

**TOWN OF WOODWAY  
COUNCIL MEETING AGENDA**

**MONDAY, SEPTEMBER 18, 2023  
6:00 P.M.**

**Woodway Town Hall | 23920 113<sup>th</sup> 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>September 18, 2023 Claims</i>
6:10 P.M.	II	Approval of Minutes – <i>August 21, 2023; September 5, 2023; September 5 2023 Special Meeting</i>
6:15 P.M.	III	Council Reports
6:20 P.M.	IV	Mayor’s Report
6:25 P.M.	V	Town Administrator’s Report
6:30 p.m.	VI	Point Wells Public Discussion
6:40 P.M.	VII	Budget Contingency and Emergency Reserve Policy Discussion
6:55 P.M.		Public Comments*
7:00 P.M.		General Council Discussion – Choice of Subjects
7:05 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.”

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Clerk Treasurer

The following transactions are approved for 2023 payment:

Claims checks #14293 through 14308 and EFT #1222 .....\$240,458.89

This 18<sup>th</sup> day of September 2023.

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Mayor

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Councilmember

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Councilmember

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Councilmember

\*Note: several large items are being paid

- \$56,856.25 for Q.4 2023 police contract services
- \$152,689.78 for Q.4 2023 fire/EMS services
- \$7,725.40 for August 2023 legal services, including \$5,936 for MUGA
- \$8,175 for July & August 2023 engineering services
- \$7,653.75 for August 2023 planning services, including \$5,411.25 for comp plan update work

**TOWN OF WOODWAY  
COUNCIL MEETING MINUTES**

**MONDAY, AUGUST 21, 2023  
6:00 P.M.**

**Woodway Town Hall | 23920 113<sup>th</sup> Place W. | Woodway, WA**

<b>Members Present</b>	<input checked="" 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 checked="" type="checkbox"/> Councilmember Brian Bogen	<input checked="" type="checkbox"/> Councilmember Jim Willett
<b>Staff &amp; Guests Present</b>	<input checked="" type="checkbox"/> Town Administrator Eric Faison	<input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano
	<input checked="" type="checkbox"/> Public Works Director Terry Bryant*	<input checked="" type="checkbox"/> Town Engineer John Forba*
	<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 Quinn called the meeting to order at 6:02 p.m.

**AMEND THE AGENDA**

**ACTION:**

*Councilmember Mitchell* moved to amend the agenda to move the first public comment section to be first, before item I. *Councilmember Brock* seconded the motion. The motion passed unanimously.

**PUBLIC COMMENTS (MOVED UP FROM AFTER ITEM IV)**

Rebecca Miner, the new Edmonds School District Superintendent, introduced herself and shared information on her entry plan.

Jay Grant, Port of Edmonds Commissioner, gave several updates on port projects, including the progress of their building project, and waterfront and transportation planning.

Resident Bill Krepick referred to the public comments he submitted and commented on police and fire services.

**I - TWIN MAPLES SPEED HUMPS DISCUSSION**

Town Engineer John Forba reviewed his memo, including design options for traffic calming devices, proposed locations, and approximate life-cycle costs. Lengthy discussion followed.

**ACTION:**

*Councilmember Bogen* moved to direct staff to work with the Town's engineer to install either two asphalt or four rubber speed humps, whichever the staff and engineer deemed appropriate. Staff should concurrently work on creating a traffic calming policy that would apply throughout Town. *Councilmember Willett* seconded the motion. The motion passed 4-1, with Councilmember Mitchell voting against.

**II - CONTRACT WITH STRIPE RITE FOR ROAD STRIPING SERVICES**

Public Works Director Bryant presented the contract with Stripe Rite for road striping services. Discussion followed.

**ACTION:**

*Councilmember Mitchell* moved to authorize the Mayor to execute the contract with Stripe Rite for road striping services. *Councilmember Brock* seconded the motion. The motion passed unanimously.

**III - FIRE DEPARTMENT UPDATE – FIRE CHIEF MATT COWAN**

Fire Chief Matt Cowan presented the Q.2 2023 fire/BLS response report and answered several questions. Chief Cowan also gave a staffing update, discussed planning for potential wildfires, and shared recent department rating changes.

**IV - POLICE DEPARTMENT UPDATE – POLICE CHIEF JASON VALENTINE**

Police Chief Jason Valentine presented traffic enforcement data and answered several questions. Chief Valentine also gave updates on an on-going burglary investigation, the derelict vessel on the beach in Woodway, and staffing levels. A brief discussion followed.

**V - APPROVAL OF PAYMENTS – AUGUST 21, 2023 CLAIMS**

*Councilmember Mitchell* moved to approve the August 21, 2023 claims checks #14273 through 14281 totaling \$4,157.98. *Councilmember Brock* seconded the motion. The motion passed unanimously.

**VI - APPROVAL OF MINUTES – JULY 17, 2023 MINUTES**

*Councilmember Bogen* moved to approve the July 17, 2023 council meeting minutes. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

**VII - APPROVAL OF MINUTES – AUGUST 7, 2023 MINUTES**

*Councilmember Brock* moved to approve the August 7, 2023 council meeting minutes. *Councilmember Willett* seconded the motion. The motion passed unanimously.

**VIII - COUNCIL REPORTS**

*Councilmember Thakur* reported that a portion of the fence at the Deer Creek Park parking area needs repair.

*Councilmember Brock:*

- Shared housing information tool from AHA's Chris Collier.

- Shared a conversation with a resident about road striping.
- Congratulated Town staff and volunteers on a successful Town Fair.

*Councilmember Mitchell* thanked everyone who worked on the Town Fair.

#### **IX - MAYOR'S REPORT**

- Shared feedback from residents at the Town Fair and thanked staff and volunteers for their work.

#### **X - TOWN ADMINISTRATOR'S REPORT**

- Clerk-Treasurer Napolitano shared that the Town was awarded local records grant for records management work in the Town's archives.

#### **XI - POINT WELLS PUBLIC DISCUSSION | DRAFT INTERLOCAL AGREEMENT WITH CITY OF SHORELINE**

Mayor Quinn thanked Town Administrator Faison for his work on the draft Interlocal Agreement with the City of Shoreline. Mr. Faison presented the memo in the packet and outlined the process for the ILA approval for all parties. Discussion followed.

The following people commented:

- Todd Aton
- Lynda Tripp

The following topics were discussed:

- Possible benefits of and concerns about annexation
- BNSF work
- Fire/EMS services to the site

The consensus of the Council was to continue with the interlocal agreement process.

#### **PUBLIC COMMENTS**

Resident Bill Krepick commented on specifications and bidding for striping work.

Resident Lynda Tripp thanked the Council for the traffic calming work in Twin Maples.

Resident Todd Aton thanked staff and volunteers for the Town Fair and commented on Twin Maples traffic issues.

#### **GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS**

Mayor Quinn thanked Councilmember Bogen for his service and wished him well.

#### **ADJOURNMENT**

*Councilmember Bogen* moved to adjourn the meeting. *Councilmember Willett* seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:27 p.m.

Respectfully Submitted,

**APPROVED BY THE TOWN COUNCIL**

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Heidi K. S. Napolitano, Clerk-Treasurer

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Michael S. Quinn, Mayor

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

**TOWN OF WOODWAY  
COUNCIL MEETING MINUTES**

**TUESDAY, SEPTEMBER 5, 2023  
6:00 P.M.**

**Woodway Town Hall | 23920 113<sup>th</sup> Place W. | Woodway, WA**

<b>Members Present</b>	<input checked="" 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 checked="" type="checkbox"/> Councilmember Brian Bogen	<input checked="" type="checkbox"/> Councilmember Jim Willett
<b>Staff &amp; Guests Present</b>	<input checked="" type="checkbox"/> Town Administrator Eric Faison	<input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano
	<input checked="" type="checkbox"/> Public Works Director Terry Bryant*	<input checked="" type="checkbox"/> Town Engineer John Forba*
	<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 Quinn called the meeting to order at 6:02 p.m.

**AMEND THE AGENDA**

**ACTION:**

*Councilmember Brock* moved to amend the agenda to add two agenda items to the end of the meeting: an amendment to an interlocal agreement with Snohomish County related to housing and an executive session to discuss potential litigation. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

**PUBLIC COMMENTS**

None.

**I - APPROVAL OF PAYMENTS – SEPTEMBER 5, 2023 CLAIMS**

*Councilmember Mitchell* moved to approve the September 5, 2023 claims checks #14282 through 14292 and EFTs #1172, 1173, and 1198 totaling \$23,960.69. *Councilmember Willett* seconded the motion. The motion passed unanimously.

**I - APPROVAL OF PAYMENTS – AUGUST 2023 PAYROLL**

*Councilmember Willett* moved to approve the August 2023 payroll EFT transactions #1177 through 1197 totaling \$67,913.69. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

## **II - COUNCIL REPORTS**

*Councilmember Brock:*

- Attended several recent meetings including Snohomish County Tomorrow.
- Requested that the Twin Maples traffic calming discussion be added to a future agenda.
- Shared that MyEdmondsNews recently had an article about the Carla Nichols Reserve.

## **III - MAYOR'S REPORT**

- Recently attended a Conservation Futures board meeting where several grants were awarded for regional projects.

## **IV - TOWN ADMINISTRATOR'S REPORT**

- Gave a brief update on the design progress of traffic calming devices in Twin Maples.
- Shared information on speed cameras – allowable locations and possible cost.

## **V - POINT WELLS PUBLIC DISCUSSION**

Town Administrator Faison shared information on the scheduled hearing dates for all parties.

No members of the public had comments.

## **VI - THIRD AMENDMENT TO SETTLEMENT AND INTERLOCAL AGREEMENT WITH CITY OF SHORELINE**

Town Administrator Faison outlined the third amendment to the Settlement and Interlocal Agreement with City of Shoreline, which would extend the timeline contained in Section III A.2 of the agreement for an additional four months.

### **ACTION:**

*Councilmember Mitchell* moved to approve the Third Amendment to the Settlement and Interlocal Agreement with City of Shoreline and authorize the Mayor to execute the amendment. *Councilmember Brock* seconded the motion. The motion passed unanimously.

## **VII - ACCEPT LOCAL RECORDS GRANT AND AUTHORIZE EXPENDITURES**

Clerk-Treasurer Napolitano reviewed the grant award agreement with the state of Washington, Office of the Secretary of State, Division of Archives and Records Management and answered several questions about the project, records management, and public records requests.

### **ACTION:**

*Councilmember Mitchell* moved to accept the grant award from the state of Washington, Office of the Secretary of State, Division of Archives and Records Management and authorize expenditures associated with the grant. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

## **VIII - COUNCIL APPOINTMENT PROCESS**

The Council discussed the draft councilmember appointment process document and reviewed the communications/outreach plan.



**ADDED AGENDA ITEM: ACCEPT LOCAL RECORDS GRANT AND AUTHORIZE EXPENDITURES**

Town Administrator Faison presented the second amendment to the Snohomish County Housing and Community Development Urban County Consortium Interlocal Cooperation Agreement and clarified that the amendment would not have an impact on Woodway.

**ACTION:**

*Councilmember Willett* moved to approve the second amendment to the Snohomish County Housing and Community Development Urban County Consortium Interlocal Cooperation Agreement and authorize the Mayor to execute the amendment. *Councilmember Brock* seconded the motion. The motion passed unanimously.

**PUBLIC COMMENTS**

None. A virtual attendee raised their hand but had technical difficulties and could not un-mute themselves.

**GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS**

None.

**ADDED AGENDA ITEM: EXECUTIVE SESSION FOR APPROXIMATELY 10 MINUTES TO DISCUSS POTENTIAL LITIGATION**

At 6:42 p.m., Mayor Quinn recessed to executive session for approximately 5 minutes to discuss potential litigation. At 6:48 p.m., Mayor Quinn extended the executive session for approximately 5 additional minutes. At 6:54 p.m., Mayor Quinn reconvened the meeting.

**ADJOURNMENT**

*Councilmember Brock* moved to adjourn the meeting. *Councilmember Thakur* seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:55 p.m.

Respectfully Submitted,

**APPROVED BY THE TOWN COUNCIL**

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Heidi K. S. Napolitano, Clerk-Treasurer

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Michael S. Quinn, Mayor

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

**TOWN OF WOODWAY  
COUNCIL SPECIAL MEETING MINUTES**

**TUESDAY, SEPTEMBER 5, 2023  
2:30 P.M.**

**Woodway Town Hall | 23920 113<sup>th</sup> Place W. | Woodway, WA**

<b>Members Present</b>	<input checked="" type="checkbox"/> Mayor Mike Quinn	<input checked="" type="checkbox"/> Councilmember Rajeev Thakur
	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell	<input checked="" type="checkbox"/> Councilmember Jim Willett
	<input checked="" type="checkbox"/> Councilmember John Brock	<input type="checkbox"/> Vacant Council Position #3
<b>Staff &amp; Guests Present</b>	<input checked="" type="checkbox"/> Town Administrator Eric Faison	<input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano
	<input type="checkbox"/> Town Attorney Greg Rubstello	<input checked="" type="checkbox"/> Town Planner Bill Trimm
	<input type="checkbox"/> Police Chief Alan Correa	<input type="checkbox"/> Public Works Director Terry Bryant
	*Attended virtually	

**CALL TO ORDER, ROLL CALL**

Mayor Quinn called the meeting to order at 2:38 p.m.

**I - LEGISLATIVE UPDATE - HOUSING**

Town Planner Bill Trimm presented information on the potential impact of HBs 1110 & 1337 on Woodway. Mr. Trimm also updated the Council on the Comprehensive Plan update process. Discussion followed.

**II - POINT WELLS**

The Council briefly discussed the Supreme Court's denial of BSRE's appeal of its Snohomish County development application and the annexation process.

**RECESS**

Mayor Quinn announced a brief recess at 3:55 p.m. The meeting was reconvened at 4:05 p.m.

**III - BUDGET & LEVY TIMING & COMMUNICATION**

Clerk-Treasurer Napolitano presented the 2<sup>nd</sup> quarter 2023 finance and investment reports. Town Administrator Faison presented information on the financial forecast and various levy scenarios. Discussion followed.

**IV - GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS**

None.

**ADJOURNMENT**

The meeting was adjourned at 5:45 p.m.

Respectfully Submitted,

**APPROVED BY THE TOWN COUNCIL**

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Heidi K. S. Napolitano, Clerk-Treasurer

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Michael S. Quinn, Mayor

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

Town of Woodway  
July 2023  
Investment Transaction Report

Investment Type	Transaction Type	Transaction Date	Amount
LGIP	Net Interest	7/31/2023	\$ 2,430.20

Town of Woodway  
August 2023  
Investment Transaction Report

Investment Type	Transaction Type	Transaction Date	Amount
LGIP	Net Interest	8/31/2023	\$ 2,488.76



# SNOHOMISH COUNTY SHERIFF'S OFFICE

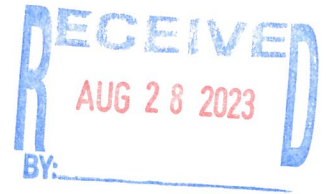
INTEGRITY

DIGNITY

COMMITMENT

PRIDE

Adam Fortney, Sheriff



TO: WOODWAY POLICE DEPARTMENT

RE: Interlocal Agreement (ILA) for Jail Services

***The Snohomish County wishes to exercise the option to extend this contract for the first additional term of three (3) years, through 12/31/2026.***

## CONTRACT FEES

- a) Section 6.2.3: *Beginning January 1, 2024, the Booking Fee and Daily Maintenance Fee listed in Sections 6.2.1 and 6.2.2 shall increase on January 1 of each calendar year during the term of this Agreement by three (3) percent. The County shall provide the City notice of the Booking Fee and Daily Maintenance Fee increase by September 1 of each year.*
- b) Section 6.2.5: *The County shall invoice the City a "Video Court Fee" for each scheduled hour of Video Court time. The County may increase the Video Court Fee upon thirty (30) days' notice to the City.*

Please accept this letter as notice to increase the Booking, Daily Maintenance and Video Court fee as listed below beginning on January 1, 2024.

Snohomish County Jail Rates			
January 1, 2024			
Booking	2023 Fees	2024 Fee with 3 % CPI	Increase
Booking Fee	\$138.74	\$142.90	\$4.16
Housing	2023	2024	
Flat Rate	\$193.08	\$198.87	\$5.79
Video Court Fee	2023	2024	
Video Court Fee	\$229.81	\$236.70	\$6.89

Your contact for contract administration purposes is Bureau Chief Norman Link. He can be reached at (425) 388-3491. For operational issues, Major Alonzo Downing is your contact. He can be reached at (425) 388-3419. We continue to strive to provide safe, secure detention services for our community and agency partners, and appreciate your business.

Sincerely,  
Nadia Nikolina  
Corrections Finance Supervisor  
Administrative Services Bureau  
425-388-5327