

# TOWN OF WOODWAY COUNCIL MEETING AGENDA

MONDAY, APRIL 1, 2024  
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>April 1, 2024 Claims; March 2024 Payroll</i>                              |
| 6:10 P.M. | II  | Approval of Minutes – <i>March 4, 2024; March 18, 2024</i>  |
| 6:15 P.M. | III | Council Reports   |
| 6:20 p.m. | IV  | Mayor’s Report <ul style="list-style-type: none"><li>• Volunteer Program</li></ul>                  |
| 6:25 p.m. | V   | Town Administrator’s Report <ul style="list-style-type: none"><li>• Updated Speeding Data</li></ul> |
| 6:35 P.M. |     | Public Comments*  |
| 6:40 P.M. |     | General Council Discussion – Choice of Subjects   |
| 6:45 P.M. |     | Meeting Ends  |

*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 2024 payment:

Claims checks #14478 through 14492 and EFTs #462, 464, 465 .....\$197,824.97

This 1<sup>st</sup> day of April 2024.

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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

- \$11,846.25 for Town Planner Services including \$1,511.25 for general planning work (code update prep, meetings/communications), \$97.50 for MUGA work, and \$10,237.50 for work on the Comp Plan update and middle housing legislation
- \$157,270.47 for Q.2 2024 fire & emergency management services
- \$5,917.12 for repair and maintenance of 2 mowers
- \$10,936.00 for refund of cancelled permits

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

1. 2 rear tires for Ranger: \$496.13
2. Fuel: \$213.49 (\$105.48 – PD, \$108.01 – PW)
3. Permit Tech training registration – K. Sullivan: \$200.00



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.”

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Clerk-Treasurer

The following March 2024 Payroll transactions, for 7.63 FTE, are approved for 2024 payment:

EFT transactions #371, 430 through 450, 481, and 482; Check #14477.....\$77,324.26

This 29<sup>th</sup> day of March 2024

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Mayor

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Councilmember

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Councilmember

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Councilmember

\* There were 0 comp time hours accrued in March 2024

**TOWN OF WOODWAY  
COUNCIL MEETING MINUTES**

**MONDAY, MARCH 4, 2024  
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 Rajeev Thakur
	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell	<input checked="" type="checkbox"/> Councilmember Jim Willett
	<input checked="" type="checkbox"/> Councilmember John Brock	<input checked="" type="checkbox"/> Councilmember Steve Mitchell
<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"/> Public Works Director Terry Bryant	<input 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.

**PUBLIC COMMENTS**

The following people commented:

- Bill Krepick
- Steve Johnson

The following subjects were addressed:

- Boundary Review Board (BRB) proceedings
- Traffic calming in Woodway

**I - APPROVAL OF PAYMENTS – MARCH 4, 2024 CLAIMS**

*Councilmember E. Mitchell* moved to approve the March 4, 2024 claims checks #14460 through 14467 and EFT #345 totaling \$18,241.28. *Councilmember Brock* seconded the motion. The motion passed unanimously.

**I - APPROVAL OF PAYMENTS – FEBRUARY 2024 PAYROLL**

*Councilmember Brock* moved to approve the February 2024 payroll EFT transactions #311 through 330 totaling \$72,280.38. *Councilmember Willett* seconded the motion. The motion passed unanimously.

## II - COUNCIL REPORTS

*Councilmember Brock:*

- Attended a recent Snohomish County Tomorrow meeting; tax increment financing was discussed.
- Listened to the BRB meeting.

## III - MAYOR'S REPORT

- Asked Town Administrator Faison for updates on several items.
- Heard a report from Volunteer Coordinators Alethea Westover and Tim Cashman. Discussion followed.

## IV - TOWN ADMINISTRATOR'S REPORT

- Gave an update on the tree that fell across the intersection of Algonquin Road & N. Deer Drive.
- Vehicle License Fee
  - Presented a brief overview of Transportation Benefit Districts (TBD's). Discussion followed.
- Boundary Review Board & Annexation
  - Presented history of the Town's potential annexation of Point Wells and gave an update from the recent BRB meeting. Discussion followed.

## V - UPDATED BANKING SERVICES AGREEMENT WITH HOMESTREET BANK

Clerk-Treasurer Napolitano presented the Updated Banking Services Agreement with HomeStreet Bank. Discussion followed.

### **ACTION:**

*Councilmember Willett* moved to authorize the Mayor to execute the Banking Services Agreement with HomeStreet Bank. *Councilmember E. Mitchell* seconded the motion. The motion passed unanimously.

## VI - RESOLUTION 2024-462: AUTHORIZED SIGNERS ON HOMESTREET BANK ACCOUNTS

Clerk-Treasurer Napolitano presented Resolution 2024-462: Authorized Signers on HomeStreet Bank Accounts, which would authorize the same people to sign checks on the new account as are signers on the current account.

### **ACTION:**

*Councilmember E. Mitchell* moved to adopt Resolution 2024-462: Authorized Signers on HomeStreet Bank Accounts. *Councilmember Willett* seconded the motion. The motion passed unanimously.

## **PUBLIC COMMENTS**

The following people commented:

- Tom McCormick
- Bill Krepick
- Buck Jorgensen

The following subjects were addressed:

- Annexation
- TBD/Car tab taxes

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

- BRB meeting/annexation.
- Twin Maples speed humps bid update.

## **MEETING ENDS**

*Councilmember Brock* moved to end the meeting. *Councilmember S. Mitchell* seconded the motion. The motion passed unanimously. The meeting ended at 7:24 p.m.

Respectfully Submitted,

**APPROVED BY THE TOWN COUNCIL**

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Heidi K. S. Napolitino, 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**

**MONDAY, MARCH 18, 2024  
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 Rajeev Thakur
	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell	<input checked="" type="checkbox"/> Councilmember Jim Willett
	<input checked="" type="checkbox"/> Councilmember John Brock	<input checked="" type="checkbox"/> Councilmember Steve Mitchell
<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"/> Public Works Director Terry Bryant	<input 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 checked="" type="checkbox"/> Building Official Tom Phillips*

\*Attended virtually

**CALL TO ORDER, FLAG SALUTE, ROLL CALL**

Mayor Quinn called the meeting to order at 6:04 p.m.

**PUBLIC COMMENTS**

The following people commented:

- Bill Krepick

The following subjects were addressed:

- Thanks for the recent Coffee with the Mayor; comments on the subjects discussed at the event
- Recent written public comments

**I - APPROVAL OF PAYMENTS – MARCH 18, 2024 CLAIMS**

*Councilmember E. Mitchell* moved to approve the March 18, 2024 claims checks #14468 through 14476 totaling \$67,245.91. *Councilmember Brock* seconded the motion. The motion passed unanimously.

**II - APPROVAL OF MINUTES – FEBRUARY 20, 2024 MEETING MINUTES**

*Councilmember Willett* moved to approve the February 20, 2024 council meeting minutes. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

### **III - COUNCIL REPORTS**

*Councilmember E. Mitchell:*

- Apologized for missing a recent Policy Advisory Board meeting.

*Councilmember Brock:*

- Attended recent Port of Edmonds meeting.

### **IV - MAYOR'S REPORT**

- Commented on recent Coffee with the Mayor.

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

- Additional speed data would be shared at an upcoming meeting.
- Gave an update on the Twin Maples speed humps. Discussion followed.
- Reminded the Council of the next community meeting on Saturday, April 20, 2024.

### **VI - ORDINANCE 2024-655: 2021 I-CODES ADOPTION**

Building Official Phillips presented Ordinance 2024-655: 2021 I-Codes Adoption, which would adopt the 2021 building codes, which went into effect state-wide on March 15, 2024. He reviewed several changes in the individual codes including significant changes to the energy codes and an added requirement to have electric vehicle charging infrastructure in certain circumstances.

#### **ACTION:**

*Councilmember Brock* moved to adopt Ordinance 2024-655: 2021 I-Codes Adoption.  
*Councilmember E. Mitchell* seconded the motion. The motion passed unanimously.

### **VII - 4TH QUARTER 2023 FINANCE & INVESTMENT REPORTS**

Mayor Quinn presented the 4<sup>th</sup> Quarter 2023 Finance & Investment Reports. Discussion included REET revenue, legal expenses, and that there was nothing unexpected in the reports.

### **PUBLIC COMMENTS**

The following people commented:

- Tim Cashman
- Lynda Tripp
- Steve Johnson
- Scott Jacobson

The following subjects were addressed:

- Volunteer opportunities in 2024
- Stormwater runoff in Twin Maples
- Traffic calming throughout Town and in Edmonds



### VIII - GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS

- Town Administrator Faison gave a brief refresher on how REET revenue can be spent.
- Budget requests and the financial forecast.

### MEETING ENDS

*Councilmember Brock* moved to end the meeting. *Councilmember E. Mitchell* seconded the motion. The motion passed unanimously. The meeting ended at 7:11 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.)

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## MEMORANDUM

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**TO:** Town Council  
**FROM:** Terry Bryant, Public Works Director  
**SUBJECT:** Vehicle and Speed Counts  
**DATE:** April 1, 2024  
**CC:** Mike Quinn, Mayor and Eric Faison, Town Administrator

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Since my last report on traffic counts and speeding, I have added data from several new locations. In the attached spreadsheet, you will find the most recent vehicle/speed data for:

- Woodway Park Road south of the bridge (#s 7 & 8), and
- Timberlane (#s 9 & 10).

Additionally, you'll notice new data for Twin Maples (#s 11 & 12). This data was collected with the intent to use it as a baseline to compare with data that we will collect after the new speed humps are installed.

## 2024 Speed Counts

1

Woodway Park Road, facing south, near Deer Creek Bridge								Speed Limit: 25 MPH	
Date	Vehicle Count	Speeder Count	Speeder Count %	26-30 MPH	26-30 MPH %	31+ MPH	31+ MPH %	Fastest Time Period	Daily Average Speed
10-Jan	924	434	47%	359	39%	75	8%	4:00p	25
11-Jan	880	406	46%	331	38%	75	9%	12:30a	25
12-Jan	865	495	57%	381	44%	114	13%	5:00p	26
13-Jan	737	403	55%	280	38%	123	17%	5:00p	26
14-Jan	707	363	51%	257	36%	106	15%	4:00p	26
15-Jan	815	398	49%	303	37%	95	12%	12:00a	26
16-Jan	271	141	52%	115	42%	26	10%	5:30p	26

2

Woodway Park Road, facing north, near Deer Creek Bridge								Speed Limit: 25 MPH	
Date	Vehicle Count	Speeder Count	Speeder Count %	26-30 MPH	26-30 MPH %	31+ MPH	31+ MPH %	Fastest Time Period	Daily Average Speed
10-Jan	924	338	37%	294	32%	44	5%	12:30a	23
11-Jan	995	369	37%	324	33%	45	5%	11:00p	24
12-Jan	968	440	45%	379	39%	61	6%	2:00p	25
13-Jan	961	404	42%	311	32%	93	10%	1:00p	25
14-Jan	871	344	39%	276	32%	68	8%	4:00p	24
15-Jan	953	400	42%	330	35%	70	7%	12:30a	24
16-Jan	266	116	44%	98	37%	18	7%	4:00p	24

3

## Timberlane facing south towards 238th

Speed Limit: 25 MPH

Date	Vehicle Count	Speeder Count	Speeder Count %	26-30 MPH	26-30 MPH %	31+ MPH	31+ MPH %	Fastest Time Period	Daily Average Speed
29-Jan	908	409	45%	321	35%	88	10%	2:30p	24
30-Jan	893	385	43%	294	33%	91	10%	11:00p	25
31-Jan	888	393	44%	302	34%	91	10%	4:00p	25
1-Feb	922	410	44%	326	35%	84	9%	4:30p	24
2-Feb	979	434	44%	349	36%	85	9%	12:00a	24
3-Feb	1077	465	43%	347	32%	118	11%	1:00p	25
4-Feb	799	355	44%	263	33%	92	12%	2:00p	24

4

## Timberlane facing north towards Shoreline

Speed Limit: 25 MPH

Date	Vehicle Count	Speeder Count	Speeder Count %	26-30 MPH	26-30 MPH %	31+ MPH	31+ MPH %	Fastest Time Period	Daily Average Speed
29-Jan	927	353	38%	307	33%	46	5%	10:30p	24
30-Jan	884	308	35%	271	31%	37	4%	10:00p	24
1-Feb	913	369	40%	313	34%	56	6%	1:00p	24
2-Feb	1016	411	40%	354	35%	57	6%	1:30p	24
3-Feb	909	354	39%	291	32%	63	7%	5:00p	24
4-Feb	786	285	36%	246	31%	39	5%	4:00p	24

5

**Woodway Park Road, facing north near Makah intersection****Speed Limit: 25 MPH**

Date	Vehicle Count	Speeder Count	Speeder Count %	26-30 MPH	26-30 MPH %	31+ MPH	31+ MPH %	Fastest Time Period	Daily Average Speed
9-Feb	940	357	38%	259	28%	98	10%	6:00p	24
10-Feb	826	350	42%	257	31%	93	11%	6:30p	24
11-Feb	626	261	42%	191	31%	70	11%	7:00p	24
12-Feb	798	346	43%	254	32%	92	12%	12:00a	24
13-Feb	917	376	41%	295	32%	81	9%	2:30p	24
14-Feb	974	423	43%	333	34%	90	9%	12:30a	24
15-Feb	850	361	42%	285	34%	76	9%	10:00p	24

6

**Woodway Park Road, facing south near Makah intersection****Speed Limit: 25 MPH**

Date	Vehicle Count	Speeder Count	Speeder Count %	26-30 MPH	26-30 MPH %	31+ MPH	31+ MPH %	Fastest Time Period	Daily Average Speed
9-Feb	1114	554	50%	413	37%	141	13%	2:30p	26
10-Feb	1010	557	55%	426	42%	131	13%	1:00p	26
11-Feb	717	410	57%	313	44%	97	14%	1:00p	26
12-Feb	1011	537	53%	411	41%	126	12%	4:30p	26
13-Feb	1151	629	55%	517	45%	112	10%	11:30p	26
14-Feb	1194	660	55%	521	44%	139	12%	4:30p	26
15-Feb	973	495	51%	406	42%	89	9%	9:30p	26

7

**Woodway Park Road, facing north near Noth Deer intersection****Speed Limit: 25 MPH**

Date	Vehicle Count	Speeder Count	Speeder Count %	26-30 MPH	26-30 MPH %	31+ MPH	31+ MPH %	Fastest Time Period	Daily Average Speed
23-Feb	940	446	47%	317	34%	129	14%	1:00p	25
24-Feb	826	466	56%	332	40%	134	16%	12:00a	25
25-Feb	626	363	58%	264	42%	99	16%	2:30a	25
26-Feb	798	401	50%	297	37%	104	13%	10:00p	25
27-Feb	917	420	46%	315	34%	105	11%	6:00p	25
28-Feb	974	386	40%	301	31%	85	9%	1:30p	22
29-Feb	850	428	50%	330	39%	98	12%	7:00p	25

8

**Woodway Park Road, facing south near North Deer intersection****Speed Limit: 25 MPH**

Date	Vehicle Count	Speeder Count	Speeder Count %	26-30 MPH	26-30 MPH %	31+ MPH	31+ MPH %	Fastest Time Period	Daily Average Speed
23-Feb	886	355	40%	282	32%	73	8%	6:00p	24
24-Feb	840	355	42%	308	37%	47	6%	6:30p	24
25-Feb	688	299	43%	253	37%	46	7%	7:00p	24
26-Feb	816	343	42%	282	35%	61	7%	12:00a	24
27-Feb	843	329	39%	273	32%	56	7%	2:30p	24
28-Feb	890	282	32%	249	28%	33	4%	12:30a	24
29-Feb	828	354	43%	290	35%	64	8%	10:00p	24

**9 Northend of Timberlane facing north toward Wachusett**

**Speed Limit: 25 MPH**

Date	Vehicle Count	Speeder Count	Speeder Count %	26-30 MPH	26-30 MPH %	31+ MPH	31+ MPH %	Fastest Time Period	Daily Average Speed
7-Mar	592	185	31%	152	26%	30	5%	2:30p	23
8-Mar	659	184	28%	144	22%	40	6%	12:00a	23
9-Mar	509	154	30%	124	24%	30	6%	11:30p	23
10-Mar	458	146	32%	132	29%	14	3%	10:30p	22
11-Mar	506	146	29%	121	24%	25	5%	10:30p	23
12-Mar	578	159	28%	137	24%	22	4%	9:30p	23
13-Mar	609	166	27%	133	22%	30	5%	12:00a	23

**10 Northend of Timberlane facing south**

**Speed Limit: 25 MPH**

Date	Vehicle Count	Speeder Count	Speeder Count %	26-30 MPH	26-30 MPH %	31+ MPH	31+ MPH %	Fastest Time Period	Daily Average Speed
7-Mar	479	154	32%	128	27%	26	5%	6:30p	23
8-Mar	540	146	27%	121	22%	25	5%	11:30p	23
9-Mar	518	134	26%	113	22%	21	4%	11:30p	22
10-Mar	405	90	22%	85	21%	5	1%	11:30p	22
11-Mar	441	97	22%	83	19%	14	3%	1:00p	22
12-Mar	490	128	26%	112	23%	16	3%	5:00p	23
13-Mar	473	139	29%	120	25%	19	4%	6:30p	23

**11 Twin Maples 239th facing east**
**Speed Limit: 25 MPH**

Date	Vehicle Count	Speeder Count	Speeder Count %	26-30 MPH	26-30 MPH %	31+ MPH	31+ MPH %	Fastest Time Period	Daily Average Speed
20-Mar	65	4	6%	0	0%	0	0%	4:30p	15
21-Mar	72	4	6%	0	0%	0	0%	6:00p	15
22-Mar	107	4	4%	2	2%	2	2%	2:00p	11
23-Mar	100	2	2%	1	1%	1	1%	11:00p	10
24-Mar	45	2	4%	0	0%	0	0%	7:00p	15
25-Mar	68	2	3%	0	0%	0	0%	0:30p	13
26-Mar	59	2	3%	0	0%	0	0%	8:30p	14

**12 TwinMaples corner of 239th/110th facing west**
**Speed Limit: 25 MPH**

Date	Vehicle Count	Speeder Count	Speeder Count %	26-30 MPH	26-30 MPH %	31+ MPH	31+ MPH %	Fastest Time Period	Daily Average Speed
20-Mar	46	5	11%	1	2%	4	9%	10:00p	15
21-Mar	45	3	7%	2	4%	1	2%	8:30p	13
22-Mar	54	1	2%	1	2%	1	2%	12:30p	13
23-Mar	47	1	2%	1	2%	0	0%	11:30p	13
24-Mar	35	0	0%	0	0%	0	0%	9:30p	15
25-Mar	48	0	0%	0	0%	0	0%	5:30p	13
26-Mar	44	1	2%	1	2%	0	0%	3:00p	14