and the public, the Town's SEPA official issued an addendum to the DS on January 8, 2018 listing Transportation and Public Services as two additional environmental elements to be studied in the EIS.
4. Pursuant to the original contract between the Town, BERK Associates and Woodway Pointe dated November 15, 2018, the proponent is responsible for the preparation of the EIS.
5. Proponent agrees to pay to consultant in the manner set forth in Section 8 of the original contract, the reasonable costs of having the two additional environmental elements (Transportation and Public Services) prepared in the EIS. Proponent understands and agrees to pay consultant for services and for costs and expenses in accordance with the scope of services set forth in Exhibit 1 attached hereto, provided, however, that the total to be received by the consultant for preparation of the two additional environmental element to be included in the EIS shall not exceed the sum of \$26,341. Progress payments are to be issued to consultant in accordance with the provisions of Sections 7 and 8 in the original agreement.
6. Proponent will, within ten days of the signing of this agreement:
  - a. Deposit with the Town of Woodway funds sufficient to pay for the cost of preparing the additional two environmental elements preparation in the Draft and Final EIS, but not less than \$26,341 subject to the provisions of subparagraph (b) below;
  - b. Agree to disbursement from time to time of funds on deposit in said account to pay for consultant services covered by the agreement.
7. The provisions of this amendment supplement the provisions of the original agreement, which agreement, remains in full force and effect, except as modified by this amendment.

8. Contact Persons

a. For the Town:

Bill Trimm, FAICP  
206-542-4443  
23920 13th Place W.  
Woodway, WA 98020  
bill@townofwoodway.com

c. For the Proponent:

Ben Giddings  
425-218-3471  
10826 N.E. 108<sup>th</sup> Street  
Kirkland, WA 98033  
bdgiddings@gmail.com

b. For the Consultant:

Lisa Grueter, AICP Principal  
2025 First Ave. Suite 800  
Seattle, WA 98121  
lisa@berkconsulting.com

WHEREFORE, the parties agree to be bound by the terms and conditions set forth above.

DATED this \_\_\_\_ day of \_\_\_\_\_ 2018.

TOWN OF WOODWAY

BERK CONSULTING

\_\_\_\_\_  
Carla Nichols, Mayor

\_\_\_\_\_  
Signature

ATTEST:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Heidi K. S. Napolitano, Town Clerk

\_\_\_\_\_  
Title

APPROVED AS TO FORM:

BY:

\_\_\_\_\_  
Office of the Town Attorney  
Ogden, Murphy Wallace, P.L.L.C.

BD GIDDINGS ENGINEERING PLLC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

ATTACHMENTS:

EXHIBIT 1: Woodway Pointe EIS – Supplemental Scope and Cost - Transportation  
and Public Services



**EXHIBIT 1**

**WOODWAY POINTE EIS**

**SUPPLEMENTAL SCOPE & COSTS | TRANSPORTATION AND PUBLIC SERVICES**

**Introduction**

The current scope for the Upper Bluff Environmental Impact Statement (EIS) includes earth and geologic hazards, wetlands and streams, and aesthetics. Land use patterns will be addressed with aesthetics at no change to the EIS cost.

Based on scoping comments in fall 2017, transportation will be added as a topic.

Police and fire services are proposed to be addressed through emergency access analysis in the transportation section. Effects on other services are anticipated to be incremental and minor. Should public services analysis be added to the EIS and address a broader range of issues (e.g. police and fire levels of service; schools; parks), this scope provides a method and fee.

This document provides additional scope and fee estimates for transportation to be prepared by Transpo as a subconsultant to BERK, and public services to be prepared by BERK (the Consultant).

**Additional EIS Topics**

**Transportation (The Transpo Group).** The following elements will be included as part of the transportation study and preparation of the Preliminary and Draft EIS. The study will consider up to four (4) EIS Alternatives.

- *Traffic Study Review.* The Consultant understands a traffic study has been completed by Gibson Traffic Consultants, Inc. (GTC) for the project site. Transpo will review and provide comments on the GTC traffic study. Transpo will document their review in a brief comment letter provided to the project team. It is anticipated that the GTC traffic study would form the basis of the EIS traffic analysis for the proposed project the evaluation of future traffic volumes and operations at off-site intersections. This traffic analysis would be incorporated into the EIS.
- *Existing Roadway Network.* Transpo will document conditions of the surrounding roadway network, including speed limits, number of travel lanes, and non-motorized and transit facilities. Traffic control, channelization and other relevant characteristics will be documented at up to 3 off-site study intersections as well. Review of the existing roadway network will be based on a site visit as well as the GTC traffic study.
- *Alternative Trip Generation.* Daily and weekday AM and PM peak hour trip generation will be estimated based on the size of the development and information published by the ITE in Trip Generation.

- *Trip Distribution and Assignment.* Transpo will distribute and assign AM and PM peak hour alternative traffic onto the surrounding roadway network based on existing travel patterns, information provided in the GTC traffic study and journey-to-work data from the US Census.
- *Planned Improvements.* Transpo will identify all planned transportation improvements within the study area, as described in the Town of Woodway's adopted Capital Improvement Program (CIP) or Comprehensive Plan for the study horizon year.
- *Emergency Access.* Emergency access and travel time will be evaluated using Transpo's ViaTown, a GIS-based software program that estimates emergency route travel times at a parcel level. Transpo will work with the project team to identify the nearest emergency response locations for police, fire, and ambulance services. The analysis will evaluate emergency access for these services to and from the development site and Point Wells tank farm for up to four (4) access/circulation roadway alternatives.
- *Site Access.* Transpo will review the site access analysis in the GTC traffic study and provide any updates relative to access and circulation proposed with the four (4) Alternatives. These updates will include descriptions of how travel patterns may change and traffic operations analysis.
- *Mitigation Measures.* If potentially significant impacts are anticipated, Transpo will identify mitigation measures that would reduce or off-set these impacts. Consistent with SEPA, identified improvements will mitigate to No Build conditions.
- *Transportation Study Report.* A preliminary draft transportation study report will be prepared documenting all analyses, findings, and conclusions. Transpo will finalize the draft study report following one round of review comments from the project team. The draft transportation study report will then be prepared based on one round of Town of Woodway staff review.
- *EIS Transportation Section.* Transpo will prepare the preliminary draft transportation section for the EIS. This section will be a summary of the transportation study. One round of comments by the project team is anticipated prior to submittal to the Town. Transpo will finalize the draft transportation section based on one round of Town staff review.

**Public Services.** For police, fire, schools, and parks, the Consultant will review existing plans and studies by the Town of Woodway and special districts. Levels of service will be identified under current and future conditions. The cumulative effects of development at the Upper Bluff will be identified, and mitigation proposed where appropriate. The Consultant will contact service providers to ascertain current conditions, potential demand for service, and potential mitigation measures.



## COMPENSATION SCHEDULE

The added cost for transportation and public services is provided below. The cost for Transportation is approximately \$19,000 (BERK time for coordination and editing \$1,200 and Transpo \$17,800), and the cost for Public Services is \$7,341 (BERK time).

BERK Consulting				Transpo		
	2017 Hourly Rate	L. Grueter \$200	Associate Planner \$125	Project Associate \$90	Flat fee for services	Total Hours and Estimated Cost by Task
Task 1: Project Kickoff & Scoping						
Kickoff Meeting and Coordination					\$900.00	
Scoping						
Subtotal		0	0	0		0 \$900
Task 2: Preliminary DEIS & DEIS						
Preliminary Draft EIS						
Technical Analysis		8	20	6	\$16,000.00	
Draft EIS		4	6	2		
Subtotal		12	26	8		46 \$22,370
Task 3: Final EIS						
Preliminary Final EIS		2	4	2		
Final EIS		2	2	2	TBD	
Subtotal		4	6	4		14 \$1,910
Task 4: Meetings & Coordination						
Review Preliminary Documents (2)						
Draft EIS Public Meeting					\$900.00	
Subtotal		0	0	0		0 \$900
Total Estimated Hours		16	32	12		60
Cost (Hours*Rate)		\$3,200	\$4,000	\$1,080	\$17,800	\$26,080
Subtotal Consultant Cost		\$26,080				
Project Expenses @~1 % of project budget		\$261				
Estimated Project Total		\$26,341				