

**TOWN OF WOODWAY
COUNCIL MEETING AGENDA**

**TUESDAY, JUNE 20, 2023
6:00 P.M.**

Woodway Town Hall | 23920 113th Place W. | Woodway, WA

- | | | |
|-----------|------|--|
| 6:00 P.M. | | Call to Order, Flag Salute, & Roll Call |
| 6:00 P.M. | | Public Comments* |
| 6:05 P.M. | I | Approval of Payments – <i>June 20, 2023 Claims</i> |
| 6:10 P.M. | II | Approval of Minutes – <i>June 5, 2023</i> |
| 6:15 P.M. | III | Council Reports |
| 6:20 P.M. | IV | Mayor’s Report <ul style="list-style-type: none">• Upcoming Meeting Schedule |
| 6:25 P.M. | V | Town Administrator’s Report <ul style="list-style-type: none">• Housing Legislation Compliance Costs |
| 6:30 P.M. | VI | Point Wells Public Discussion |
| 6:40 P.M. | VII | Public Hearing: Six-Year Transportation Improvement Plan (TIP)
2024-2029 |
| 6:45 P.M. | VIII | Resolution 2023-452: Six-Year Transportation Improvement Plan (TIP)
2024-2029 |
| 6:50 P.M. | IX | Self-Insured Unemployment Compensation Policy Update |
| 6:55 P.M. | X | Review/reassign Representatives to Regional Organizations |
| 7:05 P.M. | | Public Comments* |
| 7:10 P.M. | | General Council Discussion – Choice of Subjects |
| 7:15 P.M. | | Adjournment |

Council agendas are subject to change before or during the council meetings upon motion. All times are approximate.

**Anyone with a disability requiring special accommodations or anyone wishing to make a public comment for this meeting via video or audio connection 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
CLAIMS 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 2023 payment:

Claims checks #14220 through 14231 and EFT #748\$233,448.74

This 20th day of June 2023.

Mayor

Councilmember

Councilmember

Councilmember

*Note: several large items are being paid

- \$16,622.50 for work in May on annexation analysis
- \$56,856.25 for Q.3 police services
- \$152,689.78 for Q.3 fire/EMS services

TOWN OF WOODWAY
COUNCIL MEETING MINUTES

MONDAY, JUNE 5, 2023
6:00 P.M.

Woodway Town Hall | 23920 113th Place W. | Woodway, WA

- | | | |
|-----------------------------------|--|--|
| Members Present | <input type="checkbox"/> Mayor Mike Quinn | <input checked="" type="checkbox"/> Councilmember John Brock |
| | <input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell | <input checked="" type="checkbox"/> Councilmember Rajeev Thakur* |
| | <input type="checkbox"/> Councilmember Brian Bogen | <input checked="" type="checkbox"/> Councilmember Jim Willett |
| Staff & Guests Present | <input checked="" type="checkbox"/> Town Administrator Eric Faison | <input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano |
| | <input type="checkbox"/> Public Works Director Terry Bryant | <input type="checkbox"/> Deputy Clerk-Treasurer Kim Sullivan |
| | <input type="checkbox"/> Police Chief Jason Valentine | <input type="checkbox"/> Fire Chief Matt Cowan |
| | <input type="checkbox"/> Town Planner Bill Trimm | <input type="checkbox"/> Town Attorney Greg Rubstello |

*Attended virtually

CALL TO ORDER, FLAG SALUTE, ROLL CALL

Mayor Pro Tem Mitchell called the meeting to order at 6:00 p.m. Mayor Quinn and Councilmember Bogen had excused absences.

PUBLIC COMMENTS

Resident Bill Krepick commented on several items related to the Public Works Department.

I - APPROVAL OF PAYMENTS – JUNE 5, 2023 CLAIMS

Councilmember Willett moved to approve the June 5, 2023 claims checks #14198 through 14219 and EFTs #698 through 700 totaling \$49,631.96. *Councilmember Brock* seconded the motion. The motion passed unanimously.

I - APPROVAL OF PAYMENTS – MAY 2023 PAYROLL

Councilmember Brock moved to approve the May 2023 payroll EFT transactions #663 through 681 totaling \$69,196.70. *Councilmember Willett* seconded the motion. The motion passed unanimously.

II - APPROVAL OF MINUTES – MAY 15, 2023

Councilmember Willett moved to approve the May 15, 2023 council meeting minutes. *Councilmember Brock* seconded the motion. Two amendments were discussed and agreed upon. The motion passed unanimously to approve the minutes as amended.

III - COUNCIL REPORTS

Councilmember Brock:

- Thanked Councilmember Willett for raising and lowering the flag on Memorial Day.
- Shared that he and Mayor Pro Tem Mitchell would be attending an affordable housing conference on Friday.

Mayor Pro Tem Mitchell:

- Reported on two meetings she attended recently: Washington Cities Insurance Authority (WCIA) & Sno911.
- Confirmed that the flags in the Council Chambers were being presented in the correct order.

IV - TOWN ADMINISTRATOR'S REPORT

- Clerk-Treasurer Napolitino presented the Q.1 2023 investment report.
- Shared that Public Works would be hiring two summer employees. One position was budgeted for 2023; the second would be hired because of the vacancy in the department.

V - POINT WELLS PUBLIC DISCUSSION

Town Administrator Faison shared an update from a recent meeting with City of Shoreline staff. They discussed traffic concerns and mutual aid for police/fire response.

The following people commented:

- Bill Krepick

The following topics were discussed:

- The recent financial analysis report prepared by BERK.

VI - 1ST QUARTER 2023 FINANCE REPORT

Clerk-Treasurer Napolitino presented the 1st Quarter 2023 Finance Report and confirmed that she and Town Administrator Faison reviewed the report. All numbers were close to where staff would expect them to be at the end of the 1st quarter and nothing stood out as unusual.

VII - ANNUAL REPORT REVIEW

Clerk-Treasurer Napolitino presented the 2023 Annual Report, a yearly requirement from the State Auditor's Office. She highlighted several components and answered several questions.

VIII - REVIEW REPRESENTATIVES TO REGIONAL ORGANIZATIONS

Mayor Pro Tem Mitchell shared that, since Councilmember Willett would need a few committee assignments, the committees/organizations would be reviewed at this meeting and they would discuss how to reassign assignments at the next meeting.

PUBLIC COMMENTS

None.

GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS

Councilmember Willett asked for information on the Town’s crack sealing program and asked a question related to *Mayor Pro Tem Mitchell’s* earlier report on the WCIA meeting.

Mayor Pro Tem Mitchell reminded the Council of the upcoming State of the City for the City of Shoreline. She also reported on an affordable housing project championed by former Councilmember Anderson.

ADJOURNMENT

Councilmember Brock moved to adjourn the meeting. *Councilmember Willett* seconded the motion. The meeting was adjourned at 7:26 p.m.

Respectfully Submitted,

APPROVED BY THE TOWN COUNCIL

Heidi K. S. Napolitano, Clerk-Treasurer

Elizabeth Mitchell, Mayor Pro Tem

(These minutes accurately reflect what was said at the Council Meeting. Publication does not vouch for the veracity of these statements.)

MEMORANDUM

TO: Town Council
FROM: Terry Bryant, Public Works Director
SUBJECT: Six-Year Transportation Improvement Plan (TIP)
DATE: June 20, 2023
CC: Mayor Mike Quinn and Town Administrator Eric Faison

Background

Each year, I review all roads in Woodway for the purpose of submitting a six-year street plan to the Washington State Transportation Improvement Board (TIB). Using the Pavement Surface Condition Field Rating Manual for Asphalt Pavement, I issue a rating for the roads in Woodway that I consider to be the most in disrepair.

The inspection is performed while in a vehicle, driving under five miles per hour. I only inspect one lane at a time. The inspection is done on foot when defects are noted. In inspecting the roads, I consider:

- The type of defect
- The severity of the defect
- The extent to which the road surface is affected by the defect.

The relative angle of the sun can greatly affect visual observations. As a result, I view the defects from different angles to ensure the true nature of the pavement is being observed. When rating the cracks, I use an average width, not the extremes, as cracks vary in width. I only rate the driving portion of the roadways, not the shoulder or walking paths.

I look for the following types of pavement distress.

- | | | |
|----------------------|--|----------------------|
| • Alligator cracking | • Joint reflections | • Polished aggregate |
| • Bleeding | • Lane/shoulder drop-off | • Potholes |
| • Block cracking | • Longitudinal and transverse cracking | • Rutting |
| • Bumps and sags | • Low ride quality | • Shoving |
| • Corrugations | • Patching and utility cut patching | • Slippage cracking |
| • Depressions | | • Swelling |
| • Edge cracking | | • Weathering |

Woodway generally experiences alligator cracking, longitudinal cracking, transverse cracking, raveling, aging (the fine aggregate and/or binder has worn leaving a rough surface), and patching.

ASTM divides the PCR into seven classes as follows, but in practice a PCR lower than 40 is almost impassable.

PCR range	Class
85-100	Good
70-85	Satisfactory
55-70	Fair
40-55	Poor
25-40	Very Poor
10-25	Serious
0-10	Failed

As rated by TIB, Snohomish County is in the top three counties in the State for pavement condition. Only Walla Walla and King Counties are ahead of us. Woodway has a PCR rating in the lower 90s – meaning our roads are considered to be in good condition. Within Snohomish County, Woodway has the second-best paved roadways. Darrington edges us out for the top spot.

TIP Projects

Woodway’s Paving Program focuses on preserving pavement while it is still in fair condition by placing a new layer of asphalt over the existing asphalt. Preserving a road in this manner will maintain an appropriate level of safety, minimize damage caused by water seeping into the roadway base, and preserve the roadway investment in the most cost-efficient manner. A typical asphalt road has a serviceable life of 15-30 years depending upon location, traffic volumes, weather, and truck / heavy vehicle usage. Woodway asphalt roads typically get 25 plus years from an overlay.

Placing a road/street on the Town’s Six-year TIP does not require the Town to overlay that particular road/street. And it does not restrict the Town from paving a street that is not on the list. For example, there are times when paving a road adjacent to a deficit road makes sense for economic reasons. Or financial conditions or a planned sewer/water utility installation may warrant a delay in a project.

Based on the foregoing, I recommend adoption of Resolution 2023-452, containing the Town’s 2024-2029 TIP.

TOWN OF WOODWAY

RESOLUTION 2023-452

A RESOLUTION ADOPTING THE SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE TOWN OF WOODWAY DURING THE 2024-2029 PERIOD

WHEREAS, a public hearing was held on June 20, 2023, to consider the 2024-2029 Six-Year Transportation Improvement Program;

NOW, THEREFORE, the Town Council of the Town of Woodway does hereby resolve as follows:

Section 1. The Six-Year Transportation Improvement Program during the 2024-2029 period, as attached, is hereby adopted and that this Program be used for planning purposes only and reviewed annually prior to funding and implementation of any of the projects.

PASSED this 20th day of June 2023 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

Michael S. Quinn, Mayor

ATTEST:

Heidi K. S. Napolitano, Clerk-Treasurer

Six Year Transportation Improvement Program From 2024 to 2029

Agency: Woodway

County: Snohomish

MPO/RTPO: PSRC

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
19		238th Street SW 238 intersection of 238 and 114 to Timberlane Road Repair and overlay of 238th from the intersection of 238th and 114th east to the intersection of 238th and Timberlane Road	WA-11222	06/20/23	06/20/23		2023-452	05			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2024		0		0	75,000	75,000
Totals				0		0	75,000	75,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	75,000	0	0	0	0
Totals	75,000	0	0	0	0

Six Year Transportation Improvement Program From 2024 to 2029

Agency: Woodway

County: Snohomish

MPO/RTPO: PSRC

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
19		Bella Coola Bella Coola Makah Road to Chinook Road Overlay and repair Bella Coola from Makah Road to Chinook Road including the intersection and 100 feet in both directions.	WA-11225	06/20/23	06/20/23		2023-452	05		0.500	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2026		0		0	175,000	175,000
Totals				0		0	175,000	175,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	175,000	0	0
Totals	0	0	175,000	0	0

Six Year Transportation Improvement Program From 2024 to 2029

Agency: Woodway

County: Snohomish

MPO/RTPO: PSRC

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
19		East Greystone Lane East Greystone Willowick to West Greystone Repair and overlay East Greystone.	WA-09174	06/20/23	06/20/23		2023-452	05			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2026		0		0	100,000	100,000
Totals				0		0	100,000	100,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	100,000	0	0
Totals	0	0	100,000	0	0

Six Year Transportation Improvement Program From 2024 to 2029

Agency: Woodway

County: Snohomish

MPO/RTPO: PSRC

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
07		North Deer overlay and repair North Deer North Deer and 108th ave to North deer and 226th Repair and overlay North Deer from 108th to 226th	WA-15171	06/20/23	06/20/23		2023-452	05			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2025		0		0	52,000	52,000
Totals				0		0	52,000	52,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	52,000	0	0	0
Totals	0	52,000	0	0	0

Six Year Transportation Improvement Program From 2024 to 2029

Agency: Woodway

County: Snohomish

MPO/RTPO: PSRC

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
19		West Greystone West Greystone East Greystone to Willowick Repair and overlay West Greystone	WA-09175	06/20/23	06/20/23		2023-452	05		0.200	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2027		0		0	125,000	125,000
Totals				0		0	125,000	125,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	125,000	0
Totals	0	0	0	125,000	0

Six Year Transportation Improvement Program From 2024 to 2029

Agency: Woodway

County: Snohomish

MPO/RTPO: PSRC

Y Inside

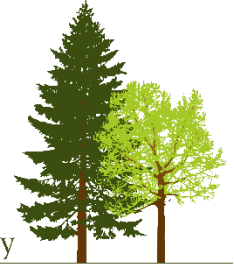
N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
19		West Woodway Lane West Woodway Lane Willowick to Repair and Overlay West Woodway Lane.	WA-09176	06/20/23	06/20/23		2023-452	05		0.230	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2027		0		0	75,000	75,000
Totals				0		0	75,000	75,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	0	75,000
Totals	0	0	0	0	75,000

	Federal Funds	State Funds	Local Funds	Total Funds
Grand Totals for Woodway	0	0	602,000	602,000



SELF-INSURED UNEMPLOYMENT COMPENSATION POLICY

Purpose

Under Washington State law, the Town may maintain its own self-insured unemployment compensation program in lieu of participating in the state programs. This policy addresses how the Town will handle expenses for circumstances unknown or unforeseen through its program budgeting and funding through maintaining reserves.

Definitions

“Loss Contingency Reserve” is defined as each of the funds’ liability for circumstances unknown or unforeseen in the budgeting and funding of this self-insured program.

Reserves

1. The Town of Woodway recognizes that adequate claim reserves are maintained to:
 - a. Provide employees with the security that incurred claims will be paid; and
 - b. Provide stability to the budgeting process.
2. The Town Council directs that a Loss Contingency Reserve be established for the Town’s self-insured unemployment compensation fund.

Dedication and access to available reserves

The ~~Reserve account~~ shall be dedicated 100% for the Town’s unemployment compensation fund. Payments made under the unemployment compensation program will come from the ~~Reserve account~~ before using any other funding source. Should the reserves created under this policy become insufficient to meet the obligations created by the Town’s programs, the Town shall take appropriate steps to commit the additional funds required to meet those obligations.

Loss Contingency Reserve

The amount of money set aside in the Loss Contingency Reserve shall be ~~\$44,000~~\$52,000, based on the maximum amount of unemployment compensation allowed for the unemployment claims of two employees. As of June ~~2021~~2023, the maximum amount per employee would be ~~\$844,999~~\$25,974/week for 26 weeks for a total of ~~\$21,944~~\$25,974.

Review of Policy

At a minimum, this policy should be reviewed every two years. A report should be made to the Town Council after the review. The review should include an analysis of the following:

- Change in person performing funding projections
- Change in the process or methodology used to develop funding projections
- Expenses for paid claims
- Significant increase/decrease in employees covered
- Changes in coverage offered
- Changes in costs/rates
- Changes in budget, financial statements, and financial strategy plan
- Financial position compared to amount recommended by this policy
- Changes in program administration
- Trends of above criteria

Administration

The Town Administrator shall administer this policy.

APPROVED BY THE TOWN COUNCIL

Michael S. Quinn, Mayor

Effective date:

TOWN OF WOODWAY
REPRESENTATIVES TO REGIONAL ORGANIZATIONS

2023					
	Column1	Meeting date	Rep (1)	Rep (2)	Alternate Rep
Mayor Pro Tem		n/a	Mitchell	Bogen	
Richmond Beach Community Association	in-person		Brock		
Salmon Recovery Council	online	Every other month, 3rd Thursday	Bogen	Brock	
Sno Co Department of Emergency Management		Quarterly	Mitchell		
Snohomish County 911 Small City Caucus Rep.		Once per year	Mitchell		
Alliance for Housing Affordability		Quarterly - before one of the SCT meetings on a fourth Wednesday (January, April, July, October)	Brock		
Snohomish County Housing Affordability Task Force (HART)		only two meetings in 2020 - april & september	Bogen		
Snohomish County Cities and Towns		Third Thursday of each month	Thakur		All Council Members
Conservation Futures Board - appointed through SCC organization			Quinn		
Snohomish County Housing and Community Development Policy Advisory Board - appointed through SCC organization			Mitchell		
Snohomish County Housing and Community Development Technical Advisory Committee		as needed, february and mid-year plus more if necessary	need to appoint rep & alternate		
Snohomish County Tomorrow - Steering Committee		Fourth Wednesday of each month, 6 to 8 pm	Thakur		
Solid Waste Advisory Committee		2nd Wednesday of each month	Bogen		
South County Mayors		First Wednesday of each month	Quinn		
State Audits of Town		n/a			All Council Members
Washington Cities Insurance Authority (WCIA)		n/a	Napolitano	Mitchell	Thakur