



CARNATION CITY COUNCIL AGENDA Regular Meeting

Mayor Jim Ribail, Deputy Mayor Tim Harris, Ryan Burrell, Dustin Green, Adair Hawkins

DATE: December 5th, 2023

TIME: 6:00 P.M.

JOIN ONLINE VIA ZOOM: <http://bit.ly/3BbmBBu>

Meeting ID: 983 3856 5355

Passcode: 970731

Dial by location: (253) 215 - 8782

For inquiries and/or assistance regarding how to use the City's online meeting format please email clerk@carnationwa.gov, or call (425) 333-4192.

1. **CALL TO ORDER:** Mayor Jim Ribail

2. **OATH OF OFFICE**
 - a) Swearing in Council Position 4

3. **PLEDGE OF ALLEGIANCE:** Councilmember Ryan Burrell
4. **ROLL CALL:** City Clerk Lora Wilmes
5. **APPROVAL OF AGENDA:** Mayor and Council

6. **PUBLIC COMMENT & REQUESTS (At 6:10 PM):** *Public comment on meeting items or other issues of note or concern. Comments may be submitted in advance by writing or e-mailing clerk@carnationwa.gov, or made in person, or by telephone or computer connection at the time of the meeting. Individual comments shall be limited to three minutes. Group comments shall be limited to five minutes.*

7. **CONSENT AGENDA:**
 - a) Approval of Minutes
 - a) Regular Session: November 21st, 2023 **pg. 4**
 - b) Approval of Claims

- a) November 7th – November 17th: \$172,266.44 pg. 9
- c) Approval of Payroll
 - a) N/A
- d) Agenda Bills
 - a) NONE

8. PROCLAMATIONS:

- a) Fisette Day pg. 12

9. PUBLIC HEARING DATE SETTING:

- a) NONE

10. PUBLIC HEARINGS:

- a) NONE

11. COUNCIL REPORTS AND REQUESTS:

12. STAFF REPORTS:

- a) Public Works - Business Manager Brandon Schell
- b) Community Economic Development Department Report - CED Principal Rhonda Ender
 - a) Planning Docket Fees
 - b) MainVue Stormwater
- c) Capital Improvement Projects / Administrative Services Department Report - Administrative Services Manager Lora Wilmes
 - a) December 19th Council Meeting
- d) City Manager's Office Report - City Manager Ana Cortez
 - a) Docket Fees and Deadline

13. EXECUTIVE SESSION – City Manager Review

RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

14. PRESENTATIONS:

- a) NONE

15. AGENDA BILLS:

- a) AB23-110: A Resolution authorizing Larry Brown & Water Distribution Improvement Project Change Order No. 5 and associated contingency for the water distribution system upgrade. [pg. 13](#)
- b) AB23-111: An Ordinance approving the Fiscal Year 2024 Budget for the 2023-2024 Biennial Budget. [pg. 29](#)
- c) AB23-108: A MOTION to select Michael Pendleton as facilitator for the City of Carnation 2024 annual retreat. [pg. 44](#)

16. DISCUSSION ITEMS:

- a) Legislative Priorities [pg. 56](#)
- b) SCA Board [pg. 59](#)
- c) Rural Designation

17. CAPITAL PURCHASES:

- a) NONE

18. INFORMATION, CLARIFICATION, GENERAL DIRECTION ITEMS:

19. PUBLIC RECORDS REQUESTS:

*As of 11/20/23:

- a) Kristel Harris 1 - Councilmembers [pg. 76](#)
- b) Kristel Harris 2 - Councilwoman [pg. 78](#)
- c) Kristel Harris 3 - Harvold [pg. 80](#)
- d) Kristel Harris 4 - 2020 [pg. 82](#)
- e) Kristel Harris 5 - Complaints [pg. 84](#)
- f) Kristel Harris 6 - HR [pg. 86](#)
- g) Steven Bayne - Mobile Home Park [pg. 88](#)

20. PLANNING AND PARKS BOARD MINUTES:

- a) Regular Meeting - October 24th, 2023 [pg. 90](#)

21. FUTURE COMMITTEE MEETINGS: [pg. 93](#)

- a) Finance & Operations
 - a) December 11, 2023 – 4:00 PM
- b) Economic Development and Public Safety
 - a) December 15, 2023 – 2:00 PM
 - b) December 29, 2023 – 2:00 PM

22. FUTURE AGENDAS:

- a) December 19th, 2023
- b) January 2nd, 2024

23. ADJOURNMENT: Mayor Jim Ribail





CARNATION CITY COUNCIL AGENDA Regular Meeting Minutes 11.21.23

Mayor Jim Ribail, Deputy Mayor Tim Harris, Ryan Burrell, Dustin Green, Adair Hawkins

- 1. CALL TO ORDER:** Mayor Jim Ribail
At: 6:00 PM
- 2. PLEDGE OF ALLEGIANCE:** Mayor Jim Ribail
- 3. ROLL CALL:** City Manager Ana Cortez
Present: Mayor Ribail, Deputy Mayor Harris, Councilmember Burrell,
Councilmember Hawkins
Not Present: Councilmember Green
- 4. APPROVAL OF AGENDA:** Mayor and Council
MOTION TO APPROVE THE AGENDA BY DEPUTY MAYOR HARRIS
SECOND BY COUNCILMEMBER BURRELL.

MOTION BY COUNCILMEMBER HAWKINS SECOND BY COUNCILMEMBER BURRELL TO TABLE AB23-108 UNTIL 2024. COUNCILMEMBER HAWKINS AND COUNCILMEMBER BURRELL IN FAVOR. MAYOR RIBAIL AND DEPUTY MAYOR HARRIS OPPOSED. MOTION FAILED (2-2).

MOTION BY DEPUTY MAYOR HARRIS SECOND BY COUNCILMEMBER BURRELL TO POSTPONE EXECUTIVE SESSION UNTIL DECEMBER 5. MAYOR RIBAIL, DEPUTY MAYOR HARRIS, AND COUNCILMEMBER BURRELL IN FAVOR. COUNCILMEMBER HAWKINS OPPOSED. MOTION PASSED (3-1).

- 5. PUBLIC COMMENT (at 6:10 P.M.):**
Public comment on meeting items or other issues of note or concern. Comments may be submitted in advance by writing or e-mailing clerk@carnationwa.gov, or made in person, or by telephone or computer connection at the time of the meeting. Individual comments shall be limited to three minutes. Group comments shall be limited to five minutes.

- Gary Aamodt provided comment.

6. CONSENT AGENDA:

- a) Approval of Minutes for the following date(s):
 - i. Regular Session: November 7th, 2023
- b) Approval of Claims by check for dates October 24th – November 6th:
 - i. \$358,327.83
- c) Approval of Payroll for the following pay period(s):
 - i. October 1st, 2023 – October 31st, 2023: \$70,642.08

MOTION BY DEPUTY MAYOR HARRIS SECOND BY COUNCILMEMBER HAWKINS. MOTION PASSED (4-0).

7. PROCLAMATIONS:

- a) None

8. PUBLIC HEARING DATE SETTING:

- a) None

9. SCHEDULED PUBLIC HEARINGS:

- a) Preliminary Budget Hearing (RCW 35.33.071)
 - Public Hearing Opens At: 6:25 PM
 - Public Hearing Closes At: 6:26 PM

10. COUNCIL REPORTS:

- Councilmember Burrell reports out.
- Councilmember Hawkins does not report out.
- Deputy Mayor Harris reports out.
- Mayor Ribail reports out.

11. STAFF REPORTS:

- a) Utilities - Utilities Manager Brandon Schell
- b) Community Economic Development Department Report - CED Principal Rhonda Ender
- c) Capital Improvement Projects / Administrative Services Department Report - Administrative Services Manager Lora Wilmes
- d) City Manager's Office Report - City Manager Ana Cortez
 - i. Seattle Dam
 - ii. Tolt Dam FAQ
 - iii. Tolt Dam Community Responsibilities

12. EXECUTIVE SESSION – City Manager Review

RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries,

wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

- Executive Session postponed to the December 5th Regular Council Meeting.

13. PRESENTATIONS:

- a) NONE

14. AGENDA BILLS:

- a) AB23-95 - Ordinance 980 of the Carnation City Council of the City of Carnation, Washington relating to specifically authorizing a property tax increase in terms of both dollars and percentages, to be collected in the 2024 Tax year, as pursuant to RCW 84.55.120; adopting findings of fact; providing severability; and establishing an effective date.

MOTION BY DEPUTY MAYOR HARRIS SECOND BY COUNCILMEMBER BURRELL. MOTION PASSED (4-0).

- b) AB23-96 - Ordinance 981 of the City Council of the City of Carnation, Washington, relating to passing the regular property Tax Levy for 2023 for collection in 2023; adopting findings of fact; providing for severability; and establishing an effective date.

MOTION BY COUNCILMEMBER HAWKINS SECOND BY DEPUTY MAYOR HARRIS. MOTION PASSED (4-0).

- c) AB23-97 –Ordinance 982 of the city council of the city of carnation, Washington, amending section 8.26.030 of the carnation municipal code entitled “types of nuisances” to include provisions related to City Manager designees, tire and wood accumulation, commercial buildings, and right-of-way obstruction, providing for severability and effective date.

MOTION BY DEPUTY MAYOR HARRIS SECOND BY COUNCILMEMBER HAWKINS. MOTION PASSED (4-0).

- d) AB23-98 - Resolution 506 amending personnel policies to create an incentive program to allow employees who waive City medical benefit coverage to share in a portion of the cost savings the City realizes from not providing this coverage to employees.

MOTION BY DEPUTY MAYOR HARRIS SECOND BY COUNCILMEMBER HAWKINS. MOTION PASSED (4-0).

- e) AB23-99 - Resolution 507 of the City Council of the City of Carnation Washington authorizing City Manager to include an annual allocation in the legislative budget under fund 001 of \$1,500 for each council seat.

MOTION BY DEPUTY MAYOR HARRIS SECOND BY MAYOR RIBAIL. MAYOR RIBAIL, DEPUTY MAYOR HARRIS, AND COUNCILMEMBER BURRELL IN FAVOR. COUNCILMEMBER HAWKINS OPPOSED. MOTION PASSED (3-1).

- f) AB23-107 - Resolution 508 authorizing City Manager to enter into a contract with KPG Psomas for on-call engineering services. 8:47 PM.

MOTION BY DEPUTY MAYOR HARRIS SECOND BY COUNCILMEMBER BURRELL. MOTION PASSED (4-0).

- g) AB23-108 - A motion to select Michael Pendleton as facilitator for the City of Carnation Council 2024 annual retreat.

MOTION BY DEPUTY MAYOR HARRIS SECOND BY MAYOR RIBAIL. MAYOR RIBAIL AND DEPUTY MAYOR HARRIS IN FAVOR. COUNCILMEMBER HAWKINS AND COUNCILMEMBER BURRELL OPPOSED. MOTION FAILED (2-2).

15. DISCUSSION ITEMS:

- a) Procurement

16. CAPITAL PURCHASES:

- a) AB23-109 - Resolution 509 authorizing the City Manager to purchase valves that connect the Vac station to the sewer trunk line.
MOTION BY DEPUTY MAYOR HARRIS SECOND BY COUNCILMEMBER BURRELL MOTION PASSED (4-0).

17. INFORMATION, CLARIFICATION, GENERAL DIRECTION ITEMS:

18. FUTURE COMMITTEE MEETINGS:

- a) Finance & Operations
 - i. November 27 – 4:00 PM - 6:00 PM
- b) Economic Development and Public Safety Committee
 - i. December 1 – 2:00 PM – 3:00 PM

19. FUTURE AGENDAS:

- a) Tentative agenda for the meeting of December 5th, 2023
- b) Tentative agenda for the meeting of December 19th, 2023

20. ADJOURNMENT: Mayor Jim Ribail
At: 9:14 PM

Approved at the regular meeting of the Carnation City Council on December 5th, 2023.

MAYOR JIM RIBAIL

CITY CLERK LORA WILMES



CHECK REGISTER

City of Carnation

Time: 09:20:41 Date: 11/22/2023

11/07/2023 To: 11/30/2023

Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|--------|--------|-------|--|-----------|--|
| 2802 | 11/07/2023 | Claims | 1 | 38423 | GC SYSTEMS INCORPORATED | 1,662.02 | WELL RELATED. DAY MINIMUM SERVICE CHARGE |
| 2803 | 11/07/2023 | Claims | 1 | 38424 | SNOQUALMIE TRIBE | 300.00 | SNOQUALMIE VALLEY GOVERNMENTS ASSOCIATION (SVGA) MEETING . |
| 2804 | 11/07/2023 | Claims | 1 | 38425 | UTILITIES UNDERGROUND LOCATION CENTER | 47.73 | EXCAVATION NOTIFICATIONS FOR THE MONTH: 37 |
| 2828 | 11/09/2023 | Claims | 1 | 38426 | KC FINANCE - RECORDS & ELECTIONS | 1,747.00 | Regional Animal Services of KC Contract |
| 2829 | 11/09/2023 | Claims | 1 | 38427 | KC ANIMAL LICENSES | 110.00 | Animal Licensesfrom 2/9 and 10/31 |
| 2830 | 11/09/2023 | Claims | 1 | 38428 | PUGET SOUND ENERGY | 1,477.32 | E Eugene St. & Tolt Ave. # St. Lights, Carnation |
| 2831 | 11/09/2023 | Claims | 1 | 38429 | SHARP ELECTRONIC CORP ~ USAGE | 1,773.03 | Usage Monthly Payment |
| 2832 | 11/09/2023 | Claims | 1 | 38430 | ENTERPRISE LOAN OPS ZIONS BANK | 16,800.00 | Loan Number 0001010000649028 |
| 2833 | 11/09/2023 | Claims | 1 | 38431 | ANA CORTEZ | 200.00 | Cabinet for the Lord's House |
| 2834 | 11/09/2023 | Claims | 1 | 38432 | SPRINGBROOK HOLDING CO LLC | 21,325.28 | Subscriptions |
| 2835 | 11/09/2023 | Claims | 1 | 38433 | FUSIONTEK | 1,197.25 | Azure Costs |
| 2836 | 11/09/2023 | Claims | 1 | 38434 | KING COUNTY RADIO COMMUNICATION SERVICES | 135.33 | Radio System Monthly Bill |
| 2837 | 11/09/2023 | Claims | 1 | 38435 | SIDD RAO | 2,086.62 | IT Services |
| 2838 | 11/09/2023 | Claims | 1 | 38436 | JULIE THUY UNDERWOOD | 638.00 | Meeting Facilitation for 08/29 meeting between councilmembers |
| 2839 | 11/09/2023 | Claims | 1 | 38437 | COMBS TESTING SERVICE | 815.25 | 10/19/23 Booster Pump Startup Consultation |
| 2840 | 11/10/2023 | Claims | 1 | 38446 | CITY OF CARNATION | 1,740.37 | Utility Bill - Account No. 1325006 - Service Adress 33100 NE 45th Street; Utility Bill - Account No. 1325007 - Service Address 4301 Larson Avenue; Utility Bill - Account No. 1325005 - Service Address; |
| 2841 | 11/10/2023 | Claims | 1 | 38447 | RIVERVIEW SCHOOL DISTRICT | 422.30 | Honey Buckets - SPU Community Forum |
| 2842 | 11/10/2023 | Claims | 1 | 38448 | UNITED SITE SERVICES | 660.62 | Service for 31999 Blanche Street; Service for 4301 Larson Avenue |
| 2843 | 11/10/2023 | Claims | 1 | 38449 | KC FINANCE - INFORMATION TECHNOLOGY | 375.00 | KCINET October 2023 |
| 2844 | 11/10/2023 | Claims | 1 | 38450 | AIRVAC INC. | 472.33 | 4" Air term, sandstone w/slots, NS-FREIGHT |
| 2845 | 11/10/2023 | Claims | 1 | 38451 | GRAY & OSBORNE, INC | 33,717.09 | Water System Operations Assistance; Brumbaugh Watr Main Improvements; City Engineering Services; East Bird Street Improvements; East Bird Survey; Utility Mapping Assistance |
| 2846 | 11/10/2023 | Claims | 1 | 38452 | BENJAMIN ASPHALT, INC | 10,000.40 | September and October Vactor Truck Rental |
| 2847 | 11/10/2023 | Claims | 1 | 38453 | TERESA WILLOCK | 1,242.50 | Consultant Services - October 2023 |
| 2883 | 11/17/2023 | Claims | 1 | 38454 | BANK OF AMERICA | 16,648.00 | CREDIT CARD PAYMENT FOR OCTOBER 01, 2023- OCTOBER31, 2023 |

CHECK REGISTER

City of Carnation

Time: 09:20:41 Date: 11/22/2023

11/07/2023 To: 11/30/2023

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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|---|------------|--------|--------|-------|--|------------|--|
| 2884 | 11/17/2023 | Claims | 1 | 38455 | DAVIDSON-MACRI SWEEPING, INC | 598.94 | VACUUM SWEEPING/ ROUTE 3-TOLT HWY & ENTWISTLE EVRY MONTH; VACUUM SWEEPING / ROUTE 1 |
| 2885 | 11/17/2023 | Claims | 1 | 38456 | PGG/MOTT MACDONALD PACIFIC GROUNDWATER GROUP | 2,217.50 | PROGRESS REPORT FOR CARNATION LANDFILL, OCTOBER 2023 |
| 2886 | 11/17/2023 | Claims | 1 | 38457 | PUGET SOUND ENERGY | 2,094.08 | ENERGY BILL SERVICE ON STREET LIGHTS |
| 2887 | 11/17/2023 | Claims | 1 | 38458 | SAFEBUILT, LLC | 130.00 | CODE ENFORCEMENT, QUESTIONS BETWEEN TLT LEGAL & VLAD'S PROPERTY |
| 2888 | 11/17/2023 | Claims | 1 | 38459 | TEAMSTERS LOCAL UNION 763 | 225.00 | UNION MEMBERS FEE FOR NOV.2023 |
| 2889 | 11/17/2023 | Claims | 1 | 38460 | TIM WOOLETT | 7,615.21 | (COST RECOVERY) PLANNING AND CONSULTANT SERVICES / PULTE HOMES.; PLANNING AND CONSULTING SERVICES / EXPENSES/ MILEAGE.; (COST RECOVERY) PLANNING AND CONSULTING SERVICES / VERTICAL BRIDGE; (COST RECO |
| 2890 | 11/17/2023 | Claims | 1 | 38461 | FUSIONTEK | 36.44 | SHIPPING OF SPARE FOR CITY OF CARNATION. DEPLOY A NEW COMPUTER |
| 2891 | 11/17/2023 | Claims | 1 | 38462 | 2 BROTHERS LANDSCAPING & MORE | 1,630.50 | STREET MAINTENANCE OCTOBER/ NOVEMBER. |
| 2892 | 11/17/2023 | Claims | 1 | 38463 | LANE POWELL | 41,883.85 | PROFESSIONAL SERVICES RENDERED TROUGH OCTOBER 31, 2023; PROFESSIONAL SERVICES RENDERED TROUGH OCTOBER 31 / GENERAL EMPLOYMENT AND LABOR LAW ADVICE.; PROFESSIONAL SERVICES/ EMPLOYEE INVESTIGATION |
| 2893 | 11/17/2023 | Claims | 1 | 38464 | DATABAR | 241.48 | WATER BILLING ASSITANCE/ INSERT |
| | | | | | | 92,843.38 | |
| 001 General Fund | | | | | | 92,843.38 | |
| 101 Street Fund- OPS | | | | | | 1,630.50 | |
| 106 Cemetery OPS- ELIMINATE IN 2024 | | | | | | 47.01 | |
| 201 LTGO Bond Redemption DEBT | | | | | | 16,800.00 | |
| 301 STREETS CIP | | | | | | 4,949.53 | |
| 302 Capital Facilities CIP | | | | | | 5,500.00 | |
| 401 Water Fund OPS | | | | | | 20,250.08 | |
| 402 Water Capital Replacement CIP | | | | | | 11,346.54 | |
| 406 Landfill Financial Assurance- OPS | | | | | | 2,354.92 | |
| 411 Sewer Fund OPS | | | | | | 14,462.48 | |
| 633 KING COUNTY PASS THROUGH - Restricted | | | | | | 2,082.00 | |
| | | | | | | 172,266.44 | Claims: 172,266.44 |

CHECK REGISTER

City of Carnation

Time: 09:20:41 Date: 11/22/2023

11/07/2023 To: 11/30/2023

Page: 3

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------|------|--------|-------|----------|--------|------|
|-------|------|------|--------|-------|----------|--------|------|

CERTIFICATION: 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 and that the claim is a due and unpaid obligation against the City of Carnation and that I am authorized to authenticate and certify to said claim.

(Tim Harris) FNO Committee Member _____ Date:_____

(Ana Cortez) City Manager _____ Date:_____

(Jim Ribail) City Mayor _____ Date:_____

CITY OF CARNATION



OFFICIAL PROCLAMATION

Whereas, the City of Carnation wishes to thank Michael and Gina Fisettes for their generous contribution to holiday decorations in downtown Carnation over the years, bringing the holiday spirit to all who live and visit the City, and

Whereas, Carnation residents from many different cultures will celebrate holidays this winter season, and the City of Carnation wishes to honor this special time with festive lights, and

Whereas, the Fisettes have made this goal possible, bringing holiday cheer to the Carnation community with their gifts, and

Whereas, the Fisettes generosity helped the City in building Hockert Park, dubbed “Yellow Park” by Carnation’s youngest residents, and

Whereas, the Fisettes have aided numerous organizations that serve Carnation residents, including the Fourth of July Committee, the Sno-Valley Senior Center, and many others.

Now, Therefore, we, the City Council of the City of Carnation, King County, Washington, do hereby proclaim

December 5th, 2023, as Fisettes Day

in the City of Carnation.

Approved this 5th day of December 2023

Mayor Jim Ribail



CARNATION CITY COUNCIL AGENDA BILL

| | | |
|--|--|--------------|
| TITLE: A Resolution authorizing Larry Brown & Water Distribution Improvement Project Change Order No. 5 and associated contingency for the water distribution system upgrade. | Agenda Bill No.: | AB23-110 |
| | Type of Action: | MOTION |
| | Origin: <i>(Council/Manager)</i> | City Manager |
| | Agenda Bill Author: | City Manager |
| | Date Submitted: | 12/05/23 |
| | For Agenda of: | 12/05/23 |
| | Expenditure Required: | \$200,000.00 |
| EXHIBITS: <ul style="list-style-type: none"> • Resolution No. 510 • Proposed Change Order No. 5 | Amount Budgeted: | \$200,000.00 |
| | Appropriation Required: | \$0 |

SUMMARY STATEMENT AND DISCUSSION:

| ITEM | ITEM SUBTOTAL | TOTAL WITH CO. NO. 5 |
|------------------------|---------------------|-----------------------|
| Booster Pump | \$477,257.00 | \$539,839.47 |
| SCADA* | \$186,760.00 | \$270,564.95 |
| Well Site Generator | \$65,310.00 | \$85,575.07 |
| Spring Site Flow Meter | \$35,235.00 | \$35,235.00 |
| Taxes | \$66,516.89 | \$81,015.66 |
| Total | \$914,186.79 | \$1,012,230.15 |

The project has four elements; three of these require additional funding due to inflation and conservative estimates. HNTB has reassured the City that this last infusion of funds will ensure completion of these elements.

Proposed Change Order No. 5 – Finishing SCADA improvements, corrosion painting, air venting, and electric services

RECOMMENDED ACTION: I move to accept Resolution 510 authorizing Change Order No. 5 of the Larry Brown & Water Distribution Improvement contract and additional contingency allocations.

LEGISLATIVE HISTORY:

ACTION TAKEN

| MOTION AS PROPOSED | | | MOTION AS AMENDED | | |
|---------------------------|----------|---------|---------------------------|----------|---------|
| Motion made by: | | | Motion made by: | | |
| Second by: | | | Second by: | | |
| | YES Vote | NO Vote | | YES Vote | NO Vote |
| Hawkins | | | Hawkins | | |
| Ribail | | | Ribail | | |
| Harris | | | Harris | | |
| Burrell | | | Burrell | | |
| Green | | | Green | | |
| Passed/Failed | | | Passed/Failed | | |
| Ordinance/Resolution No.: | | | Ordinance/Resolution No.: | | |

**CITY OF CARNATION
Carnation, Washington**

**RESOLUTION NO.
510**

**A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO
INCREASE APPROPRIATIONS FOR THE WATER SYSTEM
IMPROVEMENT PROJECT.**

WHEREAS, the Water System Improvement Project has four important deliverables that include a new booster pump, generator, SCADA and spring source meter;

WHEREAS, three of these elements require additional funding;

WHEREAS, the City wishes to finalize these improvements in a timely manner;

WHEREAS, this replacement is time sensitive and consistent with the Water Comprehensive Plan;

WHEREAS, new housing on the East side benefit from the new booster pump and the city as a whole benefits from the new SCADA system, generator and meter.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF CARNATION, WASHINGTON, AS FOLLOWS:**

Section 1:

1. The above recitals are true and correct.
2. The City Council hereby authorizes the City Manager to increase the amount of the City's contract with Larry Brown to a total not to exceed one million, twelve thousand, two-hundred and thirty dollars and fifteen cents (\$1,012,230.15).
3. The City Council hereby authorizes the City Manager to allocate two-hundred thousand dollars (\$200,000) as contingency for the Water System Improvement.
4. This Resolution shall take effect immediately upon its adoption.

PASSED and **APPROVED** by the City Council this 5th, day of December, 2023

CITY OF CARNATION

By _____
Jim Ribail, Mayor

Attest:

By _____
Lora Wilmes, City Clerk

CHANGE ORDER

Date
November 9, 2023
Change Order #
5

Project/Title *Booster Station Improvements*

OWNER: **City of Carnation**
4621 Tolt Avenue
PO Box 1238
Carnation, WA 98014-1238

CONTRACTOR: **Larry Brown Construction, Inc**
PO Box 29960
Bellingham, WA 98228
(360) 966-7206

Change Description

The purpose of this change order is final quantity adjustments due to miscellaneous quantity increases/decreases to account for items installed or removed on the project and provide full compensation for additional costs incurred as a result of additional labor, materials, and equipment required for work not included in the original contract consisting of air releases on the booster pumps, painting of items inside the booster station, and additional programming and wiring to provide additional remote access to the SCADA system. This change order is a reflection of final quantities installed on the project, as agreed upon by the Contractor and Engineer.

All work, materials, and measurements to be in accordance with the provisions of the Standard Specifications and Special Provisions for the type of construction involved

The following changes are hereby made to the contract documents: NEW OR MODIFIED ITEMS ONLY

DESCRIPTION:

Final quantity adjustments. The Contractor shall provide air releases, painting, and programming and wiring as required for additional remote access, as discussed with the Owner.

MATERIAL REQUIREMENTS:

All materials shall be in accordance with the contract special provisions and WSDOT/APWA Standard Specification and shall be approved by the Engineer.

CONSTRUCTION REQUIREMENTS:

All work shall be in accordance with the contract special provisions and WSDOT/APWA Standard Specifications.

MEASUREMENT:

Unit price items measured by units noted and no specific measure applies to lump sum items.

PAYMENT:

"CO 5", lump sum, shall be full compensation for all direct and indirect cost claims related to the items listed.

DRAWING/SKETCH: N/A

If additional sheets are required, include contract title or number, change order number, sheet number & change order page number.

| ITEM # | BID ITEM | UNIT | QTY | DESCRIPTION | UNIT PRICE | AMOUNT |
|-------------------|----------|------|------|------------------------------|-----------------|---------------|
| 1 | 5 | SY | -35 | Plane | \$ 175.00 | \$ (6,125.00) |
| 2 | 6 | TN | 18.1 | HMA | \$ 800.00 | \$ 14,480.00 |
| 3 | 8 | LF | -7 | 6" Pipe | \$ 52.00 | \$ (364.00) |
| 4 | 9 | LF | 9 | 8" Pipe | \$ 251.00 | \$ 2,259.00 |
| 5 | 10 | LF | 15 | 12" Pipe | \$ 520.00 | \$ 7,800.00 |
| 6 | 24 | LS | 2.41 | Electrical Service Allowance | \$ 15,000.00 | \$ 36,189.95 |
| 7 | 24 | LS | 1.10 | Master Station | \$ 2,000.00 | \$ 2,192.11 |
| 8 | 25 | LS | 0.50 | Remote Lap Top | \$ 2,500.00 | \$ 1,249.42 |
| 9 | 26 | LS | -1 | CATV Provider Fees | \$ 7,500.00 | \$ (7,500.00) |
| 10 | N/A | LS | 1 | Air Releases | \$ 1,880.62 | \$ 1,880.62 |
| 11 | N/A | LS | 1 | Painting | \$ 786.31 | \$ 786.31 |
| 12 | N/A | LS | 1 | Remote Access | \$ 11,499.42 | \$ 11,499.42 |
| | | | | | SUBTOTAL | \$ 64,347.83 |
| WSST 8.70% | | | | | | \$ 5,598.26 |
| | | | | | TOTAL | \$ 69,946.09 |

CHANGE TO CONTRACT PRICE:

| | |
|---|-----------------|
| The original contract amount | \$ 831,078.89 |
| The current contract amount as adjust by previous change orders | \$ 942,284.05 |
| The contract amount, due to this change order, will be increased by | \$ 69,946.09 |
| The new contract amount, due to this change order will be: | \$ 1,012,230.14 |

CHANGE TO CONTRACT TIME:

The Substantial Completion Contract time will be increased by: 0 days, for a total of _____ working days.
 The Physical Completion Contract time will be increased by: 0 days, for a total of _____ working days.

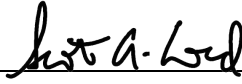
This document becomes a supplement to the contract and all provisions in the contract will apply hereto. The contractor acknowledges and agrees that by executing this change order he foregoes all rights and privileges of acquiring any additional compensation for the scope of work described herein, for any known or unknown claims of any type or nature to include, but not be limited to any additional work, delays, extended office overhead, or any oral directions as of the date of execution of this change order.

PROJECT ENGINEER

CHANGE IS:

Scott Lord

X Recommended for Approval



November 10, 2023

HNTB

PROJECT ENGINEER

DATE

CIP PROJECT MANAGER

Lora Wilmes

X Recommended for Approval

CITY OF CARNATION

Project Manager

DATE

CITY MANAGER

Ana Cortez

Approved

CITY OF CARNATION

CITY MANAGER

DATE

CONTRACTOR

Larry Brown Construction, Inc
PO Box 29960
Bellingham, WA 98228

Change Order Accepted by:

AUTHORIZED REPRESENTATIVE SIGNATURE

DATE

PRINTED NAME Chris Brown

TITLE President

LARRY BROWN CONSTRUCTION, INC.

General Contractor
PO Box 29960
Bellingham, WA 98228
Phone (360) 966-7206 Fax (360) 966-7203
Contractor Lic. No. LARRYBC099BP

PROPOSAL

The following is our proposal for Request for Proposal #6:

1. Air Vac installed by PumpTech

| | | | |
|---------------|----|----------|-------------|
| Direct Labor | \$ | 86.06 | |
| Subcontractor | \$ | 1,580.00 | |
| Mark Up | \$ | 214.56 | |
| Total | | | \$ 1,880.62 |

Exclusions:

No Permits or fees
No WA State Sales Tax in Price

Quote valid for 15 Days

Total Price: \$ 1,880.62

LARRY BROWN CONSTRUCTION, INC.

Chris Brown



DATE:

11/7/23

Terms: Progress payments due on 10th of following month for completed work, with balance due 10 days following completion of work. Past due accounts 1-1/2% per month

Accepted:

**DAILY REPORT OF
FORCE ACCOUNT WORKED
BY PRIME**

Larry Brown Construction, Inc.
PO Box 29960
Bellingham, WA 98228

Project No.: _____ Project Name: 354 Carnation
 Item No.: _____ Date: 11/7/2023
 Description of Work/Remarks: Air Vac installed by pumptech
 Prime Contractor: LBC Subcontractor: _____

| LABOR | | | | | | |
|--|--------------|---------------|------------|------------|---------------|----------------|
| EMPLOYEE'S NAME | TRADE | STRAIGHT TIME | | OVERTIME | | DOLLAR AMOUNT |
| | | HOURS | WAGE RATE | HOURS | WAGE RATE | |
| | TCS | | 62.19 | | | 0.00 |
| | Flagger | | 55.09 | | | 0.00 |
| | Laborer | | 64.69 | | | 0.00 |
| | Laborer | | 64.69 | | | 0.00 |
| | Laborer | | 64.69 | | | 0.00 |
| | Truck Driver | | 75.18 | | | 0.00 |
| Chris Brown | PM | 1.00 | 86.06 | | | 86.06 |
| Subtotal/Labor Costs: | | | | | | 86.06 |
| Prime Contractor O.H. & P @ 29%: | | | | | | 24.96 |
| 01) LABOR TOTAL: | | | | | | 111.02 |
| MATERIALS / OTHER MISCELLANEOUS ITEMS | | | | | | |
| DESCRIPTION | INVOICE # | QUANTITY | UNIT PRICE | FREIGHT | USE TAX | DOLLAR AMOUNT |
| | | | | | 0.00 | 0.00 |
| Subtotal/Material & Misc. Costs: | | | | | | 0.00 |
| Prime Contractor's O.H. & P. @ 21%: | | | | | | 0.00 |
| 02) MATERIAL/MISC. TOTAL | | | | | | 0.00 |
| SUBCONTRACTOR | | | | | | |
| NAME | INVOICE # | QUANTITY | UNIT PRICE | OTHER COST | | DOLLAR AMOUNT |
| PumpTech | | 1 | 1580.00 | | | 1580.00 |
| Subtotal Sub Cost | | | | | | 1580.00 |
| Prime Contractor's O.H. & P. @ 12%: | | | | | | 189.60 |
| SUBCONTRACTOR TOTAL | | | | | | 1769.60 |
| EQUIPMENT / MOBILIZATION | | | | | | |
| DESCRIPTION | HOURS WORKED | RATE PER HOUR | OTHER COST | | DOLLAR AMOUNT | |
| | | | DESC. | RATE | | |
| 2012 Cat 314 CR Excavator | | 65.00 | | | 0.00 | |
| 1997 New Holland 575E Backhoe W/ HP | | 35.00 | | | 0.00 | |
| 2011 Kenworth Dump Truck | | 70.00 | | | 0.00 | |
| 2002 Bomag 2 Tn Compactor | | 25.00 | | | 0.00 | |
| 1996 Cat IT14G Loader | | 40.00 | | | 0.00 | |
| 2015 Equip Trailer | | 12.00 | | | 0.00 | |
| 2018 F 350 Pick Up | | 20.00 | | | 0.00 | |
| 2014 Ram 2500 Pick Up | | 20.00 | | | 0.00 | |
| 2019 Ram 4500 Truck w/ small tools | | 35.00 | | | 0.00 | |
| 2017 Yanmar 100 Excavator | | 60.00 | | | 0.00 | |
| 2018 Yanmar 55 Excavator | | 50.00 | | | 0.00 | |
| 2004 Cat 308 CR Excavator | | 45.00 | | | 0.00 | |
| Subtotal/Equipment Costs: | | | | | | 0.00 |
| Prime Contractors O.H. & P. @ 21%: | | | | | | 0.00 |
| 03) EQUIPMENT TOTAL : | | | | | | 0.00 |
| 04) SUBTOTAL (Line 1 + 2 + 3) = | | | | | | 1880.62 |
| VERIFICATION OF HOURS WORKED | | | | | | |
| Contractor's Representative | | | | | | |
| Owner's Representative | | | | | | |
| PAYMENT ENTERED: | | | | | | |
| On: | By: | | | | | |
| TOTAL AMOUNT DUE (Line 4 + 5) = | | | | | | 1880.62 |



Sales Quotation

TO:
 Ana Cortez
 Carnation, City of
 PO Box 1238
 Carnation, WA 98014
 Phone: (425)419-3697

Salesperson: Ronnie Basinger / Kirk Jackson
Lead Time:
FOB:
Ship Via: PUMPTECH TRUCK
Project Name: Grundfos Air Release

Quote #: 0179298
Date: 10/20/2023
Expires: 10/20/2023

| Item | | Price | Qty | Extend |
|------------------------------|---|--------|------|----------|
| GRM 91136564 AIR VENT KIT | GRM 91136564 AIR VENT KIT FOR CR 1S - 20, </=10 HP (GRUNDFOS) Grundfos Air Release | 570.00 | 2.00 | 1,140.00 |
| Labor - Service Tech w/Truck | Labor for travel | 210.00 | 1.00 | 210.00 |
| PrevWage-Service Tech | Labor to install Air Releases | 230.00 | 1.00 | 230.00 |

NOTICE: ONGOING GLOBAL AND DOMESTIC SUPPLY INSTABILITIES

Due to the global supply chain disruptions, and material shortages, PumpTech, LLC is unable to guarantee any current or previously quoted lead times. We always work vigorously to fulfill all orders as quickly as possible. Due to the continuous and ongoing global freight and material price increases, we are strictly following our Quotation Validity Time of 30 days from the date of the quote. We are doing our best to contain both costs and shipment dates.

Estimated lead times are subject to prior sale, availability and current shop loads. Lead times will be determined, per order, at the time of receipt of order acknowledgment from our suppliers. Once we have received acknowledgment, we will alert you to the current lead time. Where applicable, lead times will not begin until: internal engineering review and approval, 100% signed off approved submittals, and signed off drawings and/or contract approval. Freight is not included in this quote, unless specifically stated. PumpTech, LLC will not accept any penalties or LD's for any delays caused by COVID-19, material shortages, supply chain issues, or transportation delays.

The above order is subject to Pumptech, LLC's standard terms and conditions and credit approval which are attached and made part of this agreement. We appreciate your interest in our products and services and if you have any questions on our offerings please do not hesitate to call.
 By signature below, I accept this offering:

Signed: _____
 Name: _____ Title: _____

| | |
|---------------------|-------------|
| SubTotal | 1,580.00 |
| Freight: | 0.00 |
| Sales Tax: | 137.46 |
| Total - Check/Cash: | 1,717.46 |
| Total - Card: | 20 1,773.28 |

LARRY BROWN CONSTRUCTION, INC.

General Contractor
PO Box 29960
Bellingham, WA 98228
Phone (360) 966-7206 Fax (360) 966-7203
Contractor Lic. No. LARRYBC099BP

PROPOSAL

The following is our proposal for Request for Proposal #4:

| | | | |
|--------------------------|----|--------|-----------|
| 1. Pipe Painting | | | |
| Paint Labor and Supplies | \$ | 630.31 | |
| Mark Up | \$ | 156.00 | |
| Total | | | \$ 786.31 |

Exclusions:

No Permits or fees
No WA State Sales Tax in Price

Quote valid for 15 Days

Total Price: \$ 786.31

LARRY BROWN CONSTRUCTION, INC.

Chris Brown



DATE:

10/26/23

Terms: Progress payments due on 10th of following month for completed work, with balance due 10 days following completion of work. Past due accounts 1-1/2% per month

Accepted:

LARRY BROWN CONSTRUCTION, INC.

General Contractor
PO Box 29960
Bellingham, WA 98228
Phone (360) 966-7206 Fax (360) 966-7203
Contractor Lic. No. LARRYBC099BP

PROPOSAL

The following is our proposal for Request for Proposal #5:

| | | | |
|--------------------------------|----|-----------|---------------------|
| 1. Scada Remote Access | | | |
| Subcontractor and direct labor | \$ | 10,254.27 | |
| Mark Up | \$ | 1,245.15 | |
| Total | | | \$ 11,499.42 |

Includes:

FPR1010-ASA-K9 Cisco Firepower 1010 ASA Appliance, Desktop
CON-SSSNT-FPR1010A SOLN SUPP 8X5XNBD Cisco Firepower 1010 - 1 year support
L-AC-APX-5Y-S1 Cisco AnyConnect Apex License, 5YR License, 25 Users

Exclusions:

No Permits or fees
No WA State Sales Tax in Price

Quote valid for 15 Days

Total Price: \$ 11,499.42

LARRY BROWN CONSTRUCTION, INC.

Chris Brown



DATE: 10/31/23

Terms: Progress payments due on 10th of following month for completed work, with balance due 10 days following completion of work. Past due accounts 1-1/2% per month

Accepted:

**DAILY REPORT OF
FORCE ACCOUNT WORKED
BY PRIME**

Larry Brown Construction, Inc.
PO Box 29960
Bellingham, WA 98228

Project No.: _____ Project Name: 354 Carnation
 Item No.: _____ Date: 10/31/2023
 Description of Work/Remarks: Scada Remote Access

Prime Contractor: LBC Subcontractor: _____

| LABOR | | | | | | |
|--|--------------|---------------|------------|------------|---------------|-----------------|
| EMPLOYEE'S NAME | TRADE | STRAIGHT TIME | | OVERTIME | | DOLLAR AMOUNT |
| | | HOURS | WAGE RATE | HOURS | WAGE RATE | |
| | TCS | | 62.19 | | | 0.00 |
| | Flagger | | 55.09 | | | 0.00 |
| | Laborer | | 64.69 | | | 0.00 |
| | Laborer | | 64.69 | | | 0.00 |
| | Laborer | | 64.69 | | | 0.00 |
| | Truck Driver | | 75.18 | | | 0.00 |
| Chris Brown | PM | 1.00 | 86.06 | | | 86.06 |
| Subtotal/Labor Costs: | | | | | | 86.06 |
| Prime Contractor O.H. & P @ 29%: | | | | | | 24.96 |
| 01) LABOR TOTAL: | | | | | | 111.02 |
| MATERIALS / OTHER MISCELLANEOUS ITEMS | | | | | | |
| DESCRIPTION | INVOICE # | QUANTITY | UNIT PRICE | FREIGHT | USE TAX | DOLLAR AMOUNT |
| | | | | | | 0.00 |
| | | | | | 0.00 | 0.00 |
| Subtotal/Material & Misc. Costs: | | | | | | 0.00 |
| Prime Contractor's O.H. & P. @ 21%: | | | | | | 0.00 |
| 02) MATERIAL/MISC. TOTAL | | | | | | 0.00 |
| SUBCONTRACTOR | | | | | | |
| NAME | INVOICE # | QUANTITY | UNIT PRICE | OTHER COST | DOLLAR AMOUNT | |
| Custom Electric | | 1 | 10168.21 | | 10168.21 | |
| Subtotal Sub Cost | | | | | | 10168.21 |
| Prime Contractor's O.H. & P. @ 12%: | | | | | | 1220.19 |
| SUBCONTRACTOR TOTAL | | | | | | 11388.40 |
| EQUIPMENT / MOBILIZATION | | | | | | |
| DESCRIPTION | HOURS WORKED | RATE PER HOUR | OTHER COST | | DOLLAR AMOUNT | |
| | | | DESC. | RATE | | |
| 2012 Cat 314 CR Excavator | | 65.00 | | | 0.00 | |
| 1997 New Holland 575E Backhoe W/ HP | | 35.00 | | | 0.00 | |
| 2011 Kenworth Dump Truck | | 70.00 | | | 0.00 | |
| 2002 Bomag 2 Tn Compactor | | 25.00 | | | 0.00 | |
| 1996 Cat IT14G Loader | | 40.00 | | | 0.00 | |
| 2015 Equip Trailer | | 12.00 | | | 0.00 | |
| 2018 F 350 Pick Up | | 20.00 | | | 0.00 | |
| 2014 Ram 2500 Pick Up | | 20.00 | | | 0.00 | |
| 2019 Ram 4500 Truck w/ small tools | | 35.00 | | | 0.00 | |
| 2017 Yanmar 100 Excavator | | 60.00 | | | 0.00 | |
| 2018 Yanmar 55 Excavator | | 50.00 | | | 0.00 | |
| 2004 Cat 308 CR Excavator | | 45.00 | | | 0.00 | |
| Subtotal/Equipment Costs: | | | | | | 0.00 |
| Prime Contractors O.H. & P. @ 21%: | | | | | | 0.00 |
| 03) EQUIPMENT TOTAL : | | | | | | 0.00 |
| 04) SUBTOTAL (Line 1 + 2 + 3) = | | | | | | 11499.41 |
| VERIFICATION OF HOURS WORKED | | | | | | |
| Contractor's Representative | | | | | | |
| Owner's Representative | | | | | | |
| PAYMENT ENTERED: | | | | | | |
| On: _____ | | By: _____ | | | | |
| TOTAL AMOUNT DUE (Line 4 + 5) = | | | | | | 11499.41 |



Change Order

SCADA Remote Access

Custom Electric and Controls

License #: CUSTOCC0752D
 4630 16th Street East, Suite B24
 Fife, WA 98424
 Phone: 253-922-5874

Larry Brown Construction, Inc.
 PO Box 29960
 Bellinghame, WA 98228

Attention: Chris Brown

Re: Change Order CO-0008 for: Booster Station Improvements

We are pleased to quote on the above Change Order CO-0008 as follows.

1. Remote Access

We reserve the right to correct this quote for errors and or omissions. All wiring to meet the requirements of the 2020 National Electrical Code.

31 October 2023
 Job ID: 21-140
 City of Carnation

Carnation, WA

| Bid Items | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 |
|----------------------|----------|----------|----------|----------|----------|----------|
| DIRECT LABOR HRS | 2.00 | | | | | |
| DIRECT LABOR DOLLARS | | 201.94 | | | | |
| QUOTE DOLLARS | | 8,591.61 | | | | |
| DJC | | 10.10 | | | | |
| OVERHEAD TOTAL | | 880.36 | | | | |
| PROFIT TOTAL | | 484.20 | | | | |

Change Order Amount: \$10,168.21

Pricing:

For the Sum of \$10,168.21

Sincerely,

Kevin Morrison
 Custom Electric and Controls

The image features a dark blue background with a network of brown pipes. A prominent horizontal pipe runs across the lower half of the frame. Above it, a vertical pipe rises, and another pipe runs horizontally across the top. A circular pressure gauge is mounted on a vertical pipe in the center-right area. The text is overlaid on this background.

WATER DISTRIBUTION SYSTEM UPGRADE

AKA BOOSTER PUMP PROJECT

ORIGINAL BID PLUS CONTINGENCY: \$921,000 PURPOSE

- I. Booster Pump: Water pressure for East Carnation Zone
 - II. SCADA*: measurement of water towers, spring source, well, booster pump
 - III. Generator: Electrical back up for city well
 - IV. Source Meter: Accurate water meter reading for the spring/ distribution
- *SCADA (supervisory control and data acquisition) is a category of software applications for controlling industrial processes, which is the gathering of data in real time from remote locations in order to control equipment and conditions.



WHY ADDITIONAL FUNDS ARE NEEDED

| | | 11.8.23 | | | |
|-------------------|----|--------------------|----|-------------------|---------------|
| ELEMENT | | CONTRACT: ORIGINAL | | CONTRACT: REVISED | DELTA |
| Booster: 1,2,5 | \$ | 477,257.00 | \$ | 539,839.47 | \$ 62,582.47 |
| Generator: 1, 2 | \$ | 65,310.00 | \$ | 85,575.07 | \$ 20,265.07 |
| Scada: 2, 4, 5, 3 | \$ | 186,760.00 | \$ | 270,564.95 | \$ 83,804.95 |
| Source Meter | \$ | 35,235.00 | \$ | 35,235.00 | \$ - |
| Taxes | \$ | 66,516.89 | \$ | 81,015.66 | \$ 14,498.77 |
| | \$ | 831,078.89 | \$ | 1,012,230.15 | \$ 181,151.26 |

WHY MORE MONEY?

- Generator- Inflation
- SCADA- Controls at the well site need to be added
- Booster- Bid documents were very conservative.
- Milling- additional pavement per Bill Ferry/ on 45th. \$29K





CARNATION CITY COUNCIL

AGENDA BILL

| | | |
|---|---|--------------|
| TITLE: An Ordinance approving the Fiscal Year 2024 Budget for the 2023-2024 Biennial Budget. | Agenda Bill No.: | AB23-111 |
| | Type of Action: | ORDINANCE |
| | Origin: <i>(Council/Manager)</i> | City Manager |
| | Agenda Bill Author: | City Manager |
| EXHIBITS: <ul style="list-style-type: none"> Proposed Ordinance No. 983 FY 2024 Budget | Date Submitted: | 12/05/23 |
| | For Agenda of: | 12/05/23 |
| | Expenditure Required: | N/A |
| | Amount Budgeted: | N/A |
| | Appropriation Required: | 0 |

SUMMARY STATEMENT AND DISCUSSION:

The Council has discussed the proposed biennial budget for fiscal year 2023 and fiscal year 2024 over several meetings and held public hearings to receive input from the public. The biennial budget for 2023 and 2024 is focused on segregation of general government services from restricted funds, organizational realignment to support the growth of our City, and a balanced budget where expenses do not exceed revenues. The total budget for fiscal year 2024 is \$7,609,613 million

RECOMMENDED ACTION: I move to approve an Ordinance approving the Fiscal Year 2024 Budget for the 2023-2024 Biennial Budget.

LEGISLATIVE HISTORY:

| ACTION TAKEN | | | | | |
|---------------------------|----------|---------|---------------------------|----------|---------|
| MOTION AS PROPOSED | | | MOTION AS AMENDED | | |
| Motion made by: | | | Motion made by: | | |
| Second by: | | | Second by: | | |
| | YES Vote | NO Vote | | YES Vote | NO Vote |
| Hawkins | | | Hawkins | | |
| Ribail | | | Ribail | | |
| Harris | | | Harris | | |
| Burrell | | | Burrell | | |
| Green | | | Green | | |
| Passed/Failed | | | Passed/Failed | | |
| Ordinance/Resolution No.: | | | Ordinance/Resolution No.: | | |

CITY OF CARNATION

ORDINANCE NO. 983

AN ORDINANCE OF THE CITY OF CARNATION,
WASHINGTON, ADOPTING THE BIENNIAL BUDGET FOR
FISCAL YEAR 2024

WHEREAS, notice of a formal public hearing on the preliminary Biennial Budget for Fiscal Year 2024 Budget were held at the November 7th, 2023, and November 21st, 2023, regular City Council meetings respectively; and

WHEREAS, following said hearings, the City Council did approve and authorize such adjustments and changes as it deemed necessary and proper, and determined the allowances in each classification, department, and fund;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARNATION, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The Biennial Budget for the City of Carnation, Washington, for Fiscal Year 2024 is hereby adopted at the fund level in its final form and content as set forth in the document entitled “City of Carnation Biennial Budget for Fiscal Year 2023 and 2024”, one copy of which is on file in the Office of the City Clerk. Estimated resources (revenues) for each separate fund of the City and aggregate expenditures for all such funds for the budget years are set out in summary form as delated on Schedule A attached hereto.

Section 2. The pay ranges for employees of the City as contained in the adopted budget document are hereby adopted as part of the budget for Fiscal Year 2024.

Section 4. A complete copy of the final budget as adopted shall be submitted to the Division of Municipal Corporations in the Office of the State Auditor, and to the Association of Washington Cities.

Section 5. This ordinance shall be in full force and take effect on January 1, 2024, and after publication of an approved summary thereof consisting of the title in the official newspaper of the City.

APPROVED by the Carnation City Council this 5th day of December 2023.

MAYOR, JIM RIBAIL

ATTEST/AUTHENTICATED:

CITY CLERK, LORA WILMES

FY 2024 BUDGET

| FUND | PURPOSE | REVENUE | EXPENDITURES | FUND BALANCE |
|--------------|----------------------------|----------------------|----------------------|---------------------|
| 001 | Municipal Services | \$ 5,469,420 | \$ 5,407,879 | \$ 61,541 |
| 002 | Reserves | \$ 470,000 | \$ 470,000 | \$ - |
| 201 | Debt: General Obligation | \$ 340,685 | \$ 340,685 | \$ - |
| 107 | Equipment | \$ 115,000 | \$ - | \$ 115,000 |
| 101 | Street Maintenance | \$ 122,750 | \$ 120,000 | \$ 2,750 |
| 109 | Impact fee: Transportation | \$ 843,890 | \$ 831,000 | \$ 12,890 |
| 301 | CIP: Street | \$ 4,963,000 | \$ 4,962,000 | \$ 1,000 |
| 108 | Impact fee: Park | \$ 192,530 | \$ 165,000 | \$ 27,530 |
| 302 | CIP: Facilities | \$ 6,120,000 | \$ 6,115,000 | \$ 5,000 |
| 406 | Landfill | \$ 352,769 | \$ 90,000 | \$ 262,769 |
| 409 | Stormwater | \$ 261,500 | \$ 245,733 | \$ 15,767 |
| 401 | Water Ops | \$ 2,616,317 | \$ 2,519,060 | \$ 97,257 |
| 402 | CIP: Water | \$ 2,247,000 | \$ 2,100,000 | \$ 147,000 |
| 404 | Debt: Water | \$ 225,000 | \$ 225,000 | \$ - |
| 405 | Water: Historical hold | \$ 4,000 | \$ - | \$ 4,000 |
| 411 | Sewer | \$ 2,263,768 | \$ 2,088,073 | \$ 175,695 |
| 407 | Debt: Sewer | \$ 422,114 | \$ 422,114 | \$ - |
| 408 | CIP: Sewer | \$ 950,000 | \$ 950,000 | \$ - |
| 306 | CIP: Cemetery | \$ 15,000 | \$ 15,000 | \$ - |
| 601 | Endowment | \$ 149,096 | \$ 15,000 | \$ 134,096 |
| 633 | Restricted Pass Through | \$ 521,156 | \$ 521,156 | \$ - |
| | LGIP | \$ 2,329,968 | \$ 149,096 | \$ 2,180,872 |
| TOTAL | | \$ 30,994,963 | \$ 27,751,797 | \$ 3,243,167 |



City of Carnation

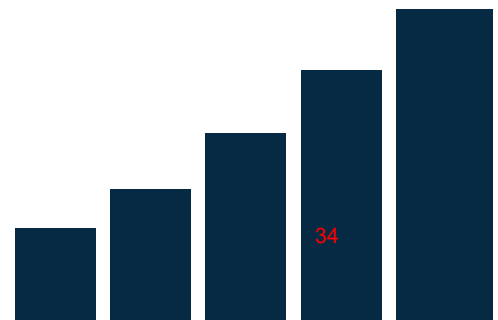
2024 Annual Budget





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MESSAGE FROM THE CITY MANAGER

The FY2024 budget continues to honor principles laid out in FY2023, mainly, to live within our means. The expected revenues in 2024 determine expenditures in 2024. The budget does not take into consideration fund balances. I wanted to clearly illustrate for the Carnation community, the City Council and staff, that our operations are lean and efficient. This preliminary budget presents key elements:

General Fund

The General Fund reflects increases in revenue later in 2024 due to new housing production and sales. The analysis used for this document reflects increases in real estate excise taxes, property taxes, utility taxes and miscellaneous revenues due to moderate growth.

Sewer, Water and Stormwater

These funds were segregated in 2023 to better understand revenues and expenses. This separation has painted a more accurate picture of each utility. Water and Stormwater, for now, seem stable. Sewer on the other hand, will be carefully monitored in 2024 to confirm that expenses are sound and appropriate. At this point, the City Manager expects a multiyear rate increase. Such increase, if necessary, will be recommended in Quarter 1 of 2024 for implementation in July at the earliest.

Other notable elements in the FY2024 budget include:

- Consolidation of Revenue Stabilization fund (002) and Contingency fund (005) into 002.
- Elimination of 106 Cemetery which is now incorporated in the General fund 001.
- Elimination of 003- ADP and 103 ARPA. These funds were created as placeholders and are no longer necessary.
- Earned Income: each functional team manager and the City Manager are required to **secure revenues to support their operations**. This is a unique step for a government agency and emulates the structure of consulting firms and nonprofits. Consulting firms depend on billable hours while nonprofits depend on grants. We will pursue both.
- Rate reduction for landfill. We project decreases in expenses and therefore decreases in rates.

Ana Cortez

VISION & GOALS

Vision

This budget supports the vision set by City Council through its list of priorities. This budget document supports the Council priorities by allocating funds for the following programmatic areas:

1. Succession and Capacity

In 2023, the City of Carnation modified its salary structure to be more competitive in the region and it chose to continue offering its Cadillac benefits packages for all employees. These actions produced more qualified applicants for vacancies in 2023.

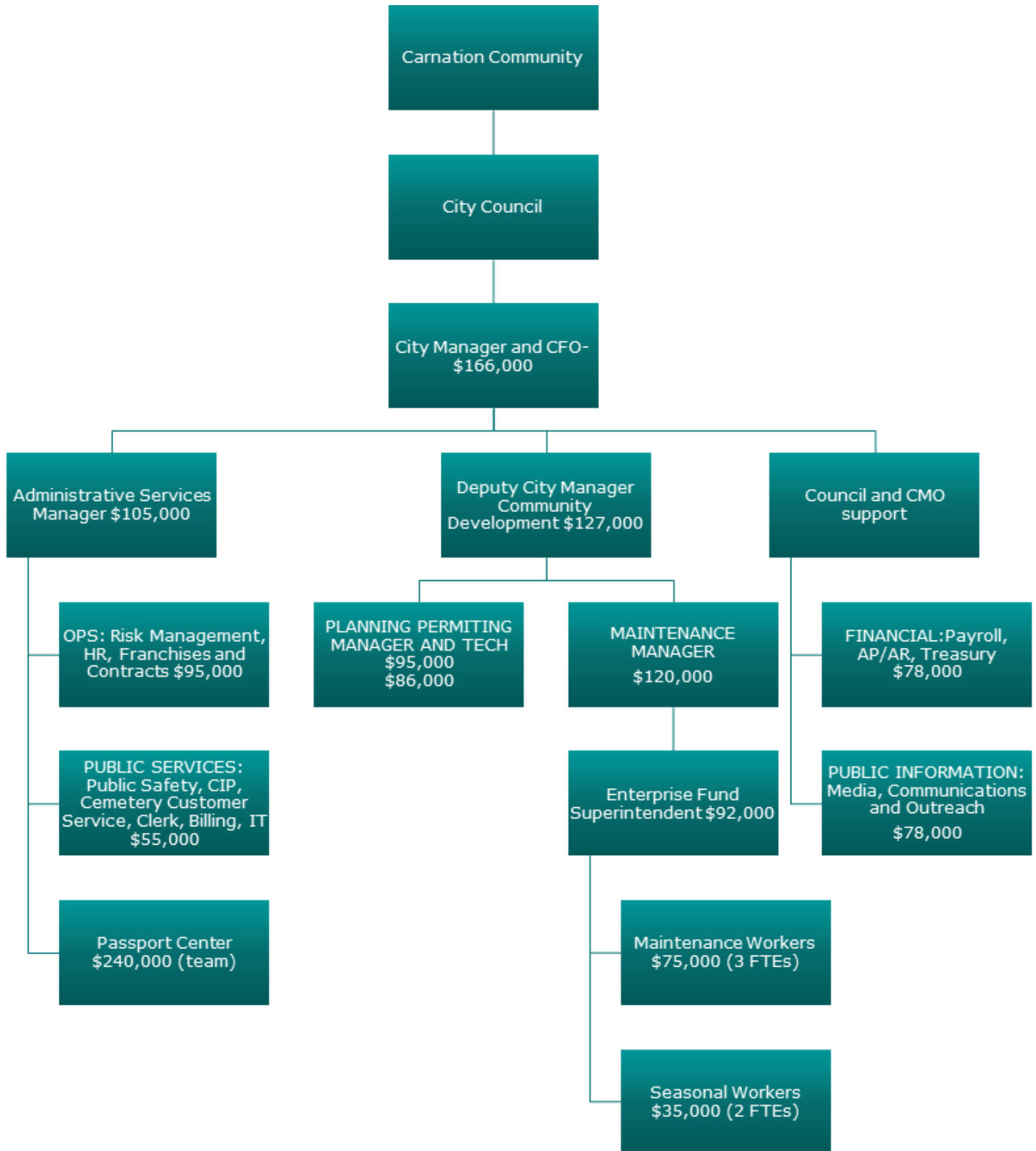
2. Economic Development

The budget allocates resources to protect local business and to bring new vitality to Tolt Avenue. The City expects to invest in a business incubator in the near future and to start a new chapter for the local economy through the development of 100,000 square feet of light industrial uses. Important to residents and businesses is our complete streets infrastructure, new emergency operation center, transit connectivity and other activities that support community economic development.

Goals

1. Improve roads, sidewalks, alleys and adopt a West Side Master Plan
2. Build a Civic Center Campus in 2024
3. Develop Schefer for commercial and light industrial uses
4. Increase blueprint of Carnation through sound annexations
5. Improve connectivity to public transit
6. Complete Administrative Documents: asset inventory and key policy documents
7. Improve aesthetic and safety through Code enforcement

ORGANIZATION + POSITIONS + SALARIES



SALARY STRUCTURE

The City of Carnation has two types of employee groups: 1. Represented/Hourly and 2. Non Represented/Salary.

Represented employees are part of Teamsters. Their salary structure is set through a Collective Bargaining Agreement (CBA). The latest CBA is for 2023, 2024 and 2025. The specific hourly rates for 2024 are in the table below. These salaries have been adjusted to reflect 4.6% cost of living adjustment.

| | 2024 Rate | 4.6% increase from 2023 | | | | | |
|-----------------------------------|------------------|--------------------------------|---------------|---------------|---------------|---------------|---------------|
| | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
| Maintenance Worker I | \$ 28.67 | \$ 29.82 | \$ 31.01 | \$ 32.26 | \$ 33.56 | \$ 34.89 | \$ 36.29 |
| Administrative Assistant I | \$ 27.28 | \$ 28.36 | \$ 29.50 | \$ 30.68 | \$ 31.91 | \$ 33.19 | \$ 34.52 |

Non represented positions are listed to the right. These positions do not receive automatic cost of living increases; instead these positions receive merit pay. The salary increases are determined by the supervisor and by budget constrains. These positions are at-will.

| CLASSIFICATION | BASE | TOP |
|--|---------------------|----------------------|
| CITY MANAGER | Council Sets | Council Sets |
| ASSISTANT TO | \$65,000.00 | \$81,250.00 |
| MANAGER/PRINCIPAL | \$95,000.00 | \$ 130,000.00 |
| SUPERINTENDENT/ BUSINESS MANAGER/ PLANNER | \$80,000.00 | \$ 110,000.00 |
| DEPUTY CITY MANAGER | \$125,000.00 | \$ 145,000.00 |

DEBT

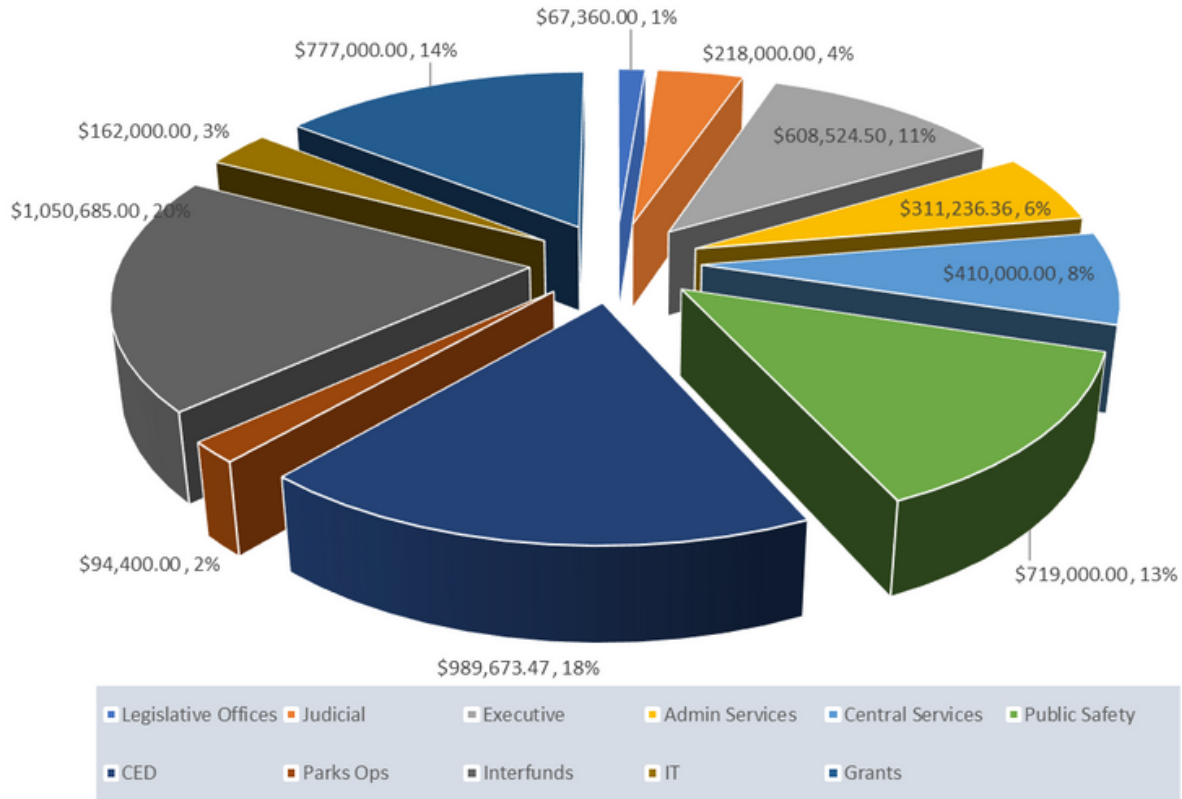
| | Description | DEBT | Function-Fund | Balance as of 1.1.2024 | Annual Payment (p+i) |
|--------------------|---|--------------|----------------------|------------------------|----------------------|
| 2024-1-35 | Limited Tax General Obligations Bond - SR 203- 1.86% | \$2,100,000 | Tolt Ave- 301 | \$1,725,000 | \$162,085 |
| 2024-2-36 | Limited Tax General Obligations Bond 2001- EOC- 1.60% | \$2,100,000 | EOC- 302 | \$2,100,000 | \$178,600 |
| | TOTAL/ GENERAL FUND | | | \$3,825,000 | \$340,685.00 |
| 2024-4--28 | DEP OF ECOLOGY- VAC STATION- 0% | \$5,141,000 | Sewer- 407 | \$1,186,384.70 | \$263,641.02 |
| 2024-6--30 | PWTF-VAC STATION .5% | \$4,155,965 | Sewer- 407 | \$1,071,797.05 | \$158,472.85 |
| | TOTAL /SEWER | | | \$2,258,181.75 | \$422,113.87 |
| 2024-7--20 YR TERM | PWTF-W- BRUMBAUGH-1.39% | \$1,623,000 | WATER/ASBE STOS- 404 | \$1,623,000 | \$93,511.00 |
| 2024-3-53 | 2013 USDA Water Bonds-3.125% | \$2,330,000 | Water-404 | \$2,009,526.77 | \$104,197.60 |
| 2024-5--29 | PWTF-W- 1% | \$473,825.88 | Water- 404 | \$150,376.47 | \$26,566.60 |
| | TOTAL/ WATER | | | \$3,782,903.24 | \$224,275.20 |

FY 2024 BUDGET

| FUND | PURPOSE | REVENUE | EXPENDITURES | FUND BALANCE |
|--------------|----------------------------|----------------------|----------------------|---------------------|
| 001 | Municipal Services | \$ 5,469,420 | \$ 5,407,879 | \$ 61,541 |
| 002 | Reserves | \$ 470,000 | \$ 470,000 | \$ - |
| 201 | Debt: General Obligation | \$ 340,685 | \$ 340,685 | \$ - |
| 107 | Equipment | \$ 115,000 | \$ - | \$ 115,000 |
| 101 | Street Maintenance | \$ 122,750 | \$ 120,000 | \$ 2,750 |
| 109 | Impact fee: Transportation | \$ 843,890 | \$ 831,000 | \$ 12,890 |
| 301 | CIP: Street | \$ 4,963,000 | \$ 4,962,000 | \$ 1,000 |
| 108 | Impact fee: Park | \$ 192,530 | \$ 165,000 | \$ 27,530 |
| 302 | CIP: Facilities | \$ 6,120,000 | \$ 6,115,000 | \$ 5,000 |
| 406 | Landfill | \$ 352,769 | \$ 90,000 | \$ 262,769 |
| 409 | Stormwater | \$ 261,500 | \$ 245,733 | \$ 15,767 |
| 401 | Water Ops | \$ 2,616,317 | \$ 2,519,060 | \$ 97,257 |
| 402 | CIP: Water | \$ 2,247,000 | \$ 2,100,000 | \$ 147,000 |
| 404 | Debt: Water | \$ 225,000 | \$ 225,000 | \$ - |
| 405 | Water: Historical hold | \$ 4,000 | \$ - | \$ 4,000 |
| 411 | Sewer | \$ 2,263,768 | \$ 2,088,073 | \$ 175,695 |
| 407 | Debt: Sewer | \$ 422,114 | \$ 422,114 | \$ - |
| 408 | CIP: Sewer | \$ 950,000 | \$ 950,000 | \$ - |
| 306 | CIP: Cemetery | \$ 15,000 | \$ 15,000 | \$ - |
| 601 | Endowment | \$ 149,096 | \$ 15,000 | \$ 134,096 |
| 633 | Restricted Pass Through | \$ 521,156 | \$ 521,156 | \$ - |
| | LGIP | \$ 2,329,968 | \$ 149,096 | \$ 2,180,872 |
| TOTAL | | \$ 30,994,963 | \$ 27,751,797 | \$ 3,243,167 |

General Fund Detail

GENERAL FUND EXPENSES



| EXPENDITURES | | |
|---------------------|-----------------|-------|
| Legislative Offices | \$ 67,360.00 | 1.2% |
| Judicial | \$ 218,000.00 | 4.0% |
| Executive | \$ 608,524.50 | 11.3% |
| Admin Services | \$ 311,236.36 | 5.8% |
| Central Services | \$ 410,000.00 | 7.6% |
| Public Safety | \$ 719,000.00 | 13.3% |
| CED | \$ 989,673.47 | 18.3% |
| Parks Ops | \$ 94,400.00 | 1.7% |
| Interfunds | \$ 1,050,685.00 | 19.4% |
| IT | \$ 162,000.00 | 3.0% |
| Grants | \$ 777,000.00 | 14.4% |

TRANSFERS IN/OUT



| | FROM | TO | AMOUNT | JUSTIFICATION |
|-----------------------|------|-----|---------------|-----------------------|
| SEWER | 411 | 001 | \$25,000.00 | Contribution to Legal |
| | 411 | 407 | \$422,113.00 | Debt |
| | 411 | 408 | \$200,000.00 | CIP CONTRIBUTION |
| WATER | 401 | 001 | \$25,000.00 | Contribution to Legal |
| | 401 | 404 | \$225,000.00 | Debt |
| | 401 | 402 | \$500,000.00 | CIP |
| | 401 | 408 | \$ 500,000.00 | Historical share |
| STORMWATER | 409 | 001 | \$10,000.00 | Contribution to Legal |
| IMPACT: STREET | 109 | 101 | \$80,000.00 | Impact/Street Ops |
| | 109 | 411 | \$80,000.00 | Sewer/Street |
| | 109 | 301 | \$200,000.00 | Impact/ Street CIP |
| | 109 | 402 | \$147,000.00 | CIP |
| | 109 | 401 | \$147,000.00 | Water/Street |
| GENERAL FUND | 001 | 201 | \$340,685.00 | Debt |
| | 001 | 107 | \$10,000.00 | Equipment |
| | 001 | 302 | \$600,000.00 | EOC/ARPA |
| | 001 | 002 | \$100,000.00 | Allocation |
| CEMETERY | 601 | 306 | \$15,000.00 | Columbarium |
| | LGIP | 601 | \$149,096.00 | Endowment |



FUND LEVEL INFORMATION

Information on specific revenues and expenditures can be found at www.carnationwabudget.com

Contact Us



425.333.4192



ANA.CORTEZ@CARNATIONWA.GOV



WWW.CARNATIONWABUDGET.COM





CARNATION CITY COUNCIL AGENDA BILL

| | | |
|--|--|--|
| TITLE: A MOTION to select Michael Pendleton as facilitator for the City of Carnation 2024 annual retreat. | Agenda Bill No.: | AB23-108 |
| | Type of Action: | MOTION |
| | Origin: <i>(Council/Manager)</i> | City Manager |
| | Agenda Bill Author: | City Manager |
| EXHIBITS <ul style="list-style-type: none"> • Pendleton Scope of Work | Date Submitted: | 11/21/23 |
| | For Agenda of: | <ul style="list-style-type: none"> • 11/21/23 • 12/05/23 |
| | Expenditure Required: | \$4832.11 |
| | Amount Budgeted: | \$4832.11 |
| | Appropriation Required: | N/A |

SUMMARY STATEMENT AND DISCUSSION:
 Mr. Pendleton has worked with the City Council for many years; for this reason, he has tremendous insight and context for the evolution of the Carnation City Council. The City Council understands that there are other consultants that can also facilitate this retreat however, Mr. Pendleton is uniquely qualified due to this long history with the City.

RECOMMENDED ACTION: I move to select Mr. Pendleton as the facilitator for the City Council's 2024 retreat.

LEGISLATIVE HISTORY:
 AB23-108 was brought to the Council on 11/21/23. The text below is the from the minutes:

 MOTION BY DEPUTY MAYOR HARRIS SECOND BY MAYOR RIBAIL. MAYOR RIBAIL AND DEPUTY MAYOR HARRIS IN FAVOR. COUNCILMEMBER HAWKINS AND COUNCILMEMBER BURRELL OPPOSED. MOTION FAILED (2-2).

ACTION TAKEN

| MOTION AS PROPOSED | | | MOTION AS AMENDED | | |
|---------------------------|----------|---------|---------------------------|----------|---------|
| Motion made by: | | | Motion made by: | | |
| Second by: | | | Second by: | | |
| | YES Vote | NO Vote | | YES Vote | NO Vote |
| Hawkins | | | Hawkins | | |
| Ribail | | | Ribail | | |
| Harris | | | Harris | | |
| Burrell | | | Burrell | | |
| Green | | | Green | | |
| Passed/Failed | | | Passed/Failed | | |
| Ordinance/Resolution No.: | | | Ordinance/Resolution No.: | | |

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KINGSTON, WASHINGTON 98346
Cell (360) 509-1333
E-mail : mpendleton@telebyte.com

Executive Consulting and Staff Retreat Scope of Work

**For
City of Carnation, Washington**

**By
Michael R. Pendleton Ph.D.**

October 2023

Introduction

The following scope of work outlines the objectives, method and fees for Executive Consulting and staff retreat(s) for the city of North Bend, Washington. The scope of work is presented as a framework within which the planning and implementation of the project can occur. This scope of work can serve as the basis for a final contract for consulting services based in part on the attached fee structure and billing policies.

Objectives:

1. To provide Executive Consulting support to the City Manager and/or others as directed.
2. To facilitate leadership retreat(s) as planned in collaboration with the City Manager.

Method:

The following steps will be followed to accomplish the project objectives identified above:

Step 1. Establish fixed day/time for set meeting(s) with the City Manager to address topics/issues identified in collaboration with the City Manager.

Step 2. Meeting topics should include but are not limited to the following:

- Strategies to facilitate group development with an emphasis on “norming and performing”.
- Strategies for establishing role boundaries consistent with best practices within the City Manager form of municipal government.
- Executive succession strategies.
- Workload management and other strategies to create timely outcomes.
- Other topics as identified by the City Manager and/or the consulting process.

Step 3. Work collaboratively with the City Manager to identify topics for a Leadership Team retreat(s) agenda.

Step 4. Prepare a draft agenda(s).

Step 5. Work with assigned staff to help prepare for retreat and related processes.

Step 6 Facilitate Retreat (s).

Step 7. Prepare written summary report of the retreat (s) if requested.

Three Phase Project Estimated Total Cost: \$4832.11

Phase I Assessment: \$370.00

1. Phone and/or Teams meeting(s) with the City Manager to review relevant past and current events, issues, topic and establish a set meeting schedule. Two one-hour meetings or more as needed @ \$185.00.
\$370.00

Phase II Weekly consulting session as per set schedule: \$1110.00

2. Address topics in step 2 of the method section above. Meet weekly for 6 meetings @ 185.00. Determine if more meetings are required.
\$1110.00

Phase III Leadership Team Retreat: \$3352.11

3. Agenda preparation and process in collaboration with the City Manager. 2 hours @185.00
\$370.00
4. Facilitate retreat. 7 hours. @185.00
\$1,295.00
 Round trip travel. 4.5 hours. @185.00
 \$832.50
 Estimated Mileage 102 @ \$.655
 \$68.81
 Round Trip Ferry
 35.80
 Meals (1) if over meal time
 \$25.00
 Prepare a report if requested (set fee)
 \$725.00

2023
FEE SCHEDULE

Professional Fee: \$185.00 per hour.

The fees for long-term projects are negotiable.

Report preparation: Set Fee of \$725.00

Note 1: Projects that require contractual indemnification and/or insurance coverage are billed at \$225.00 per hour.

Onsite Travel Policy: The clock starts when departing from office in Kingston, Washington and ends when returned to office. Time is based on the most direct line of travel.

Expenses:

-Mileage = \$.65.5 per mile or Current IRS rate if different.

-Meals and Lodging = actual cost.

Note 2: Projects that run longer than one month are billed on a monthly basis for services performed and expenses that are accrued.

Note 3: Travel time assumes normal scheduling and operation of the Washington State Ferries. Travel time could double or more if the number of boats are cut in half which has been a recent occurrence due to staffing issues.

Note 4: Scope of Work costs are estimates. Actual costs will reflect actual time and work required. It is common for clients to request additional services not contemplated at the start of a project. These services will be billed accordingly after a cost discussion agreement to perform the services reached. Every effort will be made to create efficiencies to fall within/under budget.

Note 5: The “four-hour block billing policy” will be in effect for meetings/interviews not scheduled “back-to-back” and/or on differing days.

Note 6: Projects based on set meeting days/times will be billed for meetings missed if not rescheduled 1 day prior to the set meeting.

-BIOGRAPHY-

Dr. Pendleton has over 35 years of experience in a wide range of organizational assessment and development projects in a diverse set of organizational environments with a specialty in local government. Michael applies a blend of theory and practical experience from diverse professional environments ranging from elected city council's, boards and commissions, executive leadership teams, the police, environmental protection, waste water management to the fine arts in all levels of government in both the United States and Canada. Dr. Pendleton has consulted with numerous government organizations on a wide range of topics and issues (see attached roster of projects and clients). Michael specializes in organizational assessment and change, and group process facilitation for a number of elected officials councils/commissions, boards of directors and other professional groups, including Executive Performance Evaluation and Coaching.

Dr. Pendleton is the principal author of Knowledge Management In Policing, U.S. Department of Justice, 2005. Dr. Pendleton served the National Institute of Justice as the principal process evaluator on the Seattle, WA COMPASS initiative, a "data warehouse" approach to mapping and analyzing crime and disorder problems in the urban environment. Dr. Pendleton was retained by the Seattle Police Department as principal researcher on Knowledge Management, funded by the National Institute of Justice.

Dr. Pendleton has provided expert testimony to the U.S. House of Representatives sub-committee on Forests and Forest Health on crime, timber theft, and eco-terrorism in United States Forests. Dr. Pendleton is a member of a team of 18 scientists from around the world convened by the Center for International Forestry in Indonesia to address international timber theft, a project funded by the World Bank. This team published a book titled Illegal Logging: Law Enforcement, Livelihoods and the Timber Trade, London: Earthscan, 2007.

Dr. Pendleton was a professor and Associate Director of the Society and Justice program at the University of Washington. Michael has published in areas, including police stress, knowledge management, police organizational change and crime and enforcement in leisure settings. Dr. Pendleton holds a Doctorate in Philosophy in Organizational Psychology from the University of Washington.

Dr. Pendleton is the owner and senior consultant in *Pendleton Consulting LLC*, a private consulting practice that specializes in group facilitation, qualitative research, organizational assessment AND change implementation.

PROFESSIONAL CONSULTING CLIENT ROSTER

Professional Consulting and Training

American Correctional Health Services Assoc. - Stress Management
City of Auburn, Washington - City Council Annual Retreat
City of Bainbridge Island, Washington - Police Assessment Center
City of Bainbridge Island, Washington - Police Organizational Assessment
City of Bothell, Washington - City Council Annual Retreat
City of Bothell, Washington - Department Directors Annual Retreat
City of Bothell, Washington - Midlevel Managers Annual Retreat
City of Bothell, Washington - Planning Commission Retreat
City of Bothell, Washington - Employee Organizational Dev. Survey
City of Bothell, Washington - Fire Department Leadership Development
City of Burien, Washington - City Council Annual Retreat
City of Carnation, Washington - Leadership Assessment
City of Carnation, Washington - City Council Goal Setting Retreat
City of Carnation, Washington - Leadership Coaching
City of Chehalis, Washington - Police Department Development
City of Chehalis, Washington - Leadership Development
City of Des Moines, Washington - City Council Annual Retreat
City of Eugene, Oregon - Police Department Career Development
City of Federal Way, Washington - Leadership Transition
City of Federal Way, Washington - City Council Annual Retreat
City of Federal Way, Washington - Department Directors Annual Retreat
City of Federal Way, Washington - Organizational Development
City of Federal Way, Washington - Police Department Development
City of Federal Way, Washington - Police Chief Selection
City of Federal Way, Washington - Planning Commission Development
City of Federal Way, Washington - Conflict Resolution (Interpersonal)
City of Federal Way, Washington - Conflict Resolution (Inter Departmental)
City of Federal Way, Washington - Management Services Development
City of Federal Way, Washington - Community Outreach Policy Planning
City of Federal Way, Washington - Department of Community Development
City of Federal Way, Washington - Prosecutor/Court Conflict Management
City of Federal Way, Washington - Cultural Services, Recreation and Parks
City of Federal Way, Washington - Design and Facilitate Harvard Forum-Police
City of Gig Harbor, Washington - City Council Annual Retreat
City of Gig Harbor, Washington - Police Department Development
City of Issaquah, Washington - Administrative Directors Annual Retreat
City of Issaquah, Washington - City Council Annual Retreat
City of Kelso, Washington - Police Department Consolidation
City of Kenmore, Washington - City Council Annual Retreat

City of Kenmore, Washington-City Manager Performance Evaluation
City of Kenmore, Washington – Staff Annual Retreat
City of Kenmore, Washington – Police Contracting Evaluation
City of Kent, Washington-Community Development Organizational Assessment
City of Kent, Washington-City Council Annual Retreat
City of Kent, Washington – Police Department Leadership Development
City of Lacey, Washington – City Council Annual Retreat
City of Lacey, Washington – Police Organizational Development
City of Lakewood, Washington-City Council Annual Retreat
City of Lakewood, Washington-City Leadership Team Retreat
City of Longview, Washington - City Council Annual Retreat
City of Longview, Washington – Budget Reduction Model
City of Longview Washington – Police Department Consolidation
City of Lynnwood, Washington – Parks and Recreation Org. Development
City of Lynnwood, Washington- Leadership Development
City of Lynnwood, Washington – City Council Retreat
City of Lynnwood, Washington - Diversity Commission
City of Maple Valley, Washington – City Council Annual Retreat
City of Medina, Washington - City Council Annual Retreat
City of Medina, Washington - Organizational Structure Study
City of Medina, Washington – Planning and Building Department Goals
City of Medina, Washington – Executive Team Retreat
City of Medina, Washington – City Council System Development
City of Medina, Washington – Public Works Department Assessment
City of Mercer Island, Washington - City Council Annual Retreat
City of Mercer Island, Washington - Department Directors Annual Retreat
City of Mercer Island, Washington - Arts Council Annual Retreat
City of Mercer Island, Washington- Arts Council Org. Development
City of Monroe, Washington - Police Department/School Violence
City of Monroe, Washington – Police Department Retreat
City of Newcastle, Washington – City Council Annual Retreat
City of Normandy Park, Washington - City Council Annual Retreat
City of North Bend, Washington – City Council Retreat
City of Ocean Shores, Washington- City Council Annual Retreat
City of Olympia, Washington - City Council Annual Retreat
City of Olympia, Washington - City Council Jail-Court Workshop
City of Olympia, Washington - Long Range Budget Planning Model
City of Olympia, Washington - Department Directors Annual Retreat
City of Olympia, Washington - Art Commission Development
City of Olympia, Washington - Police Department Org. Development
City of Olympia, Washington - Police Chief Selection
City of Olympia, Washington – Design and Facilitate Harvard Forum-Police

City of Poulsbo, Washington – City Council Annual Retreat
City of Puyallup, Washington - City Council Annual Retreat
City of Puyallup, Washington - City Manager Performance Eval. Survey
City of Puyallup, Washington - City Manager Perf. Evaluation Facilitation
City of Puyallup, Washington- Conflict Resolution (Inter-personal)
City of Redlands, California – Police Department Knowledge Management
City of SeaTac, Washington – City Council Goal Setting
City of SeaTac, Washington – City Council Vision Setting
City of Seattle, Washington - Arts Commission Organizational Development
City of Seattle, Washington - Police Department Management Accountability
City of Seattle, Washington – Police Department Research and Grants
City of Seattle, Washington – Police Department Knowledge Management Study
City of Seattle, Washington – Office Professional Accountability Oversight- Police
City of Spokane, Washington - Police Department Sexual Harassment
City of Sumner, Washington – Police Department Assessment and Change
City of Sumner, Washington – Police Department Retreat
City of Sumner, Washington – City Council Annual Retreat
City of Tumwater, Washington - City Council Annual Retreat
City of University Place – Police Evaluation
City of University Place – City Council Annual Retreat
City of University Place – City Manager Performance Evaluation
City of West Palm Beach, FL – Leadership System Development
City of Woodinville, Washington - City Council Annual Retreat
City of Woodinville, Washington - Builder/Developer Permit Process
City of Woodinville, Washington – City Manager Performance Evaluation
City of Yelm, Washington – Elected Official Retreat
Federal Way Public School Board - Annual Retreat
Federal Way Public School Management Team - Annual Retreat
Federal Way Public School-City Joint Management Team Retreat
Fifth Avenue Hospital, Seattle Washington – Goal and Vision Setting
Grays Harbor County, Aberdeen Washington – Juvenile Corrections Employee Conflict
Highline Community College Foundation Board Retreat
Judson Park Retirement Community – Leadership Development
King County, Washington - Department of Adult Detention
King County, Washington - Police Department Organizational Development
King County, Washington - Department of Jail Health Org. Development
King County, Washington – Jail Best Practices Review
King County Regional Homeless Authority – Facilitate Board Retreat
LOTT Wastewater Alliance-Employee Mediation
LOTT Wastewater Alliance-Leadership Development

LOTT Wastewater Alliance-Lessons Learned Exercise
LOTT Wastewater Alliance – Board Retreat
LOTT Wastewater Alliance – Organizational Change
LOTT Leadership Team Development
LOTT Employee Transition Project
LOTT Septic Summit
LOTT Six Year Strategic Plan Design
LOTT Six Year Visioning Project
LOTT Employee Coaching Project(s)
LOTT 2-Shift Organizational Change Project
LOTT Process Control Program Design
LOTT Operations Development Project
LOTT Systems Application Position Development
LOTT Senior Leadership Retreat
LOTT Senior Leadership Team Development
Metropolitan Park District of Tacoma - Planning
People for Puget Sound - Board Retreat
Snohomish County Arts Council - Annual Retreat
State of Washington - Arts Commission Program Development
State of Washington - Criminal Justice Training Commission Training
State of Washington - Department of Corrections Race Relations
State of Washington - State Patrol Stress Management
State of Washington - Democratic Legislative Caucus Annual Retreat
The Evergreen State College - Department of Police Services
Thurston County Commissioners - Annual Retreat
Thurston County – New Jail Criminal Justice Leadership Scan
Thurston County – Inter-jurisdictional Jail Process Design-Facilitation
Thurston County – Budget Process Facilitation
Thurston County – Senior Leadership Team Performance Standards
United States National Park Service - Law Enforcement Training
United States National Park Service – Law Enforcement Ranger Research
British Columbia, Canada Ministry of Forests-Environmental Enfor. Training
Washington Association of Police Training Officers
National Institute of Justice – COMPASS Principal Research Partner
National Institute of Justice – COMPASS Cross-site Evaluator
National Institute of Justice – COPS Program Evaluator
National Institute of Justice – Knowledge Management Research
Center For International Forestry- Bogor, Indonesia

Statement of Professional Philosophy

Dr. Pendleton is schooled in the Social Ecology and Open Systems theory of organizational development. This approach recognizes the “living” nature of organizations which are dependent upon the nature and health of the social/political environment in which they reside as well as the internal structure and culture of the organization. As a living system, movement in one part of the organization will predictably result in movement in other parts of the system. While organizations have common structural features much like people (policy/procedure, job descriptions, hierarchy/s etc.) Dr. Pendleton considers each organization as a unique professional culture with special “personalities” that are defined by the values and norms that determine the “way to be”. It is the blend of the formal organizational structure with the informal organizational culture that defines the organization. Using this framework, *Dr. Pendleton’s professional goal is to facilitate the health and well being of organizations.*

Dr. Pendleton views organizational change as a given feature of professional life and central to creating healthy organizations. While “living organizations” are always changing, Dr. Pendleton believes that proactive strategic change is the preferred method to shape the nature of organizations. The key to strategic change is the manipulation of organizational structure and incentives, which feature peer group involvement and organizational resources. While these features of the organization can be readily manipulated, the power and influence of organizational culture (values, and norms) is the final determinant of the nature of organizations. Healthy organizations are measured, in part, by their commitment to professional ethics, degree of respect for organizational actors and high quality outcomes.

Dr. Pendleton utilizes qualitative and quantitative assessment methods to determine the exact health and well being of an organization at any given point in time. Dr. Pendleton is a specialist in qualitative assessment methods, which feature direct observation, organizational participant interviews, organizational documents and other ethnographic ways to know. This approach relies upon methods of triangulation to establish the validity and reliability of data. Dr. Pendleton favors base lining and subsequent benchmarking assessments as ways to track and evaluate organizational change. In this role assessment serves to hold strategic organizational change projects accountable. Confidentiality is a central feature of Dr. Pendleton’s approach to organizational assessment.

Dr. Pendleton believes strongly in a professional code of ethics that features a commitment to diversity, equity and inclusion, integrity, respect, positive methods of participant involvement and high quality methods of organizational change.

DRAFT 2024 STATE LEGISLATIVE PRIORITIES



1



STATE ROUTE 202 AND 203 CAPITAL ROAD IMPROVEMENTS

The City needs funding from the State in order to bolster road infrastructure for State Routes that are used as alternative to free-ways. Carnation also asks for investment in evacuation infrastructure to minimize the loss of life and property. These projects include, but aren't limited to:

- Roundabouts on SR 202 and SR 203
- Bridges
- "Evacuation" Roads - Entwistle St, 50th Street, etc.

2



ECONOMIC DEVELOPMENT AND REGIONAL PLANNING

Small communities need their fair share of State resources to support economic development. This includes grant funding, staff, and capacity building. Investing in the City of Carnation promotes equity and increases economic vitality in Washington as a whole.

3



EMERGENCY RESPONSE COORDINATION

The City needs the State to assume responsibility for emergency coordination when requested. Carnation needs additional funding to commission disaster response planning from subject matter experts.



4



AFFORDABLE HOUSING

The City needs State resources to subsidize and to facilitate the protection of affordable housing units. This includes, but is not limited to, accessory dwelling units (ADUs), Mother-in-law apartments, small units, etc. Growth Management Act targets need to be in tandem with State infrastructure improvements for small communities utilizing said infrastructure.

5



MOBILITY, WALKABILITY, TRANSIT

The City needs mobility resources Carnation residents, whether they drive, walk, bike or roll. Pedestrian safety infrastructure is a priority, as well as increased transit options.

6



FRANCHISE TAX FOR INTERNET PROVIDERS

The City needs revenue diversification in the form of franchise fees.

CONTACT US



(425) 333-4192



CLERK@CARNATIONWA.GOV



4621 TOLT AVENUE, CARNATION WA 98014



LEGISLATIVE PRIORITIES DRAFT NOTES:

City Manager Notes:

- MHP Right-sizing Opportunity

Deputy Mayor Notes:

State

1. Tolt Hill Road and SR203. Investment in the rest of SR203 improvements through town.
2. Fix road funding formula to resolve unincorporated King County and other rural communities funding issues.
3. Provide low interest financing to mobile home communities (backed by property so little/no risk) to transition to ownership.
4. Tax reform – revisit 1% limit. Reduce regressivity of WA tax system.
5. Fund mental health services in WA.
6. Real Estate Disclosure requirements for man-made hazards (like Dams).
7. Make it harder for counties to put new residential growth into rural communities/cities without first investing in infrastructure.

County

1. Tolt Hill Road: Frew Levee Project, Tolt River Bridge, Tolt Hill Road. Other cross-valley roads.
2. Cycling Safety: Making the Snoqualmie Valley Trail usable for road cyclists. Access to trail at Remlinger. Safe 203 crossing north of Carnation. East/West cycling trail connectivity between the Snoqualmie Valley and the rest of King County.
3. Water supply: Stop the application of Biosolids to the forest land above Carnation's water supply until PFAS Contamination is resolved.
4. Waste/Stormwater: Be clear about the fact that CSO investments being made by WTD have expanded its scope into Stormwater on behalf of the City of Seattle, and that other municipalities pay for their own Stormwater systems. Recognize that Carnation does not impact the regional wastewater conveyance system or increase the capacity requirements of wastewater treatment to handle stormwater. Allocate costs accordingly.
5. Interlocal agreement to support Policing, Transportation, and Parks Impacts in Carnation during large events in nearby unincorporated King County and in King County Parks.
6. Economic Development: Allow 1:1 swap of UGA land for Xmas-tree farm preservation. Collaborate on "Music Capital of King County" designation.
7. Revise Carnation Housing Targets down



BYLAWS

OF

SOUND CITIES ASSOCIATION

Sound Cities Association
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ARTICLE 1. 1. NAME, OFFICES AND REGISTERED AGENT

1.1 The name of the corporation shall be Sound Cities Association (herein referred to as "SCA") with its principal office for the transaction of business in the County of King, State of Washington, and/or in such other places as the Board of Directors may determine.

1.2 The Executive Director of SCA shall be the Registered Agent of record.

ARTICLE 2. PURPOSE

2.1 To lead King County cities with a population less than 250,000 to act locally and partner regionally to create livable vital communities through advocacy, education, leadership, mutual support and networking.

ARTICLE 3. MEMBERSHIP

3.1 CLASSES OF MEMBERS. The corporation shall initially have one class of voting members. Additional classes of members, the manner of election or appointment of each class of members, and the qualifications and rights of each class of members may be established by amendment to these Bylaws.

3.1.1 Voting Members Voting membership in the Association shall be open to all cities and towns in King County having a population of less than 250,000. Association members shall be those qualified cities and towns that have paid annual dues and assessments. Membership shall be in the name of the city or town

3.1.2 Regional Associate Membership SCA provides an opportunity for entities other than cities in King County with a public service interest to become members through a special "associate" membership category. Associate members are non-voting members and are not eligible to participate in SCA's legislative policy development or to serve on the Board of Directors or policy committees including but not limited to the Public Issues Committee (PIC).

3.2 QUALIFICATIONS FOR MEMBERSHIP. Voting membership in the Association shall be open to all cities and towns in King County having a population of less than 250,000. Association members shall be those qualified cities and towns that have paid annual dues and assessments. Membership shall be in the name of the city or town.

3.3 MEMBERSHIP ANNUAL DUES AND ASSESSMENTS. The dues of the Association shall be assessed annually as determined by the voting membership's adoption of the Association's budget. Assessments for special activities or expenses may be determined by action of the Board of Directors with approval of a majority of the membership. All dues and assessments will be based on the most recent official population figure for each city and town as provided by the State Office of Financial Management (OFM).

3.4 MEETINGS OF THE MEMBERSHIP

3.4.1. Designation of Delegates Each member city, prior to the annual membership meeting, shall designate one delegate who shall be a duly elected official of such member city to represent the member city in the affairs of the corporation, and shall file with SCA's Executive Director written notification of such designation prior to the annual

membership meeting. Members' delegates may be changed at any time, provided the Executive Director receives written notice of such change prior to the annual meeting.

3.4.2. Voting Each member city shall be entitled to one vote upon each issue submitted to membership vote at the annual membership meeting. Each vote shall be cast in person by the delegate in attendance at the annual membership meeting. Voting by the general membership shall be via voice of the delegates. When the results of a voice vote cannot clearly be determined, any member may call for a roll call vote.

3.5 ANNUAL MEETING. The annual meeting of the members shall be held at such date as the Board may determine, for the purpose of adopting an annual budget and dues, and transacting such other business as may properly come before the meeting. The Board shall arrange for the program of all annual meetings and all other meetings as it determines.

3.6 SPECIAL MEETINGS. Special meetings of the membership may be called for any purpose by (1) the Board or (2) majority vote at the annual membership meeting.

3.7 PLACE OF MEETINGS. Except as provided in Section 3.11, all meetings of members shall be held at a location in King County, Washington selected by the Board. Special meetings shall be held at places as may be determined by (1) the Board or (2) majority vote.

3.8 NOTICE OF MEETINGS. The President or the Board shall cause to be delivered to each member entitled to notice of or to vote at the meeting, either personally, by email, or by mail, not less than ten (10) nor more than fifty (50) days before the meeting, written notice stating the place, date and time of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called.

3.9 QUORUM. Fifty-one percent of the members of the corporation, represented in person shall, constitute a quorum at a meeting of the members. If less than a quorum of the members is represented at a meeting, a majority of the members so represented may adjourn the meeting.

3.10 MANNER OF ACTING. The vote of a majority represented in person at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members, unless a greater proportion is required by applicable Washington law, the Articles of Incorporation or these Bylaws.

3.11 VIRTUAL MEETINGS. Any meeting of the membership may be conducted by video conference or similar communications platform when the President or the Board has determined that conducting the meeting in person is not in the interest of the health and safety of the membership, or is not convenient to the membership; provided, all persons participating in the meeting can hear each other at the same time. Participation by members through such means shall constitute presence in person at the meeting.

ARTICLE 4. BOARD OF DIRECTORS

4.1. GENERAL POWERS. The Board of Directors shall have general control and supervision over the corporation and shall be empowered to determine all questions of policy that may arise in all intervals between annual membership meetings.

4.2. NUMBER. The Board shall be composed of thirteen (13) directors, consisting of ten (10) caucus representative directors, one (1) chair of the Public Issues Committee, the Immediate Past President, and one (1) member representative from a member city in good standing to the King County City Managers and Administrators Group. No member city may have more than one representative on the Board of Directors. The number of directors may be changed from time to time by an amendment to these Bylaws, but no decrease in the number of directors shall have the effect of shortening the term of any incumbent director. The Board shall review the size, make-up and structure of the Board at least once every five (5) years.

4.3. QUALIFICATIONS. In addition to the specific qualifications set forth below, each director must hold an elective office of some city or town within association membership or be a member representative from a member city in good standing to the King County City Managers and Administrators Group. In the event a director ceases to be an elected official or ceases to be employed as the City Manager/Administrator of a member city, his or her position on the Board shall become immediately vacant. Directors may have such other qualifications as the Board may prescribe by amendment to these Bylaws.

4.3.1. Caucus Representative Directors The ten (10) caucus representative directors shall be four (4) chosen from North Caucus, four (4) chosen from South Caucus, one (1) chosen from the South Valley Caucus, and one (1) chosen from the Snoqualmie Valley Caucus as identified in Appendix I.

4.3.2. Chair, Public Issues Committee The chair of the Public Issues Committee shall serve as a director.

4.3.3. City Manager/Administrator Director One director of the Board shall be a member representative of and appointed by the King County City Managers and Administrators Group.

4.4. ELECTION OF DIRECTORS. See Appendix II.

4.5. TERM OF OFFICE. The term of each caucus Director shall be two (2) years. The caucus representatives from each of the North and South caucuses shall serve staggered terms (two elected each year to serve a two (2) term). A caucus representative director may serve three (3) consecutive terms. If a director is chosen to fill less than one-half of an unexpired term, the director is eligible to serve three (3) full terms in addition to the unexpired term. After serving three consecutive terms, a director is ineligible to serve on the Board for a minimum of one (1) year. The time spent in the Immediate Past President role shall not count toward the three-term limit, and also shall not be considered as a one-year break from serving on the Board.

The term of Directors serving as Chair of Public Issues Committee (PIC) or City Manager/Administrator Member shall be one (1) year, and may serve two (2) consecutive terms. If the Chair of Public Issues Committee (PIC) or City Manager/Administrator Member is chosen to fill less than fifty percent of an unexpired term, the director is eligible to serve two (2) full terms in addition to the unexpired term.

Unless a director dies, resigns, is removed, or is no longer qualified to serve as a director, the director shall hold office until the expiration of the term.

4.6. REGULAR MEETINGS OF THE BOARD. By resolution, the Board may specify the date, time and place for the holding of regular Board meetings without other notice than such resolution. Regular meetings must be held at least quarterly.

4.7. SPECIAL MEETINGS OF THE BOARD. Special meetings of the Board or any committee designated and appointed by the Board may be called by or at the written request of the President or any two directors, or, in the case of a committee meeting, by the chairperson of the committee.

4.8. VIRTUAL MEETINGS. Any meeting of the Board or any committee designated by the Board may be conducted by video conference or similar communications platform when the President or committee chair has determined that conducting the meeting in person is not in the interests of health and safety of the Board or committee, or is not convenient to the Board or committee; provided that all persons participating in the meeting can hear each other at the same time. Participation in such a meeting shall constitute presence in person at the meeting, except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened.

4.9. PLACE OF MEETINGS. Except as provided in Section 4.8, all meetings of the Board or any committee designated by the Board shall be held at a location within King County, Washington designated by the Board or committee, by any person entitled to call a meeting.

4.10. NOTICE OF SPECIAL MEETINGS. Notice of Board meetings shall be given to a director in writing, by email, or by personal communication with the director not less than twenty-four (24) hours before the meeting. Notices in writing may be delivered or mailed to the director at their address shown on the records of the corporation. Neither the business to be transacted at, nor the purpose of, any special meeting need be specified in the notice of such meeting. If notice is delivered by mail, the notice should be deemed effective when deposited in the official government mail properly addressed with postage thereon prepaid.

4.11. QUORUM. A simple majority of the directors then in office shall constitute a quorum for the transaction of business at any Board meeting. If a quorum is not present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

4.12. MANNER OF ACTING. The act of the majority of the directors present at a meeting at which there is a quorum shall be the act of the Board, unless the vote of a greater number is required by these Bylaws, the Articles of Incorporation or applicable Washington law. Each director, including the President, Immediate Past President, Vice President, and City Manager/Administrator director shall be entitled to debate and vote upon all issues properly before the Board. Votes of the Board shall be recorded in the Board minutes.

4.13. RESIGNATION. Any director may resign at any time with written notice to the President at the registered office of the corporation, or by giving oral or written notice at any meeting of the directors. Any such resignation shall take effect at the time specified therein, or if a time it is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

4.14. REMOVAL. Any member of the Board of Directors absent for three consecutive meetings, or for any other reason deemed detrimental to the association, may be removed from office by a two-thirds (2/3) vote of the Board of Directors at any time during their term at any meeting of the Board. This section shall apply to all directors and is not limited to caucus representatives.

4.15. VACANCIES. Any vacancy occurring in the membership of the Board shall be filled as described above. If the vacancy is of a caucus representative director, a meeting of the caucus shall be called to hold an election pursuant to 4.4.1(a). The election of either a caucus member or PIC Chair representative to the Board may be held at the next scheduled meeting of the Public Issues Committee (PIC). The election to fill a vacant City Manager/City Administrator representative may be held at the next regularly scheduled meeting of the City Mangers/Administrators.

4.16. BOARD COMMITTEES.

4.16.1. Standing or Temporary Committees, General The Board, by resolution duly adopted by a majority of the directors present at a meeting at which a quorum is present, may designate and appoint one or more standing or temporary committees. Such committees shall have and exercise the authority of the directors in the management of the corporation, subject to such limitations as may be prescribed by the Board; except, that no committee shall have the authority to: (a) amend, alter or repeal these Bylaws; (b) elect, appoint or remove any member of any other committee or any director or officer of the corporation; (c) amend the Articles of Incorporation; (d) adopt a plan of merger or consolidation with another corporation; (e) authorize a sale, lease or exchange of all or substantially all of the property and assets of the corporation not within the ordinary course of business; (f) authorize the voluntary dissolution of the corporation or revoke proceedings therefore; (g) adopt a plan for the distribution of the assets of the corporation; and (h) amend, alter or repeal any resolution of the Board or membership that by its terms provides that it shall not be amended, altered or repealed by a committee. The designation or appointment of any such committee and delegation thereto of authorities shall not operate to relieve the Board or any individual director of any responsibility imposed upon it, him or her by law. Only members in good standing may be represented on any committee of the Board.

4.16.2. Quorum; Manner of Acting A simple majority of the number of members composing any committee shall constitute a quorum, and the act of a simple majority of the members of a committee present at a meeting at which a quorum is present shall be the act of the committee unless a greater proportion is required by applicable Washington law, the Articles of Incorporation or these Bylaws.

4.16.3. Resignation Any member of any committee may resign at any time by delivering written notice to the President or the chairperson of such committee, or by giving oral or written notice at any meeting of such committee. Any such resignation will take effect at the time specified therein, or if a time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

4.16.4. Removal of Committee Member The Board, by resolution adopted by a majority of the directors in office, may remove from office any member of any committee elected or appointed by it.

4.16.5. Executive Committee There shall be an Executive Committee of the Board, composed of the President, Vice President, Immediate Past President, Treasurer, and Secretary. The Executive Committee shall be authorized to exercise such powers as may be delegated to it by the Board.

4.16.6. Finance Committee There shall be a Finance Committee of the Board which shall be chaired by the Treasurer of the Board, and shall consist of at least two additional board members. In addition, at the discretion of the Board, the Finance Committee may include an additional member who is a City Manager/Administrator or Finance Director of a member city in order to provide technical assistance and financial expertise to the Committee. The Finance Committee shall provide financial oversight of the corporation, and shall recommend an annual budget to the Board.

4.16.7. Public Issues Committee There shall be a Public Issues Committee which shall review and evaluate policy positions and recommend to the Board what, if any, action should be taken on such policy positions.

a. Membership shall consist of one representative and one alternate from each member city. Each representative or alternate must hold an elective office in the city or town they represent.

b. Committee Leadership shall be a Chair and Vice-chair elected by the committee and may serve up to two consecutive one-year terms. The Chair shall establish the agenda in advance of each meeting in conjunction with the Executive Director. The Chair shall appoint subcommittees as needed.

c. Regular Meetings shall be held monthly or as deemed necessary.

d. Special Meetings may be called by the Chair of the committee or at the request of the Board in an emergency situation. Single issue emergency meetings may be held virtually.

e. Quorum; Manner of Acting. Fifty-one percent of the members of the committee, represented in person, shall constitute a quorum at a meeting of the committee. If less than a quorum of the members is represented at a meeting, a majority of the members so represented may adjourn the meeting. The vote of two thirds (2/3) represented in person at a meeting at which a quorum is present shall be necessary for the advancement of a public policy position to the Board. Votes shall be recorded in the minutes of the PIC meeting. Votes shall be in the name of the member city, rather than the individual representing the city.

Issues will be heard at one regularly scheduled meeting for discussion and may return no sooner than the next regularly scheduled meeting for action. If not immediately addressing a policy issue renders SCA unable

to take a position on a timely basis, 85% of those present at a regularly scheduled meeting may declare an issue an emergency and the issue may be discussed and voted upon at the same meeting.

f. Vacancies on the committee are to be filled immediately by the member city responsible for the vacancy.

g. Regional Committee Appointments shall be recommended to the Board by the PIC, and the Board shall act upon the recommendation of the PIC no later than December 31st each year. Additional recommendations may be made as vacancies occur throughout the year. A nominating committee of the Public Issues Committee consisting of one representative of each SCA Regional Caucus shall be appointed annually by the Chair of the Public Issues Committee in October to recommend appointments to the committee.

Appointees to major regional committees shall be selected from among elected officials otherwise qualified to serve in such positions, in accordance with the terms of the enabling documents creating such boards and committees. Appointees shall represent the positions of all the member cities. Equitable geographic distribution shall be considered in recommending appointments to the Board of Directors.

Any Appointee absent for three consecutive meetings, or for any other reason deemed detrimental to the association, may be removed from office by a two-thirds (2/3) vote of the Board of Directors at any time during their term at any meeting of the Board.

Cities within King County who are not members of the Association may make recommendations to the nominating committee and be appointed to regional committees.

No member shall serve more than six (6) consecutive years on a regional board or committee appointed by SCA. This limitation shall not apply to alternates to regional boards and committees. Once a member has served six (6) consecutive years on a regional board or committee, that member shall be ineligible to serve on said committee for a minimum of one (1) year. This limitation shall be effective beginning with appointments to 2014 regional boards and committees.

In extraordinary circumstances, the Board may make exceptions to the six-year term limit upon the recommendation of the PIC nominating committee and the PIC when a supermajority (2/3) of Board members present and voting at a meeting finds that doing so would be in the best interests of SCA and its member cities.

4.16.8. Board Nominating Committee There shall be a Nominating Committee of the Board appointed by the President no later than November 15th of each year. The President shall appoint a committee of four members including the Immediate Past-President and regionally balanced representation. Notice of such appointments and the date of the place

of the first meeting of the Nominating Committee shall be given to each member immediately following said appointments. Members of the Nominating Committee shall not be eligible to run for an officer position during the year in which they serve on the Nominating Committee.

The Nominating Committee shall meet in advance of the January meeting of the Board of Directors and shall select a chairperson from its own membership and compile a list of potential candidates for the following positions: President, Vice President, Secretary, and Treasurer of the corporation..

Following the first meeting of the Nominating Committee and prior to the January meeting of the Board of Directors, the Nominating Committee shall report its initial list of candidates to the Board. The President shall invite additional nominations for positions to be made from the floor by any director after reading an acceptance of the Nominating Committee's final report; provided, however, that nominations from the floor, which must be seconded, shall designate the office or represented position to be filled and the nominee has agreed to comply with the responsibilities of the position for which they are being nominated.

4.17. COMPENSATION. The directors shall receive no compensation for their service as directors but may receive reimbursement for expenditures incurred on behalf of the corporation.

ARTICLE 5. OFFICERS

5.1. NUMBER AND QUALIFICATIONS. The officers of the corporation shall be a President, Vice President, Secretary, Treasurer, and an Immediate Past President. Other officers and assistant officers may be elected or appointed by the Board, such officers and assistant officers to hold office for such period, have such authority and perform such duties as provided in these Bylaws or as may be provided by resolution of the Board. Any officer may be assigned by the Board and any additional title that the Board deems appropriate. The President, Vice President, and Immediate Past President must hold an elected office of a member city or town. In the event an officer ceases to be an elected official, their position shall immediately become vacant.

5.2. ELECTION AND TERM OF OFFICE. The President, Vice President, Secretary, and Treasurer of the corporation shall be elected each January by the Board of Directors. At the end of their term as President, the President shall serve as Immediate Past President. Unless an officer dies, resigns, is removed from office, or is no longer qualified to serve as an officer, they shall hold office for one year.

5.3. RESIGNATION. Any officer may resign at any time by delivering written notice to the President, Vice President, or the Board, or by giving oral or written notice at any meeting of the Board. Any such resignation shall take effect at the time specified therein, or if a time is not specified, upon delivery thereof, and unless otherwise specified therein, acceptance of such resignation shall not be necessary to make it effective.

5.4. REMOVAL. Any officer elected or appointed by the Board may be removed from office by the Board whenever in its judgment the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

5.5. VACANCIES. A vacancy in any office created by the resignation, removal, disqualification, creation of a new office or any other cause may be filled by the Board for the unexpired term.

5.6. PRESIDENT. The President, subject to the Board's control, shall supervise and control all of the assets, business and affairs of the corporation. The President shall preside at all meetings of the members and the Board and at all meetings of the Executive Committee. The President may sign contracts or other instruments, except when the signing and execution thereof have been expressly delegated by the Board or by these Bylaws to some other officer or agent of the corporation, or are required by law to be otherwise signed or executed by some other officer or in some other manner. In general, the President shall perform all duties incident to the office of President and such other duties assigned by the Board from time to time.

5.7. VICE PRESIDENT. In the event the President vacates their office prior to the end of the term, the Vice President shall perform the duties of the President, except as may be limited by the resolution of the Board, with all the powers of and subject to all restrictions upon the President. The Vice President shall have, to the extent authorized by the President or the Board, the same powers as the President to sign contracts or other instruments. The Vice President shall perform such other duties as from time to time may be assigned by the President or the Board.

5.8. TREASURER. The Treasurer, subject to the Board's control, shall provide a leadership position within the Board in the area of fiscal review.

5.9. SECRETARY. The Secretary shall, In addition to their duties as a director and a member of the Executive Committee, perform all duties incident to the Secretary and such other duties as may from time to time be assigned to him or her by the President or the Board.

5.10. IMMEDIATE PAST PRESIDENT. Upon expiration of their term as President, the President shall serve as Immediate Past President. In addition to his or her duties as a director and a member of the Executive Committee, the Immediate Past President shall perform such duties assigned to him or her by the Board from time to time.

5.11. COMPENSATION. The President, Vice President, Treasurer, Secretary, and Immediate Past President shall receive no compensation for their services as officers but may receive reimbursement for expenditures incurred on behalf of the corporation.

ARTICLE 6. ADMINISTRATIVE PROVISIONS

6.1. FINANCES. The finances of the corporation shall comprise of membership fees of the members and other moneys as may be received from other sources. All membership fees and other moneys shall be paid to the corporation, which shall deposit all such moneys in an approved financial institution. All expenditures of the corporation shall be made in accordance with the annual budget adopted by or as amended by the Board.

6.2. BOOKS AND RECORDS. The corporation shall keep at its principal or registered office copies of its current Articles of Incorporation and Bylaws; correct and adequate records of accounts and finances; minutes of the proceedings of its members and Board, and any minutes that may be maintained by committees of the Board; records of the name and address and

class, if applicable, of each member and director, and of the name and post office address of each officer; and such other records as may be necessary or advisable. All books and records of the corporation shall be opened by request at any reasonable time for inspection by any member of three months standing or to a representative of more than 5% of the membership.

6.3. ACCOUNTING YEAR. The accounting year of the corporation shall be twelve (12) months ending December 31 of each year.

6.4. RULES OF PROCEDURE. The rules of procedure at meetings of the members, Board and committees of the Board shall be governed by rules contained in Robert's Rules of Order Newly Revised, Eleventh Edition, so far as applicable when not inconsistent with these Bylaws, the Articles of Incorporation or any resolution of the Board.

6.5 STAFF. The administration of Association routine operations shall be the responsibility of salaried staff, under the leadership of an Executive Director appointed by the Board.

ARTICLE 7. SPOKESPERSONS AND REPRESENTATIVES OF THE ASSOCIATION

Any elected official or other person who represents the member cities of this Association shall undertake to represent the interests of the group of cities as a whole or of the Association, and not the interests of their individual city. Representatives named by any Regional Caucus for appointment to regional forums and spokespersons identified by the Board or any committees shall represent the interests of the entire class of cities which they are charged with representing.

ARTICLE 8. AMENDMENTS

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted at the annual meeting of the membership by the affirmative vote of two-thirds of the voting members present.

ARTICLE 9. DISSOLUTION

The Association may dissolve and conclude its affairs by the Board of Directors adopting a resolution in accordance with Chapter 24.03 RCW (Washington Non-profit Corporation Act) recommending that the Association be dissolved and directing that the question of dissolution be put to a vote of the entire voting membership. A resolution recommending dissolution shall be mailed to the member cities and towns at least twenty (20) days prior to the meeting at which the vote on dissolution is to be taken. A resolution recommending dissolution must be approved by a vote of at least sixty (60%) per cent of the member cities and towns qualified to vote. If dissolution occurs, the assets of the Association shall be disposed of and the proceeds distributed to member cities and towns in a formula identical to that in which Association dues and assessments are assessed.

* * * * *

CERTIFICATE OF ADOPTION

The undersigned, being the President of SCA, hereby certifies that the foregoing is a true and correct copy of the Amended Bylaws adopted by vote of the Membership of the corporation on December 2, 2020.

A handwritten signature in black ink that reads "Dana Ralph". The signature is written in a cursive, flowing style.

Dana Ralph, President

Appendix I.

The caucuses shall be comprised as follows:

| NORTH CAUCUS | SOUTH CAUCUS | SNOQUALMIE VALLEY CAUCUS |
|--------------------------------------|--------------------------------------|---|
| Village of Beaux Arts | City of Auburn | City of Carnation |
| City of Bellevue | City of Burien | City of Duvall |
| City of Bothell | City of Covington | City of North Bend |
| City of Clyde Hill | City of Des Moines | City of Skykomish |
| Town of Hunts Point | City of Federal Way | City of Snoqualmie |
| City of Issaquah | City of Kent | Total 2019 Population 30,900 |
| City of Kenmore | City of Maple Valley | SOUTH VALLEY CAUCUS |
| City of Kirkland | City of Normandy Park | City of Algona |
| City of Lake Forest Park | City of Renton | City of Black Diamond |
| City of Medina | City of SeaTac | City of Enumclaw |
| City of Mercer Island | City of Tukwila | City of Milton |
| City of Newcastle | Total 2019 Population 590,840 | City of Pacific |
| City of Redmond | | Total 2019 Population 27,985 |
| City of Sammamish | | Population per OFM. |
| City of Shoreline | | All caucuses subject to payment of 2021 dues as approved. |
| City of Woodinville | | |
| City of Yarrow Point | | |
| Total 2019 Population 581,000 | | |

Appendix II

ELECTION OF BOARD OF DIRECTORS

1. INTRODUCTION. Delegates selected by each member do not constitute a governing body but only the voting representatives to provide for the election of designated director positions on the Board.

2. ELECTION OF DIRECTORS; TIMING. The Caucuses shall elect directors at a caucus meeting, held no later than December 31st of each year. The chair of the Public Issues Committee shall be elected by the committee no later than December 31st of each year. The City Manager/Administrator director shall be appointed by the group at the first King County City Managers and Administrators Group meeting of the year.

3. ELECTIONS OF CAUCUS REPRESENTATIVE DIRECTORS.

3.1 Candidates. All candidates providing written notice of their candidacy to the SCA Executive Director no less than 48 hours prior to the caucus meeting shall have their names placed on the ballot prepared by SCA staff. Candidates shall be listed on the ballot alphabetically by last name. Other nominations may be made from the floor and may appear as write-in candidates. Prior to voting each candidate shall have the privilege of addressing the voting delegates for up to three minutes to present their qualifications for office.

3.2 Voting Delegates. Each member city, prior to the caucus meeting when election of caucus representative director(s) occur, shall designate one delegate. Each delegate shall be a duly elected official of such member city. The delegate represents the member city as a voting representative at the caucus meeting, and shall file with SCA's Executive Director written notification of such designation no less than forty-eight (48) hours prior to the caucus meeting. Member cities' delegates may be changed at any time provided the Executive Director receives written notice of such change prior to the caucus meeting.

3.3 Voting. The election shall be conducted by ballot by those delegates present and qualified to vote. No proxy votes shall be allowed. Ballots shall be returned to SCA staff, who shall tally the results.

If the number of candidates is equal to the number of seats to be filled, the Chair of the caucus meeting may dispense with the requirement for ballots and allow for election by acclamation if there is no objection.

3.4 Single seat election. Each voting delegate shall be entitled to one vote. The candidate receiving the majority of votes cast shall be elected. In the event that no candidate receives a majority of votes in the first ballot or a subsequent ballot, the candidate (or tied candidates) receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority of votes.

3.5 Multiple seat election. If multiple seats in a caucus are up for election, all candidates for the multiple seats shall be voted on simultaneously. Each voting delegate shall be entitled to cast a number of votes equal to the number of seats in the caucus up for election. A voting delegate may cast no more than one vote per candidate.

3.6 Election for a partial term. In the event that one or more of the seats to be filled is a partial term caused by a midterm resignation of a caucus representative director, the candidate(s) receiving the higher vote total shall be elected to fill the full term vacancy or vacancies. The candidate(s) elected with the next highest number of votes shall be elected to the partial term; provided, in the case of a tie, or when voting is held by acclamation rather than written ballot, a candidate may volunteer to serve the partial term.

3.7 Caucus Quorum Required. In the event that there is no quorum at a caucus meeting at which caucus representative director(s) are to be elected, SCA staff shall attempt to reschedule a caucus meeting. Should attempts to schedule a caucus meeting with a quorum be unsuccessful, the caucus election shall take place at the next regularly scheduled Public Issues Committee (PIC) meeting. Should the caucus not have quorum present at the PIC meeting, the caucus seat shall remain vacant until attempts to schedule a caucus meeting with a quorum are successful.

3.8 Majority Required. A candidate is required to secure votes from a majority of delegates present and voting in order to be elected.

3.8.1 In the event that the number of candidates receiving votes from a majority of delegates present and voting is equal to the number of seats to be filled, those candidates shall be declared elected.

3.8.2 In the event that the number of candidates receiving votes from a majority of delegates present and voting exceeds the number of seats to be filled, the candidate(s) receiving the highest number of votes shall be declared elected.

3.8.3 In the event the number of candidates tied for the highest number of votes exceeds the number of seats to be filled, a runoff election shall be held between those top candidates. See Section 3.9, below.

3.8.4 In the event there is a tie for second or third place, a runoff election shall be held between those candidates. Section 3.9, below.

3.8.5 In the event that one or more candidates, but less than the total number of seats to be filled, receive a majority of votes on the first or subsequent ballots, the candidate(s) receiving votes from a majority of voting delegates shall be declared elected. Voting for the remaining director seat(s) shall continue with the remaining candidate(s).

3.8.6 In the event that no candidate receives a majority of votes in the first ballot or a subsequent ballot, the candidate receiving the lowest number of votes shall be eliminated and balloting shall continue.

3.9 Tie Votes. In the event that there is any tie vote under above Section 3.8, another vote shall be held. In the event that voting remains tied after three rounds of voting, a deadlock shall be declared, and the meeting shall be adjourned. SCA staff shall reschedule an additional caucus meeting for the purpose of holding an election to break the tie. Should attempts to schedule a caucus meeting with a quorum be unsuccessful, the caucus election shall take place at the next regularly scheduled Public Issues Committee (PIC) meeting. Should the caucus be unable to break the tie at the next caucus meeting/election, the caucus seat shall remain vacant until a successful vote to break the tie.

3.10 Candidates from Same City. As noted in section 4.2 of these SCA Bylaws, no member city may have more than one representative on the Board of Directors. A candidate shall be ineligible to run for election to the SCA Board when an individual from the member city is already serving an unexpired term on the Board. Further, cities are encouraged to have no more than one candidate simultaneously seek an SCA Board position, and to work within the city to determine which candidate should seek election to the SCA Board. In the event that two or more candidates from the same city simultaneously seek election to the SCA Board, only the candidate receiving the highest vote total shall be elected.

3.11 Virtual Elections. The election of board members may be conducted by video conference or similar communications platform when the President or the Board has determined that conducting the meeting in person is not in the interest of the health and safety of the membership, or is not convenient to the membership; provided, all persons participating in the meeting can hear each other at the same time. Participation by members through such means shall constitute presence in person at the meeting. Voting may be conducted by such process as determined by the Executive Director in consultation with the Board.



CITY OF CARNATION
 4621 Tolt Avenue/PO BOX 1238, Carnation, WA 98014
 TEL:(425) 333-4192 / FAX: (425) 333-4336

REQUEST FOR ACCESS TO PUBLIC RECORDS

The following form is to be filled out at time of request by the person requesting the public records:

Name of Requestor: KRISTEL Harris

Phone: 425-466-8150

Address: 33085 NE 4th Place
Carnation, WA 98014

Date of Request: 10/19/2023

Request Made: In person: By Mail/Fax: By Email:

Description of Public Record(s) Requested:

All communications between A. Hawkins, R. Burrell, J. Ribai.
Include All texts, call notes & Dates "private" & city emails.

Public Record Reference Date (if known): All.

FOR OFFICE USE ONLY

ACTION ON REQUESTS FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE BUSINESS DAYS (SEE RCW 42.56.520)

1. Action Taken:

| | | | |
|--|--|---|---|
| <input type="checkbox"/> Request Granted | <input type="checkbox"/> Acknowledgement; Estimated Response Date Provided (See No. 4) | <input type="checkbox"/> Record Denied (See Nos. 5 and 6) | <input type="checkbox"/> Record Withheld in Part (See Nos. 5 and 6) |
|--|--|---|---|
2. Request forwarded to attorney for review: Yes: Date Forwarded: _____ No:
3. Notification of Action Taken to Requestor: Date of Notification: _____
 - a) Request granted
 - b) Need for additional time How long: _____
 - c) Request denied
 - d) Record withheld in part
4. If additional time needed, explain why: _____
5. If request denied or record withheld in part, name the exemption contained in Chapter 42.56 RCW which authorizes withholding or denial: _____
6. If request denied or record withheld in part, explain how the exemption applies to this record:
7. Request received by: _____ Department: _____ Date: _____

CARNATION PUBLIC RECORDS ACCESS

DECLARATION TO
RELEASE PUBLIC RECORDS
(**TO BE COMPLETED AND SIGNED WHENEVER THE REQUESTED RECORDS
CONTAIN A LIST OF INDIVIDUALS PURSUANT TO RCW 42.56.070(8)**)


(Please Print Name)

swear, affirm and declare as follows:

1. I have requested copies of the public records listed on page A-1, which records include one or more lists of individuals:
2. I understand that Washington state law, RCW 42.56.070(8), prohibits the use of lists of individuals for commercial purposes.
3. I understand that "commercial purposes" includes a business activity by any form of business enterprise intended to generate revenue, profit and/or financial benefit.
4. Therefore, I hereby, swear, warrant, represent and affirm that I will not use said records for commercial purposes, and that further acknowledge that it is my affirmative duty to prevent others within my control and/or influence from using said records for commercial purposes.
5. I further swear, warrant, represent and affirm that my purpose in requesting the above-referenced records is exclusively limited to the following [describe]:

I'm told I'm uninformed despite being at more meetings than they are - so what kn + shared?

I swear under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.



Signature

10/19/2023 Carnation, WA

Date and Place of Signing



CITY OF CARNATION
 4621 Tolt Avenue/PO BOX 1238, Carnation, WA 98014
 TEL:(425) 333-4192 / FAX: (425) 333-4336

REQUEST FOR ACCESS TO PUBLIC RECORDS

The following form is to be filled out at time of request by the person requesting the public records:

Name of Requestor: KRISTEL Harris Phone: 425-466-8150
 Address: 33085 NE 42nd Place
Carnation, WA 98014 Date of Request: 10/19/2023

Request Made: In person: By Mail/Fax: By Email:

Description of Public Record(s) Requested:

Copies of Adair Hawkins digital conversations that occur during every meeting (phones, laptops). Start with 10/17/2023

Public Record Reference Date (if known): All

FOR OFFICE USE ONLY

ACTION ON REQUESTS FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE BUSINESS DAYS (SEE RCW 42.56.520)

1. Action Taken:

| | | | |
|--|--|---|---|
| <input type="checkbox"/> Request Granted | <input type="checkbox"/> Acknowledgement; Estimated Response Date Provided (See No. 4) | <input type="checkbox"/> Record Denied (See Nos. 5 and 6) | <input type="checkbox"/> Record Withheld in Part (See Nos. 5 and 6) |
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2. Request forwarded to attorney for review: Yes: Date Forwarded: _____ No:
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(Please Print Name)

swear, affirm and declare as follows:

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3. I understand that "commercial purposes" includes a business activity by any form of business enterprise intended to generate revenue, profit and/or financial benefit.
4. Therefore, I hereby, swear, warrant, represent and affirm that I will not use said records for commercial purposes, and that further acknowledge that it is my affirmative duty to prevent others within my control and/or influence from using said records for commercial purposes.
5. I further swear, warrant, represent and affirm that my purpose in requesting the above-referenced records is exclusively limited to the following [describe]:

Adair Hawkins frequently states I am uninformed despite being at all meetings so I would like all the information that's not in the packet or spoken, who/what/why of her comments & decisions @ meetings.

I swear under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Frustel Harris

Signature

10/19/2023 Carnation, WA

Date and Place of Signing



CITY OF CARNATION
4621 Tolt Avenue/PO BOX 1238, Carnation, WA 98014
TEL:(425) 333-4192 / FAX: (425) 333-4336

REQUEST FOR ACCESS TO PUBLIC RECORDS

The following form is to be filled out at time of request by the person requesting the public records:

Name of Requestor: KRISTEL Harris Phone: 425-466-8150
Address: 33085 NE 42nd Place
Carnation, WA 98014 Date of Request: 10/19/2023

Request Made: In person: By Mail/Fax: By Email:

Description of Public Record(s) Requested:

About or with the Harvolds or any Representative. Includes Notes
Any and all communications outside of Exec session

Public Record Reference Date (if known): All since 10/2022

FOR OFFICE USE ONLY

ACTION ON REQUESTS FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE BUSINESS DAYS (SEE RCW 42.56.520)

1. Action Taken:

| | | | |
|--|--|---|---|
| <input type="checkbox"/> Request Granted | <input type="checkbox"/> Acknowledgement; Estimated Response Date Provided (See No. 4) | <input type="checkbox"/> Record Denied (See Nos. 5 and 6) | <input type="checkbox"/> Record Withheld in Part (See Nos. 5 and 6) |
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 - d) Record withheld in part
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6. If request denied or record withheld in part, explain how the exemption applies to this record:
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(Please Print Name)

swear, affirm and declare as follows:

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3. I understand that "commercial purposes" includes a business activity by any form of business enterprise intended to generate revenue, profit and/or financial benefit.
4. Therefore, I hereby, swear, warrant, represent and affirm that I will not use said records for commercial purposes, and that further acknowledge that it is my affirmative duty to prevent others within my control and/or influence from using said records for commercial purposes.
5. I further swear, warrant, represent and affirm that my purpose in requesting the above-referenced records is exclusively limited to the following [describe]:

I'm told by certain council members
I'm uninformed so I want the rest
of the story they think I need.

I swear under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Justin D. Harris
Signature

10/19/2023 Carnation WA
Date and Place of Signing



CITY OF CARNATION
 4621 Tolt Avenue/PO BOX 1238, Carnation, WA 98014
 TEL:(425) 333-4192 / FAX: (425) 333-4336

REQUEST FOR ACCESS TO PUBLIC RECORDS

The following form is to be filled out at time of request by the person requesting the public records:

Name of Requestor: KRISTEL Goodwin Phone: 425-466-8450

Address: 33085 NE 42nd PL Date of Request: 12/9/2020

Request Made: In person: By Mail/Fax: By Email:

Description of Public Record(s) Requested:
I would like a copy of correspondences regarding the staff luncheon scheduled for 12/15
 Public Record Reference Date (if known): Exact dates unknown. It would have been recent,

FOR OFFICE USE ONLY _____

ACTION ON REQUESTS FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE BUSINESS DAYS (SEE RCW 42.56.520)

1. Action Taken:

| | | | |
|--|--|---|---|
| <input type="checkbox"/> Request Granted | <input type="checkbox"/> Acknowledgement; Estimated Response Date Provided (See No. 4) | <input type="checkbox"/> Record Denied (See Nos. 5 and 6) | <input type="checkbox"/> Record Withheld in Part (See Nos. 5 and 6) |
|--|--|---|---|
2. Request forwarded to attorney for review: Yes: Date Forwarded: _____ No:
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 - a) Request granted
 - b) Need for additional time How long: _____
 - c) Request denied
 - d) Record withheld in part
4. If additional time needed, explain why: _____
5. If request denied or record withheld in part, name the exemption contained in Chapter 42.56 RCW which authorizes withholding or denial: _____
6. If request denied or record withheld in part, explain how the exemption applies to this record:
7. Request received by: _____ Department: _____ Date: _____

CARNATION PUBLIC RECORDS ACCESS

DECLARATION TO
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(**TO BE COMPLETED AND SIGNED WHENEVER THE REQUESTED RECORDS
CONTAIN A LIST OF INDIVIDUALS PURSUANT TO RCW 42.56.070(8)**)

KRISTEL Goodwin

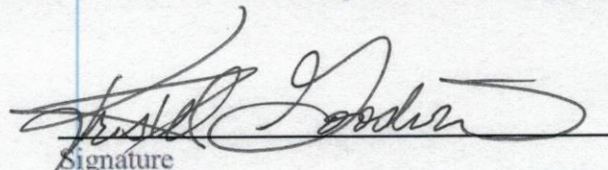
(Please Print Name)

swear, affirm and declare as follows:

1. I have requested copies of the public records listed on page A-1, which records include one or more lists of individuals:
2. I understand that Washington state law, RCW 42.56.070(8), prohibits the use of lists of individuals for commercial purposes.
3. I understand that "commercial purposes" includes a business activity by any form of business enterprise intended to generate revenue, profit and/or financial benefit.
4. Therefore, I hereby, swear, warrant, represent and affirm that I will not use said records for commercial purposes, and that further acknowledge that it is my affirmative duty to prevent others within my control and/or influence from using said records for commercial purposes.
5. I further swear, warrant, represent and affirm that my purpose in requesting the above-referenced records is exclusively limited to the following [describe]:

I am upset that a social gathering is being hosted by our City Council and want more information. Thus far Council and the City Manager have not responded.

I swear under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.


Signature

12/9/2020 Carnation, WA
Date and Place of Signing



CITY OF CARNATION
4621 Tolt Avenue/PO BOX 1238, Carnation, WA 98014
TEL:(425) 333-4192 / FAX: (425) 333-4336

REQUEST FOR ACCESS TO PUBLIC RECORDS

The following form is to be filled out at time of request by the person requesting the public records:

Name of Requestor: Kristel Goodwin Phone: 425-466-8450

Address: 33085 NE 42nd Place Date of Request: 11/9/2023

Request Made: In person: By Mail/Fax: By Email:

Description of Public Record(s) Requested:

I would like to see all complaints made in the form of a record by council members about other council members, staff, and Carnation business owners or residents.

Public Record Reference Date (if known): 2017-2023

FOR OFFICE USE ONLY

ACTION ON REQUESTS FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE BUSINESS DAYS (SEE RCW 42.56.520)

1. Action Taken:
 Request Granted Acknowledgement; Estimated Response Date Provided (See No. 4) Record Denied (See Nos. 5 and 6) Record Withheld in Part (See Nos. 5 and 6)

2. Request forwarded to attorney for review: Yes: Date Forwarded: _____ No:

3. Notification of Action Taken to Requestor: Date of Notification: _____

- a) Request granted
- b) Need for additional time How long: _____
- c) Request denied
- d) Record withheld in part

4. If additional time needed, explain why: _____

5. If request denied or record withheld in part, name the exemption contained in Chapter 42.56 RCW which authorizes withholding or denial: _____

6. If request denied or record withheld in part, explain how the exemption applies to this record:

7. Request received by: _____ Department: _____ Date: _____

CARNATION PUBLIC RECORDS ACCESS

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Kristel R. Goodwin

(Please Print Name)

swear, affirm and declare as follows:

1. I have requested copies of the public records listed on page A-1, which records include one or more lists of individuals:

2. I understand that Washington state law, RCW 42.56.070(8), prohibits the use of lists of individuals for commercial purposes.

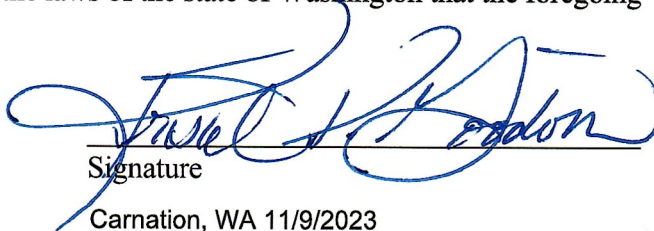
3. I understand that "commercial purposes" includes a business activity by any form of business enterprise intended to generate revenue, profit and/or financial benefit.

4. Therefore, I hereby, swear, warrant, represent and affirm that I will not use said records for commercial purposes, and that further acknowledge that it is my affirmative duty to prevent others within my control and/or influence from using said records for commercial purposes.

5. I further swear, warrant, represent and affirm that my purpose in requesting the above-referenced records is exclusively limited to the following [describe]:

I need information to help me make political decisions.

I swear under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.



Signature

Carnation, WA 11/9/2023

Date and Place of Signing



CITY OF CARNATION
4621 Tolt Avenue/PO BOX 1238, Carnation, WA 98014
TEL:(425) 333-4192 / FAX: (425) 333-4336

REQUEST FOR ACCESS TO PUBLIC RECORDS

The following form is to be filled out at time of request by the person requesting the public records:

Name of Requestor: Kristel Goodwin Phone: 425-466-8450

Address: 33085 NE 42nd Place Date of Request: 11/9/2023

Request Made: In person: By Mail/Fax: By Email:

Description of Public Record(s) Requested:

Adair Hawkins is telling people she has lodged a formal "HR" complaint about Jim Ribail that was allegedly "found to have merit" and action was taken. I would like to see everything relating to this alleged complaint and all associated documentation.

Public Record Reference Date (if known): 2019-2023

..... **FOR OFFICE USE ONLY**

ACTION ON REQUESTS FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE BUSINESS DAYS (SEE RCW 42.56.520)

1. Action Taken:
 Request Granted Acknowledgement; Estimated Response Date Provided (See No. 4) Record Denied (See Nos. 5 and 6) Record Withheld in Part (See Nos. 5 and 6)

2. Request forwarded to attorney for review: Yes: Date Forwarded: _____ No:

3. Notification of Action Taken to Requestor: Date of Notification: _____
a) Request granted
b) Need for additional time How long: _____
c) Request denied
d) Record withheld in part

4. If additional time needed, explain why: _____

5. If request denied or record withheld in part, name the exemption contained in Chapter 42.56 RCW which authorizes withholding or denial: _____

6. If request denied or record withheld in part, explain how the exemption applies to this record:

7. Request received by: _____ Department: _____ Date: _____

CARNATION PUBLIC RECORDS ACCESS

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CONTAIN A LIST OF INDIVIDUALS PURSUANT TO RCW 42.56.070(8)**)

Kristel R. Goodwin

(Please Print Name)

swear, affirm and declare as follows:

1. I have requested copies of the public records listed on page A-1, which records include one or more lists of individuals:

2. I understand that Washington state law, RCW 42.56.070(8), prohibits the use of lists of individuals for commercial purposes.

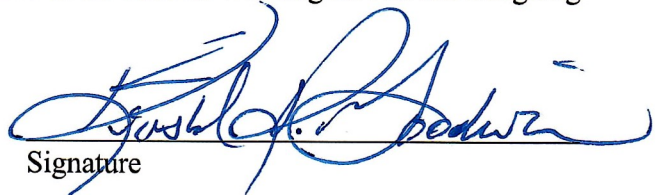
3. I understand that "commercial purposes" includes a business activity by any form of business enterprise intended to generate revenue, profit and/or financial benefit.

4. Therefore, I hereby, swear, warrant, represent and affirm that I will not use said records for commercial purposes, and that further acknowledge that it is my affirmative duty to prevent others within my control and/or influence from using said records for commercial purposes.

5. I further swear, warrant, represent and affirm that my purpose in requesting the above-referenced records is exclusively limited to the following [describe]:

I need information to help me make political decisions.

I swear under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.



Signature

Carnation, WA 11/9/2023

Date and Place of Signing



CITY OF CARNATION

4621 Tolt Avenue/PO BOX 1238, Carnation, WA 98014
TEL:(425) 333-4192 / FAX: (425) 333-4336

REQUEST FOR ACCESS TO PUBLIC RECORDS

The following form is to be filled out at time of request by the person requesting the public records:

Name of Requestor: STEVEN G. BAYNE Phone: 425-829-0090

Address: 32501 NE 50th ST. Carnation, WA 98014 Date of Request: 11/13/23

Request Made: In person: By Mail/Fax: By Email:

Description of Public Record(s) Requested:

PER THE FREEDOM OF INFORMATION ACT, I AM REQUESTING COPIES OF ANY AND ALL COMMUNICATIONS IN REGARD TO CARNATION MOBILE MIRROR AND THE POSSIBLE SALE. TO INCLUDE, BUT NOT LIMITED TO VICTORIA O'BANION, ROC, WA. STATE HOUSING COMMISSION AND ANY OTHER COUNTY, STATE OR FEDERAL AGENCY OR PRIVATE PARTY(S).

Public Record Reference Date (if known): 05/23 - 11/13/23

FOR OFFICE USE ONLY

ACTION ON REQUESTS FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE BUSINESS DAYS (SEE RCW 42.56.520)

1. Action Taken:

| | | | |
|--|--|---|---|
| <input type="checkbox"/> Request Granted | <input type="checkbox"/> Acknowledgement; Estimated Response Date Provided (See No. 4) | <input type="checkbox"/> Record Denied (See Nos. 5 and 6) | <input type="checkbox"/> Record Withheld in Part (See Nos. 5 and 6) |
|--|--|---|---|
2. Request forwarded to attorney for review: Yes: Date Forwarded: _____ No:
3. Notification of Action Taken to Requestor: Date of Notification: _____
 - a) Request granted
 - b) Need for additional time How long: _____
 - c) Request denied
 - d) Record withheld in part
4. If additional time needed, explain why: _____
5. If request denied or record withheld in part, name the exemption contained in Chapter 42.56 RCW which authorizes withholding or denial: _____
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CARNATION PUBLIC RECORDS ACCESS

DECLARATION TO
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CONTAIN A LIST OF INDIVIDUALS PURSUANT TO RCW 42.56.070(8)**)

STEVEN G. BAYNE

(Please Print Name)

swear, affirm and declare as follows:

1. I have requested copies of the public records listed on page A-1, which records include one or more lists of individuals:
2. I understand that Washington state law, RCW 42.56.070(8), prohibits the use of lists of individuals for commercial purposes.
3. I understand that "commercial purposes" includes a business activity by any form of business enterprise intended to generate revenue, profit and/or financial benefit.
4. Therefore, I hereby, swear, warrant, represent and affirm that I will not use said records for commercial purposes, and that further acknowledge that it is my affirmative duty to prevent others within my control and/or influence from using said records for commercial purposes.
5. I further swear, warrant, represent and affirm that my purpose in requesting the above-referenced records is exclusively limited to the following [describe]:

My purpose is to insure that there has been open and honest communication(s) in regards to the possible sale of Carnation Mobile Manor. Per the new state law, the owners have served the occupant with an intent to sell letter and has expressed the desire for us to be a resident owned non-profit community. As of the date of this request, communication from ROC has been non-existent for almost a month but there has been communication with ANA Cortez from Victoria D'ANON who is supposed to be our agent in the possible sale.

I swear under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Steve Bayne
Signature

11/13/23 Carnation, WA.
Date and Place of Signing

CARNATION PLANNING AND PARKS BOARD AGENDA Regular Meeting

*Co-Chair Ron Lundeen, Co-Chair Jessica Merizan, Vivian Anshell,
Daniel Enciso, Caroline Habell, Brianna Prokopec, Wayne Wallace*

DATE: October 24th, 2023

TIME: 5:00 PM – 7:00 P.M.

LOCATION: Carnation City Hall (4621 Tolt Avenue, Carnation, WA 98014)

MEETING MINUTES:

1. CALL TO ORDER – Jessica Merizan

The meeting was called to order at 5:04 pm by Jessica Merizan.

2. ROLL CALL – Rhonda Ender

Ron Lundeen, Jessica Merizan, Vivian Anshell, Daniel Enciso, Wayne Wallace, Brianna Prokopec were present in person. Caroline Habell attended virtually.

3. APPROVAL OF AGENDA

Ron – 1st; Brianna – 2nd the motion. Vote 7-0 to approve the agenda.

4. APPROVAL OF MINUTES

Ron – 1st, Daniel- 2nd the motion. Vote 7-0 to approve the minutes from the last meeting.

5. CITIZEN COMMENT & REQUESTS: *Comments may be submitted in advance by writing or e-mailing clerk@carnationwa.gov, or made in person, or by telephone or computer connection at the time of the meeting. Individual comments shall be limited to three minutes.*

-No citizen comments.

6. PRESENTATIONS

-No presentations.

7. NEW BUSINESS:

- Docket Proposals

The process for docket proposals was discussed and questions answered. The package can be found here:

<https://www.carnationwa.gov/index.asp?SEC=ECD5FEA5-4356-4083-9F9D-0741C4268A75&DE=69FAE241-1FC8-420A-B346-22F98293A6E0>

- Update on River's Edge Park
Rhonda provided an update that plans that fit within the existing budget are being prepared. The committee would like to see them prior to the Nov 14th meeting, if possible. Rhonda will talk to the clerk about how to disseminate the plans to the board and public. An option for a compact gravel path as opposed to wood chip was discussed. The board would like to see Phase I renderings but also renderings with the full park build-out.
- Joint Council & Planning and Parks Board Meeting: January 9, 2024, 6-8 pm
A facilitated workshop format was recommended. Hyperisland.com was a resource recommended. Is there pre-work which should be done by the board prior to the meeting?

- Proposal for Cell Tower: Landscape Screening
The board reviewed the following per CMC **15.98.070**
Screening of wireless equipment shall be provided with one or a combination of the following materials: fencing, walls, landscaping, structures, or topography which will block the view of equipment and structures as practicable from any street and from the yards and main floor living areas of residential properties within approximately five hundred feet. Screening may be located anywhere between the base and the above-mentioned viewpoints. All screening shall be reviewed and approved by the Planning Board as part of the Telecommunications facility permit process.

The board reviewed the applicant's landscape screening submission even though the hearing for the cell tower has been cancelled.

The applicant provided visuals showing the natural landscape screening provided from the forested environment.

The board requested a visual showing the location of the cell tower with height of the cell tower in relation to the existing trees.

- Update on Planner
Tim Woolett and Josh Kubitzka of AHBL are providing planning services to the City of Carnation.
- Comp Plan: Existing Shoreline Master Program can be found at <https://www.carnationwa.gov/index.asp?SEC=E8410959-187C-4451-987B-5B48CE71D644&DE=4788B708-D2B3-417F-B148-64BF0E65765D>
 - This plan does not need to be updated until 2027. Sharing the existing plan so board members are aware of it.

8. OLD BUSINESS:

- Tree Code/Tree City USA
 - The Mayor is taking the lead on tree code/Tree City USA.

9. FUTURE AGENDAS:

- Regular Meeting: November 14th, 2023
 - Topics for consideration provided by the Board: graffiti board at Valley Memorial Park, River's Edge update, Triangle/Tolt Commons update.

10: ADJOURNMENT – Jessica Merizan

Jessica Merizan adjourned the meeting at 7:00 pm.

| CITY COUNCIL | DECEMBER 5, 2023 6:00 PM (Post Agenda: December 1) | DECEMBER 19, 2023 6:00 PM (Post Agenda: December 15) | JANUARY 2, 2023 6:00 PM (Post Agenda: December 28) | IN THE FUTURE |
|---|---|--|--|----------------------|
| 2- Oath of Office | Council Position 4 | | <ul style="list-style-type: none"> • Council Position 1 • Council Position 3 • Council Position 5 | |
| *Organizational Meeting (For 01/02/24 Meeting) | N/A | N/A | <ul style="list-style-type: none"> • AB24-01 –Selection of Deputy Mayor | |
| 6 – Public Comment (at 6:10 P.M.) | Public Comment | Public Comment | Public Comment | |
| 7-Consent <i>7a – Minutes</i> | Approval of Minutes <ul style="list-style-type: none"> • Regular Session: 11/21/23 | Approval of Minutes <ul style="list-style-type: none"> • Regular Session: 12/05/23 | Approval of Minutes <ul style="list-style-type: none"> • Regular Session: 12/19/23 | |
| <i>7b – Claims</i> | Approval of Claims by Check <ul style="list-style-type: none"> • November 7 – November 17: \$172,266.44 | Approval of Claims by Check <ul style="list-style-type: none"> • | Approval of Claims by Check <ul style="list-style-type: none"> • | |
| <i>7c - Payroll</i> | N/A | Approval of Payroll: <ul style="list-style-type: none"> • November 1st – 30th, 2023 | N/A | |
| <i>7d – Agenda Bills</i> | NONE | <ul style="list-style-type: none"> • AB23-XX | <ul style="list-style-type: none"> • AB23-XX | |
| 8 -Time-Set Agenda (Proclamations) <i>8a</i> | Fisette Day | | | |
| 9 -Time-Set Agenda (PH Date Setting) | NONE | | | |
| 10 -Time-Set Agenda (Public Hearings) | NONE | | | |
| 11 - Council Reports | Council | Council | Council | |
| 12 - Staff Reports | PW – Schell CED - Ender CIP/Admin Services - Wilmes CMO – Cortez <ul style="list-style-type: none"> • Booster Pump Presentation – with Scott Lord | PW – Schell CED - Ender CIP/Admin Services - Wilmes CMO – Cortez | | |
| 13 – Executive Session | City Manager Review | | | |

| | | | | |
|---|--|--|--|--|
| 14 - Presentations | NONE | | | |
| 15 - Agenda Bills | <ul style="list-style-type: none"> • AB23-110: Larry Brown • AB23-111: Budget • AB23-108: Facilitator | <ul style="list-style-type: none"> • AB23-XX: CM Spending Limit to \$40,000 | <ul style="list-style-type: none"> • AB23-XX Adoption of Council Rules • AB23-XX – Fee Schedule • AB23-XX – Signs (RE) • AB24-XX – Adoption of 2024 docket | |
| 16 - Discussion Items | <ul style="list-style-type: none"> • Legislative Priorities • SCA Board • Rural Designation | <ul style="list-style-type: none"> • Comprehensive Plan Meeting Recap | <ul style="list-style-type: none"> • Rates • Fees • Committees and Liaisons | |
| 17 – Capital Purchases | NONE | | | |
| 18 - Information, Clarification, General Direction Items | NONE | | | |
| 19 – Public Records Requests | As of 11/20/23: <ul style="list-style-type: none"> • Kristel Harris 1 • Kristel Harris 2 • Kristel Harris 3 • Kristel Harris 4 • Kristel Harris 5 • Kristel Harris 6 • Steven Bayne | | | |
| 20 – Planning and Parks Board Minutes – First Tuesday | Regular Meeting – October 24, 2023 | | | |
| 21 - Future Committee Meetings | Finance & Operations December 11 – 4:00-6:00 PM | TBD | TBD | January 9 – 5:00-6:00 PM JOINT meeting: City Council and Parks & Planning Board |
| | Economic Development & Public Safety December 15 – 2:00-3:00 PM | TBD | TBD | January 20 – 9:00 AM-3:00 PM Council Retreat |
| 22 - Future Agendas | December 19, 2023 | January 2, 2024 | January 16, 2024 | |
| | January 2, 2024 | January 16, 2024 | February 6, 2024 | |