

**** Per Governor's emergency [Proclamation 20-28](#) et seq., agencies are required to meet completely remotely without providing for a physical location.**

**** Per Section 3 of Anacortes [Resolution 2082](#) Ratifying Proclamation of Emergency and Providing Temporary Procedures to Respond to the COVID-19 Epidemic, adopted by the Anacortes City Council on March 16, 2020, and [Resolution 3025](#), adopted March 22, 2021, extending the duration of Resolution 2082 through June 30, 2021, all in-person Committee meetings of the City Council are cancelled. Council and committee meetings may be held telephonically regardless of whether the City has the capability of video recording meetings.**

- Meetings may be viewed on the [City of Anacortes website](#), on the City of Anacortes [YouTube](#) Channel, or on TV [Channel 10](#).
- The public may also watch, listen to, or participate in the meeting live by visiting <https://us02web.zoom.us/j/89255646791> or by telephoning 1-253-215-8782 and entering Meeting ID 892 5564 6791.
- The public is encouraged to comment via email to cityclerk@cityofanacortes.org or via written comment addressed to City Clerk, P.O. Box 547, Anacortes, WA 98221. Public comments received by the [City Clerk](#) prior to 3:00 p.m. the day of the meeting will become part of the record for the meeting, just as if presented in person.
- Complete guidelines for public participation in virtual Anacortes City Council meetings are available [here](#). View the quick video example for connecting to the meeting [here](#).



Anacortes City Council

Municipal Building Council Chambers

**** This meeting will be held electronically only ****

June 28, 2021
6:00 PM

PRELIMINARY AGENDA

[Packet Materials](#) / [Watch Meeting](#)

- 1. Call to Order**
- 2. Announcements and Committee Reports**
 - a. COVID-19 Update (Discussion)
 - b. Finance Committee (Discussion)
 - c. Library Committee (Discussion)
 - d. Fiber Committee (Discussion)
 - e. Planning Committee (Discussion)
- 3. Public Comment**
- 4. Consent Agenda**
 - a. Minutes of June 21, 2021 (Action)
 - b. Approval of claims in the amount of \$434,533.91 (Action)
- 5. Public Hearings**
 - a. * Public Hearing: City of Anacortes 2021 Docket of Proposed Comprehensive Plan and Development Regulation Amendments (Discussion)
- 6. Other Business**
 - a. * Ordinance 3091: An Interim Ordinance to Facilitate the Development of Day Care Facilities in the R4 Zone (Discussion)

Per Resolution 2044, citizens wishing to comment on items not on the agenda may do so under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk (*) may do so as those items are considered by Council during the course of the meeting.

The City of Anacortes is committed to making public meetings available and accessible to all members of the community.
For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.

- b. * Resolution 3038: Extending the Duration of Resolution 2082 Providing Temporary Procedures to Respond to the COVID-19 Epidemic (Discussion/Action)
 - c. Resolution 3040 and Contract 21-138-STM-001 Award: Fidalgo Avenue Emergency Repair (Discussion/Action)
 - d. * Resolution 3041: Declaring an Emergency and Waiving State Competitive Bidding Requirements for the Purchase of Sodium Hypochlorite (Discussion/Action)
7. **Adjournment**

Per Resolution 2044, citizens wishing to comment on items not on the agenda may do so under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk () may do so as those items are considered by Council during the course of the meeting.*

The City of Anacortes is committed to making public meetings available and accessible to all members of the community.
For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.

Hunt, Marcia

From: Cody Hart <info@codyhart.org>
Sent: Saturday, June 26, 2021 11:37 AM
To: CityClerk
Subject: Notice of Election Irregularities - Request for City Action
Attachments: 6-26-21 City of Anacortes Notice of Election Irregularities.pdf

Attached you will find public comments regarding a Notice of Election Irregularities, in letter format, I request to be provided to the City Council and added to the upcoming July City Council public comment minutes.

Feel free to let me know if you have any questions.

Cody Hart



CODY HART FOR GOVERNMENT ACCOUNTABILITY

June 26, 2021

City of Anacortes City Council
P.O. Box 547
Anacortes, WA 98221

RE: **Notice of 2020 Election Irregularities:**
Request for City of Anacortes action and support for Election Integrity

Members of the City Council,

I am writing to notify you that beginning in early March, I began releasing findings of a Statewide Audit I was asked to conduct of the 2020 Washington State General Election that includes significant evidence of irregularities and suspected crimes occurring in the November 2020 Skagit County General Election including positions in your City Government.

While my attached reports dated March 21, 2021 and slideshow dated April 30, 2021 contain many details about the substance of my findings, I have also publicly released four video summaries with additional information and evidence that you can review on my website codyhart.org and on my YouTube Channel at the below link.

https://www.youtube.com/channel/UCBhU6GIpKn1DpIITKrsfTvg?view_as=subscriber.

Among the overwhelming evidence I have disclosed, you will find I have exposed the concern that hundreds of ballots were created illegally in Skagit County weeks after the close of the election by election officials, evidence of the illegal deletion of months of video surveillance of election officials handling ballots, evidence of statistically impossible ballot results by county election officials, and evidence that over a thousand ballots were inexplicably picked up from an Anacortes drop box even though many of those same voters have confirmed they dropped their ballot off in a different cities drop box and not in Anacortes.

Although the evidence and accusations of election fraud may seem astounding, to date not a single official at the county, state, or federal level has disputed my findings, made a statement in opposition to my findings, and it is generally accepted that fraud did occur bringing into question the validity of multiple elected officials at the local, state, and federal level. Furthermore, in an upcoming video release, I will provide additional evidence that over the last several months investigations have been opened into officials at the highest levels of government including many at agencies you have entrusted to oversee and manage elections for your Cities residents.

While I am writing you to inform you of what has been found, I am also writing to request your assistance restoring the integrity of our election system by taking meaningful actions to address my findings as well as by requesting official action by you as an elected official to correct what has been found and restore the public's faith in our Democracy.

Lastly, I am writing to notify you I will be releasing a report to the public in October of what each agency and elected official in your City has done in support of the goal to restore election integrity to our state so the public can better understand your commitment to our American Democracy and your effectiveness as a representative of the people you are in a position to represent.

Thank you in advance for your assistance and I will make myself available for any questions you might have.

Cody Hart

Attachments: (March 21, 2021 Audit Report), (April 30, 2021 Physical Security Audit Update)



**CODY HART FOR
GOVERNMENT ACCOUNTABILITY**

**November 3, 2020
Skagit County
Election Audit**

**Summary Report of Findings of
Election Violations**

By: Cody R. Hart

Date: March 1, 2021

Contents

SECTION 1: Destruction of Federal Election Records by Skagit County Election Officials.....	3
SECTION 2: Evidence of Skagit County Voter Ballot Fraud	5

Appendices

Appendix A.....	Section 1 References and Exhibits
Appendix B	Section 2 References and Exhibits

SECTION 1: Destruction of Federal Election Records by Skagit County Election officials

Background

In the months following the November 3, 2020 election, multiple records requests were submitted to the Skagit County Records office for election results, communications, videos, reports, and other data critical to performing an Audit of how the election was managed by County officials.

Among the many different records requested, it is believed that the request to examine video surveillance of in-person voter registration, ballot printing, and county election staff activities on and after Election Day would resolve multiple concerns raised by irregularities found in voter data described in subsequent sections of this report.

Very specifically, it was expected that video surveillance of the election office lobby work area would provide critical video confirmation of suspected fraud however, in response to related records request the County records office replied that they had been informed by the Auditors office there was no lobby video camera [1]. Since it was previously known that the County Auditor had used video surveillance to monitor the election ballot process and in fact refused to allow in person observers for the election, it seemed very likely that video of the desired area did exist so I requested a mapping of the auditor's cameras [1]. While my camera mapping request went unanswered, as found in the attached email correspondence I was informed by the records office that footage from other cameras was available that may resolve my request and an in-person inspection was scheduled [1].

On February 3, 2021 I performed an in-person inspection of the video footage the Auditor's office had made available to the County records office in Mount Vernon but was disappointed to find that the footage did not show the lobby area I was interested in. In hopes of better understanding the footage that did exist, I and the County records manager made an in-person inspection of the auditor's office entrance and were shocked to quickly identify a camera directed exactly where one would be expected, towards the lobby area. Subsequently, the County records representative indicated she would follow-up with the auditor and an afternoon meeting was scheduled to review the footage from the newly discovered camera later identified as Camera 61.

Upon my return to the County records office to inspect the newly discovered Camera 61 footage, I found myself in a video conference with the County Auditor Sandy Perkins and Election Manager Gabrielle Clay who stated all footage from the desired Camera 61 had been deleted. As documented in the attached summary meeting notes [2], I was informed that the footage of the lobby area had been deleted due to it being of low quality and while I did not indicate such in the meeting notes, the Auditors office indicated it was standard to delete footage after 30 days.

Understandably, having been first told there was no camera, then finding that there was a camera but that the camera footage was deleted has caused me to be skeptical of the Auditors responses so following the meeting I prepared meeting notes that I submitted directly to Auditor Perkins along with follow-up questions that have yet to be responded to [3]. Notably, following our video meeting the Auditor has refused all phone calls and it has been stated in records that she has been coordinating with legal counsel regarding my inquiry.

Findings

Following the County Auditors admissions that surveillance camera footage from the November 3, 2020 election did exist but has been destroyed, an investigation into Skagit County records was performed that has found the following;

1. The deleted video footage from camera 61 was one of multiple cameras contracted in June 2020 intended to increase security at the County election facility [4].
2. Camera 61 was found to be just one of the cameras at the critical lobby location that would have been considered responsive to the original January 4th records request however only camera 61 was acknowledged as existing in response to the records request [5].
3. Records indicate there were twelve cameras operational during the election beginning in mid-October [4].
4. Documentation from the Office of Secretary of State to Auditor Perkins confirms that prior to the video surveillance files being deleted, Auditor Perkins and multiple County Election officials were made aware there was a 22 month federal retention requirement for election video surveillance data [6]
5. Records indicate the Auditors office directed the deletion of five election camera video files in their entirety including cameras; 37, 58, 60, 61, and 62 [7].
6. The deleted video files provide the only video surveillance of the entrance and front working area to the election office after ballots enter the office but before they are viewable to the remaining surveillance cameras in the back rooms increasing the opportunity for undocumented ballot tampering by election officials [4].
7. Records indicate County employees outside the Election office expressed concern regarding the Auditor deviating from County video handling policy [8].
8. Of the saved seven video camera data files that still remain, weeks of recordings of ballot processing beginning in mid-October have also been found to have been deleted [7].

Conclusion

Based upon the events and findings as described above, adequate evidence exists to support the concern that federal election records for the November 3, 2020 election have been knowingly destroyed in violation of 52 USC and that multiple Skagit County Officials have participated.

SECTION 2: Evidence of Skagit County Voter Ballot Fraud

Background

Following the November 3, 2020 election and at the request of multiple residents of Skagit County, I began an independent audit of Skagit County's election results.

Although there are many aspects of the audit that will take months to complete, enough evidence has been gathered to issue the first formal audit findings as found below.

Findings

Utilizing the Comma Separated Value (CSV) election data files publicly available through the Washington Secretary of State for the November 3, 2020 election results, a file for all of the 90,590 Skagit County voters was prepared and used for the audit evaluation.

Among the many potential audit items considered for this evaluations large data group was the evaluation for statistically improbable data sequences. Unfortunately, with each of the over 90,590 voters having sixteen different categories of data listed in the state issued voter information tables, it is a difficult task to find the kind of sequence that raises flags but not impossible.

After a significant number of attempts, a statistically improbable sequence has been found in the Skagit County voter data that cannot occur naturally in an election and that is believed to prove manipulation of Skagit County's election did occur.

First, it is critical to understand recent changes to the state registration and ballot processing system that did not exist prior to 2019. Specifically, the County process to create ballots is now tied directly to the state database and as part of a new centralized database when a voter's ballot is approved to be printed as a new or replacement ballot, the state system timestamps the hour and minute of ballot generation creating a unique record for each occurrence.

Also, the state ballot process allows the voter themselves to access the state system through votewa.gov and change or print a ballot but only until the last minute of the election at 8:00 PM on election night. After 8:00 PM there is only one way to access the state ballot system that will create a new timestamp and that is through a secret on-line portal that the Office of Secretary of State provides to Election Officials with the expectation that voters may be in line for a ballot before 8:00 PM and in accordance with state law are entitled to have a ballot printed so they can vote.

Ballot ID	Voter ID	County	First Name	Last Name	Ballot Status	Sent Date
93732038	13047111	Cowlitz			Accepted	11/16/2020 13:16
93718719	13044604	Cowlitz			Rejected	11/4/2020 8:55
93716738	10708127	Cowlitz			Accepted	11/3/2020 19:40 ← DEADLINE
93716652	13044462	Cowlitz			Accepted	11/3/2020 19:38
93716349	12720640	Cowlitz			Accepted	11/3/2020 19:30
93716265	10799621	Cowlitz			Accepted	11/3/2020 19:28
93716202	13044271	Cowlitz			Accepted	11/3/2020 19:27

EXHIBIT 1 – Cowlitz County 2020 Example of two
Ballots after 8:00 PM (20:00) deadline

Next, using the state timestamp data for each county, an analysis can be performed to understand on a statewide basis, the magnitude of each counties late voting as shown in Exhibit 2.

2019 AND 2020 LATE VOTER ANALYSIS (UPDATED 3-21-21)

COUNTY	TOTAL 2019	VOTES AFTER ELECTION DEADLINE 2019	TOTAL 2020	VOTES AFTER ELECTION DEADLINE 2020
Adams	1399	0		
Asotin	2971	0		
Benton	21617	2		
Chelan	11583	14		
Clallam	15762	0		
Clark	37856	54	31948	78
Columbia	678	0	2523	0
Cowlitz	16343	1	60953	2
Douglas	4521	1	21485	5
Ferry	423	0	4430	1
Franklin	5792	2	33360	85
Garfield	418	0	1506	1
Grant	6040	0	38187	18
Grays Harbor	7471	2	38889	42
Island	13286	0	54593	55
Jefferson	6030	0	25022	16
King A - L			316703	988
King L - Z			326414	956
King A - Z	288851	3318		
Kitsap	33270	20	25022	16
Kittitas	7411	6	26899	79
Klickitat	4174	0	13726	1
Lewis	8342	0	45955	1
Lincoln	650	1	7126	2
Mason	7884	0	37676	11
Okanogan	2589	0	21721	4
Pacific	3015	2	14266	3
Pierce	87843	389	299661	852
Pend Oreille	1335	0	8645	1
San Juan	3733	0	13326	27
Skagit	21027	30	74035	344
Skamania	2103	1	7399	1
Snohomish	115630	367	305629	3565
Spokane				
Stevens	2719	0		
Thurston	44881	136	104474	382
Wahkiakum	393	0	3052	1
Walla Walla	7118	4	21874	19
Whatcom	44638	26	140312	455
Whitman	3129	0	21447	2
Yakima	8099	0	97385	34



UNAVAILABLE

EXHIBIT 2 – 2019 and 2020 Late Voter Analysis

Notably, upon review of the county by county comparison of late timestamp data, Skagit County is among the highest rates of late time stamps in the state ranking it 2nd on per voter basis with over 340 instances occurring after the close of the election at 8:00 PM. Only following Snohomish County who had over three thousand instances ranked higher on late ballot time stamps.

Also recognizable in Exhibit 2 is that for an unknown reason the Secretary of State has not made all data available for many counties preventing similar comparisons.

Although the timestamp analysis is a likely indicator of manipulation of voter ballots, an additional and more significant anomaly was also found that on its own, would raise manipulation concerns but more astoundingly, it was found to have also correlated with the timestamp irregularity.

As shown in the below Exhibits 3 and 4, a review of Skagit County data has found that on four separate occasions, ballot record timestamps aligned in sequence, with alphabetical groups of 192 ballots on the last day and hours of ballot processing by the Skagit County election department.

Voter ID	County	First Name	Last Name	Sent Date	Received Date
4095641	Skagit		ZITKOVICH	11/20/2020 15:27	11/20/2020 0:00
12925969	Skagit		WALTERS	11/20/2020 15:26	11/20/2020 0:00
4116112	Skagit		WANTLAND	11/20/2020 15:25	11/20/2020 0:00
12501225	Skagit		WAKEFIELD	11/20/2020 15:24	11/20/2020 0:00
4139588	Skagit		WILLIS	11/20/2020 15:23	11/20/2020 0:00
4139503	Skagit		WILLIS	11/20/2020 15:21	11/20/2020 0:00
309153	Skagit		WATSON	11/20/2020 15:21	11/20/2020 0:00
308757	Skagit		WATSON	11/20/2020 15:19	11/20/2020 0:00
4088815	Skagit		WUEBBELS	11/20/2020 15:18	11/20/2020 0:00
11855646	Skagit		WINKLER	11/20/2020 15:17	11/20/2020 0:00
10702893	Skagit		WORTHINGTON	11/20/2020 15:16	11/20/2020 0:00
4072404	Skagit		VILDERS	11/20/2020 15:15	11/20/2020 0:00
4093534	Skagit		ULLOM	11/20/2020 15:14	11/20/2020 0:00
4093554	Skagit		ULLOM	11/20/2020 15:13	11/20/2020 0:00
4128269	Skagit		UNDEREINER	11/20/2020 15:07	11/20/2020 0:00
1429550	Skagit		THOMAS	11/20/2020 15:06	11/20/2020 0:00
1765641	Skagit		TRZYNKA	11/20/2020 15:05	11/20/2020 0:00
1765640	Skagit		TRZYNKA	11/20/2020 15:04	11/20/2020 0:00
4088561	Skagit		TRAFTON	11/20/2020 15:04	11/20/2020 0:00
4114193	Skagit		THOMAS	11/20/2020 15:02	11/20/2020 0:00
9963955	Skagit		TRAFTON	11/20/2020 15:01	11/20/2020 0:00

EXHIBIT 3 – 2020 Late Voter Analysis Sequentially
Timed and Alphabetical

Voter ID	County	First Name	Last Name	Sent Date	Received Date
4076748	Skagit		SMILEY	11/20/2020 14:38	11/20/2020 0:00
4076749	Skagit		SMILEY	11/20/2020 14:37	11/20/2020 0:00
2630258	Skagit		SHAW	11/20/2020 14:36	11/20/2020 0:00
2630182	Skagit		SHAW	11/20/2020 14:36	11/20/2020 0:00
3473585	Skagit		STROMBERG	11/20/2020 14:35	11/20/2020 0:00
4120555	Skagit		SNYDER	11/20/2020 14:34	11/20/2020 0:00
7963827	Skagit		SUITER	11/20/2020 14:33	11/20/2020 0:00
3989935	Skagit		SPRAITZAR	11/20/2020 14:32	11/20/2020 0:00
12589995	Skagit		SARCHET	11/20/2020 14:29	11/20/2020 0:00
12703076	Skagit		SHIPLEY	11/20/2020 14:29	11/20/2020 0:00
1102197	Skagit		SHIPLEY	11/20/2020 14:28	11/20/2020 0:00
4116060	Skagit		SOWDON	11/20/2020 14:25	11/20/2020 0:00
3441955	Skagit		CHEEK	11/20/2020 14:25	11/20/2020 0:00
11261419	Skagit		BOLDUC	11/20/2020 14:24	11/20/2020 0:00
4085641	Skagit		BROWNELL	11/20/2020 14:24	11/20/2020 0:00
4072877	Skagit		BLAZEK	11/20/2020 14:23	11/20/2020 0:00
4085712	Skagit		CLARK	11/20/2020 14:23	11/20/2020 0:00
4116059	Skagit		CARROLL	11/20/2020 14:22	11/20/2020 0:00
376816	Skagit		COLLINGS	11/20/2020 14:22	11/20/2020 0:00
9684397	Skagit		COLLINGS	11/20/2020 14:21	11/20/2020 0:00
4115928	Skagit		DEGNAN	11/20/2020 14:21	11/20/2020 0:00
7962017	Skagit		EPPS	11/20/2020 14:20	11/20/2020 0:00

EXHIBIT 4 – 2020 Late Voter Analysis Sequentially
Timed and Alphabetical

After identifying the voter ballot patterns and understanding that Election Officials were likely involved, video records were requested from the County however, as previously described, the requested video files have been deleted, election officials are cording with legal counsel, and cooperation gathering additional evidence is unlikely.

Conclusion

Based upon the events and findings as described above, adequate evidence exists to support the concern that during the November 3, 2020 Skagit County Election, significant ballot manipulation occurred in violation of 52 USC.

CODY HART FOR GOVERNMENT ACCOUNTABILITY



**HOLDING LOCAL, STATE, AND FEDERAL GOVERNMENT
ACCOUNTABLE**

Government of the people, by the people, for the people, shall not perish
from the earth

SKAGIT COUNTY, WA 2020 ELECTION AUDIT

**AUDIT FINDINGS UPDATE:
PHYSICAL SECURITY**

DATE: APRIL 30, 2021

BY: CODY R. HART

WEB: [CODYHART.ORG](https://codyhart.org)

AUDITORS OFFICE



- ***This Audit update will focus on the 2020 Skagit County election physical security audit findings***
- ***Review evidence of ballot box security concerns***
- ***Review surveillance system concerns***
- ***Review Homeland Security compliance concerns***



Auditor: Sandy Perkins
Office Hours: 8:30 to 4:30
P.O. Box 1306 Administration Building, Room 201
700 S. Second Street
Mount Vernon, WA 98273
Phone: (360) 416-1700
FAX: (360) 416-1698

CODY HART FOR GOVERNMENT ACCOUNTABILITY



**HOLDING LOCAL, STATE, AND FEDERAL GOVERNMENT
ACCOUNTABLE**

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from the earth

**SKAGIT COUNTY, WA
2020 ELECTION AUDIT**

**BALLOT BOX
SECURITY CONCERNS**

On Sunday, October 18, 2020, 3:05:37 PM PDT,
Dianna [REDACTED] wrote:

Hi Carol,

I sent an email to auditor's office about this but thought I would run it by you.

Put my ballot in box at the courthouse. Box was crammed full. Anyone could have taken some ballots using their fingers or a tool

Of some kind. This was probably about 2:00 this afternoon.

Can you think of anyone I could call with this info? There must be a pick-up schedule.

Dianna [REDACTED]

From: Carol Sullivan <carolosully@yahoo.com>
Sent: Sunday, October 18, 2020 7:38 PM
To: Dianna [REDACTED] <diannacornelius@hotmail.com>
Cc: David E. Cunningham <davidec@co.skagit.wa.us>
Subject: Re: courthouse ballot box

Hi, Dianna.

I know they have a schedule for collecting ballots, but here's the contact information for David Cunningham, who is deputy county auditor (Sandy Perkins is the County Auditor)

I also took the liberty of forwarding your message directly to Mr. Cunningham.

David Cunningham:
360-416-1715
scelections@co.skagit.wa.us

Thanks for making the right people aware of this problem!

Carol

BALLOT BOX SECURITY CONCERNS

HOW COULD THIS BE ALLOWED TO HAPPEN?

-----Original Message-----

From: [REDACTED]
Sent: Friday, October 23, 2020 8:33 AM
To: Sandy Perkins <sandyp@co.skagit.wa.us>; David E. Cunningham <davidec@co.skagit.wa.us>
Subject: Ballot Box question

Sandy and Dave,

I'm concerned about another weekend of overflowing ballot boxes and am wondering if the phone number on the ballot boxes is being forwarded to one of you?

[REDACTED]

-----Original Message-----

From: Sandy Perkins <sandyp@co.skagit.wa.us>
Sent: Friday, October 23, 2020 8:50 AM
To: [REDACTED] David E. Cunningham <davidec@co.skagit.wa.us>
Subject: RE: Ballot Box question

Hi [REDACTED]

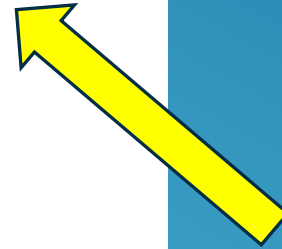
The number listed on the box is our main office number and we will make sure that is forwarded this weekend. All ballot boxes (with the exception of Sauk-Suiattle, due to low volume), will be emptied today and again tomorrow (Sat.).

Sandy

Sandy Perkins, CFE
Skagit County Auditor
700 South Second St., Room 201
Mount Vernon, WA 98273
Ph 360.416.1706 / Fax 360.416.1698
sandyp@co.skagit.wa.us

BALLOT BOX SECURITY CONCERNS

MULTIPLE
PEOPLE
CONCERNED!



2020 AUDIT SUSPECTS OVER 1000 ALTERED SKAGIT COUNTY BALLOTS FOUND

April 16, 2021



Although my March 1st 2020 Audit report has shocked residents across the state by [proving widespread election fraud](#), I have actually found much more evidence of Skagit County election fraud than I was able to release at that time and until now has not been shared with anyone.

BALLOT BOX SECURITY CONCERNS

WHY HASN'T THE AUDITOR ISSUED A PUBLIC EXPLANATION FOR THIS?

CODY HART FOR GOVERNMENT ACCOUNTABILITY

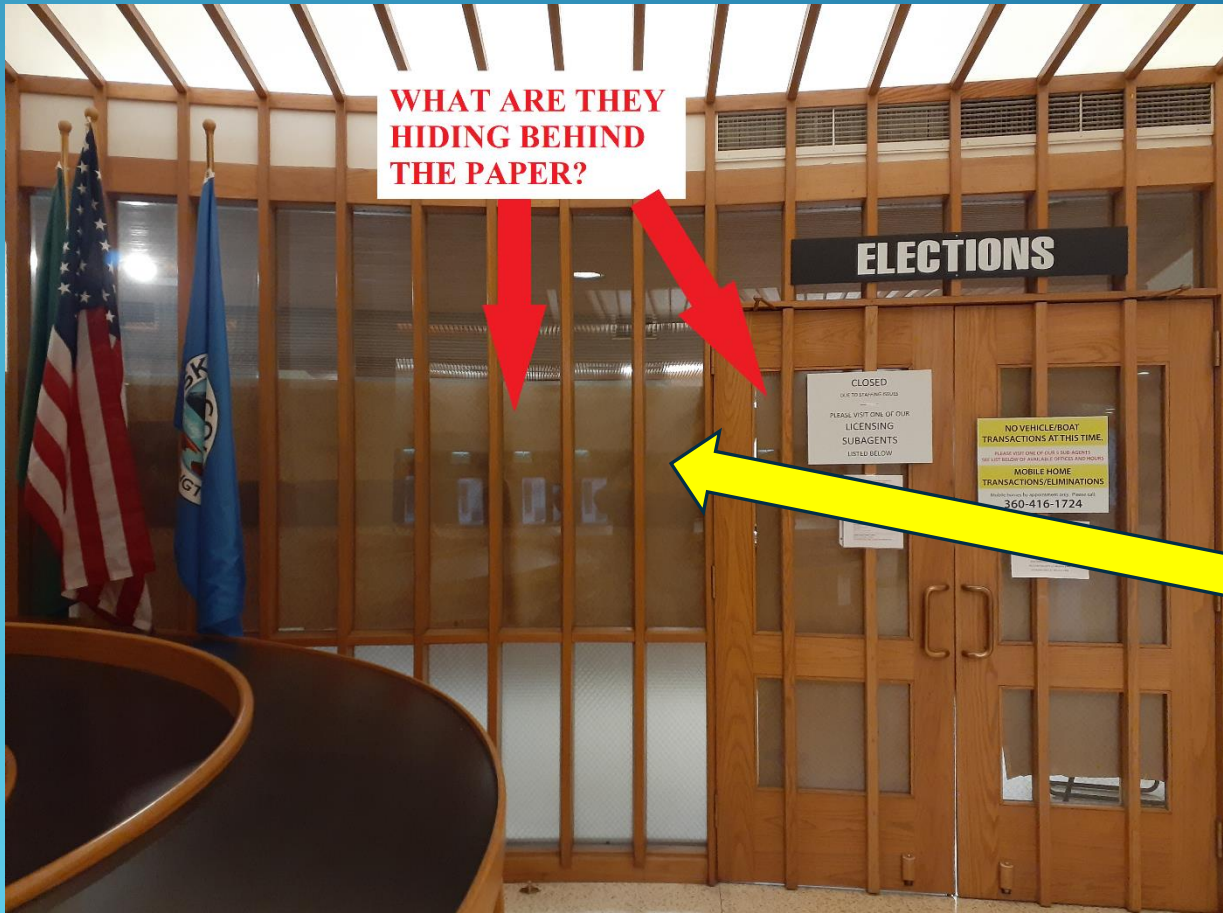


SKAGIT COUNTY, WA 2020 ELECTION AUDIT

SURVEILLANCE SYSTEM CONCERNS

**HOLDING LOCAL, STATE, AND FEDERAL GOVERNMENT
ACCOUNTABLE**

Government of the people, by the people, for the people, shall not perish
from the earth



SURVEILLANCE SYSTEM CONCERNS

**BLOCKING OF
WINDOWS IS
SUSPICIOUS
BEHAVIOR !**

Records Request 21-0007

1 message

LFWorkflow@co.skagit.wa.us <LFWorkflow@co.skagit.wa.us>

Mon, Jan 4, 2021 at 10:05 AM

Reply-To: publicrecordsofficer@co.skagit.wa.us

To: [REDACTED]

Summary of Request

Phone -

Request

I request the electronic copy of audio video recordings of the Auditors election office lobby for November 4th and November 5th 2020.

I am able to bring an electronic storage device (external hard drive) for download of the files

PRR 21-0007

2 messages

Gabrielle K. Clay <gabriellec@co.skagit.wa.us>

Tue, Jan 5, 2021 at 1:23 PM

To: [REDACTED]

Cc: Sandy Perkins <sandyp@co.skagit.wa.us>, Cori Russell <corir@co.skagit.wa.us>, Keith Luna <kluna@co.skagit.wa.us>, Stevee Kivi <skivi@co.skagit.wa.us>

Mr. Hart,

We do not have cameras in the lobby area of the Auditor's Office.

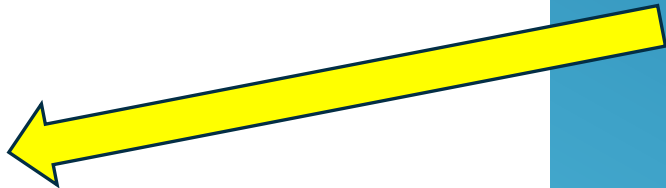
This request is now considered closed.

Thanks,
Gabrielle

~~~~~  
Gabrielle Clay - CEA | Elections Supervisor  
Elections Department | Skagit County Auditor's Office  
Phone 360-416-1716 | E-mail [gabriellec@co.skagit.wa.us](mailto:gabriellec@co.skagit.wa.us)  
Fax 360-419-1699 | Website [www.skagitcounty.net/elections](http://www.skagitcounty.net/elections)

# SURVEILLANCE SYSTEM CONCERNS

## THIS JUST DIDN'T MAKE SENSE?





# SURVEILLANCE SYSTEM CONCERNS

**CAMERA SEEN  
HANGING FROM  
CEILING  
THROUGH THESE  
DOOR**



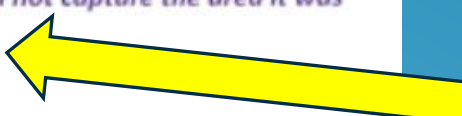
## Meeting Questions, Responses, and Notes

Date: February 3, 2021  
Time: 1315 to 1415  
Location: Office of County records manager Cori Russell, Mount Vernon, WA  
Attendees: In Person: Cody Hart and Cori Russell  
Via Video: Auditor Sandy Perkins and Election Manager Gabrielle Clay  
By: Cody Hart 

- Why is there no video from the Auditor / Election office camera #61 available to be viewed?  
*Auditor indicated the Camera was set up poorly and the video footage was not usable because it had glare from windows and did not capture the area it was intended to capture making its footage useless.*
  - When was this Camera working?  
*Auditor: Uncertain of the exact date*
  - Was this camera working during the election in November?  
*Auditor: Yes*
  - Where is the footage from this Camera?  
*Auditor: Because the footage was not useful, 30 days after recording, the footage was destroyed.*
- Why where the election office windows and doors covered with paper?  
*Auditor indicated the paper was placed to prevent a perception that the office was open to the public and to direct the public to the help desk outside of the office doors.*

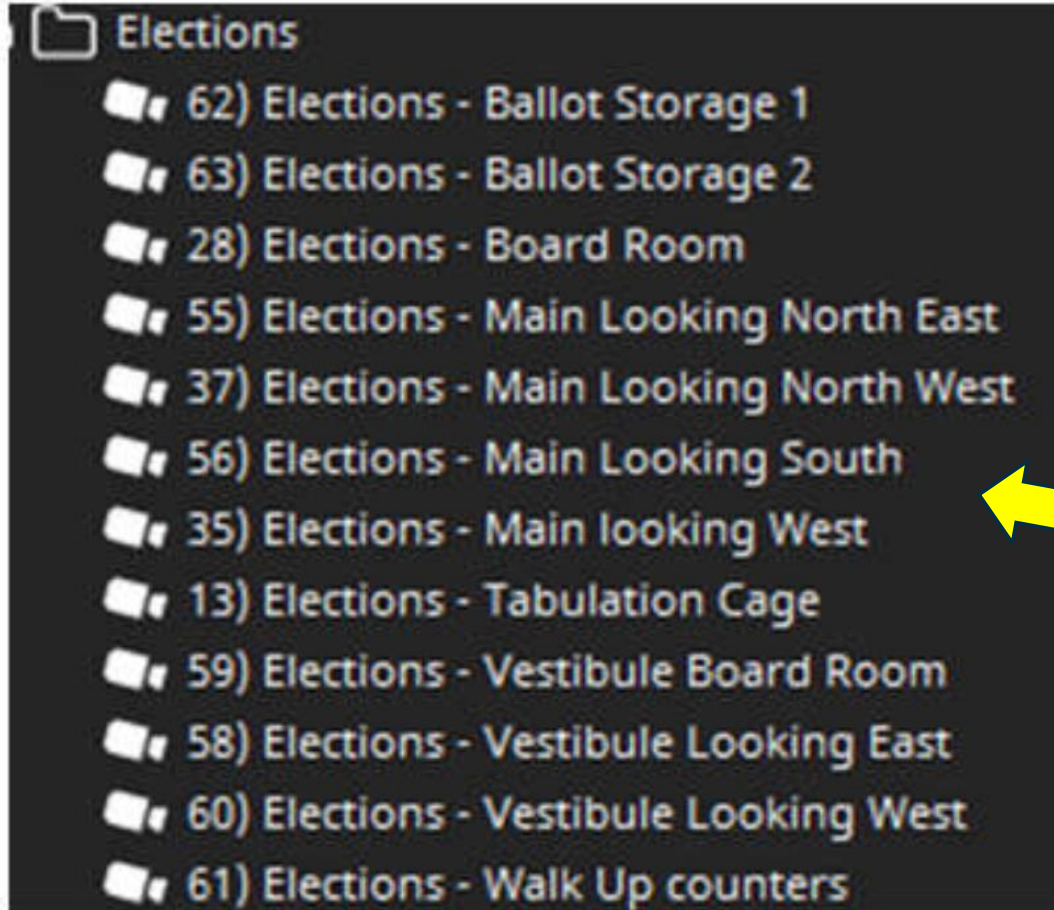
# SURVEILLANCE SYSTEM CONCERNS

## THIS DOESN'T MAKE SENSE?

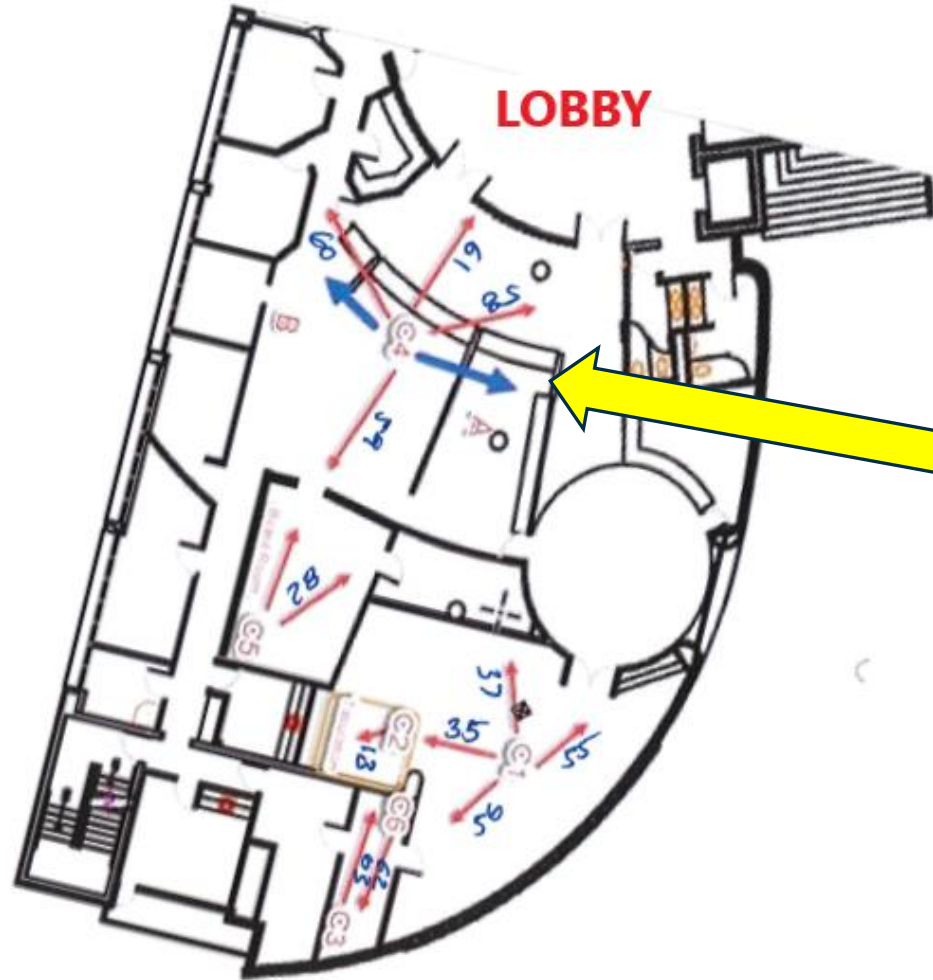


# SURVEILLANCE SYSTEM CONCERNS

**FIRST THERE  
ARE NO  
CAMERAS  
NOW THERE  
ARE 12?**

- 
- 62) Elections - Ballot Storage 1
  - 63) Elections - Ballot Storage 2
  - 28) Elections - Board Room
  - 55) Elections - Main Looking North East
  - 37) Elections - Main Looking North West
  - 56) Elections - Main Looking South
  - 35) Elections - Main looking West
  - 13) Elections - Tabulation Cage
  - 59) Elections - Vestibule Board Room
  - 58) Elections - Vestibule Looking East
  - 60) Elections - Vestibule Looking West
  - 61) Elections - Walk Up counters





# SURVEILLANCE SYSTEM CONCERNS

**CAMERA  
HANGING  
FROM CEILING  
IS 58, 60, AND  
61?**

From: Brian Bettger <[bbettger@co.skagit.wa.us](mailto:bbettger@co.skagit.wa.us)<mailto:bbettger@co.skagit.wa.us>>  
Sent: Wednesday, January 6, 2021 10:16 AM  
To: Sandy Perkins <[sandyp@co.skagit.wa.us](mailto:sandyp@co.skagit.wa.us)<mailto:sandyp@co.skagit.wa.us>>  
Cc: Mike Almvig <[mikea@co.skagit.wa.us](mailto:mikea@co.skagit.wa.us)<mailto:mikea@co.skagit.wa.us>>  
Subject: IR-8737| RE: Saved Election Video

Sandy,

Below is the list of all cameras and dates of archived footage in Elections as you directed.

|           |               |                                  |
|-----------|---------------|----------------------------------|
| Camera 13 | 10/30 - 11/23 | Elections - Tabulation Cage      |
| Camera 28 | 10/30 - 11/23 | Elections - Board Room           |
| Camera 35 | 10/30 - 11/24 | Elections - Main Looking West    |
| Camera 55 | 10/30 - 11/24 | Elections - Main Looking East    |
| Camera 56 | 10/30 - 11/23 | Elections - Main Looking South   |
| Camera 59 | 10/30 - 11/24 | Elections - Vestibule Board Room |
| Camera 63 | 10/30 - 11/24 | Elections - Ballot Storage 2     |

From: Brian Bettger <[bbettger@co.skagit.wa.us](mailto:bbettger@co.skagit.wa.us)<mailto:bbettger@co.skagit.wa.us>>  
Sent: Tuesday, January 12, 2021 10:55 AM  
To: Sandy Perkins <[sandyp@co.skagit.wa.us](mailto:sandyp@co.skagit.wa.us)<mailto:sandyp@co.skagit.wa.us>>  
Cc: Mike Almvig <[mikea@co.skagit.wa.us](mailto:mikea@co.skagit.wa.us)<mailto:mikea@co.skagit.wa.us>>  
Subject: RE: IR-8737| RE: Saved Election Video

Sandy,

Now that I had been asked to eliminate all other footage during this time frame, I am not able to selective create a package containing only a narrower time frame.  
We have archived footage of the entire range 10/30 through 11/23 and some out to 11/24 for each camera.

The camera 55 footage is 117 GB in size. Mike, do you know of a storage location we can drop a file of this size for Sandy to review that is secure where both Sandy and I have access to?

Personally, I recommend we purchase a USB attached storage drive where we can copy the files to for Sandy's review and use, as has been discussed. We'll keep the originals where they are, for the time being.

Brian

Brian Bettger  
Information Services  
Internal Extension 1122  
Outside Direct (360) 416-1122

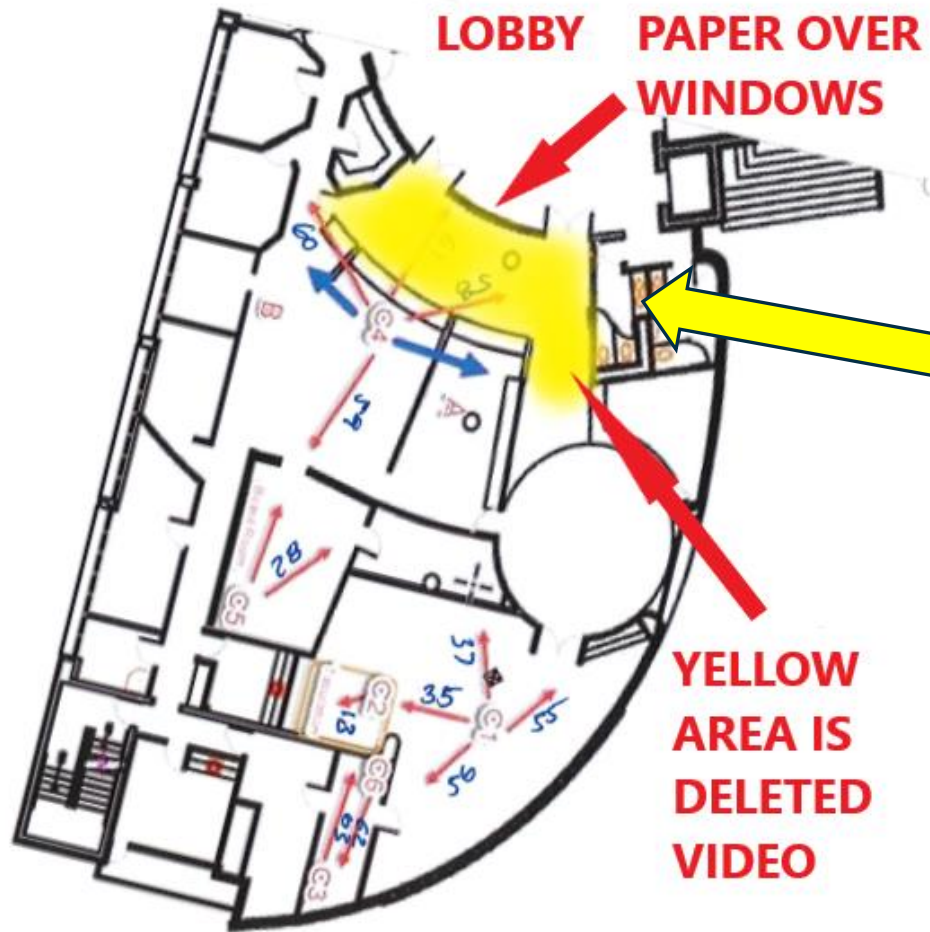
# SURVEILLANCE SYSTEM CONCERNS

SUSPICIOUSLY  
CAMERA 58,  
60, AND 61  
WERE DELETED!



# SURVEILLANCE SYSTEM CONCERNS

ALL VIDEO OF  
LOBBY  
DELETED?



**CODY HART FOR GOVERNMENT ACCOUNTABILITY**



**HOLDING LOCAL, STATE, AND FEDERAL GOVERNMENT  
ACCOUNTABLE**

Government of the people, by the people, for the people, shall not perish  
from the earth

**SKAGIT COUNTY, WA  
2020 ELECTION AUDIT**

**HOMELAND SECURITY  
COMPLIANCE CONCERNS**



FOR OFFICIAL USE ONLY



**CISA**  
CYBER+INFRASTRUCTURE



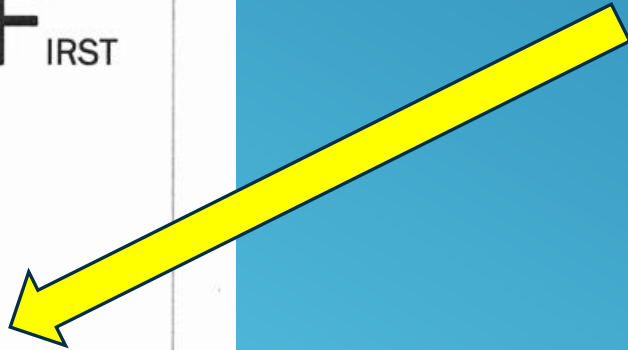
# **S**ECURITY **A**SSessment AT **F**IRST **E**NTRY

Skagit County Elections  
14 November 2019

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# HOMELAND SECURITY COMPLIANCE CONCERNS

## SECURITY ASSESSMENT IN 2019



## Vulnerabilities and Options for Consideration

| Category                      | Vulnerability                                                                                                                                                                                                                                                                                 | Options for Consideration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Preventers - Responders | The primary emergency medical response agency has not conducted an onsite visit of the facility. Onsite visits can familiarize first responders with the facility, key personnel, site layout, and other issues that would enhance incident response.                                         | <ul style="list-style-type: none"> <li>• Invite the agency to visit the facility. Provide a tour to familiarize first responders with the site layout. <sup>1</sup></li> <li>• Establish annual onsite visits for first responders to maintain their familiarity with the facility. <sup>1</sup></li> </ul>                                                                                                                                                                                                                    |
| Resilience Management         | The loss of the ballot designs off the Tabulation Machines as they are stored in the cage                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Store the design offsite, can they be emailed? Can they be backed up on the County Network? [REDACTED]</li> </ul>                                                                                                                                                                                                                                                                                                                                                                     |
| Resilience Management         | Not being able to print ballots, protection of information sent to printing vendor                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Inquire with your printing vendor on their cyber security, what is their COOP plans? Do they have an alternative location to print ballots?</li> </ul>                                                                                                                                                                                                                                                                                                                                |
| Entry Controls                | The facility does not have a badging system.                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Issue photo ID badges to all employees. Implement a process for badge verification before employees gain access to the facility. Collect employee badges from terminated personnel. <sup>2</sup></li> <li>• Issue unique badges (e.g., color-coded) to visitors, contractors, vendors, cleaning crews, and temporary employees. Collect badges when visits are complete. <sup>3</sup></li> <li>• Require badges to be displayed at all times at the facility. <sup>2</sup></li> </ul> |
| Entry Controls                | The facility does not use a proximity card access system.                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Explore procuring a badge access system that allows proximity card access into the facility. This system could be procured as part of planned facility upgrades and enhancements. <sup>4</sup></li> </ul>                                                                                                                                                                                                                                                                             |
| Entry Controls                | Facility personnel have unrestricted access throughout the site. Controls are not in place to restrict employee access to sensitive/critical areas (e.g., control rooms, server rooms, fuel or chemical storage areas, utility service areas) to only those with a valid need for admittance. | <ul style="list-style-type: none"> <li>• Identify areas within the facility that need additional access controls. Implement controls (e.g., locks) for these areas as necessary. <sup>5</sup></li> <li>• Explore options to establish access levels to sensitive/critical areas using the existing keycard system. <sup>6</sup></li> <li>• Explore options to establish access levels to sensitive/critical areas using a keycard system. <sup>6</sup></li> </ul>                                                              |

RCW 4  
Security

# HOMELAND SECURITY COMPLIANCE CONCERNS

MAJOR SECURITY ACCESS PROBLEMS IDENTIFIED IN NOV 2019

From: Sandy Perkins  
Sent: Tuesday, September 8, 2020 8:53 AM  
To: Mike Almvig <mikea@co.skagit.wa.us>  
Subject: Cameras operational?  
Importance: High

Hi Mike,

I just left you a VM on your cell phone. Over the weekend someone tried to pry open Youa's inventory drawer in Licensing. I'm wondering if the cameras are operational? That would sure help identify what happened.

Thank you.

Sandy Perkins, CFE  
Skagit County Auditor  
700 South Second St., Room 201  
Mount Vernon, WA 98273  
Ph. 360.416.1706 / Fax 360.416.1698  
sandyp@co.skagit.wa.us

From: Sandy Perkins <sandyp@co.skagit.wa.us>  
Sent: Tuesday, September 8, 2020 10:05 AM  
To: Mike Almvig <mikea@co.skagit.wa.us>  
Subject: FW: Cameras operational?  
Importance: High

Nothing is missing from Youa's drawer full of licensing inventory and nothing else is missing or appears tampered with in our office. I don't think a police report is necessary. I would like to get the cameras running ASAP though.

Thank you!

Sandy Perkins, CFE  
Skagit County Auditor  
700 South Second St., Room 201  
Mount Vernon, WA 98273  
Ph 360.416.1706 / Fax 360.416.1698  
sandyp@co.skagit.wa.us

# HOMELAND SECURITY COMPLIANCE CONCERNS

ONE YEAR AFTER  
HOMELAND  
SECURITY WARNING,  
BREAK IN  
CONFIRMED AND  
NOT REPORTED!

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| Category                           | Vulnerability                                                                                                                      | Options for Consideration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Electronic Security Systems - CCTV | The facility does not have a CCTV system. CCTV systems support surveillance of activities and events within and around a facility. | <ul style="list-style-type: none"><li>Explore the feasibility of installing a comprehensive CCTV system onsite. Site-specific factors must be considered when selecting components that comprise a particular CCTV system. For example, the size of the system, in terms of the number of cameras needed, is the minimum number required to view all electronic security system sensor detection fields. In addition, some cameras may require artificial light sources. Finally, performance criteria and physical, environmental, and economic considerations must be factored into the component selection.<sup>8</sup></li><li>Consult Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings (FEMA 426/BIPS 06), available at <a href="https://www.dhs.gov/xlibrary/assets/st/st-bips-06.pdf">https://www.dhs.gov/xlibrary/assets/st/st-bips-06.pdf</a>, for more information.<sup>9</sup></li></ul> |

#### Conclusion

This report provides a summary of key findings of the SAFE at your facility and may be used as a guide for the consideration and implementation of future security measures. Please contact your PSA, Allen Chung, DHS PSA, or DHS with any inquiries about the information contained in this report:

- Sandy Perkins, Facility Point of Contact  
Email: [sandyp@co.skagit.wa.us](mailto:sandyp@co.skagit.wa.us)  
Phone: 360-416-1706
- Allen Chung, DHS PSA  
Email: [allen.chung@cisa.dhs.gov](mailto:allen.chung@cisa.dhs.gov)  
Phone: 206-550-4012
- DHS CISA  
Email: [ISDAssessments@dhs.gov](mailto:ISDAssessments@dhs.gov)

#### Options for Consideration References

<sup>1</sup> Walsh, T.J., and R.J. Healy, 2011, Protection of Assets: Security Management, M. Knoke, Ed., Alexandria, VA: ASIS International, p. 285-286.

<sup>2</sup> DHS, 2011, Industry Protective Measures Report – Access Control Systems, p. 22.

<sup>3</sup> DHS, 2011, Industry Protective Measures Report – Access Control Systems, p. 22-23.

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# HOMELAND SECURITY COMPLIANCE CONCERNS

CRITICAL CCTV SURVEILLANCE IMPROVEMENTS RECOMMENDED



**From:** Mike Almvig <[mikea@co.skagit.wa.us](mailto:mikea@co.skagit.wa.us)>  
**Sent:** Wednesday, November 25, 2020 11:34 AM  
**To:** Sandy Perkins <[sandyp@co.skagit.wa.us](mailto:sandyp@co.skagit.wa.us)>; Brian Bettger <[bbettger@co.skagit.wa.us](mailto:bbettger@co.skagit.wa.us)>  
**Cc:** Brent Shepard <[brents@co.skagit.wa.us](mailto:brents@co.skagit.wa.us)>; Tom Graham <[tomg@co.skagit.wa.us](mailto:tomg@co.skagit.wa.us)>; Cori Russell <[corir@co.skagit.wa.us](mailto:corir@co.skagit.wa.us)>

**Subject:** RE: Elections | IR-8349 | Camera footage update

To meet the requirements in the document will require that we move the records onto another media storage. The Senstar system is not designed to retain records that have specific retention requirements. Federal Elections and Incidents have different retention times and our strategy has been do download the footage to another storage media and maintain the record there.

For example, if we had an incident that we needed to capture. We would download the video and perhaps store the incident video in Laserfiche and set it up there to ensure we meet the records retention requirements for the incident. That generally is not a lot of video footage in disk space, so not too much of an issue.

Meeting the Federal requirement of 22 months with Terabytes of data to be retained is a whole different problem. It could potentially be housed in LaserFiche if the Disk space is there and the system can support large files. I think that is what we look at first. Laserfiche disk usage is billable and I have no idea at this point what 8 TeraBytes of data would mean to the Elections budget. The good thing about LaserFiche is that it is built to retain digital records and has many safeguards built into it.

The other option is to move the video to a local (USB?) drive and put it on a shelf. This does not have the protections that LaserFiche has built into it and there is the possibility that the video could be lost for many different reason prior to the expiration of the retention period.

I am adding Brent, Cori and Tom to this email to get their thoughts on moving the data into Laserfiche for storage. WE will want to purge the data after the 22 month retention and will need to involve records if we go this route.

Mike

# HOMELAND SECURITY COMPLIANCE CONCERNS

## RECORDS SHOW IN NOVEMBER, THE FEDERAL RETENTION TIME OF 22 MONTHS WAS KNOWN

# HOMELAND SECURITY COMPLIANCE CONCERNS

## STATE RETENTION WAS 18 MONTHS!

## WHY WERE THE VIDEOS DELETED SO SOON? ALL OF OCTOBER?

**From:** Mike Almvig <mikea@co.skagit.wa.us>  
**Sent:** Tuesday, January 5, 2021 10:38 AM  
**To:** Sandy Perkins <sandyp@co.skagit.wa.us>; Brent Shepard <brents@co.skagit.wa.us>; Tom Graham <tomg@co.skagit.wa.us>; Brian Bettger <bbettger@co.skagit.wa.us>  
**Cc:** Cori Russell <corir@co.skagit.wa.us>; Gabrielle K. Clay <gabriellec@co.skagit.wa.us>; Kristen Stubben <kristens@co.skagit.wa.us>; Clint G. Gayle <cgayle@co.skagit.wa.us>; Brent Shepard <brents@co.skagit.wa.us>  
**Subject:** RE: Elections | IR-8349| Camera footage update

Morning Team,

We could move the video files onto a USB drive. This is not my favorite option for a number of reasons. However, it is a cheap way to go. I have some other ideas for this as well...

Tom, could we look at procuring a lower cost storage media (such as NAS), for the purposes of storing digital media? Also, do you want to assign an engineer to work on a plan for this?

I understand from Brian that all of the video from the Presidential election came to under a TeraByte of data. That information is currently stored on our Storage Area Network disks. We could also look at procuring our Phase III security servers with a lot of extra disk space to store digital media? We have funding for the phase III project.

Also, I understand that retention is as follows. So every election we will need to work out a process with the Elections team to retain the data.

State elections – No Federal Candidates at 18 months

Federal Elections – 22 Months.

Brent talked about importing into Laserfiche and that the software would have some limitations. The largest being that you would still need to export the file from Laserfiche in order to view the video. I like using Laserfiche as it is designed to manage digital files for long term data management. i.e. we could set the retention on the files and make sure they get purged once the retention period is over. I would be open though to exploring this option as well if:

1. We can add cheaper storage to Laserfiche for Digital Media
2. We have a clearly defined and tested process for exporting digital media.

Thoughts?

Mike

# HOMELAND SECURITY COMPLIANCE CONCERNS

## COUNTING STARTED WEEKS BEFORE!

## WHY WAS ANY FOOTAGE ELIMINATED WHEN RETENTION KNOWN?

From: Brian Bettger <[bbettger@co.skagit.wa.us](mailto:bbettger@co.skagit.wa.us)<mailto:[bbettger@co.skagit.wa.us](mailto:bbettger@co.skagit.wa.us)>>  
Sent: Wednesday, January 6, 2021 10:16 AM  
To: Sandy Perkins <[sandyp@co.skagit.wa.us](mailto:sandyp@co.skagit.wa.us)<mailto:[sandyp@co.skagit.wa.us](mailto:sandyp@co.skagit.wa.us)>>  
Cc: Mike Almvg <[mikea@co.skagit.wa.us](mailto:mikea@co.skagit.wa.us)<mailto:[mikea@co.skagit.wa.us](mailto:mikea@co.skagit.wa.us)>>  
Subject: IR-8737| RE: Saved Election Video

Sandy,

Below is the list of all cameras and dates of archived footage in Elections as you directed.

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Cc: Mike Almvg <[mikea@co.skagit.wa.us](mailto:mikea@co.skagit.wa.us)<mailto:[mikea@co.skagit.wa.us](mailto:mikea@co.skagit.wa.us)>>  
Subject: RE: IR-8737| RE: Saved Election Video

Sandy,

Now that I had been asked to eliminate all other footage during this time frame, I am not able to selective create a package containing only a narrower time frame.  
We have archived footage of the entire range 10/30 through 11/23 and some out to 11/24 for each camera.

The camera 55 footage is 117 GB in size. Mike, do you know of a storage location we can drop a file of this size for Sandy to review that is secure where both Sandy and I have access to?

Personally, I recommend we purchase a USB attached storage drive where we can copy the files to for Sandy's review and use, as has been discussed. We'll keep the originals where they are, for the time being.

Brian

Brian Bettger  
Information Services  
Internal Extension 1122  
Outside Direct (360) 416-1122

IV. CONSENT AGENDA FOR MONDAY, JUNE 15, 2020 (items 1 through 42):

a) COMMISSIONERS:

1. Record of the Proceedings for Friday, May 29, 2020.
2. Record of the Proceedings for Monday, June 1, 2020.
3. Record of the Proceedings for Thursday, June 4, 2020
4. Record of the Proceedings for Monday, June 8, 2020.
5. Record of the Proceedings for Tuesday, June 9, 2020.
6. Record of the Proceedings for Wednesday, June 10, 2020.

b) AUDITOR:

7. Intergovernmental Grant Agreement with the Secretary of State No. IG-6948 as authorized under Section 101 of the Help America Vote Act of 2002 (HAVA) and provided for in the Consolidated Appropriations Act, 2020. The purpose of this award is to "improve administration of elections for Federal office, including to enhance election technology and make election security improvements" to the systems, equipment and processes used in federal elections. Total amount of award to Skagit County shall not exceed \$170,755.32. The subaward period commenced on December 21, 2019 and shall continue until September 30, 2024.

# HOMELAND SECURITY COMPLIANCE CONCERNS

FUNDS ACCEPTED  
AND USED FOR CCTV  
SURVEILLANCE THAT  
WAS PROMPTLY  
DESTROYED! WHY  
EVEN INSTALL IT?





**CODY HART FOR GOVERNMENT ACCOUNTABILITY**



**HOLDING LOCAL, STATE, AND FEDERAL GOVERNMENT  
ACCOUNTABLE**

Government of the people, by the people, for the people, shall not perish  
from the earth

## **SKAGIT COUNTY, WA 2020 ELECTION AUDIT**

### **PHYSICAL SECURITY AUDIT SUMMARY OF FINDINGS:**

# 2020 ELECTION AUDIT PHYSICAL SECURITY FINDINGS

- ✓ **BALLOT BOX SECURITY CONCERNS  
JUSTIFIED**
- ✓ **SURVEILLANCE SYSTEM CONCERNS  
JUSTIFIED**
- ✓ **HOMELAND SECURITY COMPLIANCE  
CONCERNS JUSTIFIED**
- ✓ **SKAGIT COUNTY PHYSICAL  
SECURITY CONCERNS JUSTIFIED**



Auditor: Sandy Perkins  
Office Hours: 8:30 to 4:30  
P.O. Box 1306 Administration Building, Room 201  
700 S. Second Street  
Mount Vernon, WA 98273  
Phone: (360) 416-1700  
FAX: (360) 416-1698

## **Anacortes City Council Minutes - June 21, 2021**

### **Call to Order**

Mayor Laurie Gere called to order the Anacortes City Council meeting of June 21, 2021 at 6:00 p.m. Councilmembers Anthony Young, Ryan Walters, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Matt Miller all participated in the meeting in absentia via video conference. Councilmember Jeremy Carter was absent. Councilmember Jeremy Carter had been excused in advance at the May 24, 2021 regular City Council meeting

### **Announcements and Committee Reports**

COVID-19 Update: Mayor Gere summarized new open hours for City Hall. The Mayor shared current case statistics and vaccination progress for Anacortes, Skagit County, Washington State, and the nation.

The Mayor reported on the national chlorine shortage and the potential impacts on water treatment and wastewater treatment in the region.

Housing Affordability and Community Services Committee: Mr. Walters reported from the Committee meeting held the previous week, with the AFC and the Salvation Army in attendance. The topics discussed included services provided by Skagit Community Action in Anacortes and the committee's upcoming briefing to the full Council. Mr. Walters said that a code revision addressing childcare in the R4 zone would be presented to Council within two weeks.

Public Works Committee: Ms. Moulton reported from the Committee meeting held earlier in the evening. The topics discussed included the potential acquisition of the South Fidalgo water system, the Craley sensing system to address potential threats to the water system, the national chlorine shortage, the 12th and Commercial Avenue roundabout design, and the wastewater influent pump repair.

### **Public Comment**

No one present wished to address the Council on any topic not already on the agenda.

### **Consent Agenda**

Mr. Young moved, seconded by Mr. Miller, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

- a. Minutes of June 14, 2021
- b. Approval of claims in the amount of \$881,141.87  
The following vouchers/checks were approved for payment:  
EFT numbers: 100384 through 100439, total \$566,889.94  
Check numbers: 100440 through 100459, total \$194,225.23  
Wire transfer numbers: 285862 through 286014, total \$119,950.86
- c. Street Fair Application: 4th of July Town Photo and Parade
- d. Fourth Amendment to the Jail Facility Use Agreement

### **OTHER BUSINESS**

#### **Resolution 3038: Extending the Duration of Resolution 2082 Providing Temporary Procedures to Respond to the COVID-19 Epidemic**

Finance Director Steve Hoglund introduced Resolution 3038 to extend modified temporary procedures after June 30. Mr. Hoglund outlined the changes between the current temporary procedures and the proposed

**Anacortes City Council Minutes - June 21, 2021**

procedures.

Mr. Walters suggested rewording the resolution to state which provisions would remain in effect. He asked what hybrid meetings would look like and suggested the IT Committee review that topic. Mr. Walters also said the plastic bag ban had been superseded by a state ban; he suggested that the Council repeal by ordinance the Anacortes bag ban.

Ms. Moulton asked about the conflicting 12/31/21 and 9/30/21 expiration dates. Mr. Hoglund clarified that the September date was what had been intended. Ms. Moulton also clarified with Mr. Hoglund about remote meeting requirements.

Mr. Miller requested a track changes version of the resolution.

Mr. McDougall suggested that if no hybrid technology was available by July 6, that Council meeting might happen in person only.

Mayor Gere directed Mr. Hoglund to bring the resolution back to Council for action at the June 28, 2021 meeting with the changes requested by councilmembers.

#### **Access Anacortes Fiber Internet Update**

Fiber Manager Jim Lemberg provided the regular monthly update on Access Anacortes Fiber Internet. Mr. Lemberg's slides were added to the packet materials for the meeting. He reported on customers in service, pending orders and revenue received, noting 772 active customers. Mr. Lemberg reported the take rate by district, which was exceeding a 38% take rate in the current service areas. He also reported on potential funding opportunities, the status of construction by zone, special projects, and financial and network expansion projections for 2021 through 2023.

#### **Thompson Train Static Display Plan**

Mayor Gere introduced City Attorney Darcy Swetnam to present the plan Council had asked staff to prepare to provide for a static display of the Tommy Thompson train. Ms. Swetnam's slides were added to the packet materials for the meeting. Her presentation summarized the capital investment and ongoing maintenance and operations expenses that would be involved.

Mr. Young noted the letter submitted by the Anacortes Railway Group, which had been included in the packet materials for the meeting. He asked that the Finance Committee consider budgetary options for implementing the plan.

Ms. Moulton wondered what might be cut from the existing budget in the face of high priorities already identified. She supported returning the train to the Thompson family.

Mr. Miller thanked staff for drafting the plan but reiterated his position against spending city funds on the static display.

Mr. Walters said the city did not have sufficient funds in the budget to implement the plan without adversely affecting other priorities. He wondered if private donors or service clubs might be able to fund a static display.

Ms. Moulton asked Museum Director Bret Lunsford to address past efforts to raise funds for a static display of the train. Mr. Lunsford explained how that question conflated with past community focus on operating rather than displaying the train.



Mayor Gere invited members of the audience to comment on this agenda item.

Lisa Carney, representing the Thompson Family, clarified that at no time in the past had the Thompson family wanted the train to operate in Anacortes. Ms. Carney observed that no progress had been made in nine years to achieve a static display. She said further discussion was not likely to reach a different result. She encouraged Council to make a decision in the best interest of the citizens of Anacortes, decide to return the train to the Thompson family, and move on.

Tammy Guffey thanked Ms. Carney for her comments. She said the ongoing discussion of the train was causing a bad feeling. Ms. Guffey supported returning the train to the Thompson family.

Ms. Cleland-McGrath noted the lack of audience participation expressing support for keeping and displaying the train in Anacortes. She said she could not support the ongoing annual staff cost for this purpose in the face of other priorities. She supported returning the train to the Thompson family.

Mr. McDougall agreed with Ms. Cleland-McGrath. He said the city did not have funding available to implement the plan.

Mr. Walters and Mr. Young suggested asking the public one more time if private donors would fund the plan. Ms. Moulton noted the lack of success of past fundraising efforts. She supported returning the train and honoring the Thompson legacy in another way. Mayor Gere suggested giving the community three weeks to raise funds before voting. Ms. Cleland-McGrath and Mr. Miller agreed.

Lisa Carney urged Council to identify parameters that would define "community support" for the static display plan.

**Resolution 3039: Authorizing the Purchase of Storage Box for Emergency Safety Equipment Containment, and Waiving the Competitive Bidding Requirement due to Special Market Conditions, Pursuant to RCW 39.04.280**

Fire Chief Bill Harris introduced Resolution 3039 to enable purchase of a used container to store disaster preparedness supplies. Mr. Walters questioned locating the container at the wastewater treatment plant.

MATT MILLER moved, seconded by ANTHONY YOUNG, to adopt Resolution 3039 waiving bid requirements due to special market conditions as authorized in RCW 39.04.280. Vote: Ayes - ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDUGALL, MATT MILLER. Nays - None. Result: Passed

**EXECUTIVE SESSION**

**Potential Litigation or Litigation per RCW 42.30.110(1)(i) (30 minutes)**

Mayor Gere announced that City Council and the City Attorney would convene in Executive Session per RCW 42.30.110 (i) for approximately 45 minutes to discuss potential litigation or litigation. The mayor advised that the regular meeting would then adjourn with no action having been taken. Councilmembers Anthony Young, Ryan Walters, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Matt Miller attended the executive session in absentia via video conference.

**Adjournment**

There being no further business, at approximately 8:45 p.m. the Anacortes City Council meeting of June 21, 2021 was adjourned.

**The following claims against the City of Anacortes have been preaudited and certified by the Clerk-Treasurer as ready for City Council approval at the June 28, 2021 City Council meeting:**  
[Download this file in OpenDocument spreadsheet format.](#)

| Invoice Doc # | Transaction Date | Invoice #           | Vendor Full Name              | Description                                            | Total Amount | Approval Queue |
|---------------|------------------|---------------------|-------------------------------|--------------------------------------------------------|--------------|----------------|
| 286284        | 2/1/2021         | 12199292            | GRETTE ASSOCIATES LLC         | SKYLINE DREDGE MITIGATION COMPLIANCE - THROUGH 1/31/21 | \$ 3,140.50  | pw1            |
| 284523        | 2/17/2021        | R49713452           | YOURMEMBERSHIP.COM, INC.      | WTP SUPERVISOR JOB LISTING                             | \$ 349.00    | hr             |
| 286283        | 3/1/2021         | 12199412            | GRETTE ASSOCIATES LLC         | SKYLINE DREDGE MITIGATION COMPLIANCE - THROUGH 2/28/21 | \$ 354.00    | pw1            |
| 283952        | 3/16/2021        | 331 0566113         | UNIFIRST CORPORATION          | FIBER UNIFORM LAUNDRY                                  | \$ 22.35     | fiber          |
| 283072        | 4/6/2021         | INVUS228518         | CELLEBRITE, INC.              | CELLEBRITE RENEWAL - 2021                              | \$ 4,678.40  | apd            |
| 286162        | 4/12/2021        | 170044              | A-1 MOBILE LOCK AND KEY, INC. | DOOR LEVERS FOR FACILITY USE                           | \$ 979.20    | pwfac          |
| 285973        | 4/19/2021        | 656000029868        | ARAMARK                       | LAUNDRY SERVICE WWTP                                   | \$ 79.40     | dwwtp          |
| 285083        | 4/26/2021        | 656000033357        | ARAMARK                       | LAUNDRY SERVICE FOR WWTP                               | \$ 77.35     | dwwtp          |
| 284367        | 5/3/2021         | 656000036747        | ARAMARK                       | LAUNDRY SERVICE FOR WWTP                               | \$ 80.20     | dwwtp          |
| 284499        | 5/3/2021         | 873167              | RAINBOW ENTERPRISES           | HEART LAKE VAULT PUMP OUT                              | \$ 544.00    | parksccl       |
| 286038        | 5/3/2021         | Invoice 4           | WHIDBEY ISLAND RACE WEEK LLC  | LTAC RACE WEEK                                         | \$ 3,276.90  | plan           |
| 286271        | 5/4/2021         | 52768397            | INGRAM LIBRARY SERVICES, LLC  | 042121A ADULT BOOKS                                    | \$ 2,041.14  | publib         |
| 284382        | 5/4/2021         | 331 0573815         | UNIFIRST CORPORATION          | FIBER UNIFORM LAUNDRY                                  | \$ 41.13     | fiber          |
| 284390        | 5/5/2021         | 656000038276        | ARAMARK                       | STA 3 MAT/MOP SERVICE: 5/5                             | \$ 16.31     | medic          |
| 284240        | 5/5/2021         | RECEIPT             | THRIFTY CLEANERS              | UNIFORM CLEANING 4/01-5/01/21                          | \$ 264.28    | apd            |
| 284357        | 5/5/2021         | 331 0573956         | UNIFIRST CORPORATION          | WTP LAUNDRY SERVICE                                    | \$ 95.50     | dwwtp          |
| 284241        | 5/6/2021         | 656000038888        | ARAMARK                       | APD NYLON MATS CLEANED                                 | \$ 16.33     | apd            |
| 284280        | 5/6/2021         | 656000038914        | ARAMARK                       | OPS & PARKS LAUNDRY SERVICE                            | \$ 68.07     | dshop          |
| 284391        | 5/6/2021         | 656000038881        | ARAMARK                       | STATION 2 MAT/MOP SERVICE: 5/6                         | \$ 16.31     | medic          |
| 284393        | 5/6/2021         | 656000038883        | ARAMARK                       | STA 1 MAT/MOP SERVICE 5/6                              | \$ 19.70     | medic          |
| 284281        | 5/6/2021         | 79306               | STOW-IT                       | 20' CONTAINER                                          | \$ 217.60    | wdist          |
| 284444        | 5/8/2021         | 113-7002174-0978639 | AMAZON.COM SERVICES, INC      | DISPLAY PORT TO HDMI SPLITTER                          | \$ 57.65     | infosyscc      |
| 284441        | 5/10/2021        | G82819/1            | ACE HARDWARE                  | WA PARK SUPPLIES                                       | \$ 21.53     | parksccl       |
| 284453        | 5/10/2021        | G82595/1            | ACE HARDWARE                  | MAINTENANCE SUPPLIES                                   | \$ 24.46     | wwtpcc         |
| 284445        | 5/10/2021        | 113-1572579-3279433 | AMAZON.COM SERVICES, INC      | IP CAMERAS FOR SERVER ROOMS.                           | \$ 847.55    | infosyscc      |
| 284380        | 5/10/2021        | 656000040236        | ARAMARK                       | LAUNDRY SERVICES FOR WWTP                              | \$ 77.05     | dwwtp          |
| 284502        | 5/10/2021        | 890687              | BAYSHORE OFFICE PRODUCTS INC  | OFFICE SUPPLIES                                        | \$ 4.35      | museumcc       |
| 284443        | 5/10/2021        | 119680              | CHEVRON AND TEXACO UNIVERSAL  | FUEL FOR STREET DEPT.                                  | \$ 53.27     | shopcc         |
| 284442        | 5/10/2021        | D12205              | COASTAL FARM &                | RAIN GEAR, RAIN BOOTS BRANDON DOWE                     | \$ 278.24    | shopcc         |
| 284454        | 5/10/2021        | 21-15055            | EDGE ANALYTICAL, INC          | LAB TESTING - CADMIUM AND SULFUR TESTING               | \$ 211.65    | wwtpcc         |
| 284451        | 5/10/2021        | HKNL5MMR6K5         | MUNICIPAL RESEARCH &          | ONLINE TRAINING                                        | \$ 35.00     | plancc         |

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|---------------|------------------|---------------------|------------------------------|-------------------------------------------------------|--------------|----------------|
| 284490        | 5/10/2021        | 219478              | NAPA                         | MAINTENANCE SUPPLIES                                  | \$ 29.57     | wwtpcc         |
| 284488        | 5/10/2021        | 3226722             | NURNBERG SCIENTIFIC          | LAB SUPPLIES                                          | \$ 578.41    | wwtpcc         |
| 284489        | 5/10/2021        | 33226784            | NURNBERG SCIENTIFIC          | LAB SUPPLIES                                          | \$ 63.87     | wwtpcc         |
| 284446        | 5/10/2021        | TrainingMorgan      | PLANNING ASSOCIATION         | PAW DIGITAL PLAN REVIEW 2.0                           | \$ 40.00     | plancc         |
| 284498        | 5/10/2021        | 593 7241 2726       | SAFEWAY INC                  | TRACK&FIELD REC PROGRAM SUPPLIES                      | \$ 43.45     | pkreccc        |
| 284448        | 5/10/2021        | I14915              | SEBO'S DO-IT CENTER          | FACILITY USE ITEM - FIRE STATION 2 -                  | \$ 17.05     | pwfacc         |
| 284452        | 5/10/2021        | 44525               | SKAGIT COUNTY PUBLIC HEALTH  | STORVIK PARK SPRAY PAD WATER RISK LEVEL 1 PERMIT      | \$ 235.00    | parksc1        |
| 284493        | 5/10/2021        | 239292              | SKAGIT REGIONAL HEALTH       | CDL PHYSICAL                                          | \$ 92.00     | shopcc         |
| 284447        | 5/10/2021        | 15880A              | THE PLUMBING GUYS, INC       | REPLACEMENT ON DEMAND UNIT - FIRE STATION 2           | \$ 2,306.56  | pwfacc         |
| 284348        | 5/10/2021        | 114-11927749        | UNITED SITE SERVICES, INC    | FIBER RESTROOM, CAMPBELL LAKE RD                      | \$ 57.98     | wdist          |
| 284494        | 5/10/2021        | 3306                | WEST MARINE PRODUCTS, INC    | NYLON BARB                                            | \$ 3.25      | shopcc         |
| 284496        | 5/11/2021        | G83448/1            | ACE HARDWARE                 | MAINTENANCE SUPPLIES - INCINERATOR                    | \$ 43.18     | wwtpcc         |
| 284492        | 5/11/2021        | 112-5052781-5043414 | AMAZON.COM SERVICES, INC     | ETHERNET SWITCH                                       | \$ 1,465.38  | infosyscc      |
| 284495        | 5/11/2021        | 111-3608278-6606645 | AMAZON.COM SERVICES, INC     | E YA ADULT VIDEOS                                     | \$ 25.01     | libcc          |
| 284553        | 5/11/2021        | 890821              | BAYSHORE OFFICE PRODUCTS INC | OFFICE EQUIPMENT - IT                                 | \$ 522.56    | pwfacc         |
| 284491        | 5/11/2021        | 235280-5            | BIRCH EQUIPMENT CO., INC     | FORKLIFT RENTAL                                       | \$ 470.89    | fibercc        |
| 284500        | 5/11/2021        | 912537265           | BSN SPORTS, LLC              | YTH BASKETBALL CAMP BASKETBALLS                       | \$ 469.62    | pkreccc        |
| 284560        | 5/11/2021        | 279262              | DEPT OF LABOR & INDUSTRIES   | CREDIT CARD FEE                                       | \$ 3.95      | museumcc       |
| 284559        | 5/11/2021        | 2706381             | GAYLORD BROTHERS INC         | CURATORIAL SUPPLIES                                   | \$ 294.41    | museumcc       |
| 284546        | 5/11/2021        | 047901              | HANDY'S HEATING, INC         | FACILITY USE ITEMS FOR STOVE VENTING - FIRE STATION 2 | \$ 49.47     | pwfacc         |
| 284485        | 5/11/2021        | S015418368          | KELLER SUPPLY COMPANY        | FACILITY USE - PARKS                                  | \$ 396.71    | pwfacc         |
| 284497        | 5/11/2021        | 41600395471         | LES SCHWAB TIRE CENTERS      | TIRE REPAIR #713                                      | \$ 25.36     | shopcc         |
| 284555        | 5/11/2021        | 720551              | NELSON TRUCK EQUIPMENT CO    | DUMP TRUCK BED- #196                                  | \$ 8,853.08  | shopcc         |
| 284558        | 5/11/2021        | 593 3 28 0219       | SAFEWAY INC                  | LAB SUPPLIES                                          | \$ 32.89     | wwtpcc         |
| 284486        | 5/11/2021        | I15538              | SEBO'S DO-IT CENTER          | FACILITY USE ITEM - FIRE STATION 2                    | \$ 16.61     | pwfacc         |
| 284487        | 5/11/2021        | I15645              | SEBO'S DO-IT CENTER          | REAR WHEELS 11971                                     | \$ 25.37     | shopcc         |
| 284501        | 5/11/2021        | I15850              | SEBO'S DO-IT CENTER          | MAINTENANCE SUPPLIES                                  | \$ 16.52     | wwtpcc         |
| 284565        | 5/11/2021        | 331 0574898         | UNIFIRST CORPORATION         | FIBER UNIFORM LAUNDRY. THERE WAS AN                   | \$ 31.52     | fiber          |
| 284449        | 5/11/2021        | 3972172-028175      | WALMART                      | LARGE TOTES WITH LIDS FOR EVIDENCE STORAGE            | \$ 238.20    | apdcc          |
| 284511        | 5/12/2021        | 649196              | BLADE CHEVROLET, INC         | KEY                                                   | \$ 61.72     | dshop          |
| 284551        | 5/12/2021        | 591111              | CABLESANDKITS.COM            | PATCH CABLES TO RE-WIRE CITY HALL.                    | \$ 147.84    | infosyscc      |
| 284561        | 5/12/2021        | 279262              | DEPT OF LABOR & INDUSTRIES   | LABOR & INDUSTRIES                                    | \$ 71.80     | museumcc       |
| 284557        | 5/12/2021        | 5445268             | EPIC SPORTS                  | FLAG FOOTBALL REC PROGRAM SUPPLIES                    | \$ 142.01    | pkreccc        |
| 284549        | 5/12/2021        | 5/12/21             | MY TAILOR                    | PATCH ON CLASS B                                      | \$ 5.00      | afdcc          |
| 284548        | 5/12/2021        | 75854               | OHD, LLLP                    | QUANTIFIT CALIBRATION                                 | \$ 860.00    | afdcc          |

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|---------------|------------------|----------------------|------------------------------|----------------------------------------------------------|--------------|----------------|
| 284550        | 5/12/2021        | 12729294             | PAPE MACHINERY INC.          | MOWER CAP SCREW                                          | \$ 9.62      | wtpcc          |
| 284547        | 5/12/2021        | I16306               | SEBO'S DO-IT CENTER          | FACILITY USE ITEMS - ASAC                                | \$ 11.54     | pwfacc         |
| 284556        | 5/12/2021        | I16311               | SEBO'S DO-IT CENTER          | SPRAY PAINT REMOVER- SOLID WASTE                         | \$ 10.43     | shopcc         |
| 284631        | 5/12/2021        | 26153265             | TACOMA SCREW PRODUCTS, INC.  | ABSORBENT PADS, SOCK                                     | \$ 61.88     | wtpcc          |
| 284554        | 5/12/2021        | 210556               | T-SHIRTS BY DESIGN           | HIGH VISIBILITY VESTS                                    | \$ 414.53    | fibercc        |
| 284518        | 5/12/2021        | 331 0575049          | UNIFIRST CORPORATION         | WTP LAUNDRY SERVICE                                      | \$ 95.50     | dwtpp          |
| 284626        | 5/12/2021        | 82144933925198888815 | UNITED PARCEL SERVICE, INC   | SHIPPING CHARGES FOR OIL SAMPLE- #202                    | \$ 5.72      | shopcc         |
| 284552        | 5/12/2021        | CB0R5-J6A79-3E3      | VISTAPRINT                   | BUSINESS CARDS                                           | \$ 25.02     | fibercc        |
| 284633        | 5/13/2021        | 112-3107708-7823428  | AMAZON.COM SERVICES, INC     | CABLES                                                   | \$ 104.40    | infosyscc      |
| 284636        | 5/13/2021        | 111-3752383-3252209  | AMAZON.COM SERVICES, INC     | OFFICE CHAIR                                             | \$ 152.46    | afdcc          |
| 284637        | 5/13/2021        | 111-2741745-6148263  | AMAZON.COM SERVICES, INC     | MAINTENANCE SUPPLIES - COVID                             | \$ 14.56     | wwtpcc         |
| 284653        | 5/13/2021        | 656000042391         | ARAMARK                      | OPS & PARKS LAUNDRY SERVICE                              | \$ 66.60     | dshop          |
| 284658        | 5/13/2021        | 656000042392         | ARAMARK                      | OPS: MAT CLEANING                                        | \$ 77.12     | dshop          |
| 284659        | 5/13/2021        | 656000042382         | ARAMARK                      | APD NYLON MATS CLEANED                                   | \$ 16.33     | apd            |
| 284721        | 5/13/2021        | 891114               | BAYSHORE OFFICE PRODUCTS INC | STICKERS                                                 | \$ 4.56      | fibercc        |
| 284729        | 5/13/2021        | 890968               | BAYSHORE OFFICE PRODUCTS INC | OFFICE SUPPLIES                                          | \$ 37.67     | apdcc          |
| 284630        | 5/13/2021        | 235471-5             | BIRCH EQUIPMENT CO., INC     | COMPACTOR ROLLER RENTAL- STREET DEPT                     | \$ 350.06    | shopcc         |
| 284622        | 5/13/2021        | 0188-1003455         | CONSOLIDATED ELECTRICAL      | OPERATING SUPPLIES                                       | \$ 8.29      | wwtpcc         |
| 284624        | 5/13/2021        | XK658K5W6            | DELL MARKETING LP            | DELL LATITUDE 15-3510 LAPTOP OPS                         | \$ 1,012.22  | infosyscc      |
| 284625        | 5/13/2021        | FS210512407381       | FS.COM, INC.                 | CABLES                                                   | \$ 4,636.04  | infosyscc      |
| 284629        | 5/13/2021        | FS210512537153       | FS.COM, INC.                 | FIBER OPTIC PATCH CABLE                                  | \$ 38.63     | fibercc        |
| 284623        | 5/13/2021        | 6508600925           | GRAINGER                     | HANDHELD SPRAYER FOR STREET DEPT                         | \$ 185.70    | shopcc         |
| 284716        | 5/13/2021        | 43594448             | INDEED, INC.                 | JOB POSTING ANNOUNCEMENTS - SENIOR CENTER & PARKS MAINT. | \$ 545.35    | hrcc1          |
| 284627        | 5/13/2021        | 41600395632          | LES SCHWAB TIRE CENTERS      | TIRE TUBE- #706                                          | \$ 29.81     | shopcc         |
| 284621        | 5/13/2021        | I16877               | SEBO'S DO-IT CENTER          | PARK TOOL SUPPLIES                                       | \$ 31.89     | parkscc1       |
| 284628        | 5/13/2021        | I16599               | SEBO'S DO-IT CENTER          | FACILITY USE ITEMS                                       | \$ 84.23     | pwfacc         |
| 284634        | 5/13/2021        | I16582               | SEBO'S DO-IT CENTER          | ROTARY BLADES- #11971                                    | \$ 27.70     | shopcc         |
| 284635        | 5/13/2021        | I16588               | SEBO'S DO-IT CENTER          | BATTERIES- SHOP                                          | \$ 18.12     | shopcc         |
| 284726        | 5/13/2021        | 34798464             | SURETY PEST CONTROL          | PEST CONTROL FOR A AVE BOOSTER STATION                   | \$ 124.02    | shopcc         |
| 284728        | 5/13/2021        | KLB78-J6A31-9T4      | VISTAPRINT                   | BUSINESS CARDS; BLANK AND CHAPLAIN MILLEN                | \$ 32.64     | apdcc          |
| 284727        | 5/14/2021        | G85885/1             | ACE HARDWARE                 | 12" PLANTERS- OPS                                        | \$ 97.90     | shopcc         |
| 284724        | 5/14/2021        | 112-9716434-3158644  | AMAZON.COM SERVICES, INC     | OFFICE SUPPLIES                                          | \$ 47.95     | apdcc          |



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|---------------|------------------|---------------------|------------------------------|------------------------------------|--------------|----------------|
| 284732        | 5/14/2021        | 114-6525286-7260229 | AMAZON.COM SERVICES, INC     | METER READING PROGRAM PHONE        | \$ 130.44    | pwfacc         |
| 284722        | 5/14/2021        | E/4939556           | CHEVRON AND TEXACO UNIVERSAL | FUEL 900061                        | \$ 7.82      | wdistcc        |
| 284737        | 5/14/2021        | 21-15054            | EDGE ANALYTICAL, INC         | LAB TESTING - THICKENED SLUDGE     | \$ 181.05    | wwtpcc         |
| 284725        | 5/14/2021        | 0001498452          | EJ USA, INC                  | WATER VALVE AND MONUMENT RISERS    | \$ 1,976.17  | pwfacc         |
| 284902        | 5/14/2021        | 3-37563871          | FEDEX                        | IMPORT DUTY                        | \$ 124.86    | fiber          |
| 284900        | 5/14/2021        | 3226978             | NURNBERG SCIENTIFIC          | ELECTRODE ROSS TRIODE              | \$ 495.51    | dwtpp          |
| 284715        | 5/14/2021        | 1621                | PROFESSIONAL TRAINING        | ONLINE TRAINING - AV               | \$ 210.00    | wwtpcc         |
| 284720        | 5/14/2021        | I17270              | SEBO'S DO-IT CENTER          | FACILITY USE ITEM - FIBER OFFICE   | \$ 0.74      | pwfacc         |
| 284734        | 5/14/2021        | I17227              | SEBO'S DO-IT CENTER          | PARK SUPPLIES                      | \$ 27.71     | parksccl       |
| 284719        | 5/14/2021        | 143580              | SKAGIT SOILS, INC.           | SOIL                               | \$ 244.13    | wdistcc        |
| 284897        | 5/14/2021        | 211334551           | SURETY PEST CONTROL          | PEST CONTROL - 2201 37TH ST.       | \$ 73.98     | shopcc         |
| 284717        | 5/14/2021        | 14031IN5927         | TCC                          | IPHONE CASE                        | \$ 65.27     | shopcc         |
| 284738        | 5/14/2021        | 1576                | THE CLEAN TEAM               | DEEP CLEAN BATHROOMS WA PARK       | \$ 475.00    | parksccl       |
| 284736        | 5/14/2021        | 1ZG3TE580331499117  | UNITED PARCEL SERVICE, INC   | SHIPPING FOR POSICHECK MAINTENANCE | \$ 209.55    | afdcc          |
| 284731        | 5/15/2021        | 3986-126401         | O'REILLY AUTO PARTS          | MAINTENANCE SUPPLIES               | \$ 30.43     | wwtpcc         |
| 284718        | 5/16/2021        | G87675/1            | ACE HARDWARE                 | TORCH KIT                          | \$ 54.39     | wtpcc          |
| 284733        | 5/16/2021        | 111-4726211-0495410 | AMAZON.COM SERVICES, INC     | WIND METERS FOR WILDLAND           | \$ 433.02    | afdcc          |
| 284735        | 5/16/2021        | 111-8916405-2329821 | AMAZON.COM SERVICES, INC     | TOOLS                              | \$ 38.06     | wwtpcc         |
| 284723        | 5/16/2021        | D15090              | COASTAL FARM &               | SAFETY BOOTS                       | \$ 108.69    | fibercc        |
| 284808        | 5/17/2021        | G88492/1            | ACE HARDWARE                 | BATTERIES                          | \$ 7.82      | fibercc        |
| 284802        | 5/17/2021        | 112-4769194-4957857 | AMAZON.COM SERVICES, INC     | DVD YA REPLACEMENT                 | \$ 30.41     | libcc          |
| 284805        | 5/17/2021        | 114-4495782-6520236 | AMAZON.COM SERVICES, INC     | ADULT BOOK ORDER                   | \$ 240.06    | libcc          |
| 284809        | 5/17/2021        | 111-2634708-9414613 | AMAZON.COM SERVICES, INC     | MAINTENANCE SUPPLIES               | \$ 30.71     | wwtpcc         |
| 284801        | 5/17/2021        | 2085698             | AMERICAN LIBRARY ASSOCIATION | ALA MEMBERSHIP DF                  | \$ 297.00    | libcc          |
| 284746        | 5/17/2021        | 656000043876        | ARAMARK                      | LAUNDRY SERVICE FOR WWTP           | \$ 76.88     | dwwtp          |
| 284835        | 5/17/2021        | 8561 03 79396       | HOME DEPOT                   | FACILITY TOOLS                     | \$ 141.17    | pwfacc         |
| 284837        | 5/17/2021        | 8561 02 80172       | HOME DEPOT                   | ROD & STEEL, NUTS WASHERS          | \$ 90.99     | wdistcc        |
| 284836        | 5/17/2021        | U2116023362         | ICONIX WATERWORKS INC        | 6X1 IP FORD SDL                    | \$ 97.98     | wdistcc        |
| 284800        | 5/17/2021        | 71277514            | LOWE'S BUSINESS ACCOUNT/GEMB | PARTS FOR WATERLINE REPAIR         | \$ 138.07    | wdistcc        |
| 284803        | 5/17/2021        | 55268222            | LOWE'S BUSINESS ACCOUNT/GEMB | SAW BLADES                         | \$ 26.07     | wtpcc          |
| 284804        | 5/17/2021        | 27264149            | LOWE'S BUSINESS ACCOUNT/GEMB | BOTTLE JACK                        | \$ 40.20     | wtpcc          |
| 284840        | 5/17/2021        | 3226979             | NURNBERG SCIENTIFIC          | LAB SUPPLIES                       | \$ 179.64    | wwtpcc         |
| 284797        | 5/17/2021        | I19482              | SEBO'S DO-IT CENTER          | PARK SUPPLIES                      | \$ 13.05     | parksccl       |
| 284799        | 5/17/2021        | I19419              | SEBO'S DO-IT CENTER          | YELLOW SPRAY PAINT                 | \$ 19.56     | shopcc         |

| Invoice Doc # | Transaction Date | Invoice #           | Vendor Full Name             | Description                                                        | Total Amount | Approval Queue |
|---------------|------------------|---------------------|------------------------------|--------------------------------------------------------------------|--------------|----------------|
| 284807        | 5/17/2021        | 321357              | SKAGIT FARMERS SUPPLY        | ETHANOL FREE UNLEADED 19.937 GAL                                   | \$ 78.53     | wtpcc          |
| 284798        | 5/17/2021        | 210576              | T-SHIRTS BY DESIGN           | UNIFORM T-SHIRTS, ZIP (BH)                                         | \$ 169.73    | afdcc          |
| 284844        | 5/18/2021        | 112-3774935-1188216 | AMAZON.COM SERVICES, INC     | FLASHLIGHT                                                         | \$ 20.60     | wtpcc          |
| 284845        | 5/18/2021        | 111-2239601-8105014 | AMAZON.COM SERVICES, INC     | CHILDREN'S BOOKS                                                   | \$ 11.95     | libcc          |
| 284846        | 5/18/2021        | 111-5222126-9084269 | AMAZON.COM SERVICES, INC     | CHILDREN'S BOOKS                                                   | \$ 8.69      | libcc          |
| 284849        | 5/18/2021        | 112-7925900-4449819 | AMAZON.COM SERVICES, INC     | MAINTENANCE SUPPLIES                                               | \$ 87.54     | wwtpcc         |
| 284806        | 5/18/2021        | OL-1587711          | CABLEWHOLESALE.COM           | FIBER OPTIC CABLE                                                  | \$ 605.08    | fibercc        |
| 286274        | 5/18/2021        | 440 400 0000 0      | CASCADE NATURAL GAS CORP.    | FIDALGO CENTER 4/20-5/17/21                                        | \$ 213.30    | parks1         |
| 285286        | 5/18/2021        | 411000              | DOG WASTE DEPOT              | MUTT MITTS DOG WASTE BAGS 2000                                     | \$ 3,021.98  | parkscc1       |
| 284834        | 5/18/2021        | 1000204869          | EPOLICESUPPLY.COM            | CHIEF'S BADGE                                                      | \$ 37.95     | afdcc          |
| 286272        | 5/18/2021        | 52988442            | INGRAM LIBRARY SERVICES, LLC | 043021A ADULT BOOKS                                                | \$ 593.57    | publib         |
| 286273        | 5/18/2021        | 52988443            | INGRAM LIBRARY SERVICES, LLC | 043021EJMULTIREPLACE                                               | \$ 449.55    | publib         |
| 284896        | 5/18/2021        | 220674              | NAPA                         | MAINTENANCE SUPPLIES                                               | \$ 23.93     | wwtpcc         |
| 284758        | 5/18/2021        | 1720007263          | PATEL DDS, RAMAN             | DENTAL SERVICES, LEOFF1 RETIREE                                    | \$ 1,201.20  | hr             |
| 284841        | 5/18/2021        | I20201              | SEBO'S DO-IT CENTER          | GEAR LUBE                                                          | \$ 15.21     | shopcc         |
| 284848        | 5/18/2021        | I19935              | SEBO'S DO-IT CENTER          | ACFL PARK SUPPLIES                                                 | \$ 72.33     | parkscc1       |
| 284893        | 5/18/2021        | 241038              | SKAGIT REGIONAL HEALTH       | CDL MEDICAL PHYSICAL                                               | \$ 92.00     | shopcc         |
| 284839        | 5/18/2021        | 124642              | THE HOSE SHOP, INC           | STRAIN RELIEVER, PRESSURE WASHER HOSE                              | \$ 165.01    | shopcc         |
| 284843        | 5/18/2021        | BVZQF-J6A65-7T4     | VISTAPRINT                   | BUSINESS CARDS - ISAAC                                             | \$ 26.08     | wtpcc          |
| 284847        | 5/19/2021        | 111-0170863-5512258 | AMAZON.COM SERVICES, INC     | CHILDREN'S BOOKS                                                   | \$ 85.44     | libcc          |
| 284894        | 5/19/2021        | 112-7962060-4469008 | AMAZON.COM SERVICES, INC     | FACILITY USE ITEMS - FIRE STATION 2                                | \$ 116.41    | pwfacc         |
| 284898        | 5/19/2021        | 114-0143243-6270607 | AMAZON.COM SERVICES, INC     | 12 V PROMAX BATTERY PROTECTOR                                      | \$ 152.31    | shopcc         |
| 284899        | 5/19/2021        | 112-7649775-2736232 | AMAZON.COM SERVICES, INC     | COPY PAPER                                                         | \$ 71.76     | shopcc         |
| 284965        | 5/19/2021        | 656000045413        | ARAMARK                      | STA 3 MAT/MOP SERVICE: 5/19                                        | \$ 16.31     | medic          |
| 284934        | 5/19/2021        | 891761              | BAYSHORE OFFICE PRODUCTS INC | OFFICE SUPPLIES                                                    | \$ 10.65     | courtcc        |
| 284935        | 5/19/2021        | 891796              | BAYSHORE OFFICE PRODUCTS INC | OFFICE SUPPLIES                                                    | \$ 17.56     | pwfacc         |
| 284922        | 5/19/2021        | 43756148            | INDEED, INC.                 | JOB POSTINGS, PARKS & SENIOR CTR OTHER<br>DIRECT MARKETER-INDEED   | \$ 544.11    | hrcc1          |
| 284888        | 5/19/2021        | 36320110            | LIFELINE                     | MEAD, LEOFF1 RETIEE, MEDICAL SERVICES &<br>HEALTH-PHILIPS LIFELINE | \$ 55.13     | hrcc1          |
| 284890        | 5/19/2021        | E0600EHAOR          | MICROSOFT CORPORATION        | AZURE DISASTER AND RECOVERY 4/2-5/1/21                             | \$ 456.96    | infosyscc      |
| 285023        | 5/19/2021        | 709875194           | ORIENTAL TRADING CO INC      | SURVIVOR CAMP REC PROGRAM SUPPLIES                                 | \$ 73.24     | pkrecc         |

| Invoice Doc # | Transaction Date | Invoice #           | Vendor Full Name                         | Description                                    | Total Amount | Approval Queue |
|---------------|------------------|---------------------|------------------------------------------|------------------------------------------------|--------------|----------------|
| 284887        | 5/19/2021        | 120586              | SEBO'S DO-IT CENTER                      | PARK SUPPLIES                                  | \$ 10.65     | parksccl       |
| 284781        | 5/19/2021        | 331 0576136         | UNIFIRST CORPORATION                     | WTP LAUNDRY SERVICE                            | \$ 95.50     | dwtpl          |
| 284889        | 5/19/2021        | 43398               | VAN'S EQUIPMENT CO                       | PARTS #423                                     | \$ 198.89    | shopcc         |
| 284923        | 5/20/2021        | G90285/1            | ACE HARDWARE                             | WEED EATER TRIM LINE                           | \$ 18.49     | shopcc         |
| 284895        | 5/20/2021        | 114-7074658-4919457 | AMAZON.COM SERVICES, INC                 | ADULT BOOK                                     | \$ 11.91     | libcc          |
| 284929        | 5/20/2021        | 111-3322181-1629846 | AMAZON.COM SERVICES, INC                 | YOUTH BOOKS                                    | \$ 19.57     | libcc          |
| 284944        | 5/20/2021        | 656000046105        | ARAMARK                                  | APD NYLON MATS CLEANED                         | \$ 16.33     | apd            |
| 284961        | 5/20/2021        | 656000046123        | ARAMARK                                  | OPS & PARKS LAUNDRY SERVICE                    | \$ 68.10     | dshop          |
| 284966        | 5/20/2021        | 656000046095        | ARAMARK                                  | STA 1 MAT/MOP SERVICE: 5/20                    | \$ 19.70     | medic          |
| 284967        | 5/20/2021        | 656000046094        | ARAMARK                                  | STA 2 MAT/MOP SERVICE: 5/20                    | \$ 16.31     | medic          |
| 285011        | 5/20/2021        | 892043              | BAYSHORE OFFICE PRODUCTS INC             | PARK SUPPLIES                                  | \$ 3.24      | parksccl       |
| 284891        | 5/20/2021        | 10488898230 and 249 | DELL MARKETING LP                        | LAPTOPS FOR VPN                                | \$ 2,082.46  | infosyscc      |
| 285006        | 5/20/2021        | 17-07089-66514      | EBAY                                     | GPON LINE CARDS                                | \$ 2,273.92  | fibercc        |
| 284928        | 5/20/2021        | 256914              | ENNIS-FLINT, INC, FLINT TRADING DIVISION | THERMOPLASTIC PARKING LINES & HANDICAP SYMBOLS | \$ 4,375.99  | shopcc         |
| 284936        | 5/20/2021        | 620220              | FRONTIER BUILDING SUPPLY                 | PARK SUPPLIES                                  | \$ 395.59    | parksccl       |
| 284924        | 5/20/2021        | 5256117844          | HONEYWELL ANALYTICS INC                  | POSICHECK ANNUAL CALIBRATION                   | \$ 788.00    | afdcc          |
| 285008        | 5/20/2021        | 220983              | NAPA                                     | ALUMINUM ANTI-SEIZE                            | \$ 28.36     | wdistcc        |
| 284931        | 5/20/2021        | 3986-127169         | O'REILLY AUTO PARTS                      | MAINTENANCE SUPPLIES                           | \$ 32.63     | wwtpcc         |
| 284925        | 5/20/2021        | I21124              | SEBO'S DO-IT CENTER                      | 6" & 9" BLADES                                 | \$ 40.23     | wdistcc        |
| 284926        | 5/20/2021        | I21315              | SEBO'S DO-IT CENTER                      | CABLE TIES                                     | \$ 74.34     | fibercc        |
| 284933        | 5/20/2021        | I21069              | SEBO'S DO-IT CENTER                      | GARBAGE BAGS                                   | \$ 26.08     | shopcc         |
| 284937        | 5/20/2021        | I21310              | SEBO'S DO-IT CENTER                      | ACFL SUPPLIES                                  | \$ 22.84     | parksccl       |
| 284930        | 5/20/2021        | 3754                | SIGNDOG NW                               | SUMMER READING SIGNS                           | \$ 99.01     | libcc          |
| 284932        | 5/20/2021        | 210593              | T-SHIRTS BY DESIGN                       | CITY LOGO PRINTING WATER CREW                  | \$ 1,003.14  | pwfacccl       |
| 284938        | 5/20/2021        | 4092189-497873      | WALMART                                  | CARNEGIE MAINTENANCE                           | \$ 13.45     | museumcc       |
| 284927        | 5/20/2021        | 12011990            | WILBUR-ELLIS COMPANY, LLC                | GLY STAR ORIGINAL                              | \$ 227.85    | shopcc         |
| 285013        | 5/20/2021        | 3893590             | WORK OUTFITTERS                          | SAFETY BOOTS - KENT B                          | \$ 200.00    | wtpcc          |
| 285012        | 5/21/2021        | G91106/1            | ACE HARDWARE                             | STEP LADDER                                    | \$ 107.70    | fibercc        |
| 285015        | 5/21/2021        | G91013/1            | ACE HARDWARE                             | TOOLS AND SUPPLIES                             | \$ 139.00    | fibercc        |
| 285018        | 5/21/2021        | 111-7869795-8436242 | AMAZON.COM SERVICES, INC                 | PAPER, FLASH DRIVES                            | \$ 56.55     | afdcc          |
| 285001        | 5/21/2021        | 041362              | LOU'S GLOVES, INC                        | OPERATING SUPPLIES                             | \$ 438.00    | wwtpcc         |
| 285020        | 5/21/2021        | 593 3 18 5587       | SAFEGWAY INC                             | COVID - LUNCHROOM SUPPLIES                     | \$ 6.52      | wwtpcc         |
| 285022        | 5/21/2021        | INV150679           | TOPCON SOLUTIONS STORE                   | SURVEY DATA COLLECTOR REPAIRS                  | \$ 543.05    | pwfacccl       |
| 285004        | 5/21/2021        | 210598              | T-SHIRTS BY DESIGN                       | WTP UNIFORMS                                   | \$ 235.01    | wtpcc          |
| 285016        | 5/21/2021        | 1ZG3TE580318441104  | UNITED PARCEL SERVICE, INC               | SHIPPING - COMPRESSOR AIR TESTING              | \$ 14.84     | afdcc          |

| Invoice Doc # | Transaction Date | Invoice #           | Vendor Full Name               | Description                                        | Total Amount | Approval Queue |
|---------------|------------------|---------------------|--------------------------------|----------------------------------------------------|--------------|----------------|
| 285017        | 5/21/2021        | 1ZG3TE580320571728  | UNITED PARCEL SERVICE, INC     | RETURN SHIPPING                                    | \$ 19.90     | afdcc          |
| 284998        | 5/22/2021        | 1410773916          | ADOBE SYSTEMS INCORPORATED     | ADOBE MAY 2021                                     | \$ 32.63     | execc          |
| 285000        | 5/23/2021        | 113-1531554-3435432 | AMAZON.COM SERVICES, INC       | ADDITIONAL MEMORY FOR COMPUTER                     | \$ 45.69     | infosyscc      |
| 285009        | 5/23/2021        | 111-7062579-6352268 | AMAZON.COM SERVICES, INC       | SUPPLIES & TOOLS                                   | \$ 401.45    | fibercc        |
| 285014        | 5/23/2021        | 111-1990254-4007457 | AMAZON.COM SERVICES, INC       | Inf:BOOK STORES-AMZN MKTP US*2R8JX1JE0             | \$ 8.65      | libcc          |
| 285019        | 5/23/2021        | 112-6054463-6801817 | AMAZON.COM SERVICES, INC       | FLAG HOLDER/CASE                                   | \$ 56.52     | afdcc          |
| 285021        | 5/23/2021        | 111-5599996-0287417 | AMAZON.COM SERVICES, INC       | OFFICE AND LUNCHROOM SUPPLIES                      | \$ 61.46     | wwtpcc         |
| 285010        | 5/23/2021        | 662 8 44 27         | COSTCO WHOLESALE CORPORATION   | APD BREAKROOM SUPPLIES                             | \$ 147.96    | apdcc          |
| 285007        | 5/23/2021        | I22716              | SEBO'S DO-IT CENTER            | MAINTENANCE SUPLIES                                | \$ 11.06     | wwtpcc         |
| 284999        | 5/23/2021        | 0525                | THE WALL STREET JOURNAL        | WSJ SUBSCRIPTION                                   | \$ 134.97    | execc          |
| 285075        | 5/24/2021        | 113-9947897-2118610 | AMAZON.COM SERVICES, INC       | SSD'S TO IMPROVE PERFORMANCE ON MULTIPLE COMPUTERS | \$ 304.60    | infosyscc      |
| 285111        | 5/24/2021        | 892087              | BAYSHORE OFFICE PRODUCTS INC   | OFFICE EQUIPMENT - GIS                             | \$ 758.19    | pwfacc         |
| 285076        | 5/24/2021        | 08212021            | BOUNCYHOUSE.COM                | REC EVENT AUG 21, 2021 RENTAL                      | \$ 1,708.80  | pkrecc         |
| 285080        | 5/24/2021        | 512003              | CMC RESCUE INC                 | LADDERLINE, CLAMPS (2921)                          | \$ 220.32    | afdcc          |
| 285371        | 5/24/2021        | 72263366            | INTERSTATE BATTERIES           | BATTERIES- #032, #036, #204                        | \$ 654.76    | dshop          |
| 285109        | 5/24/2021        | 221423              | NAPA                           | WIPER BLADES- #704                                 | \$ 7.33      | shopcc         |
| 285119        | 5/24/2021        | 4280493             | OPENTIP.COM                    | DINO CAMP REC PROGRAM                              | \$ 135.98    | pkrecc         |
| 285974        | 5/24/2021        | 23678721            | PARTS MASTER                   | PRY TOOLS, CUT OFF WHEEL                           | \$ 78.00     | dshop          |
| 285081        | 5/24/2021        | INV11013            | SEAWESTERN, INC.               | 20 - 50 FT. LENGTHS 1.75 INCH REPLACEMENT HOSE     | \$ 4,808.96  | afdcc          |
| 285074        | 5/24/2021        | I23485              | SEBO'S DO-IT CENTER            | PVC PIPE FOR HOSE ON 2921                          | \$ 34.96     | afdcc          |
| 285077        | 5/24/2021        | I23460              | SEBO'S DO-IT CENTER            | OPERATING SUPPLIES- WATER DEPT                     | \$ 113.28    | wdistcc        |
| 285078        | 5/24/2021        | I23256              | SEBO'S DO-IT CENTER            | PAINTING SUPPLIES- WATER DEPT                      | \$ 89.62     | wdistcc        |
| 285079        | 5/24/2021        | I23354              | SEBO'S DO-IT CENTER            | WA PARK SUPPLIES                                   | \$ 16.60     | parkscc1       |
| 285316        | 5/24/2021        | 211333959           | SURETY PEST CONTROL            | LIBRARY PEST CONTROL 5/24/21                       | \$ 75.07     | publib         |
| 285112        | 5/25/2021        | 112-5352952-4318626 | AMAZON.COM SERVICES, INC       | FACILITY USE ITEM                                  | \$ 41.33     | pwfacc         |
| 285168        | 5/25/2021        | 892431              | BAYSHORE OFFICE PRODUCTS INC   | FACILITY USE ITEM - NEW HIRE                       | \$ 128.55    | pwfacc         |
| 285113        | 5/25/2021        | 236021-5A           | BIRCH EQUIPMENT CO., INC       | FORKLIFT RENTAL                                    | \$ 644.64    | fibercc        |
| 285114        | 5/25/2021        | 236021-5B           | BIRCH EQUIPMENT CO., INC       | FUEL FOR RENTED FORKLIFT                           | \$ 35.36     | fibercc        |
| 285110        | 5/25/2021        | AN 79676            | CENTRAL WELDING SUPPLY CO, INC | OPERATING SUPPLIES- WATER DEPT                     | \$ 50.00     | wdistcc        |
| 285115        | 5/25/2021        | 000029              | CLEAN AND CLIP                 | K9 T-BONE GROOMING                                 | \$ 50.00     | apdcc          |
| 285117        | 5/25/2021        | 2736060             | FRONTIER BUILDING SUPPLY       | 1/4- 4X8 TEMPERED PEGBOARD- SHOP                   | \$ 321.39    | shopcc         |
| 285162        | 5/25/2021        | 221575              | NAPA                           | HYDRAULIC HOSE FITTINGS- #551                      | \$ 67.03     | shopcc         |
| 285174        | 5/25/2021        | 16165602            | PACIFIC POWER BATTERIES        | BATTERIES                                          | \$ 203.98    | wtppcc         |

| Invoice Doc # | Transaction Date | Invoice #           | Vendor Full Name             | Description                                            | Total Amount | Approval Queue |
|---------------|------------------|---------------------|------------------------------|--------------------------------------------------------|--------------|----------------|
| 285104        | 5/25/2021        | I24116              | SEBO'S DO-IT CENTER          | LAB SUPPLIES                                           | \$ 8.08      | wwtpcc         |
| 285106        | 5/25/2021        | I23782              | SEBO'S DO-IT CENTER          | FACILITY USE ITEMS - ASAC                              | \$ 27.03     | pwfacc         |
| 285116        | 5/25/2021        | I23783              | SEBO'S DO-IT CENTER          | TOOLS AND SUPPLIES                                     | \$ 152.80    | fibercc        |
| 285118        | 5/25/2021        | I23866              | SEBO'S DO-IT CENTER          | PARK SUPPLIES                                          | \$ 43.51     | parksccl       |
| 285184        | 5/25/2021        | 4162101-964025      | WALMART                      | FLAG FOOTBALL REC PROGRAM SUPPLIES                     | \$ 108.78    | pkreccc        |
| 285105        | 5/25/2021        | 001548              | WFCA: THE DAILY DISPATCH     | JOB POSTING, LATERAL PARAMEDIC OR EMT - DAILY DISPATCH | \$ 280.00    | hrcccl         |
| 285169        | 5/26/2021        | G94583/1            | ACE HARDWARE                 | FACILITY USE ITEM - ASAC                               | \$ 21.53     | pwfacc         |
| 285107        | 5/26/2021        | 113-4722018-7449063 | AMAZON.COM SERVICES, INC     | IPS MONITORS FOR GIS                                   | \$ 488.22    | infosyscc      |
| 285165        | 5/26/2021        | 113-2533068-5017829 | AMAZON.COM SERVICES, INC     | LOGITECH WEBCAMS FOR VIRTUAL MEETINGS                  | \$ 183.17    | infosyscc      |
| 285166        | 5/26/2021        | 113-1711220-0813043 | AMAZON.COM SERVICES, INC     | MONITORS FOR LEGAL ASSISTANT                           | \$ 347.18    | infosyscc      |
| 285218        | 5/26/2021        | 892606              | BAYSHORE OFFICE PRODUCTS INC | PARK SUPPLIES                                          | \$ 3.71      | parksccl       |
| 285221        | 5/26/2021        | 892725              | BAYSHORE OFFICE PRODUCTS INC | OFFICE SUPPLIES                                        | \$ 9.93      | museumcc       |
| 285183        | 5/26/2021        | 65496               | GRANBERG INTERNATIONAL       | ACFL SUPPLIES                                          | \$ 59.20     | parksccl       |
| 285217        | 5/26/2021        | 8561 52 42631       | HOME DEPOT                   | TOOL BELT                                              | \$ 54.22     | fibercc        |
| 285172        | 5/26/2021        | U2112029296         | ICONIX WATERWORKS INC        | PLUG                                                   | \$ 305.99    | wdistcc        |
| 286279        | 5/26/2021        | 97537               | LANCER SALES USA, INC        | WWTP LAB DISHWASHER                                    | \$ 13,974.27 | dwwtp          |
| 285164        | 5/26/2021        | TRFORD032197        | NEWMAN SIGNS, INC            | SIGNS                                                  | \$ 365.18    | shopcc         |
| 285215        | 5/26/2021        | 392383              | NSI LAB SOLUTIONS            | LAB SUPPLIES                                           | \$ 486.00    | wwtpcc         |
| 285163        | 5/26/2021        | I24302              | SEBO'S DO-IT CENTER          | FACILITY USE ITEMS - FIRE STATION 1                    | \$ 15.54     | pwfacc         |
| 285180        | 5/26/2021        | I24320              | SEBO'S DO-IT CENTER          | MATERIALS FOR CUSTOMER FIBER INSTALLATIONS             | \$ 138.60    | fibercc        |
| 285181        | 5/26/2021        | I24316              | SEBO'S DO-IT CENTER          | PARK SUPPLIES                                          | \$ 32.62     | parksccl       |
| 285182        | 5/26/2021        | I23456              | SEBO'S DO-IT CENTER          | OPERATING SUPPLIES                                     | \$ 33.70     | parksccl       |
| 285173        | 5/26/2021        | 552                 | SKAGIT ARMS                  | TRAINING SUPPLIES FOR RANGE                            | \$ 21.68     | apdcc          |
| 284921        | 5/26/2021        | 460509              | SKIDMORE PHARMACY INC.       | DRUG STORES & PHARMACIES-FAMILY PHARMACY ANACORTES     | \$ 39.99     | hrcccl         |
| 285409        | 5/26/2021        | 210626              | T-SHIRTS BY DESIGN           | FLAG FOOTBALL REC PROGRAM SUPPLIES                     | \$ 879.10    | parksccl       |
| 285171        | 5/26/2021        | 1ZTGR8090322592101  | UNITED PARCEL SERVICE, INC   | SHIP RETURN TO WASHINGTON CRANE                        | \$ 11.18     | wtpcc          |
| 285212        | 5/27/2021        | 113-4296091-1589827 | AMAZON.COM SERVICES, INC     | IPS MONITORS FOR BUILDING DEPARTMENT                   | \$ 326.38    | infosyscc      |
| 285213        | 5/27/2021        | 113-3477933-8981869 | AMAZON.COM SERVICES, INC     | IPS MONITORS FOR BUILDING DEPARTMENT                   | \$ 326.38    | infosyscc      |
| 285214        | 5/27/2021        | 113-2302378-8007407 | AMAZON.COM SERVICES, INC     | MITEL IP PHONES FOR NEW HIRES                          | \$ 260.04    | infosyscc      |
| 285220        | 5/27/2021        | 111-1641834-9017055 | AMAZON.COM SERVICES, INC     | MAINTENANCE SUPPLIES                                   | \$ 173.05    | wwtpcc         |
| 285130        | 5/27/2021        | AP-HSSFA404         | AMERICAN RED CROSS           | FA CPR TRAINING                                        | \$ 80.00     | dwwtp          |



| Invoice Doc # | Transaction Date | Invoice #           | Vendor Full Name              | Description                                | Total Amount | Approval Queue |
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| 285289        | 5/27/2021        | 656000049730        | ARAMARK                       | OPS & PARKS LAUNDRY SERVICE                | \$ 66.60     | dshop          |
| 285292        | 5/27/2021        | 656000049731        | ARAMARK                       | OPS: MAT CLEANING                          | \$ 77.12     | dshop          |
| 285308        | 5/27/2021        | 656000049704        | ARAMARK                       | APD NYLON MATS CLEANED                     | \$ 16.33     | apd            |
| 285219        | 5/27/2021        | 21-16389            | EDGE ANALYTICAL, INC          | LAB TESTING                                | \$ 423.30    | wwtpcc         |
| 285283        | 5/27/2021        | 162296              | FIDALGO ANIMAL MEDICAL CENTER | TREATMENT PROGRESS EXAM; K9 T-BONE         | \$ 92.47     | apdcc          |
| 285269        | 5/27/2021        | 31562553363         | HILTON HOTELS                 | HOTEL STAY - WASPC CONFERENCE; CAPT FLOYD  | \$ 403.83    | apdcc          |
| 285270        | 5/27/2021        | 3149536295          | HILTON HOTELS                 | WASPC CONFERENCE - HOTEL STAY; CAPT FULLER | \$ 403.83    | apdcc          |
| 285284        | 5/27/2021        | 0552092882          | HONEY BUCKET                  | PORTA POTTY SERVICE MT. ERIE 05/10-06/06   | \$ 145.50    | parksccl       |
| 285276        | 5/27/2021        | U2116025543         | ICONIX WATERWORKS INC         | CTS PE INSERT                              | \$ 18.14     | wdistcc        |
| 285469        | 5/27/2021        | 867365812           | LOWE'S BUSINESS ACCOUNT/GEMB  | SURVIVOR CAMP REC PROGRAM SUPPLIES         | \$ 156.53    | pkreccc        |
| 285275        | 5/27/2021        | 593 7 26 4291       | SAFeway INC                   | LAB SUPPLIES                               | \$ 32.89     | wwtpcc         |
| 285211        | 5/27/2021        | I24915              | SEBO'S DO-IT CENTER           | FACILITY USE ITEMS - LIBRARY               | \$ 23.44     | pwfacc         |
| 285216        | 5/27/2021        | 18454863            | TIREHUB, LLC                  | TIRES- SHOP STOCK                          | \$ 642.19    | shopcc         |
| 285260        | 5/28/2021        | G96379/1            | ACE HARDWARE                  | OPERATING SUPPLIES                         | \$ 16.49     | wwtpcc         |
| 285278        | 5/28/2021        | G96145/1            | ACE HARDWARE                  | CONDUIT FOR CUSTOMER INSTALLS & TOOLS      | \$ 93.22     | fibercc        |
| 285264        | 5/28/2021        | 113-5823393-0707455 | AMAZON.COM SERVICES, INC      | DISPLAY PORT TO HDMI CABLES                | \$ 73.96     | infosyscc      |
| 285273        | 5/28/2021        | 111-7425736-0662669 | AMAZON.COM SERVICES, INC      | CONDUIT BLOWING PISTON SET                 | \$ 52.21     | fibercc        |
| 285274        | 5/28/2021        | 111-9692380-1060204 | AMAZON.COM SERVICES, INC      | TAPE TO PULL FIBER THROUGH CONDUIT         | \$ 217.60    | fibercc        |
| 285271        | 5/28/2021        | 892928              | BAYSHORE OFFICE PRODUCTS INC  | FACILITY USE ITEMS                         | \$ 47.42     | pwfacc         |
| 285285        | 5/28/2021        | 40012681            | BMI                           | ANNUAL MUSIC LICENSE FEE 05/01/21-04/30/22 | \$ 368.00    | parksccl       |
| 285277        | 5/28/2021        | D21435              | COASTAL FARM &                | WORK BOOTS                                 | \$ 130.43    | fibercc        |
| 285747        | 5/28/2021        | 14144               | HOW IT WORKS, INC             | ACFL MAP RESALE ITEM 350                   | \$ 1,879.50  | parksccl       |
| 285379        | 5/28/2021        | 670082              | INDUSTRIAL SUPPLY INC         | OPERATING SUPPLIES- #427                   | \$ 411.02    | dshop          |
| 285267        | 5/28/2021        | 41600397485         | LES SCHWAB TIRE CENTERS       | FLAT TIRE REPAIR                           | \$ 21.76     | shopcc         |
| 285282        | 5/28/2021        | A301749             | LIGHTHOUSE UNIFORM            | CLASS A UNIFORM MAINTENANCE                | \$ 186.49    | afdcc          |
| 285263        | 5/28/2021        | E0500ENFDW          | MICROSOFT CORPORATION         | AZURE PAY-AS-YOU GO 4/16-5/15/21           | \$ 23.54     | infosyscc      |
| 285265        | 5/28/2021        | E0500ENGCN          | MICROSOFT CORPORATION         | DEVELOPER SUPPORT 4/16-5/15/21             | \$ 29.00     | infosyscc      |
| 285261        | 5/28/2021        | I25884              | SEBO'S DO-IT CENTER           | LAB SUPPLIES                               | \$ 4.12      | wwtpcc         |
| 285272        | 5/28/2021        | I25572              | SEBO'S DO-IT CENTER           | FACILITY USE ITEM - WATER DEPT             | \$ 767.05    | pwfacc         |
| 285281        | 5/28/2021        | 1ZG3TE580316559714  | UNITED PARCEL SERVICE, INC    | SHIPPING FOR UNIFORM MAINTENANCE           | \$ 11.20     | afdcc          |
| 285280        | 5/29/2021        | 38300515            | LOWE'S BUSINESS ACCOUNT/GEMB  | PAINT SUPPLIES                             | \$ 19.87     | wtpcc          |
| 286252        | 5/29/2021        | INV1584677          | MUNICIPAL EMERGENCY SERVICES  | FREIGHT ON DOC #283847 (NOZZLES)           | \$ 48.34     | medic          |
| 285279        | 5/29/2021        | I26485              | SEBO'S DO-IT CENTER           | REPLACEMENT HOSE END                       | \$ 8.69      | afdcc          |

| Invoice Doc # | Transaction Date | Invoice #           | Vendor Full Name             | Description                                   | Total Amount | Approval Queue |
|---------------|------------------|---------------------|------------------------------|-----------------------------------------------|--------------|----------------|
| 285262        | 5/29/2021        | 300954              | STATPACKS                    | STATPACKS MODULES                             | \$ 184.00    | afdcc          |
| 285268        | 5/30/2021        | 113-4094252-1740229 | AMAZON.COM SERVICES, INC     | DVD                                           | \$ 55.49     | libcc          |
| 285266        | 5/30/2021        | INV00101480         | PANTHEON SYSTEMS, INC        | WEB HOSTING FEES FOR SAFEANDCLEANWATER.ORG    | \$ 38.09     | infosyscc      |
| 285364        | 5/31/2021        | 113-1481088-7782640 | AMAZON.COM SERVICES, INC     | REQUESTS/REPLACEMENTS                         | \$ 82.02     | libcc          |
| 285367        | 5/31/2021        | 112-3183922-3454636 | AMAZON.COM SERVICES, INC     | CLASS B UNIFORM BELT                          | \$ 43.51     | afdcc          |
| 285619        | 5/31/2021        | 656000051356        | ARAMARK                      | LAUNDRY SERVICE FOR WWTP                      | \$ 76.88     | dwwtp          |
| 286076        | 5/31/2021        | 504                 | BOYS & GIRLS CLUBS           | MAY - LUNCH PROGRAM SERVICE PROVISION         | \$ 80.00     | finance        |
| 285363        | 5/31/2021        | D22694              | COASTAL FARM &               | DAN MARTIN, WORK BOOTS                        | \$ 160.87    | shopcc         |
| 286040        | 5/31/2021        | 26331               | ORCA INFORMATION, INC        | EMPLOYEE REPORTS                              | \$ 360.00    | hr             |
| 285977        | 5/31/2021        | 33210               | SKAGIT RIVER STEEL &         | RECYCLING APPLIANCES                          | \$ 44.00     | dshop          |
| 285753        | 5/31/2021        | USS-70053           | UNITED SITE SERVICES, INC    | PORTA POTTY RENTAL 05/01-05/31                | \$ 1,227.06  | parksccl       |
| 285408        | 6/1/2021         | G98764/1            | ACE HARDWARE                 | FACILITY USE ITEM                             | \$ 9.78      | pwfacccl       |
| 285610        | 6/1/2021         | 122-2541804-6815401 | AMAZON.COM SERVICES, INC     | SENIOR CENTER SUPPLIES                        | \$ 30.45     | parksccl       |
| 286286        | 6/1/2021         | 1876-50             | BACHMAN ENVIRONMENTAL, LLC   | ACFL - TRAIL 10 CRITICAL AREA SERVICES        | \$ 780.00    | parksl         |
| 285404        | 6/1/2021         | E/4960474           | CHEVRON AND TEXACO UNIVERSAL | GAS FOR PARK USE                              | \$ 36.08     | parksccl       |
| 285407        | 6/1/2021         | P0B502d9            | GOOGLE ANALYTICS             | SAFE AND CLEAN WATER.COM                      | \$ 6.36      | infosyscc      |
| 285405        | 6/1/2021         | I27806              | SEBO'S DO-IT CENTER          | FACILITY USE ITEM - FIRE STATION 2            | \$ 15.98     | pwfacccl       |
| 285410        | 6/1/2021         | I27831              | SEBO'S DO-IT CENTER          | CONDUIT FOR FIBER CUSTOMER INSTALL            | \$ 13.11     | fibercc        |
| 285406        | 6/1/2021         | 6512-6              | SHERWIN WILLIAMS             | PAINT SUPPLIES- STREET DEPT                   | \$ 108.80    | shopcc         |
| 285412        | 6/1/2021         | 6493-9              | SHERWIN WILLIAMS             | 20" TIP EXT- PAINT SUPPLIES                   | \$ 42.43     | shopcc         |
| 285413        | 6/1/2021         | D9B52EC-0005        | SKEDDA                       | BALL FIELD SCHEDULING SOFTWARE                | \$ 340.00    | parksccl       |
| 285414        | 6/1/2021         | 174152873           | THRIVE COMMUNITY FITNESS     | VOL MEMBERSHIP - JUNE                         | \$ 21.71     | afdcc          |
| 285415        | 6/1/2021         | 174152733           | THRIVE COMMUNITY FITNESS     | 2 MEMBERSHIPS - JUNE                          | \$ 43.42     | afdcc          |
| 285464        | 6/1/2021         | 358365              | VILLAGE BOOKS                | JUVENILE BOOKS                                | \$ 44.54     | libcc          |
| 285411        | 6/1/2021         | T09H5-K6A63-0M3     | VISTAPRINT                   | BUSINESS CARDS; CORP FARRELL                  | \$ 18.50     | apdcc          |
| 285458        | 6/2/2021         | G99699/1            | ACE HARDWARE                 | TOLUENE SOLVENT                               | \$ 25.01     | shopcc         |
| 285462        | 6/2/2021         | G99565/1            | ACE HARDWARE                 | SUPPLIES FOR FIBER CUSTOMER INSTALLS          | \$ 49.91     | fibercc        |
| 285457        | 6/2/2021         | 113-5082496-5404233 | AMAZON.COM SERVICES, INC     | RUGGED CASE FOR IPAD                          | \$ 64.00     | infosyscc      |
| 285460        | 6/2/2021         | 111-2151724-9482619 | AMAZON.COM SERVICES, INC     | CABLE CLIPS                                   | \$ 10.65     | fibercc        |
| 285461        | 6/2/2021         | 113-3758669-6457860 | AMAZON.COM SERVICES, INC     | QUICK RELEASE SHOTGUN RIFLE GUN SLING SWIVELS | \$ 29.04     | apdcc          |
| 285548        | 6/2/2021         | 656000052797        | ARAMARK                      | STA 3 MAT/MOP SERVICE: 6/2                    | \$ 16.31     | medic          |
| 285521        | 6/2/2021         | 893061              | BAYSHORE OFFICE PRODUCTS INC | OFFICE FURNITURE-LEGAL                        | \$ 1,792.70  | pwfacccl       |
| 285531        | 6/2/2021         | 893345              | BAYSHORE OFFICE PRODUCTS INC | BINDER CLIPS FOR COUNCIL PACKETS              | \$ 2.01      | fiber          |

| Invoice Doc # | Transaction Date | Invoice #           | Vendor Full Name               | Description                                               | Total Amount | Approval Queue |
|---------------|------------------|---------------------|--------------------------------|-----------------------------------------------------------|--------------|----------------|
| 285528        | 6/2/2021         | 2618                | BLACK DIAMOND DIESEL           | SHORT STROKE PIGGY BACK- #601                             | \$ 145.59    | shopcc         |
| 285463        | 6/2/2021         | 626621              | FRONTIER BUILDING SUPPLY       | LUMBER FOR FIBER CUSTOMER INSTALL                         | \$ 50.23     | fibercc        |
| 285529        | 6/2/2021         | 47747224            | HOLIDAY INN                    | K HARGETT TRUCK REPAIRS                                   | \$ 116.32    | shopcc         |
| 285455        | 6/2/2021         | 44450942            | INDEED, INC.                   | JOB POSTING ANNOUNCEMENTS, PARKS MAINT & SENIOR CENTER AD | \$ 253.13    | hrcc1          |
| 285456        | 6/2/2021         | 71668830            | LOWE'S BUSINESS ACCOUNT/GEMB   | SCM REPLACEMENT PUMP                                      | \$ 119.55    | wtpcc          |
| 285525        | 6/2/2021         | 222563              | NAPA                           | MAINTENANCE SUPPLIES                                      | \$ 35.89     | wwtpcc         |
| 285459        | 6/2/2021         | I28418              | SEBO'S DO-IT CENTER            | MAINTENANCE SUPPLIES                                      | \$ 54.31     | wwtpcc         |
| 285540        | 6/2/2021         | 34803084            | SURETY PEST CONTROL            | GRAND VIEW PEST CONTROL                                   | \$ 150.15    | parksccl       |
| 285468        | 6/2/2021         | 296471              | THRIFTY CLEANERS               | MAY LAUNDRY                                               | \$ 58.84     | afdcc          |
| 285465        | 6/2/2021         | INV12345678         | ZOOM VIDEO COMMUNICATIONS INC. | SR CENTER 06/02-07/01                                     | \$ 16.30     | parksccl       |
| 285467        | 6/2/2021         | INV83828352         | ZOOM VIDEO COMMUNICATIONS INC. | COURT 5/2-6/1/21                                          | \$ 16.30     | courtcc        |
| 285522        | 6/3/2021         | H00357/1            | ACE HARDWARE                   | FACILITY USE ITEMS                                        | \$ 46.00     | pwfacc         |
| 285530        | 6/3/2021         | 114-3757445-7622642 | AMAZON.COM SERVICES, INC       | 2-AMP DIRECTMOUNT CHARGER- #866                           | \$ 42.68     | shopcc         |
| 285538        | 6/3/2021         | 111-1543742-1697803 | AMAZON.COM SERVICES, INC       | OFFICE SUPPLIES                                           | \$ 2.46      | wwtpcc         |
| 285539        | 6/3/2021         | 114-3906068-6073059 | AMAZON.COM SERVICES, INC       | DINO CAMP REC PROGRAM                                     | \$ 38.84     | pkrecc         |
| 285617        | 6/3/2021         | 114-5180136-0400211 | AMAZON.COM SERVICES, INC       | DINO CAMP REC PROGRAM                                     | \$ 10.87     | pkrecc         |
| 285483        | 6/3/2021         | 656000053395        | ARAMARK                        | OPS & PARKS LAUNDRY SERVICE                               | \$ 80.58     | dshop          |
| 285488        | 6/3/2021         | 656000053359        | ARAMARK                        | APD NYLON MATS CLEANED                                    | \$ 16.33     | apd            |
| 285549        | 6/3/2021         | 656000053340        | ARAMARK                        | STA 2 MAT/MOP SERVICE: 6/3                                | \$ 16.31     | medic          |
| 285550        | 6/3/2021         | 656000053341        | ARAMARK                        | STA 1 MAT/MOP SERVICE 6/3                                 | \$ 19.70     | medic          |
| 285602        | 6/3/2021         | 893449              | BAYSHORE OFFICE PRODUCTS INC   | OFFICE SUPPLIES                                           | \$ 17.10     | plancc         |
| 285618        | 6/3/2021         | 893457              | BAYSHORE OFFICE PRODUCTS INC   | PARK OFFICE SUPPLIES                                      | \$ 2.26      | parksccl       |
| 285477        | 6/3/2021         | 649962              | BLADE CHEVROLET, INC           | CAP #019                                                  | \$ 99.85     | dshop          |
| 285520        | 6/3/2021         | 3659                | CASCADE BIOMEDICAL SERVICES    | LAB SUPPLIES                                              | \$ 105.00    | wwtpcc         |
| 285526        | 6/3/2021         | ANA01               | EDGE ANALYTICAL, INC           | WATER SAMPLING 15 INVOICES                                | \$ 2,066.00  | wtpcc          |
| 285534        | 6/3/2021         | 7083881             | EWING IRRIGATION PRODUCTS, INC | PARKS IRRIGATION SUPPLIES                                 | \$ 563.48    | parksccl       |
| 286182        | 6/3/2021         | BC1370898           | GALLS, LLC.                    | COVERALLS (BH)                                            | \$ 95.08     | medic          |
| 285532        | 6/3/2021         | 8478995             | LIBRARY JOURNAL                | LIBRARY JOURNAL MAGAZINE                                  | \$ 99.00     | libcc          |
| 285614        | 6/3/2021         | 222740              | NAPA                           | ALUM BRIGHT                                               | \$ 17.40     | shopcc         |
| 285523        | 6/3/2021         | I29180              | SEBO'S DO-IT CENTER            | OPERATING SUPPLIES- STREET DEPT                           | \$ 41.12     | shopcc         |
| 285533        | 6/3/2021         | I29125              | SEBO'S DO-IT CENTER            | OPERATING SUPPLIES- STREET DEPT                           | \$ 44.58     | shopcc         |
| 285535        | 6/3/2021         | I29242              | SEBO'S DO-IT CENTER            | PARK SUPPLIES                                             | \$ 22.03     | parksccl       |
| 285536        | 6/3/2021         | I29494              | SEBO'S DO-IT CENTER            | PARK SUPPLIES                                             | \$ 9.69      | parksccl       |
| 285537        | 6/3/2021         | I29076              | SEBO'S DO-IT CENTER            | PARK SUPPLIES                                             | \$ 50.03     | parksccl       |
| 285524        | 6/3/2021         | 2948-6              | SHERWIN WILLIAMS               | SUPPLIES- STREET DEPT                                     | \$ 10.87     | shopcc         |
| 285611        | 6/3/2021         | N1063014            | TRAILER STATION OF MT. VERNON  | IRON BULL TRAILER                                         | \$ 7,375.27  | shopcc         |

| Invoice Doc # | Transaction Date | Invoice #            | Vendor Full Name               | Description                                    | Total Amount | Approval Queue |
|---------------|------------------|----------------------|--------------------------------|------------------------------------------------|--------------|----------------|
| 285609        | 6/3/2021         | 82144933708637889302 | UNITED PARCEL SERVICE, INC     | RETURN SHIPPING, SEWER CAMERA                  | \$ 313.68    | shopcc         |
| 285527        | 6/3/2021         | USS-221721           | UNITED SITE SERVICES, INC      | PORTA POTI INTAKE 4/22-5/21; PEN AVE 5/1-5/31  | \$ 251.83    | wtpcc          |
| 285519        | 6/3/2021         | INV89680341          | ZOOM VIDEO COMMUNICATIONS INC. | EXECUTIVE 6/3-7/2/21                           | \$ 59.83     | execc          |
| 285597        | 6/4/2021         | H01461/1             | ACE HARDWARE                   | LAB SUPPLIES                                   | \$ 23.48     | wwtpcc         |
| 285612        | 6/4/2021         | H01382/1             | ACE HARDWARE                   | MAINTENANCE SUPPLIES                           | \$ 8.97      | wwtpcc         |
| 285616        | 6/4/2021         | 0001498454           | EJ USA, INC                    | SURVEY MONUMENT ANSD WATER VALVE RISERS        | \$ 1,713.06  | pwfaccc        |
| 286183        | 6/4/2021         | 18239322             | MCKESSON MEDICAL-SURGICAL      | PHARMACEUTICAL: NAHCO3                         | \$ 167.53    | medic          |
| 285598        | 6/4/2021         | I30199               | SEBO'S DO-IT CENTER            | LAB SUPPLIES                                   | \$ 7.03      | wwtpcc         |
| 285599        | 6/4/2021         | I30362               | SEBO'S DO-IT CENTER            | LAB SUPPLIES                                   | \$ 2.12      | wwtpcc         |
| 285604        | 6/4/2021         | I29854               | SEBO'S DO-IT CENTER            | ALPHA SHAKLE PADLOCK                           | \$ 21.31     | shopcc         |
| 285615        | 6/4/2021         | I29788               | SEBO'S DO-IT CENTER            | PAINT, TAPE, ROLLER COVER                      | \$ 55.37     | afdcc          |
| 285605        | 6/4/2021         | 6633-0               | SHERWIN WILLIAMS               | TOLUENE                                        | \$ 93.82     | shopcc         |
| 285486        | 6/4/2021         | 34684                | THRIFTY CLEANERS               | UNIFORM CLEANING 5/1-5/31/21                   | \$ 72.85     | apd            |
| 285754        | 6/4/2021         | 210665               | T-SHIRTS BY DESIGN             | PEE WEE SPORTS REC PROGRAM                     | \$ 892.16    | parksccl       |
| 285608        | 6/4/2021         | 8BZTB-K6A59-4D7      | VISTAPRINT                     | BUSINESS CARDS; NEW OFC MELTON                 | \$ 26.11     | apdcc          |
| 285613        | 6/4/2021         | Pnf8vx22             | YASAWA-SOLECTRIA SOLAR         | SOLREN MONITORING                              | \$ 390.00    | pwfaccc        |
| 285606        | 6/5/2021         | 112-2501127-6241042  | AMAZON.COM SERVICES, INC       | WTP OFFICE CHAIRS X 3                          | \$ 1,594.92  | wtpcc          |
| 285817        | 6/5/2021         | 2-592165/2-592167    | DIAMOND RENTALS, INC.          | PORTA POTTY RENTALS 05/06-06/05                | \$ 387.00    | parksccl       |
| 285607        | 6/6/2021         | 112-8285376-9257839  | AMAZON.COM SERVICES, INC       | MONITOR STANDS                                 | \$ 29.24     | wtpcc          |
| 285600        | 6/6/2021         | 10493497960          | DELL MARKETING LP              | DELL DOCK - WD19S 90W POWER DELIVERY - 130W AC | \$ 257.58    | infosyscc      |
| 285601        | 6/6/2021         | LXMAD67AP2           | FACEBOOK                       | FACEBOOK ADVERTISING                           | \$ 5.20      | fibercc        |
| 286046        | 6/6/2021         | 1004099550           | SKAGIT REGIONAL HEALTH         | MEDICAL TESTING                                | \$ 1,326.00  | hr             |
| 285746        | 6/7/2021         | 112-3801495-1645027  | AMAZON.COM SERVICES, INC       | WTP OFFIC SUPPLIES                             | \$ 122.71    | wtpcc          |
| 285626        | 6/7/2021         | 656000054819         | ARAMARK                        | LAUNDRY SERVICE FOR WWTP                       | \$ 76.70     | dwwtp          |
| 285801        | 6/7/2021         | 893769               | BAYSHORE OFFICE PRODUCTS INC   | BINDERS & SHEET PROTECTORS                     | \$ 71.83     | fibercc        |
| 285743        | 6/7/2021         | 629159               | FRONTIER BUILDING SUPPLY       | BASEBALL FIELD PARK SUPPLIES                   | \$ 43.52     | parksccl       |
| 285804        | 6/7/2021         | U2116027284          | ICONIX WATERWORKS INC          | DECHLOR TABLETS                                | \$ 29.79     | wtpcc          |
| 285802        | 6/7/2021         | 67658                | LACONNER MARITIME SERVICE      | REPAIR PART #874                               | \$ 61.96     | shopcc         |
| 285748        | 6/7/2021         | 16096695             | LOWE'S BUSINESS ACCOUNT/GEMB   | KLEAN STRIP MURIATIC ACID                      | \$ 10.85     | wtpcc          |
| 285744        | 6/7/2021         | 805628               | MISTER T'S AWARDS &            | LIBRARY BADGES                                 | \$ 27.13     | hrcccl         |
| 285749        | 6/7/2021         | S0259118             | MYSTERY RANCH BACKPACKS        | BACKPACK                                       | \$ 610.10    | afdcc          |
| 285816        | 6/7/2021         | 413422461110         | SAFEBWAY INC                   | TOTS IN THE PARKS PROGRAM SUPPLIES             | \$ 16.83     | pkreccc        |
| 285750        | 6/7/2021         | I31509               | SEBO'S DO-IT CENTER            | PARK SUPPLIES                                  | \$ 18.49     | parksccl       |
| 285751        | 6/7/2021         | I31729               | SEBO'S DO-IT CENTER            | ADHESIVE                                       | \$ 4.33      | afdcc          |

| Invoice Doc # | Transaction Date | Invoice #           | Vendor Full Name              | Description                                  | Total Amount | Approval Queue |
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| 286256        | 6/7/2021         | 80051               | STOW-IT                       | CONTAINER RENTAL 6/6/21 - 7/5/21             | \$ 217.60    | wdist          |
| 285562        | 6/7/2021         | 40803353            | SURVEYMONKEY, INC.            | PROFESSIONAL SUBSCRIPTION 6/7/21-6/6/22      | \$ 456.96    | finance        |
| 285752        | 6/7/2021         | 26989               | TARGETSOLUTIONS LEARNING, LLC | ANNUAL SUBSCRIPTION FEES                     | \$ 2,567.68  | afdcc          |
| 285745        | 6/7/2021         | 125196              | THE HOSE SHOP, INC            | PRESSURE WASHER HOSES                        | \$ 487.21    | wtpcc          |
| 285806        | 6/8/2021         | H03717/1            | ACE HARDWARE                  | SUPPLIES AND TOOLS                           | \$ 116.31    | fibercc        |
| 285797        | 6/8/2021         | 113-2767077-9715427 | AMAZON.COM SERVICES, INC      | YA ADULT BOOKS                               | \$ 132.57    | libcc          |
| 285807        | 6/8/2021         | 114-3087931-0106614 | AMAZON.COM SERVICES, INC      | OFFICE SUPPLIES                              | \$ 94.65     | libcc          |
| 285808        | 6/8/2021         | 114-9661889-4063413 | AMAZON.COM SERVICES, INC      | WIRING DEVICE                                | \$ 168.32    | pwfacc         |
| 285682        | 6/8/2021         | 893153              | BAYSHORE OFFICE PRODUCTS INC  | OFFICE SUPPLIES - STAMP MESSAGE              | \$ 46.93     | court          |
| 285800        | 6/8/2021         | X47790              | COASTAL FARM &                | STEEL TOE RAIN BOOTS - CAMERON JS            | \$ 21.73     | wtpcc          |
| 285796        | 6/8/2021         | 387580              | DITCH WITCH WEST              | PARTS FOR DIRECTIONAL DRILL                  | \$ 661.99    | wdistcc        |
| 285811        | 6/8/2021         | 21-17439            | EDGE ANALYTICAL, INC          | LAB TESTING - CD & SULFER THICKENED SLUDGE   | \$ 211.65    | wwtpcc         |
| 285812        | 6/8/2021         | 21-17436            | EDGE ANALYTICAL, INC          | LAB TESTING - INFLUENT MONTHLY               | \$ 56.10     | wwtpcc         |
| 285813        | 6/8/2021         | 21-18439            | EDGE ANALYTICAL, INC          | LAB TESTING - CD & SULFER THICKENED SLUDGE   | \$ 211.65    | wwtpcc         |
| 285814        | 6/8/2021         | 21-17437            | EDGE ANALYTICAL, INC          | LAB TESTING EFFLUENT MONTHLY                 | \$ 104.55    | wwtpcc         |
| 285815        | 6/8/2021         | 21-17438            | EDGE ANALYTICAL, INC          | LAB TESTING SLUDGE ODD MONTHS                | \$ 181.05    | wwtpcc         |
| 285805        | 6/8/2021         | WABUR226532         | FASTENAL COMPANY              | RESPIRATOR CARTRIDGES                        | \$ 187.46    | wtpcc          |
| 285803        | 6/8/2021         | 9925384720          | GRAINGER                      | MULCHING LAWN MOWER- #11984                  | \$ 1,426.48  | shopcc         |
| 285851        | 6/8/2021         | 8561 01 035178      | HOME DEPOT                    | CAT 6 ETHERNET AND NETWORK SUPPLIES          | \$ 326.14    | infosyscc      |
| 285810        | 6/8/2021         | 7844357x            | NATIONAL FIRE PROTECTION      | ANNUAL MEMBERSHIP                            | \$ 175.00    | afdcc          |
| 285798        | 6/8/2021         | I32121              | SEBO'S DO-IT CENTER           | SPACE HEATER FOR OFFICE                      | \$ 97.91     | fibercc        |
| 285799        | 6/8/2021         | I32075              | SEBO'S DO-IT CENTER           | OPERATING SUPPLIES                           | \$ 23.48     | wwtpcc         |
| 286037        | 6/8/2021         | 601217              | SKIDMORE PHARMACY INC.        | MEDICATIONS                                  | \$ 20.93     | hr             |
| 286039        | 6/8/2021         | 460509              | SKIDMORE PHARMACY INC.        | MEDICATIONS                                  | \$ 15.00     | hr             |
| 285809        | 6/8/2021         | 210679              | T-SHIRTS BY DESIGN            | UNIFORMS- WATER DEPT                         | \$ 34.82     | pwfacc         |
| 285856        | 6/9/2021         | H04311/1            | ACE HARDWARE                  | PARK SUPPLIES                                | \$ 8.80      | parksccl       |
| 285855        | 6/9/2021         | 112-1990288-2121860 | AMAZON.COM SERVICES, INC      | OFFICE SUPPLIES; PAPER PADS AND HEADPHONES   | \$ 26.64     | apdcc          |
| 285858        | 6/9/2021         | 111-2275656-5538621 | AMAZON.COM SERVICES, INC      | OFFICE SUPPLIES                              | \$ 100.01    | wwtpcc         |
| 285859        | 6/9/2021         | 114-8808836-5121848 | AMAZON.COM SERVICES, INC      | DINO CAMP RECREATION SUPPLIES                | \$ 97.87     | pkreccc        |
| 285849        | 6/9/2021         | 3078324303307909    | ASSOCIATION OF WASHINGTON     | PURCHASE 5 POSITION ANNOUNCEMENTS            | \$ 200.00    | hrcccl         |
| 285853        | 6/9/2021         | 115 2 152 45        | COSTCO WHOLESALE CORPORATION  | SUPPLIES FOR SENIOR CENTER SOCIAL CAFE EVENT | \$ 215.88    | pkreccc        |
| 285854        | 6/9/2021         | 91637650            | FEDEX                         | IMPORT FEES FOR FIBER EQUIPMENT              | \$ 530.73    | fibercc        |



| Invoice Doc # | Transaction Date | Invoice #      | Vendor Full Name               | Description                                                    | Total Amount | Approval Queue |
|---------------|------------------|----------------|--------------------------------|----------------------------------------------------------------|--------------|----------------|
| 286173        | 6/9/2021         | 0990352-1      | FERGUSON ENTERPRISES, INC      | MXU'S                                                          | \$ 923.73    | wdist          |
| 286277        | 6/9/2021         | 2021344        | GATEWAY CONTROLS, INC          | WTP SECURITY GATES ANNUAL MAINTENANCE                          | \$ 851.73    | dwtpt          |
| 285852        | 6/9/2021         | 97698          | LANCER SALES USA, INC          | LAB SUPPLIES                                                   | \$ 954.14    | wwtpcc         |
| 285850        | 6/9/2021         | I32868         | SEBO'S DO-IT CENTER            | PARK SUPPLIES                                                  | \$ 32.56     | parksccl       |
| 286043        | 6/9/2021         | 10441          | SKAGIT PUBLISHING LLC          | PUBLISH AA-108225                                              | \$ 170.52    | finance        |
| 286044        | 6/9/2021         | 10442          | SKAGIT PUBLISHING LLC          | PUBLISH AA-108648                                              | \$ 109.62    | finance        |
| 286045        | 6/9/2021         | 10443          | SKAGIT PUBLISHING LLC          | PUBLISH SVH-109310                                             | \$ 86.08     | finance        |
| 286156        | 6/9/2021         | 52256          | SMILEY'S INC                   | CHANNEL STEEL FOR LIVE FIRE CRIBS                              | \$ 1,077.38  | medic          |
| 285857        | 6/9/2021         | RYWOZRDTF      | SOLO INCORPORATED              | PARK SUPPLIES                                                  | \$ 36.73     | parksccl       |
| 286264        | 6/10/2021        | 9321881676     | GRAYBAR ELECTRIC COMPANY, INC  | VAULTS FOR 2021 FIBER EXPANSION                                | \$ 13,614.39 | fiber          |
| 285979        | 6/10/2021        | 300000305007   | PUGET SOUND ENERGY INC         | SKYLINE ST LIGHTS 5/1- 6/1/2021                                | \$ 415.77    | dshop          |
| 286074        | 6/10/2021        | 300000290035   | PUGET SOUND ENERGY INC         | MUSEUM 5/6-6/4/21                                              | \$ 157.52    | museum         |
| 286266        | 6/10/2021        | 300000000343   | PUGET SOUND ENERGY INC         | PARKS/CEM/WASH. PARK/FAC/DEPOT 05/05-06/04                     | \$ 3,294.68  | parks1         |
| 286107        | 6/11/2021        | IS-0399        | CITY OF MOUNT VERNON           | 2021 NET MOTION SVS FOR LAW ENFORCEMENT AND FIRE USERS         | \$ 7,939.45  | apd            |
| 286257        | 6/11/2021        | S010264948.004 | CONSOLIDATED SUPPLY CO.        | 1" METER CPLG W/GASKT                                          | \$ 427.68    | wdist          |
| 286248        | 6/11/2021        | ReimbMeyer     | MEYER, TYSON                   | TRAINING PER DIEM - NATL FTO CONF; OFC MEYER                   | \$ 107.00    | apd            |
| 286113        | 6/11/2021        | ReimbEvan      | MICHAEL, EVAN                  | TRAINING PER DEIM; OVERNIGHT STAY; FTO CONFERENCE-CORP MICHAEL | \$ 107.00    | apd            |
| 286111        | 6/11/2021        | 452372         | PROFORCE LAW ENFORCEMENT       | TASERS, HOLSTERS AND CARTRIDGES                                | \$ 4,602.78  | apd            |
| 286112        | 6/11/2021        | ReimbPruett    | PRUIETT, CHAD                  | TRAINING PER DEIM; OVERNIGHT STAY; FTO CONFERENCE-SGT PRUIETT  | \$ 107.00    | apd            |
| 286160        | 6/12/2021        | 2021-1025      | ISLAND SASH & DOOR, INC.       | HR OFFICE INTERIOR WINDOW                                      | \$ 1,782.78  | pwfac          |
| 286073        | 6/12/2021        | 163415         | LAKESIDE INDUSTRIES, INC.      | ROCK SALES                                                     | \$ 798.24    | dshop          |
| 286262        | 6/12/2021        | 163370         | LAKESIDE INDUSTRIES, INC.      | GRAVEL FOR CUSTOMER INSTALLATIONS                              | \$ 203.70    | fiber          |
| 286155        | 6/14/2021        | 978 800 0000 1 | CASCADE NATURAL GAS CORP.      | STA 3: 5/11 - 6/11/21                                          | \$ 24.61     | medic          |
| 285998        | 6/14/2021        | 388238         | DITCH WITCH WEST               | WATER SWIVEL #860                                              | \$ 1,031.49  | dshop          |
| 286075        | 6/14/2021        | 0991240-2      | FERGUSON ENTERPRISES, INC      | METER INVENTORY                                                | \$ 5,253.90  | wdist          |
| 286161        | 6/14/2021        | 16018          | THE PLUMBING GUYS, INC         | TOILET REPAIRS @ ASAC                                          | \$ 485.25    | pwfac          |
| 286159        | 6/15/2021        | 302335A        | BAY CITY SUPPLY                | FACILITY SUPPLIES                                              | \$ 64.14     | pwfac          |
| 286290        | 6/15/2021        | 95318          | BLYTHE PLUMBING & HEATING, INC | LIBRARY SERVER ROOM HVAC REPAIR                                | \$ 474.82    | pwfac          |
| 286263        | 6/15/2021        | 0001115        | CITY OF BURLINGTON             | DARK FIBER & RACK SPACE                                        | \$ 275.00    | fiber          |
| 286154        | 6/15/2021        | ESO-56292      | ESO SOLUTIONS, INC             | EMS MODULE: 7/15/2021 - 7/14/2022                              | \$ 6,970.25  | medic          |
| 286048        | 6/15/2021        | 2790019        | FOSTER GARVEY PC               | SAMISH INDIAN NATION WATER MATTER NO. 84                       | \$ 3,211.00  | legal          |
| 286289        | 6/15/2021        | GIS-15214      | GEOGRAPHIC INFORMATION         | 2021 GIS SUPPORT                                               | \$ 446.89    | pw1            |
| 286078        | 6/15/2021        | MV255936       | MOTOR TRUCKS, INC              | ADJUSTER BELT, TENSIONER ASSY FAN #609                         | \$ 531.00    | dshop          |

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| 286000        | 6/15/2021        | 224144               | NAPA                          | BATTERY FOR VEH #023                               | \$ 139.21    | dshop          |
| 286042        | 6/15/2021        | 224236               | NAPA                          | ENGINE CLEANER                                     | \$ 17.39     | dshop          |
| 286153        | 6/15/2021        | 840                  | PETEK PH D, THOMAS C          | PRE-EMPLOYMENT PSYCH - DUROS                       | \$ 385.00    | medic          |
| 286041        | 6/15/2021        | S6-6417755           | SEATTLE AUTOMOTIVE DIST INC   | BRAKE ROTORS #031A                                 | \$ 194.07    | dshop          |
| 286110        | 6/15/2021        | 3096                 | SKAGIT 911                    | 3RD INSTALLMENT BILLING FOR 2021                   | \$ 55,201.00 | apd            |
| 286269        | 6/15/2021        | 3097                 | SKAGIT 911                    | 3RD QTR RADIO MAINTENANCE                          | \$ 7,363.00  | medic          |
| 286261        | 6/15/2021        | 331 0580297          | UNIFIRST CORPORATION          | UNIFORM LAUNDRY - FIBER                            | \$ 40.76     | fiber          |
| 286171        | 6/16/2021        | P061793              | CORE & MAIN LP                | 4X4 SS TAP SLV - THAI RESTAURANT                   | \$ 553.85    | wdist          |
| 286259        | 6/16/2021        | 812-17765            | GCR TIRES & SERVICES          | TIRE REPAIR #513                                   | \$ 55.12     | dshop          |
| 286185        | 6/16/2021        | 9935168442           | GRAINGER                      | HYDRAULIC PRESS FOR INFLUENT PUMP                  | \$ 658.25    | dwwtp          |
| 286265        | 6/16/2021        | 9321970936           | GRAYBAR ELECTRIC COMPANY, INC | VAULTS FOR AD HOC CUSTOMER INSTALLS                | \$ 5,532.72  | fiber          |
| 286047        | 6/16/2021        | BondReturn5703Harris | MANSFIELD, LARISSA            | RETURN OF PERFORMANCE BOND 5703 HARRISON           | \$ 25,600.00 | finance        |
| 286163        | 6/16/2021        | 1465                 | PACIFIC NORTHWEST PROWASH     | ADDITIONAL ROOF CLEANING                           | \$ 2,258.42  | pwfac          |
| 286275        | 6/16/2021        | Pay App 1            | SUMMITX CONTRACTORS, INC      | 2021 WATERLINE REPLACEMENT                         | \$ 95,102.08 | pw1            |
| 286176        | 6/16/2021        | 331 0580443          | UNIFIRST CORPORATION          | WTP LAUNDRY SERVICE                                | \$ 83.64     | dwwtp          |
| 286177        | 6/16/2021        | 636131               | USA BLUE BOOK                 | TNT+ IRON TESTING, TUBIDIMETER KIT                 | \$ 1,600.04  | dwwtp          |
| 286246        | 6/17/2021        | 300947               | ACTIVE911, INC.               | ADDED SUBSCRIBER                                   | \$ 6.39      | medic          |
| 286164        | 6/17/2021        | 8498 30 017 0543538  | COMCAST                       | DEPOT INTERNET 611 R AVENUE - 6/22-7/21/21         | \$ 186.16    | finance        |
| 286108        | 6/17/2021        | 35095                | DATEC, INC                    | SECTOR PAPER, THERMAL PRINTER, ADAPTER AND SCANNER | \$ 1,878.99  | apd            |
| 286178        | 6/17/2021        | LAU-WA-G885-21       | DEPARTMENT OF ECOLOGY         | WTP LAB ACCREDITATION RENEWAL FEE                  | \$ 300.00    | dwwtp          |
| 286158        | 6/17/2021        | WAANA134590          | FASTENAL COMPANY              | WORKGLOVES, FLASHLIGHTS, BATTERIES                 | \$ 259.52    | medic          |
| 286077        | 6/17/2021        | 0996771              | FERGUSON ENTERPRISES, INC     | LF 5/8X3/4 1CF AS TRPL                             | \$ 2,187.34  | wdist          |
| 286251        | 6/17/2021        | 018617304            | GALLS, LLC.                   | UNIFORM SUPPLIES; PATCHES - NEW OFC MELTON         | \$ 10.30     | apd            |
| 286079        | 6/17/2021        | RefundLerma          | LERMA, ALLEN                  | WA PARK CAMPGROUND REFUND LERMA                    | \$ 40.00     | parks1         |
| 286167        | 6/17/2021        | 224523               | NAPA                          | AIR FILTERS                                        | \$ 59.09     | dshop          |
| 286174        | 6/17/2021        | 113818               | WALTON BEVERAGE COMPANY, INC  | WTP BREAKROOM SUPPLIES                             | \$ 52.50     | dwwtp          |
| 286181        | 6/18/2021        | 6507130              | CARDINAL HEALTH 110, INC.     | PHARMACEUTICAL: ONDANSETRON                        | \$ 14.85     | medic          |
| 286169        | 6/18/2021        | 710 300 0000 5       | CASCADE NATURAL GAS CORP.     | OPS 5/18/21 - 6/17/21                              | \$ 277.36    | dshop          |
| 286179        | 6/18/2021        | 674 400 0000 7       | CASCADE NATURAL GAS CORP.     | STA 1: 5/18 - 6/17/21                              | \$ 71.27     | medic          |
| 286180        | 6/18/2021        | 169 400 0000 9       | CASCADE NATURAL GAS CORP.     | STA 2: 5/18 - 6/17/21                              | \$ 34.96     | medic          |
| 286249        | 6/18/2021        | 038 200 0000 2       | CASCADE NATURAL GAS CORP.     | APD 5/18-6/17/21                                   | \$ 366.90    | apd            |
| 286267        | 6/18/2021        | 912 800 0000 0       | CASCADE NATURAL GAS CORP.     | CARNEGIE 5/18-6/17/21                              | \$ 48.86     | museum         |
| 286268        | 6/18/2021        | 199 800 0000 4       | CASCADE NATURAL GAS CORP.     | MUSEUM 5/18-6/17/21                                | \$ 14.68     | museum         |
| 286270        | 6/18/2021        | 154 700 0000 9       | CASCADE NATURAL GAS CORP.     | LIBRARY 5/18-6/17/21                               | \$ 193.76    | publib         |
| 286276        | 6/18/2021        | 260 037 3822 1       | CASCADE NATURAL GAS CORP.     | 611 R AVENUE 5/18-6/17/21                          | \$ 80.31     | parks1         |
| 286285        | 6/18/2021        | 304 713 4234 2       | CASCADE NATURAL GAS CORP.     | 607 R AVE SERVICE DATES 05/18-06/17                | \$ 13.83     | parks1         |
| 286287        | 6/18/2021        | 538 000 0000 1       | CASCADE NATURAL GAS CORP.     | 411 HILLCREST DR. 05/18-06/17/21                   | \$ 31.58     | parks1         |

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| 286288        | 6/18/2021        | 917 600 0000 9 | CASCADE NATURAL GAS CORP.      | 1915 13TH ST. 05/18-06/17/21                          | \$ 19.76     | parks1         |
| 286292        | 6/18/2021        | 440 400 0000 0 | CASCADE NATURAL GAS CORP.      | FIDALGO CENTER 05/18-06/17/21                         | \$ 153.11    | parks1         |
| 286293        | 6/18/2021        | 638 000 0000 0 | CASCADE NATURAL GAS CORP.      | 411 HILLCREST DR. #B, 05/18-06/17/21                  | \$ 13.00     | parks1         |
| 286250        | 6/18/2021        | 018627099      | GALLS, LLC.                    | UNIFORM EQUIP-BATON HOLDER; NEW OFC MELTON            | \$ 24.82     | apd            |
| 286165        | 6/18/2021        | MV256233       | MOTOR TRUCKS, INC              | BELT FAN                                              | \$ 70.95     | dshop          |
| 286166        | 6/18/2021        | 224671         | NAPA                           | OIL FILTER                                            | \$ 7.53      | dshop          |
| 286258        | 6/18/2021        | 224697         | NAPA                           | LAMP                                                  | \$ 10.34     | dshop          |
| 286157        | 6/18/2021        | 8182239649     | SHRED-IT USA, LLC              | ONE TIME SHRED OF EXPIRED SENSITIVE DOCS              | \$ 344.45    | medic          |
| 286184        | 6/21/2021        | 989 800 0000 8 | CASCADE NATURAL GAS CORP.      | WWTP 5/18-6/17/21                                     | \$ 14.68     | dwwtp          |
| 286247        | 6/21/2021        | 06/21/2021     | FIDALGO CLEANING               | APD CLEANING & SUPPLIES 6/21-7/4/21                   | \$ 800.00    | apd            |
| 286175        | 6/21/2021        | RefundFosse    | FOSSE, REENA                   | CAMPING REFUND FOSSE                                  | \$ 149.00    | parks1         |
| 286168        | 6/21/2021        | 224769         | NAPA                           | MISC FILTERS- SHOP STOCK                              | \$ 259.06    | dshop          |
| 286170        | 6/21/2021        | RefundSweeney  | SWEENEY, DUBLIN                | CAMPING REFUND 4 SITES 07/22-24                       | \$ 304.00    | parks1         |
| 286260        | 6/21/2021        | 49239969       | UNIVAR USA INC                 | SODIUM HYDROXIDE                                      | \$ 3,936.78  | dwwtp          |
| 286280        | 6/22/2021        | Jan-Jun 2021   | ANACORTES CHAMBER OF COMMERCE  | MARKETING SUPPORTING A SAFE REOPENING - JAN-JUNE 2021 | \$ 8,820.00  | plan           |
| 286278        | 6/22/2021        | 6/22/2021      | WESTERN DISPLAY FIREWORKS, LTD | 4TH OF JULY FIREWORKS 2021                            | \$ 13,750.00 | parks1         |
| 286152        | 7/1/2021         | 20210701       | CHOWANEC, WILLIAM              | STA 3 RENT - JULY                                     | \$ 2,340.00  | medic          |

**Total** **\$434,533.91**



## City Council Agenda Bill

**Meeting Date:** June 28, 2021

**Agenda Item:** 5.a.

**Agenda Item Title:** Public Hearing: City of Anacortes 2021 Docket of Proposed Comprehensive Plan and Development Regulation Amendments

**Staff Contact(s):** LIBBY GRAGE

| <b><u>Approved for Submittal to Council by</u></b> | <b><u>Action Type</u></b> |
|----------------------------------------------------|---------------------------|
| LIBBY GRAGE                                        | Public Hearing            |
| DON MEASAMER                                       |                           |

**Item Summary:** A public hearing is scheduled for this evening pursuant to [AMC 19.16.050.C](#), which requires the City Council to hold a public hearing to take comments on the 2021 docket of amendments to the Comprehensive Plan and Development Regulations.

Petitioners will present their amendment requests and the public is invited to comment on which petitions should be included for further consideration in the 2021 docket of amendments. The written public comment period ends on June 30, 2021.

**Budget Impact:**  
None.

**Previous Action:** None. At the [5/24/21](#) council meeting, staff presented an overview of the Annual Comprehensive Plan and Development Regulation update process, as well as brief summaries of proposed amendments.

**Recommended Motion:** None.

**Alternative Actions:** N/A

**Attachments (listed in order presented):**

1. Notice-Availability
2. Docket Recommendation
3. EvergreenIslands-ShortTermRentals

4. Skillings-Combined
5. Skillings Presentation Exhibit
6. Skillings Presentation Exhibit 2
7. Walters-Combined
8. 20210628Item5a-Public Comment-Alexandra
9. 20210628Item5a-Public Comment-French
10. 20210628Item5a-Public Comment-Kurp
11. 20210623Item5a-Public-Comment-Richardson
12. 20210627Item5a-Public-Comment-MacPhail
13. 20210609Item5a-Public-Comment-Felts
14. 20210628Item5a-Public-Comment-EvergreenIslands
15. Staff Slide Presentation





## Notice of Availability

Including written comment period, public hearing date, and environmental review.

|                           |                                                                                                                                             |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Publish Date:             | June 9, 2021                                                                                                                                |
| Proposal Name:            | City of Anacortes 2021 Docket of Proposed Comprehensive Plan and Development Regulation Amendments                                          |
| Documents Available at:   | <a href="https://www.anacorteswa.gov/1321/Comprehensive-Plan-Amendments">https://www.anacorteswa.gov/1321/Comprehensive-Plan-Amendments</a> |
| Lead Agency:              | City of Anacortes Planning, Community & Economic Development Department                                                                     |
| Contact Person            | Libby Grage, Planning Manager                                                                                                               |
| Public Hearing Body:      | Anacortes City Council                                                                                                                      |
| Public Hearing Date:      | Monday, June 28, 2021 at 6:00 PM                                                                                                            |
| Written Comment Deadline: | Wednesday, June 30, 2021, at 5:00 PM                                                                                                        |

### Proposal Description

The Growth Management Act provides that “each comprehensive land use plan and development regulations shall be subject to continuing review and evaluation” (RCW 36.70A.130(1)(a)), and requires Anacortes to periodically accept petitions for amendments or revisions to the Comprehensive Plan policies, future land use map, and development regulations. Anacortes implements this requirement through Anacortes Municipal Code (AMC) Chapter 19.16, Legislative Actions, which describes the process for annual amendments.

The proposal consists of 9 proposed amendments to the Anacortes Comprehensive Plan, Future Land Use Map, and Development Regulations under consideration through the 2021 docket. The proposal includes 1 Future Land Use Map amendment, and the remaining amendments are proposed to the Comprehensive Plan policies and to Anacortes Municipal Code Title 19, Unified Development Code.

A list of the amendment requests and the Department’s recommendations for docketing will be available no later than 5:00 PM on June 9, 2021 at:

<https://www.anacorteswa.gov/1321/Comprehensive-Plan-Amendments>

The Council's decision to include a proposed amendment in the docket is procedural and does not constitute a decision as to whether the amendment will ultimately be approved.

## **SEPA Threshold Determination**

The City will not conduct SEPA analysis until the docket has been established.

## **How to Comment**

Comments are accepted via email, paper, or verbally. All written comments must be received by the deadline and include (1) your full name, (2) your mailing address, and (3) the proposal name ("2021 Docket of Comprehensive Plan and Development Regulation Amendments").

**Email comments** are preferred and must be sent to [libbyb@cityofanacortes.org](mailto:libbyb@cityofanacortes.org). Please include your comments in the body of your email message rather than as attachments.

### **Paper comments may be mailed or delivered to:**

City of Anacortes  
Planning, Community & Economic Development Department  
ATTN: Libby Grage  
P.O. Box 547 / 904 6<sup>th</sup> St.  
Anacortes, WA 98221

**Verbal comments** may be made at the Public Hearing. Due to the COVID-19 pandemic, the public hearing will be held as a remote meeting. Virtual meeting access information can be found on the City Council agenda, posted Wednesday prior to the meeting here:

<https://www.anacorteswa.gov/700/Meeting-Documents-and-Video>



## Planning, Community, & Economic Development Department

Don Measamer, Director

# Memorandum

To: Anacortes City Council

Date: June 9, 2021

From: Don Measamer, Director, Community & Economic Development  
Libby Grage, Planning Manager

Subject: Annual Comprehensive Plan and Development Regulation Amendments –  
2020/2021 Docket Request Summaries and PCED Recommendations

## INTRODUCTION

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Consistent with the Growth Management Act, the City of Anacortes is conducting its annual process to accept and consider suggested amendments to the Anacortes Comprehensive Plan and Development Regulations. As part of the 2020-2021 cycle, the City received 3 citizen-initiated petitions for amendments to the Comprehensive Plan. In addition, City staff are proposing 1 Comprehensive Plan amendment and multiple amendments to the development regulations within the Anacortes Municipal Code (AMC) Title 19, Unified Development Code.

[AMC Chapter 19.16 Legislative Actions](#) provides the procedures and criteria for determining which of the amendment petitions will be included in this year's docket and continue through environmental review, and Planning Commission and City Council Review. The Council's decision to include a proposed amendment in the docket is procedural and does not constitute a decision as to whether the amendment will ultimately be approved.

This memo provides summary of each proposal, analysis of the docketing criteria, and the Planning, Community and Economic Development Department's (PCED) recommendations for inclusion in the annual docket.

## DOCKETING CRITERIA

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[AMC 19.16.050.B](#) requires the PCED Department to make a recommendation to the City Council as to which of the petitions should be included in the year's docket. PCED considers each of the following factors in making its recommendation:

- (a) The petition complies with the filing requirements;
- (b) The petition, in light of all proposed amendments being considered for inclusion in the year's docket, can be reasonably reviewed within the staffing and operational budget allocated to the department by the City Council;
- (c) The proposed amendment raises policy, land use, or scheduling issues that would more appropriately be addressed as part of an ongoing or planned work program, or as part of the periodic review cycle;
- (d) Some legal or procedural flaw in the petition would prevent its legal implementation; or
- (e) The petition lacks sufficient information or adequate detail to review and assess whether or not the proposal meets the applicable approval criteria. A determination that the proposal contains sufficient information and adequate detail for the purpose of docketing does not preclude the department from requesting additional information at any later time.

## 2020/2021 CITIZEN PETITIONS AND PCED DEPARTMENT RECOMMENDATIONS

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The City received the following timely petitions and suggestions to amend the Comprehensive Plan policies, map, or development regulations. For each proposal, the Department has provided a summary of the proposal, analysis of the docketing criteria, and a recommendation. Petition titles contain a hyper link to the petitioner's application. The full text of each petition is available on the [Comprehensive Plan Amendment webpage](#).

### P1. "Promoting Neighborhoods & Affordable Housing" – Evergreen Islands

#### Summary

The proposal seeks to add the following polices to Goal H-1 of the Housing Element of the Comprehensive Plan:

- (New) Policy H-1.x. Regulate Short Term Vacation Rentals (STVRs) to mitigate their adverse impacts on the availability of Affordable Housing.
- (New) Policy H-1.x. Regulate Short Term Vacation Rentals (STVRs) to mitigate their adverse impacts to Residential Neighborhoods such as additional traffic, noise, and their quality of life.

## **History**

This is a new petition that has not been docketed in the recent past.

## **Recommendation**

PCED recommends the Council include this petition in the docket.

## **Analysis**

The Anacortes Comprehensive Plan is currently silent on the topic of short-term vacation rentals. The Comprehensive Plan does contain general goals and policies supporting provision of a sufficient quantity and variety of housing to meet the community's needs, and preservation of the character of residential neighborhoods.

The addition of specific policies for short-term vacation rentals would be useful in clarifying and memorializing Council's intent and would help provide direction for the upcoming review and potential amendment to the City's short-term rental regulations, which is currently on PCED's work plan to complete in 2021/2022.

More information about current regulations governing short-term rentals is available in this [informational handout](#).

## P2. "Skillings Future Land Use Map Amendment" – Thomas Skillings

## Summary

The proposal seeks to change the [Comprehensive Plan Future Land Use Map](#) designation for portions of parcels P33059 and P33058 from Industrial to Residential Medium Density.



## History

This is a new petition that has not been docketed in the recent past.

## Recommendation

PCED recommends including this petition in the docket.

## Analysis

The applicants would like to adjust the boundary line between 3 properties under their ownership. The purpose of the BLA would be to create a more generous setback between the



existing home on P33062 (designated Residential Medium Density) and the adjacent properties to the west (designated Industrial and Residential Medium Density). The City's code prohibits approval of a BLA when it would result in a lot having more than one zoning or land use designation. Therefore, the owner is requesting a change to the land use designation for portions of P33059 and P33058 so that they are consistent with the designation of the residentially developed parcel to the east, and that, ultimately, the BLA can be accomplished.

If the FLUM amendment were approved, a subsequent rezone of the property from Industrial to R3 would be required to achieve consistency between the FLUM and zoning map. This would create additional land that could be developed with residential uses.

The applicant proposes leaving the remaining 31,486 sq. ft. portion of the property designated as Industrial.

### **P3. "Towards Zero Waste Policy" – Ryan Walters**

#### **Summary**

The proposal seeks to add a new goal and policies to the Utilities Element of the Comprehensive Plan:

- New Goal U-9. Toward Zero Waste. Increase recycling and composting to 65% of the municipal solid waste stream.
  - New Policy U-9.1. Provide weekly curbside food waste collection including small containers for residents that do not require yard waste bins.
  - New Policy U-9.2. Facilitate or require multi-family dwellings to offer food waste collection.
  - New Policy U-9.3. Perform a waste characterization study and analyze results to identify waste stream components that can be targeted for reduction through producer responsibility or consumer education.
  - New Policy U-9.4. Construct solid waste rate schedules to incentivize increased diversion or reduced frequency of pickup.
  - New Policy U-9.5. When it becomes feasible, reduce garbage collection frequency to reduce trips, personnel costs, and greenhouse gas emissions.

#### **History**

This is a new petition that has not been docketed in the recent past.

#### **Recommendation**

PCED recommends including this petition in the docket.

## Analysis

The City of Anacortes is included under Skagit County's Solid Waste Management Plan, which sets a goal for recycling and composting of 65%. The petition states that the new goal and policies would help the City move toward that goal.

## 2020/2021 CITY INITIATED AMENDMENTS

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The following amendments are recommended by the PCED Department to be included in this year's docket.

### C1. Comprehensive Plan Technical Updates

#### Summary

The proposal is to amend the "Other Plans" paragraph on Page I-12 of the Comprehensive Plan as follows:

## Other Plans

Each of the following plans is incorporated by reference into the Comprehensive Plan:

- [6-Year](#) Capital Facilities [Financing](#) Plan ~~2015-2020~~
- Wastewater Comprehensive Plan ~~2015~~
- ~~2011~~ Water System Plan
- ~~2007~~ Stormwater [Management](#) [Comprehensive](#) Plan
- Anacortes Parks & Recreation ~~Comprehensive~~ Plan ~~2009~~
- ~~Anacortes Community Forest Lands Comprehensive Plan 2009~~
- Shoreline Master Program ~~2010~~
- ~~Fidalgo Bay-Wide Plan (2000)~~
- ~~Anacortes Airport Subarea Plan (2005)~~

Other plans may be incorporated into the Comprehensive Plan after its adoption by the adopting document for the individual plan.

#### History

This is a new petition that has not been docketed in the recent past.

#### Analysis

The purpose of the proposed amendment is to improve clarity by removing the names of city plans that are not necessary to be a part of the Comprehensive Plan, correcting and updating

remaining plan titles, and removing specific dates so that updates to this section are not needed every time a referenced plan is updated in the future.

## C2. Title 19 Unified Development Code Clean-Up

### Summary

Over the past 5 years, the City's land use procedures and development regulations have undergone significant reorganization and updates. In use of the code over time, City staff, members of the public, and applicants have identified areas that would benefit from revision to improve consistency in application, enhance clarity, and better implement the Comprehensive Plan's goals and policies. They are as follows:

### AMC Ch. 19.20 Application Procedures

- **AMC 19.20.070 - Vesting** – Revise vesting language to clarify that approval of certain application types (that are not building permits or land divisions) does not provide vested rights for subsequent building permit applications.

### AMC Ch. 19.22 Concurrency

- **New section** - Re-insert language (omitted in 2019 update) regarding Director establishment of a concurrency facilities review program to monitor capacity on concurrency facilities and assess the cumulative impact of forecasts of approved development upon capacity and anticipated levels of service.
- **AMC 19.22.050 - Concurrency Test** – Add application requirements and review fee language.

### AMC Ch. 19.43 Residential Uses

- **AMC 19.43.020.B -Adult Family Home Definition** – update to reflect recent changes to [RCW 70.128.010](#), which allows provision of services to up to 8 adults upon approval by DSHS.

### AMC Title 19 Division 5 Community Design

- **AMC Ch. 19.52 – Public Street Design**
  - Generally – consider changing terminology for 'parking lane' to 'parking pocket', where appropriate, to better convey comprehensive plan policies for new street design that minimizes impervious surfaces. The new street parking philosophy is less linear (lane) and more sectional (pockets).
- **AMC 19.52.040.A.2 – Modified and Special Standards.** There are several areas in the city for which the Public Works Department has developed special design standards for a street or neighborhood; however, some of these have not been formally adopted by Council. These standards should be adopted formally by council and added to the Public Works Engineering Design Standards.

- **AMC Table 19.52.040.E – Lane Design Standards.** Add note about integration of guest parking to the Lane street standard, similar to the note in the Local Access standard (Table 19.52.040.A).
- **AMC Ch. 19.52.080 – Street Names and Signage.** Add provision allowing the Fire Marshal or PW Director to require installation of No-Parking signage or other curb/pavement markings when a development contains a street with insufficient pavement width to allow for simultaneous on-street parking and emergency vehicle access.
- **AMC 19.53.030.B Driveway location.**
  - Subsection B.2. “Lowest volume street” needs to be defined or consider changing to “Lowest order functional classification” or similar.
  - Subsection B.3. The conditions identified in (a) and (b) need further clarification to assist in application, including defining the ‘functional capacity’ for an alley.
  - In this section or elsewhere, provide better guidance for determining when development /redevelopment will require relocation to the alley of an existing driveway/access onto a city street.

### **AMC Ch. 19.66 Fences**

- Clarify when a fence permit is required.
- Identify parameters for what constitutes repair and maintenance of existing nonconforming fences.

### **AMC Ch. 19.67 Signs**

- Table 19.67.060, Projecting Sign maximum sign area - Update incorrect cross reference - The reference to 19.67.080(B)(1) should be 19.67.**090**(B)(1).
- Fix potentially conflicting provisions for commercial and noncommercial temporary signs located in the public right-of-way (AMC 19.67.110.C.2 and Table 19.67.110.F) and clarify placement standards.

## **NEXT STEPS**

The setting of the 2021 Docket by the Council authorizes PCED to begin environmental review of these non-project actions through SEPA; analyze and draft the proposed amendments for public review and Planning Commission; and request review from the Department of Commerce.

The docketing public hearing is scheduled for **Monday, June 28, 2021 at 6:00 PM**. Applicants for the 2021 Docket will present their petitions at the Public Hearing.

See below for more information.

## HOW TO COMMENT

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**Written comments** must be submitted no later than June 30, 2021 at 5:00 PM. The public may submit written comments via email to [libbyb@cityofanacortes.org](mailto:libbyb@cityofanacortes.org) (preferred) or via US mail. All paper comments must be mailed to the address below:

City of Anacortes Planning Community & Economic Development  
Re: Comments for “2021 Docket of Comprehensive Plan and Development Regulation Amendments”  
P.O. Box 547  
Anacortes, WA 98221

**Verbal comments** may be made at the Public Hearing. Due to the COVID-19 pandemic, the public hearing will be held as a remote meeting. Virtual meeting access information can be found on the City Council agenda, posted Wednesday prior to the meeting here:

<https://www.anacorteswa.gov/700/Meeting-Documents-and-Video>

## APPLICATION INFORMATION

| TYPE OF AMENDMENT REQUESTED                                                           |                                                          |                                                             |
|---------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------------|
| <input checked="" type="checkbox"/> Comprehensive Plan Policies                       | <input type="checkbox"/> Comprehensive Plan Land Use Map | <input checked="" type="checkbox"/> Development Regulations |
| AMENDMENT REQUEST INFO                                                                |                                                          |                                                             |
| AMENDMENT NAME/TITLE:<br><br>Promoting Residential Neighborhoods & Affordable Housing |                                                          |                                                             |
| APPLICANT INFORMATION                                                                 |                                                          |                                                             |
| NAME:<br>Evergreen Islands                                                            | MAILING ADDRESS: PO Box 223<br>Anacortes, WA 98221       |                                                             |
| PHONE:<br>(360) 588-8057                                                              | EMAIL ADDRESS:<br>Evergreen.Islands@outlook.com          |                                                             |
| NAME OF DESIGNATED CONTACT IF APPLICANT IS A GROUP:<br><br>Tom Glade, Vice President  |                                                          |                                                             |



**Property Owner(s)**

I am the owner of the property described above or am authorized by the owner to sign and submit this application. I grant permission for the City staff and agents to enter onto the subject property at any reasonable time to consider the merits of the application and post public notice. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete and correct.

I also acknowledge that by signing this application I am the responsible party to receive all correspondence from the City regarding this project.

Signature by Owner/Agent:

Date:

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Printed Name:

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## PETITION NARRATIVE

### For all types of amendment requests:

Please fill in each space with the requested information, or note “see attached” and attach more pages to this form.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>For all types of amendment requests:<br/>Please fill in each space with the requested information, or note “see attached” and attach more pages to this form.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>A. Detailed statement of what is proposed to be changed and why.</b></p> <p>Amend the Anacortes Comprehensive Plan to include a Policies that protect residential neighborhoods and support Low Income Housing by regulating Short Term Vacation Rentals to mitigate their negative impacts.</p> <p>Add two new policies to <b>Goal H-1. Housing Supply and Variety. Provide for a sufficient quantity and variety</b> of housing to meet community needs.</p> <p><b>Policy H-1.x</b> Regulate Short Term Vacation Rentals (STVRs) to mitigate their adverse impacts on the availability of Affordable Housing.</p> <p><b>Policy H-2.x</b> Regulate Short Term Vacation Rentals (STVRs) to mitigate their adverse impacts to Residential Neighborhoods such as additional traffic, noise, and their quality of life.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>B. Statement of anticipated impacts to be caused by the change, including geographic area affected and issues presented.</b></p> <p>The proposed change is intended to mitigate the negative impacts of Short Term Vacation Rentals (STVRs)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>C. Demonstration of why the proposal is needed.</b></p> <p>Currently, the City of Anacortes has not adopted any development regulations that regulate Short Term Vacation Rentals (STVRs). The 2017 MRSC article, “12 Examples of Short-Term Vacation Rental Regulations”, states:</p> <ul style="list-style-type: none"> <li>• many local governments are still wrestling with questions about whether this industry should be regulated.</li> <li>• For those local governments with a significant number of tourists or transient visitors, however, these jurisdictions either already have regulations in place or are contemplating adopting them.</li> <li>• Most local governments’ concerns about short-term rentals fall into at least one of the following categories:</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Collection of lodging and sales tax on these short-term rental stays;</li> <li><input type="checkbox"/> Mitigation of traffic, parking, noise, and other impacts on the surrounding neighborhood; and</li> <li><input type="checkbox"/> Compliance with life/safety standards that are commonly applied to other types of lodging establishments (such as hotels, motels, and bed-and-breakfasts).</li> <li><input type="checkbox"/> Another issue of increasing concern is <b>the impact of short-term rentals on a community’s affordable housing supply</b>. In this case, the concern isn’t necessarily about a homeowner renting out a room or backyard cottage to help with monthly mortgage payments. Instead, <b>local governments fear that property owners will purchase residential units and rent them out on a short-term basis to out-of-town visitors, thereby taking them out of the year-round rental housing supply.</b></li> </ul> |

**D. Statement of how the amendment is consistent with the comprehensive plan's vision and goals.**

The 2016 Anacortes Comprehensive Plan includes the following Vision Statement:

*Anacortes is a unique, creative, vibrant and caring maritime community that supports cultural and economic diversity and vitality, **balances sustainable growth with respect for our history**, and protects our natural environment and public lands for future generations.*

The 2016 Anacortes Comprehensive Plan includes the following Value Statements:

- Provide a variety of housing types in all price ranges.
- Develop design standards reflecting small-town scale and character.

# Sedona's housing woes threaten its sense of community. Some blame vacation rentals

[Lorraine Longhi](#), The Republic | azcentral.com Published 6:00 a.m. MT Jan. 29, 2019 | Updated 4:06 p.m. MT Feb. 4, 2020



Residents in Sedona are struggling to find long-term housing in the city after a state law prohibited the city from regulating short-term rentals. Arizona Republic

Robin Kelley moved back to Sedona in 2018 and spent months on waiting lists before she found a home to rent.

The experience was a far cry from when she originally moved to Sedona a decade

earlier, when it only took her two days to rent a furnished home.

Kelley and her dog eventually found an unfurnished home for \$1,600 per month, which she says is \$400 more than she would have paid for the same property three years ago.

Kelley's story is increasingly common, which has city leaders concerned. Affordable housing has long been an issue in the city with million-dollar homes and few apartments. But city leaders say [a 2-year-old state law](#) is exacerbating the problem.

The law prohibits cities and towns from regulating short-term home rentals, allowing people to rent their homes to tourists and others via websites such as Airbnb or VRBO.

And there are plenty of visitors to the red-rock country.

Sedona attracts some 3 million visitors annually. In the high season, tourists can outnumber the city of 10,500 residents by a 3-to-1 ratio, according to City Manager Justin Clifton.

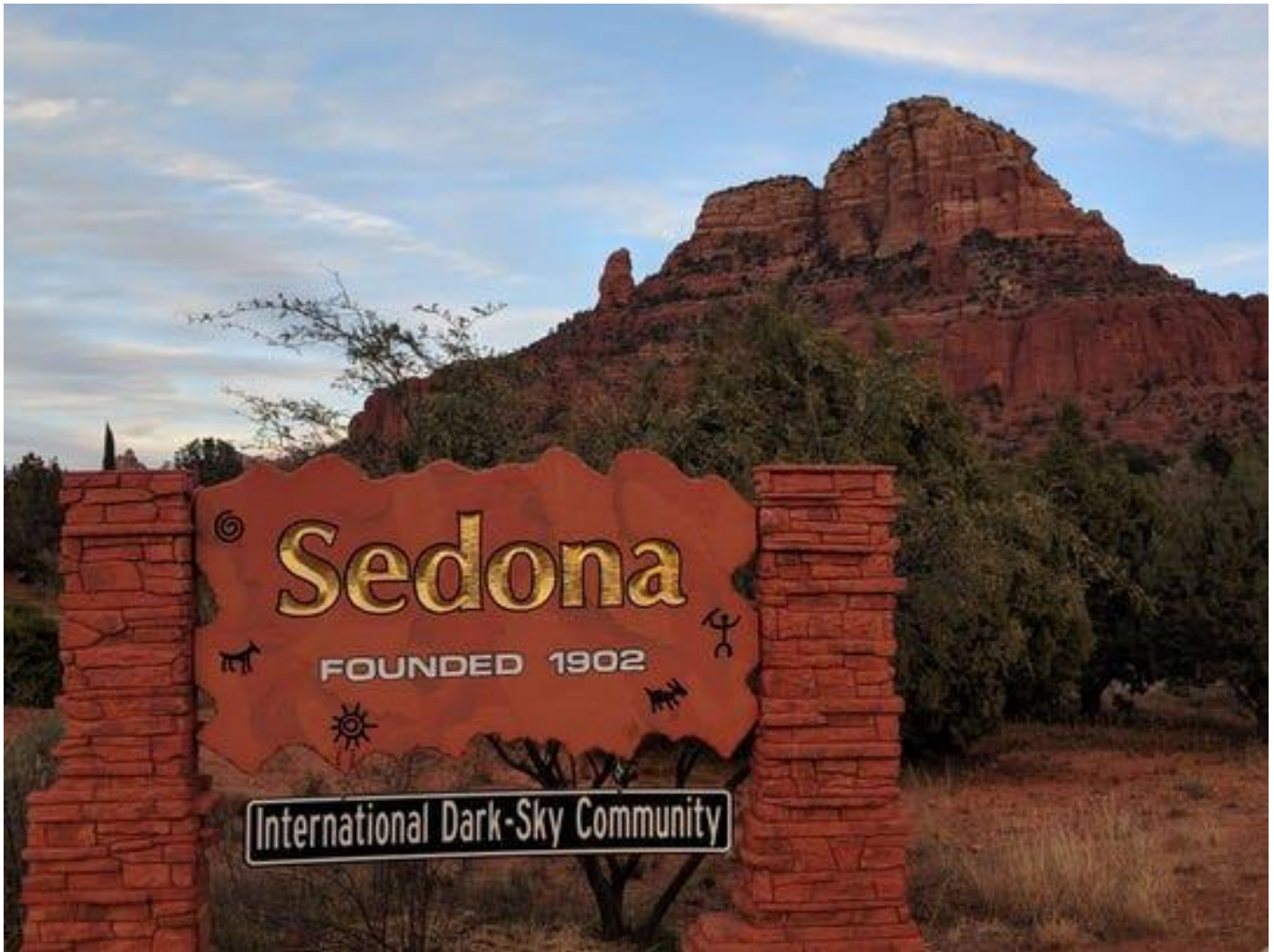
Sedona had an estimated 200 to 300 vacation rentals before the new law took effect. Today, vacation rentals have grown to more than 1,000 homes, or 20% of Sedona's total housing inventory, Clifton said.

The result? In one of Arizona's most beautiful places, many can't find a place to live.

The situation has Clifton concerned.

"At what point are the community's residents so outnumbered that there's no real community left?" he wonders.





Sedona is grappling with a state law that has prohibited cities and towns from regulating home rentals took effect. Before the new law took effect, there were an estimated 200-300 homes available in Sedona as vacation rentals. Today, rentals have grown to more than 1,000, or 20% of Sedona's total housing. *(Photo: Lorraine Longhi/Special for The Republic)*

## **Affordable-housing shortage in Sedona**

Sedona's median home price is \$555,000, among the highest in the state, according to Clifton, but only 4% of Sedona's current housing is apartments, well below the national average of 20%.

The lack of affordable housing didn't just happen because of the growth in vacation rentals. Sedona's zoning made it difficult for apartments to be built in the city, until the rules were changed last year.

"The rules were still a product of the old priorities," Clifton said, noting the area's more rural way of life. "It's only been just recently that we figured out that one of the ways



"Multiple factors are behind the city's housing challenges, including a lack of development of affordable-housing units,"

Laura Rillos, Airbnb spokeswoman.

That's what an Airbnb spokeswoman pointed out.

She also said short-term rentals can help many families afford to stay in their Sedona homes.

Brenda Mendel is a Sedona resident who rents a room in her house on Airbnb. The extra income helps her pay the mortgage, she said.

"People expect and seem to demand cheap housing in the most beautiful place in America," Mendel said. "These are people that have never gotten a mortgage and don't realize the costs to pay taxes, insurance and mortgage every month."

Investors have also gotten into the game though, swooping in to buy up four or five homes at a time, Sedona City Councilman Scott Jablow said.

Jablow said that some landlords have begun evicting long-term tenants because they can make more money on short-term vacation rentals.

## **Nowhere to live**

The problem is where to look for a rental long term if you work in Sedona.

More than 40% of Sedona's business workforce lives outside of the city. Clifton estimates it's double that for city workers. Some suggest that's because many of them have families or don't want to have roommates, something that many renting in Sedona are forced to do.

The housing issue has made it hard to fill key city positions. Applicants for chief of police and assistant city attorney were unable to accept the jobs after they couldn't find housing in the city, Clifton said.

"It's very difficult to retain people," he said. "If the city offered me a position at the same salary today, I don't know that I could make it work."

Sedona has a turnover rate of 20% among city employees, well above the average of 5%, Clifton said.

Other residents say that renters looking for affordable housing should look outside the city, to communities such as Cottonwood, Cornville or Jerome.

But Clifton said that as housing prices increase in Sedona, so do prices in neighboring communities.

**RELATED:** [These neighbors fought an Airbnb rental in their area — and won](#)

## Hotels impacted

The rise in short-term rentals has also created competition for boutique hotels and bed and breakfasts that have long been staples of the tourist town.

Steve Segner, owner of the boutique hotel El Portal in Sedona, said the increase in short-term rentals has increased traffic, noise and competition in the city.

"I get that a lot of people want to stay here but a lot of people also have to work here and take care of those visitors."

Ann Perkins,  
concierge at El  
Portal

"I'm inspected by the health and fire department, yet somebody can go right around the corner from my hotel, buy a five-bedroom house and be open tomorrow," Segner said.

Segner said occupancy has been a little flat since the new law took effect, but he's managed to combat the problem by increasing room rates.

However, he's still concerned about housing for his employees, who have an increasingly difficult time finding housing in the city.

With few long-term rentals left in town, hotel owners are going into neighboring towns such as Cottonwood to rent apartments as corporate units so that they have a space for employees, Segner

said.

Ann Perkins, a concierge at El Portal, rents three properties exclusively to Sedona employees because of the shortage.

"I get that a lot of people want to stay here but a lot of people also have to work here and take care of those visitors," Perkins said. "I want to know who my neighbors are."



El Portal is just one establishment in Sedona that has been impacted by the rise in short-term rentals that has created competition for boutique hotels and bed and breakfasts that have long been a staple of the tourist town. *(Photo: Lorraine Longhi/The Republic)*

## Return local control

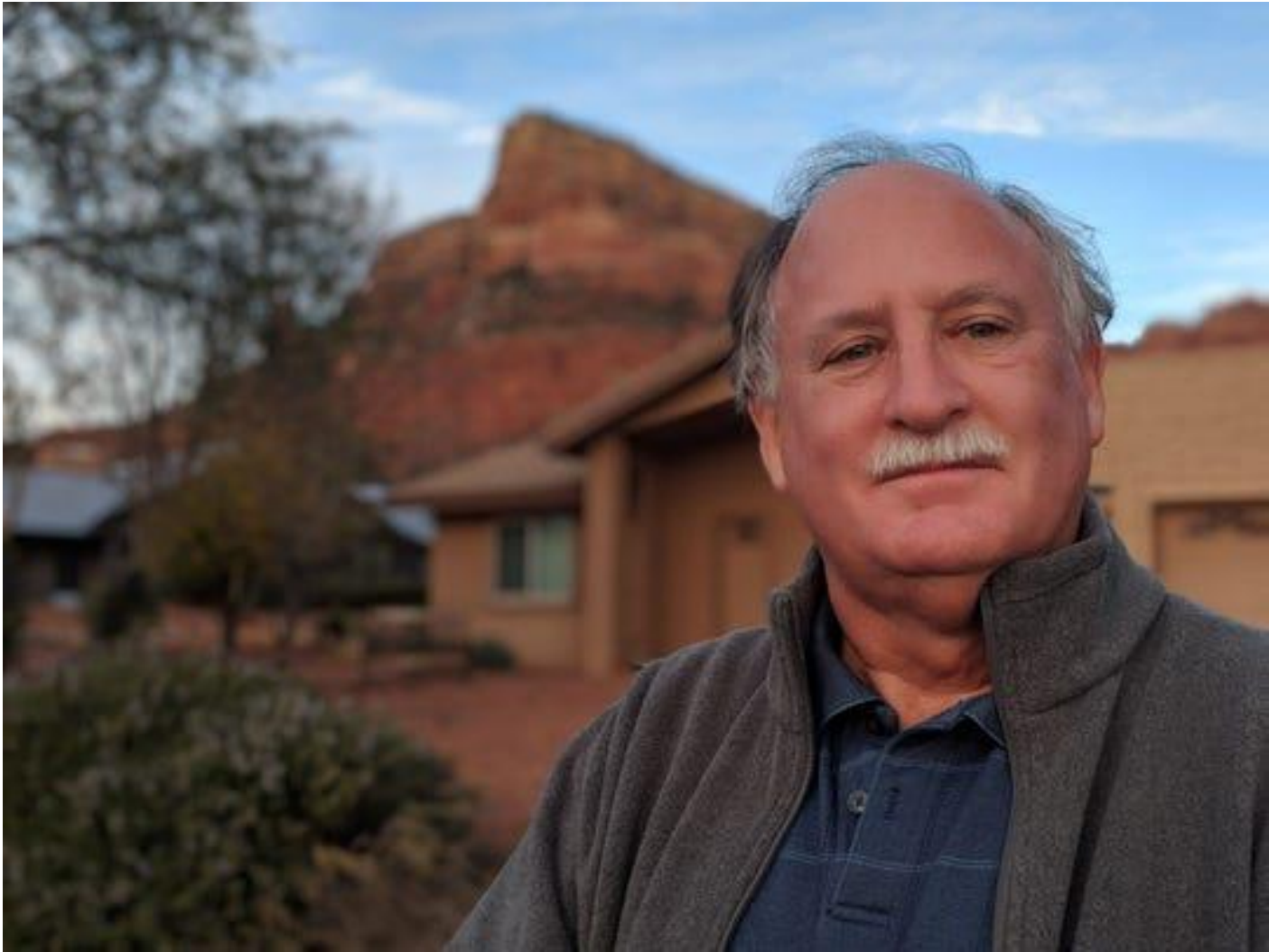
Jablow, the councilman, is concerned there is little oversight of short-term rental companies when tourists stay in homes and don't know the surrounding area.

He mentioned a situation at a vacation rental on his own street where renters were smoking on the deck and caught the home on fire.

"You have people coming and going and they don't know what they're walking into," Jablow said. "Is it safe?"

Airbnb says they partner with local government authorities and relief organizations to email hosts and guests about potential disasters, as well as providing a tool for neighbors to share concerns about listings in their communities.

"We want to do everything we can to help our community members be good neighbors in the places they too call home," Rillos said.



Sedona City Councilmember Scott Jablow stands in front of a home being operated as a short-term rental. City officials and residents say the law has exacerbated a growing problem of unavailable housing that could have far-reaching consequences for their city. *(Photo: Lorraine Longhi/The Republic)*

## Is a legislative fix coming?

One thing seems clear: Any fix will be up to the state.

Before the law was passed, Sedona prohibited all residential rentals of fewer than 30 days in the city. After the new state law was passed, the city amended its ordinance to require that all short-term rentals pay \$50 for a city business license. The Arizona Attorney General's Office determined the move [violated state law](#).

Republican state Rep. John Kavanagh, who represents Scottsdale and Fountain Hills, has [drafted House Bill 2087](#) to address some of the issues created by the original [short-term rental bill](#).

The bill proposes banning [party and special-event rentals](#), where houses are rented out and occupied by 20-30 people at a time.

Kavanagh is also exploring how to ease concerns about investor-owned, short-term rentals.

Jablow said Sedona does not have the problem with party houses that Scottsdale and Paradise Valley are experiencing, but said that cities should have local control over rentals to decide what's best for them.

"They seem to think they know what's best for us," Jablow said. "How could they possibly?"

**RELATED:** [Sun City grapples with young renters from Airbnb](#)

## **A city struggling with identity**

Less than 2% of Sedona residents were born and raised in the city, according to Clifton.

The issue of housing has only compounded an existing problem of getting people to continue living in the tourist town.

Where residents used to pay \$800 to \$900 a month for rent in the city, they're now paying \$1,800 to \$1,900 a month, according to Jablow.

"How are people supposed to afford that?" Jablow said. "They can't, so they're leaving the region."





Sedona closed one of its two elementary schools last year after a slow decline in enrollment over the last decade. (Photo: Lorraine Longhi/The Republic)

The city closed one of its two elementary schools last year after a slow decline in enrollment over the last decade, according to Jennifer Clifton, director of operational services for the Sedona-Oak Creek Unified School District.

"When you walk down the street and you're not seeing neighbors who you can establish some kind of relationship and a sense of place, that's a real threat."

Justin Clifton,  
Sedona city manager

Enrollment in the district dropped from 1,300 students in 2009 to 766 students today.

Clifton calls it a "downward spiral" of families fleeing for more affordable areas. "Point out to me a vibrant community that has no school."

Still, the question of how to make Sedona sustainable beyond tourism has some officials worried.

"When you walk down the street and you're not seeing neighbors who you can establish some kind of relationship and a sense of place, that's a real threat," Clifton said. "It comes across as kind of a fluffy idea, until you're living it."



Reach the reporter at [lorraine.longhi@gannett.com](mailto:lorraine.longhi@gannett.com). Follow her on Twitter: [@lolonghi](https://twitter.com/lolonghi).  
<https://www.azcentral.com/story/news/local/arizona/2019/01/29/sedona-faces-housing-shortage-short-term-vaction-rentals-take-over/2342431002/>



## **SEPA ENVIRONMENTAL CHECKLIST**

### ***Purpose of checklist:***

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

### ***Instructions for applicants:*** [\[help\]](#)

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

### ***Use of checklist for nonproject proposals:*** [\[help\]](#)

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

**A. BACKGROUND** [\[help\]](#)

1. Name of proposed project, if applicable: [\[help\]](#)

Protecting the Residential Neighborhoods Aesthetics & Quality of Life

2. Name of applicant: [\[help\]](#)

Evergreen Islands

3. Address and phone number of applicant and contact person: [\[help\]](#)

PO Box 223, Anacortes, WA 98221 Tom Glade (360) 202-1901

4. Date checklist prepared: [\[help\]](#)

March 30, 2020

5. Agency requesting checklist: [\[help\]](#)

City of Anacortes Department of Planning, Community, & Development

6. Proposed timing or schedule (including phasing, if applicable): [\[help\]](#)

1 year

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. [\[help\]](#)

No

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. [\[help\]](#)

Representative Municipal Comprehensive Plans and Development Codes

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. [\[help\]](#)

No

10. List any government approvals or permits that will be needed for your proposal, if known. [\[help\]](#)

No

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.) [\[help\]](#)

Append new policies to Goal H-2 and Goal H-3

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and

range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist. [\[help\]](#)

The City of Anacortes governed by its Comprehensive Plan

## B. ENVIRONMENTAL ELEMENTS [\[help\]](#)

### 1. Earth

a. General description of the site [\[help\]](#)

(circle one): Flat, rolling, hilly, steep slopes, mountainous,  
other \_\_\_\_\_  
N/A

b. What is the steepest slope on the site (approximate percent slope)? [\[help\]](#)

N/A

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils. [\[help\]](#)

N/A

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. [\[help\]](#)

N/A

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. [\[help\]](#)

N/A

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. [\[help\]](#)

N/A

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? [\[help\]](#)

N/A

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: [\[help\]](#)

N/A

**2. Air**

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. [\[help\]](#)

N/A

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. [\[help\]](#)

N/A

- c. Proposed measures to reduce or control emissions or other impacts to air, if any: [\[help\]](#)

N/A

**3. Water**

- a. Surface Water: [\[help\]](#)

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. [\[help\]](#)

N/A

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. [\[help\]](#)

N/A

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. [\[help\]](#)

N/A

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. [\[help\]](#)

N/A

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. [\[help\]](#)

N/A

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. [\[help\]](#)

N/A

## b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known. [\[help\]](#)

N/A

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. [\[help\]](#)

N/A

## c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. [\[help\]](#)

N/A

- 2) Could waste materials enter ground or surface waters? If so, generally describe. [\[help\]](#)

N/A

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

N/A

## d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

N/A

4. Plants [\[help\]](#)

- a. Check the types of vegetation found on the site: [\[help\]](#)

N/A

\_\_\_deciduous tree: alder, maple, aspen, other

\_\_\_evergreen tree: fir, cedar, pine, other

\_\_\_shrubs

\_\_\_grass

\_\_\_pasture

\_\_\_crop or grain

\_\_\_Orchards, vineyards or other permanent crops.

\_\_\_wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other



\_\_\_\_ water plants: water lily, eelgrass, milfoil, other  
 \_\_\_\_ other types of vegetation

- b. What kind and amount of vegetation will be removed or altered? [\[help\]](#)

N/A

- c. List threatened and endangered species known to be on or near the site. [\[help\]](#)

N/A

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: [\[help\]](#)

N/A

- e. List all noxious weeds and invasive species known to be on or near the site.

N/A

## 5. Animals

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include: [\[help\]](#)

birds: hawk, heron, eagle, songbirds, other:

mammals: deer, bear, elk, beaver, other:

fish: bass, salmon, trout, herring, shellfish, other \_\_\_\_\_

N/A

- b. List any threatened and endangered species known to be on or near the site. [\[help\]](#)

N/A

- c. Is the site part of a migration route? If so, explain. [\[help\]](#)

N/A

- d. Proposed measures to preserve or enhance wildlife, if any: [\[help\]](#)

N/A

- e. List any invasive animal species known to be on or near the site.

N/A

## 6. Energy and natural resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. [\[help\]](#)

N/A

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. [\[help\]](#)

N/A

- c. What kinds of energy conservation features are included in the plans of this proposal?  
List other proposed measures to reduce or control energy impacts, if any: [\[help\]](#)

N/A

## 7. Environmental health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe. [\[help\]](#)

- 1) Describe any known or possible contamination at the site from present or past uses.

N/A

- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

N/A

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

N/A

- 4) Describe special emergency services that might be required.

N/A

- 5) Proposed measures to reduce or control environmental health hazards, if any:

N/A

## b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? [\[help\]](#)

N/A

- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. [\[help\]](#)

N/A

- 3) Proposed measures to reduce or control noise impacts, if any: [\[help\]](#)

N/A

## 8. Land and shoreline use

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe. [\[help\]](#)

N/A

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted

to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use? [\[help\]](#)

N/A

- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

N/A

- c. Describe any structures on the site. [\[help\]](#)

N/A

- d. Will any structures be demolished? If so, what? [\[help\]](#)

N/A

- e. What is the current zoning classification of the site? [\[help\]](#)

N/A

- f. What is the current comprehensive plan designation of the site? [\[help\]](#)

N/A

- g. If applicable, what is the current shoreline master program designation of the site? [\[help\]](#)

N/A

- h. Has any part of the site been classified as a critical area by the city or county? If so, specify. [\[help\]](#)

N/A

- i. Approximately how many people would reside or work in the completed project? [\[help\]](#)

N/A

- j. Approximately how many people would the completed project displace? [\[help\]](#)

N/A

- k. Proposed measures to avoid or reduce displacement impacts, if any: [\[help\]](#)

N/A

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: [\[help\]](#)

N/A

- m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

N/A

## 9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. [\[help\]](#)

N/A

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. [\[help\]](#)

N/A

- c. Proposed measures to reduce or control housing impacts, if any: [\[help\]](#)

N/A

## 10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? [\[help\]](#)

N/A

- b. What views in the immediate vicinity would be altered or obstructed? [\[help\]](#)

N/A

- c. Proposed measures to reduce or control aesthetic impacts, if any: [\[help\]](#)

N/A

## 11. Light and glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur? [\[help\]](#)

N/A

- b. Could light or glare from the finished project be a safety hazard or interfere with views? [\[help\]](#)

N/A

- c. What existing off-site sources of light or glare may affect your proposal? [\[help\]](#)

N/A

- d. Proposed measures to reduce or control light and glare impacts, if any: [\[help\]](#)

N/A

## 12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity? [\[help\]](#)

N/A

- b. Would the proposed project displace any existing recreational uses? If so, describe. [\[help\]](#)

N/A

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: [\[help\]](#)

N/A

**13. Historic and cultural preservation**

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe. [\[help\]](#)

N/A

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources. [\[help\]](#)

N/A

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc. [\[help\]](#)

N/A

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

N/A

**14. Transportation**

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any. [\[help\]](#)

N/A

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop? [\[help\]](#)

N/A

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? [\[help\]](#)

N/A

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private). [\[help\]](#)

N/A

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. [\[help\]](#) N/A

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates? [\[help\]](#)

N/A

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

N/A

- h. Proposed measures to reduce or control transportation impacts, if any: [\[help\]](#)

N/A

### 15. Public services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. [\[help\]](#)

N/A

- b. Proposed measures to reduce or control direct impacts on public services, if any. [\[help\]](#)

N/A

### 16. Utilities

- a. Circle utilities currently available at the site: [\[help\]](#)  
electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,  
other \_\_\_\_\_

N/A

- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. [\[help\]](#)

N/A

## C. SIGNATURE [\[HELP\]](#)

I certify (or declare) under penalty of perjury under laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make a decision.

Signature: 

Name of signee Tom Glade

Position and Agency/Organization Vice-President, Evergreen Islands

Date Submitted: March 31, 2020





**PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT**

Mailing Address: P.O. Box 547, Anacortes, WA 98221

Office Location: 904 6<sup>th</sup> Street, Anacortes WA 98221

Phone: (360) 299-1984

**City of Anacortes**

Received by PCED

Date: March 31, 2020

# COMPREHENSIVE PLAN / DEVELOPMENT REGULATION AMENDMENT PETITION

## SUBMITTAL REQUIREMENTS

| Applicant Checklist                                                                                                                                                                                                                                          | <b>Submittal Requirement Checklist</b><br>See <a href="#">AMC Ch. 19.16 Legislative Actions</a> for complete requirements.                          | Office Use Only                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| ✗                                                                                                                                                                                                                                                            | <a href="#">Application form (attached)</a>                                                                                                         |                                                                                                                                              |
| ✗                                                                                                                                                                                                                                                            | <a href="#">Petition narrative (attached)</a>                                                                                                       |                                                                                                                                              |
| ✗                                                                                                                                                                                                                                                            | <a href="#">SEPA Checklist</a> , including <a href="#">Part D for Non-Project Actions</a>                                                           |                                                                                                                                              |
| ✗                                                                                                                                                                                                                                                            | Map identifying the property included in the proposed amendment (if applicable) showing parcels and streets located within and adjacent to the site |                                                                                                                                              |
| <b>Required Number of Copies and Plan Size</b><br><b>3</b> paper copies of each item above<br><b>Digital</b> copy of the application and all submitted materials (flash drive or to <a href="mailto:pced@cityofanacortes.org">pced@cityofanacortes.org</a> ) |                                                                                                                                                     | <b>Application Fee</b><br><a href="#">See the Land Use Application Fee Schedule</a><br>(There is no fee for policy/text amendment petitions) |

Completed petitions must be received by the last business day of March. Early contact with the Planning, Community, & Economic Development Department is encouraged prior to submittal of your petition. Please review AMC 19.16 for more information about the amendment review process. Contact Libby Grage, Planning Manager, at 360-299-1986 or [libbyb@cityofanacortes.org](mailto:libbyb@cityofanacortes.org) with questions about this application form or process.

## APPLICATION INFORMATION

| TYPE OF AMENDMENT REQUESTED                                                                    |                                                                     |                                                  |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Comprehensive Plan Policies                                           | <input checked="" type="checkbox"/> Comprehensive Plan Land Use Map | <input type="checkbox"/> Development Regulations |
| AMENDMENT REQUEST INFO                                                                         |                                                                     |                                                  |
| AMENDMENT NAME/TITLE:                                                                          |                                                                     |                                                  |
| Comprehensive Plan Map Amendment                                                               |                                                                     |                                                  |
| APPLICANT INFORMATION                                                                          |                                                                     |                                                  |
| NAME:                                                                                          |                                                                     | MAILING ADDRESS:                                 |
| Tom and Laura Skillings                                                                        |                                                                     | 8737 Fernwood St. NE, Olympia, 98516             |
| PHONE:                                                                                         |                                                                     | EMAIL ADDRESS:                                   |
| (360) 789-7550                                                                                 |                                                                     | tskillings@skillings.com                         |
| NAME OF DESIGNATED CONTACT IF APPLICANT IS A GROUP:                                            |                                                                     |                                                  |
| Tom Skillings                                                                                  |                                                                     |                                                  |
| MAP AMENDMENT REQUESTS ONLY                                                                    |                                                                     |                                                  |
| (only complete this portion if you are requesting a Comprehensive Plan Land Use Map amendment) |                                                                     |                                                  |
| SITE ADDRESS (if applicable):                                                                  |                                                                     |                                                  |
| 3506 Fidalgo Bay Road                                                                          |                                                                     |                                                  |
| PARCEL NUMBER(S) (if applicable):                                                              |                                                                     | SECTION, TOWNSHIP, & RANGE                       |
| P33062 ; P33058; & P33059;                                                                     |                                                                     | Sec 30, T 35, R 2E                               |
| LEGAL DESCRIPTION:                                                                             |                                                                     | PRESENT LAND USE DESIGNATION:                    |
| See attached BLA application                                                                   |                                                                     | (P33062 R-3); (P33058 "I"); (P33059 "I" and R-3) |
| PROPERTY OWNER INFORMATION: <input type="checkbox"/> Multiple owners attached                  |                                                                     |                                                  |
| PROPERTY OWNER NAME:                                                                           |                                                                     | MAILING ADDRESS:                                 |
| Tom and Laura Skillings                                                                        |                                                                     | 8737 Fernwood St. NE, Olympia, 98516             |
| EMAIL ADDRESS:                                                                                 |                                                                     | PHONE #:                                         |
| tskillings@skillings.com                                                                       |                                                                     | (360) 789-7550                                   |
| OWNER'S AUTHORIZED AGENT/CONTACT:                                                              |                                                                     |                                                  |
| PROPERTY OWNER NAME:                                                                           |                                                                     | MAILING ADDRESS:                                 |
| Tom and Laura Skillings                                                                        |                                                                     | 8737 Fernwood St. NE, Olympia, 98516             |
| EMAIL ADDRESS:                                                                                 |                                                                     | PHONE #:                                         |
| tskillings@skillings.com                                                                       |                                                                     | (360) 789-7550                                   |

**Property Owner(s)**

I am the owner of the property described above or am authorized by the owner to sign and submit this application. I grant permission for the City staff and agents to enter onto the subject property at any reasonable time to consider the merits of the application and post public notice. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete and correct.

I also acknowledge that by signing this application I am the responsible party to receive all correspondence from the City regarding this project.

Signature by Owner/Agent:

Date:



March 31, 2020

Printed Name:

Tom Skillings

# PETITION NARRATIVE

**For all types of amendment requests:**

Please fill in each space with the requested information, or note "see attached" and attach more pages to this form.

A. Detailed statement of what is proposed to be changed and why.

See attachment to the Master Land Use Permit Application

B. Statement of anticipated impacts to be caused by the change, including geographic area affected and issues presented.

See attachment to the Master Land Use Permit Application

C. Demonstration of why the proposal is needed.

See attachment to the Master Land Use Permit Application

D. Statement of how the amendment is consistent with the comprehensive plan's vision and goals.

See attachment to the Master Land Use Permit Application

E. **For map amendments only:** Description of how the map amendment complies with:  
1. The land use designation criteria in the comprehensive plan; and  
2. Approval criteria for map amendments and rezones.

See attachment to the Master Land Use Permit Application for both 1 and 2



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT  
Mailing Address: P.O. Box 547, Anacortes, WA 98221  
Office Location: 904 6<sup>th</sup> Street, Anacortes WA 98221  
Phone: (360) 299-1984

City of Anacortes  
Received by PCED  
Date: March 31, 2020

# Master Land Use Permit Application

## TYPE OF APPLICATION (check all that apply):

- |                                                                               |                                                                   |                                                                                |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Administrative Interpretation                        | <input type="checkbox"/> Floodplain Development Permit            | <input type="checkbox"/> Short Subdivision (Preliminary)                       |
| <input type="checkbox"/> Annexation Request                                   | <input type="checkbox"/> Home Occupation Permit                   | <input type="checkbox"/> Site Plan Review – Type 1                             |
| <input type="checkbox"/> Binding Site Plan (Preliminary)                      | <input type="checkbox"/> Long Subdivision (Preliminary)           | <input type="checkbox"/> Site Plan Review – Type 2                             |
| <input checked="" type="checkbox"/> Boundary Line Adjustment (BLA)            | <input type="checkbox"/> Lot Certification                        | <input type="checkbox"/> Stormwater Management Manual Adjustments & Exceptions |
| <input checked="" type="checkbox"/> Comprehensive Plan/ Map Amendment Request | <input type="checkbox"/> Minor Permit Revision                    | <input type="checkbox"/> Variance (Level 1)                                    |
| <input type="checkbox"/> Conditional Use Permit (CUP) per AMC 19.36           | <input type="checkbox"/> Plat Amendment /Modification             | <input type="checkbox"/> Variance (Level 2)                                    |
| <input type="checkbox"/> Conditional/Special Use Permit (CUP) per AMC 17.70   | <input type="checkbox"/> SEPA Environmental Review                | <input type="checkbox"/> Wireless Conditional Use Permit (WCUP)                |
| <input type="checkbox"/> Cottage Housing Development                          | <input type="checkbox"/> Shoreline Conditional Use Permit         | <input type="checkbox"/> Wireless Service Facility (WSF) Permit                |
| <input type="checkbox"/> Development Agreement                                | <input type="checkbox"/> Shoreline Exemption                      | <input type="checkbox"/> Zoning Code/ Map Amendment Request (Rezone)           |
| <input type="checkbox"/> Essential Public Facility                            | <input type="checkbox"/> Shoreline Substantial Development Permit |                                                                                |
|                                                                               | <input type="checkbox"/> Shoreline Variance                       |                                                                                |

## PROJECT & SITE INFORMATION:

|                                                                                                                                           |                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SITE ADDRESS:</b><br>3506 FIDALGO BAY ROAD                                                                                             | <b>PROJECT NAME:</b><br>SKILLINGS - BLA                                                                                                                     |
| <b>PARCEL NUMBER(S):</b><br>P33062 P33059 P33058                                                                                          | <b>SECTION, TOWNSHIP, &amp; RANGE</b><br>SEC 30, T35, R2E                                                                                                   |
| <b>LOT SQUARE FOOTAGE &amp; ACREAGE:</b><br>82,777 SQ FT 1.90 AC                                                                          | <b>PROJECT VALUATION:</b><br>N/A                                                                                                                            |
| <b>LEGAL DESCRIPTION:</b><br>SEE MAP                                                                                                      | <b>PRESENT ZONING:</b> P33059 - I<br>P33062 - R3; P33058 - I & R3                                                                                           |
| <b>PRESENT USE OF PROPERTY:</b> P33058 + 59<br>P33062 Residential / Vacant                                                                | <b>CUT &amp; FILL (CY) PROPOSED:</b><br>N/A                                                                                                                 |
| <b>PRE-APPLICATION CONFERENCE HELD?:</b><br><input type="checkbox"/> Yes, the City file # is _____ <input checked="" type="checkbox"/> No | <b>WATER SOURCE:</b><br><input checked="" type="checkbox"/> City of Anacortes <input type="checkbox"/> Private Well <input type="checkbox"/> Community Well |
| <b>SEWAGE DISPOSAL:</b><br><input checked="" type="checkbox"/> City of Anacortes <input type="checkbox"/> Septic                          | <b>ROAD ACCESS:</b><br><input checked="" type="checkbox"/> City Road <input type="checkbox"/> State Highway <input type="checkbox"/> Private Road           |



|                                                                                                                                                                                                                                  |                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>CRITICAL AREAS OR BUFFERS ON SITE OR WITHIN 300 FEET:</b><br><input type="checkbox"/> Yes / Type _____ <input checked="" type="checkbox"/> No                                                                                 | <b>WATER BODIES WITHIN 200 FEET:</b><br><input type="checkbox"/> Yes / Name: _____ <input checked="" type="checkbox"/> No |
| <b>FLOODPLAIN:</b><br>Flood Zone: <u>ZONE X</u> FIRM Panel # <u>53031700824</u> Date of Panel: <u>9/17/2003</u>                                                                                                                  |                                                                                                                           |
| <b>LOT COVERAGE AREA CALCULATIONS:</b><br>Existing Square Footage: <u>See MAP</u> Proposed Square Footage: <u>See MAP</u>                                                                                                        |                                                                                                                           |
| <b>IMPERVIOUS SURFACE AREA CALCULATIONS:</b><br>Existing Impervious Square Footage: _____ New Impervious Surface: _____                                                                                                          |                                                                                                                           |
| <b>DESCRIPTION OF SUBJECT PROPOSAL:</b> <input checked="" type="checkbox"/> Additional pages attached                                                                                                                            |                                                                                                                           |
| <b>PROPOSED WORK:</b> <u>Adjust property lines of abutting parcels that my wife and I own. The zoning of abutting parcels are not the same. will require a comprehensive plan land use map amendment.</u><br><u>See Attached</u> |                                                                                                                           |
| <b>PROPERTY OWNER INFORMATION:</b> <input type="checkbox"/> Multiple owners attached                                                                                                                                             |                                                                                                                           |
| <b>NAME:</b><br><u>TOM + LAURA SKILLINGS</u>                                                                                                                                                                                     | <b>MAILING ADDRESS:</b><br><u>8737 FERNWOOD ST. NE</u>                                                                    |
| <b>CITY, STATE, ZIP:</b><br><u>OLYMPIA, WA. 98516</u>                                                                                                                                                                            | <b>PHONE #:</b><br><u>360 789-7550</u>                                                                                    |
| <b>FAX #:</b>                                                                                                                                                                                                                    | <b>EMAIL ADDRESS:</b><br><u>TSKILLINGS@SKILLINGS.COM</u>                                                                  |
| <b>APPLICANT INFORMATION:</b> <input checked="" type="checkbox"/> Same as property owner                                                                                                                                         |                                                                                                                           |
| <b>NAME:</b>                                                                                                                                                                                                                     | <b>MAILING ADDRESS:</b>                                                                                                   |
| <b>CITY, STATE, ZIP:</b>                                                                                                                                                                                                         | <b>PHONE #:</b>                                                                                                           |
| <b>FAX #:</b>                                                                                                                                                                                                                    | <b>EMAIL ADDRESS:</b>                                                                                                     |
| <b>CONTACT PERSON:</b> <input checked="" type="checkbox"/> Same as property owner <input type="checkbox"/> Same as applicant                                                                                                     |                                                                                                                           |
| <b>NAME:</b>                                                                                                                                                                                                                     | <b>MAILING ADDRESS:</b>                                                                                                   |
| <b>CITY, STATE, ZIP:</b>                                                                                                                                                                                                         | <b>PHONE #:</b>                                                                                                           |
| <b>FAX #:</b>                                                                                                                                                                                                                    | <b>EMAIL ADDRESS:</b>                                                                                                     |

## ACKNOWLEDGEMENTS & SIGNATURE

Read and initial each of the following statements prior to signing this application:

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | I understand that land use and/or planning permits do not authorize earth disturbing activities, the removal of vegetation, or the construction of buildings. I understand that additional permits will be required after my land use and/or planning permitting process is completed. I understand that no earth disturbing activities (including the removal of vegetation) may take place until after my land use and/or planning process is complete, and only after I have received additional permits such as Fill & Grade, Building Permit, or Right-of-Way permit(s).                      |
|    | I understand that if critical areas (wetlands, streams, steep slopes, etc.) are found on or near my property I am not authorized to impact these areas in any way and will be required to leave an undisturbed buffer area around the critical area, as determined according the City's critical areas regulations.                                                                                                                                                                                                                                                                                |
|    | I understand that depending on the size and scope of my project, I may be required to provide maintenance and/or performance bonds for items such as landscaping, critical areas, public roads and/or public utilities that I construct or install.                                                                                                                                                                                                                                                                                                                                                |
|    | I understand that I am solely responsible for providing complete and accurate information to the City. I understand that if my application is missing information or if inaccurate materials are submitted, my permits will be delayed. I understand that depending on how inaccurate and how incomplete my application is or becomes, the Department may require an entirely new application be submitted. I understand that when and if conditions change from that which my application originally represented, I am responsible for letting the City staff person assigned to my project know. |
|  | I understand that I am applying for permits from the City of Anacortes only; and that additional permits from other Federal, State, and Local agencies could be required. I understand that the City of Anacortes cannot advise me of permits that are required from other agencies, and that I must contact these agencies to make sure I comply with their requirements. These agencies include (but are not limited to): Corps of Engineers, Department of Natural Resources, Department of Fish & Wildlife, Department of Ecology, and Northwest Clean Air Agency.                             |
|  | I understand that I will be responsible for paying consultants that the City may deem necessary to review certain aspects of my application. I understand that these consultant reviews could include special inspections, traffic concurrency, critical areas, landscaping, stormwater, etc.                                                                                                                                                                                                                                                                                                      |

Signature required on next page.

By affixing my signature hereto, I certify that I am the owner, or am acting as the Owner's authorized agent, and that the application and documents contained with this submittal are complete and accurate to the best of my knowledge and abilities. If your title report lists a company, partnership or other owners, you must submit evidence that you are authorized to sign on behalf of the entity or others that are listed.

If you are an authorized representative you must submit an Agent Authorization Form.

Please attach additional signature sheets if there is more than one owner.

**Under penalty of perjury, I certify that the information, statements, answers above regarding the subject application(s) are true and correct to the best of my knowledge and belief.**

Signature: Thomas E. Skillings Date: 3/28/2020

Printed Name: Thomas E. Skillings

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF ~~SKAGIT~~ THURSTON

I certify that I know or have satisfactory evidence that THOMAS E. SKILLINGS is the person who appeared before me, and said person acknowledged that he/she signed this instrument, and acknowledged it as the free and voluntary act for the uses and purposes mentioned in this instrument.

Given under my hand and official seal this 30<sup>th</sup> day of March, 2020



Gloria B. Walkley  
Notary Public

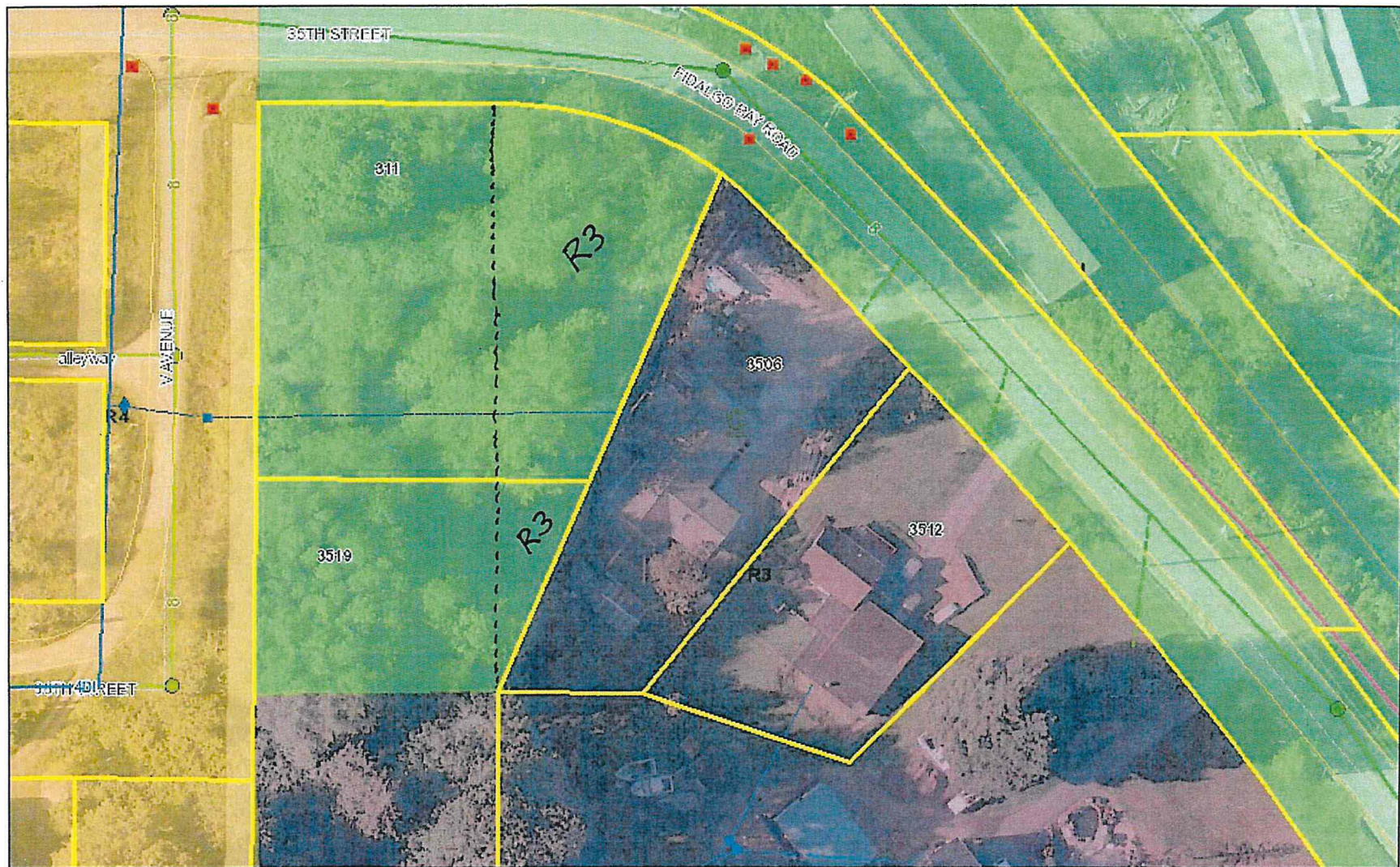
Residing at Olympia

My appointment expires 6-21-23



## Anacortes Everything Map-Planning/Building

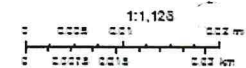
EXHIBIT # 1



March 13, 2020



City of Anacortes



- |                      |            |          |                 |                |
|----------------------|------------|----------|-----------------|----------------|
| County_Parcel Yellow | Blow Offs  | Valves   | Mains           | County Streets |
| Cathodic             | Meters     | Drains   | Abandoned       | Addresses      |
| Hydrants             | Rectifiers | Laterals | Street Segments | Signs          |

City of Anacortes  
 Received by PCED  
 Date: March 31, 2020



## **Additional information for Master Land Use Permit Application for a Boundary Line Adjustment, (BLA) and a Comprehensive Plan/Map Amendment Request.**

Pursuant to 19.16.040, Petitions:

### **A. Types of Petitions. A petition is one or more of the following types:**

2. An amendment to the comprehensive plan land use map (which require a simultaneous rezone).

We are not requesting a rezone. The proposed Boundary Line Adjustment will move a lot line of an R-3 zoned lot over a portion of a lot zoned Industrial, "I". This map amendment would move the zoning to coincide with the new property line. It does not change the existing underlying zoning of any of the lots.

### **D Contents of the Petition:**

#### **1, A description of what is being proposed:**

My wife and I own the impacted parcels that are subject to this request. We have recently built a new home at 3506 Fidalgo Bay Road, Parcel No. P33062. The existing zoning for our lot is Residential Medium Density (R-3). (see attached "Anacortes Everything Map-Planning/Building" Exhibit #1).

We also own parcel 311 35<sup>th</sup> Street, Parcel No. P33059. The existing zoning is Industrial (I); and parcel 3519 V Avenue, Parcel No P33058. The existing zoning of this lot is split, part of the lot is zoned Industrial and the remainder is zoned Residential Medium Density R-3.

We would like to make a boundary line adjustment to provide additional area for our residential where we have built our new home. As you can see from the attached survey map and Exhibit #1, the new west boundary line would run parallel to the V Avenue right of way. We are requesting the R-3 zone be extended to the new property line as shown on Exhibit #1.

We do not have any planned or proposed development as a result of this proposed map amendment. Moving the west boundary line away from our new home provides us more space and side-yard setback round our home. We built our new how in the same location as the old house. The side yard setback to the industrial lot next door is in too close proximity to our residential home.

#### **2, A statement of anticipated impacts caused by the change:**

The zoning boundary change will not impact future usability of any of the parcels. The remaining area on the industrial zoned lot is still adequate. As mentioned, we have no land use action proposed as a result of this zone boundary change. The sole purpose of this change in the zone boundary request is in response to moving the lot line between a R-3 zoned lot and a Industrial zoned lot. This zone boundary change does not impact any other lots or geographic areas. No issues are anticipated as a result of this zoning boundary modification.

Tom and Laura Skillings  
3506 Fidalgo Bay Road

Request for Comp Plan Map Amendment  
March 30, 2020

**3, A demonstration of why the proposal is needed:**

We are requesting a Boundary Line Adjustment. The adjacent lots have different zoning. The zone boundary needs to be changed and the comprehensive zoning map needs to be changed so the new lot line becomes the new zone boundary. (See Exhibit 1)

**4, A statement of how is the proposed plan/map amendment consistent with the comprehensive plan's goals and visions.**

Pursuant to the requested Boundary Line Adjustment, this proposed map amendment would move the existing R-3 zone boundary to coincide with the newly adjusted lot line between the lot designated as Residential R-3 and the lot designated as Industrial "I". The proposed revised boundary would be consistent with the existing Comprehensive Plan because it does not change the respective lot's zoning designation. The parcel No. P33062 would remain R-3 and the parcels No. P33058 and P33059 would maintain their existing zoning. (see exhibit #1) The map change would move the zoning boundary to coincide with the new lot line. Therefore, the proposed change would remain consistent with the existing Comprehensive Plan's vision and goals.

**E. A petition for a ... amendment of the Comprehensive Plan map must also include a detailed description of how the map amendment complies with:**

**1, The land use designation criteria in the comprehensive plan**

This request for a map amendment does not change the underlying zoning. The parcel is currently zoned industrial, only the lot boundary is being changed when the requested BLA is approved. Therefore, the requested map amendment, (moving the zone boundary line to coincide with the new lot line, fits the criteria listed below for the existing industrial lot and the R-3 designated zone are still consistent with the City's Comprehensive Plan.

*Industrial (I).*

*1. This designation provides for manufacturing and closely related uses in areas with existing industrial uses or other areas with suitable land and transportation access that are buffered from residential and other uses that are likely to complain about industrial activities.*

*2. Use of this zone is appropriate for areas designated industrial in the comprehensive plan.*

**2, Approval criteria for map amendments and rezones.**

19.16.080 This section of the code states in part, the proposed map amendments must meet the following for consideration:

*e. Consistency of the proposal with the comprehensive plan;*

This map amendment is consistent with the comprehensive plan. After the map amendment, the existing lots will have the same exact zoning as currently designated on the



Comprehensive Plan zoning map. Only the boundary line will move to match the property line adjustment pursuant to the proposed BLA.

*f. For proposed comprehensive plan map changes, whether the proposal is justified by changed or changing conditions, whether the proposal would create an isolated land use designation unrelated to adjacent designations (a spot zone), and whether the proposal will be compatible with neighboring properties and not adversely affect the value of those properties.*

This proposed map amendment does not create a new zone designation for the existing lot. It does not create an isolated land use designation or spot zone. It is consistent with the existing Comprehensive plan.

**Respectfully Submitted**

Tom and Laura Skillings  
[Tskillings@skillings.com](mailto:Tskillings@skillings.com)  
(360) 789-7550



## **SEPA ENVIRONMENTAL CHECKLIST- PART D – FOR NON-PROJECT ACTIONS**

City of Anacortes

Received by PCED

Date: March 31, 2020

### **Use of checklist for nonproject proposals: [\[help\]](#)**

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

### **D. Supplemental sheet for nonproject actions [\[help\]](#)**

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?  
The proposal is a Boundary Line Adjustment only. No land use action is proposed, no construction is proposed and therefore there will not be an increase in the discharge to water, or emissions to the air, or release of toxic discharges, or increased noise.

Proposed measures to avoid or reduce such increases are:

N/A No project is proposed

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

No land use change is proposed as part of this request and therefore there will not be any effect on plants, fish or marine life

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

None: No land use action is proposed as part of the BLA application and resultant Comp Plan Map amendment

3. How would the proposal be likely to deplete energy or natural resources?

N/A No project is proposed

Proposed measures to protect or conserve energy and natural resources are:

N/A No project is proposed

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

N/A No project is proposed

Proposed measures to protect such resources or to avoid or reduce impacts are:

N/A, no project is proposed

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

N/A No project is proposed

Proposed measures to avoid or reduce shoreline and land use impacts are:

N/A No project is proposed

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

N/A No project is proposed

Proposed measures to reduce or respond to such demand(s) are:

N/A

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

None that we are aware of.



## **SEPA ENVIRONMENTAL CHECKLIST**

### ***Purpose of checklist:***

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

### ***Instructions for applicants:*** [\[help\]](#)

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

### ***Use of checklist for nonproject proposals:*** [\[help\]](#)

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

**A. BACKGROUND** [\[help\]](#)

1. Name of proposed project, if applicable: [\[help\]](#) The project is a Boundary Line Adjustment, (BLA) to adjust the  
The project is a Boundary Line Adjustment, (BLA) to adjust the boundary line between the lots that we own, resulting in requirement of a Comprehensive Plan Map Amendment.
2. Name of applicant: [\[help\]](#) Tom and Laura Skillings
3. Address and phone number of applicant and contact person: [\[help\]](#)  
8737 Fernwood St. NE, Olympia, 98516  
(360) 789-7550
4. Date checklist prepared: [\[help\]](#)  
March 31, 2020
5. Agency requesting checklist: [\[help\]](#)  
City of Anacortes
6. Proposed timing or schedule (including phasing, if applicable): [\[help\]](#)  
As soon as the City will approve the BLA and the map amendment. There is no other action proposed.
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. [\[help\]](#)  
None at this time
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. [\[help\]](#)  
None that we are aware of.
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. [\[help\]](#)  
None
10. List any government approvals or permits that will be needed for your proposal, if known. [\[help\]](#)  
Approval of the BLA
11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.) [\[help\]](#)  
We are proposing an adjustment of the property line between our residential lot and our abutting lots that are Industrial. No other land use action is proposed at this time.
12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and

range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist. [\[help\]](#)

The impacted lots include 3506 Fidalgo Bay Road, Parcel P33062; 311 35th Street, Parcel P33059 and 3519 V Avenue, Parcel 33058, all situated in Section 30, T 35, R 2E  
See associated Master Land Use Permit Application for the BLA

## B. ENVIRONMENTAL ELEMENTS [\[help\]](#)

### 1. Earth

a. General description of the site [\[help\]](#)

(circle one): Flat, rolling, hilly, steep slopes, mountainous,

other The site grade varies from nearly flat adjacent to 35th increasing to approximately 10% grade to the south.

b. What is the steepest slope on the site (approximate percent slope)? [\[help\]](#)

The steepest slope is approximately 10%

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils. [\[help\]](#)

The soils vary from organic clayey sand to black loam

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. [\[help\]](#)

No

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. [\[help\]](#)

No land use change is proposed as part of this request.

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. [\[help\]](#)

No land use change is proposed as part of this request.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? [\[help\]](#)

No land use change is proposed as part of this request.

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: [\[help\]](#)

No land use change is proposed as part of this request.



**2. Air**

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. [\[help\]](#)

No land use change is proposed as part of this request.

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. [\[help\]](#)

None

- c. Proposed measures to reduce or control emissions or other impacts to air, if any: [\[help\]](#)

None

**3. Water**

- a. Surface Water: [\[help\]](#)

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. [\[help\]](#)

None

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. [\[help\]](#)

No land use change is proposed as part of this request.

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. [\[help\]](#)

No land use change is proposed as part of this request.

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. [\[help\]](#)

No

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. [\[help\]](#)

No

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. [\[help\]](#)

No

## b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known. [\[help\]](#)

No

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. [\[help\]](#)

No land use change is proposed as part of this request.

## c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. [\[help\]](#)

No land use change is proposed as part of this request.

- 2) Could waste materials enter ground or surface waters? If so, generally describe. [\[help\]](#)

No

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No

## d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

No land use change is proposed as part of this request.

4. Plants [\[help\]](#)

- a. Check the types of vegetation found on the site: [\[help\]](#)

☒ deciduous tree: alder, maple, aspen, other

☒ evergreen tree: fir, cedar, pine, other

☒ shrubs ☒

☐ grass

☐ pasture

☐ crop or grain

☐ Orchards, vineyards or other permanent crops.

☐ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other

\_\_\_\_ water plants: water lily, eelgrass, milfoil, other  
 \_\_\_\_ other types of vegetation

- b. What kind and amount of vegetation will be removed or altered? [\[help\]](#)

No land use change is proposed as part of this request.

- c. List threatened and endangered species known to be on or near the site. [\[help\]](#)

None that we are aware of.

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: [\[help\]](#)

No land use change is proposed as part of this request.

- e. List all noxious weeds and invasive species known to be on or near the site.

None that we are aware of.

## 5. Animals

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include: [\[help\]](#)

birds: hawk, heron, eagle, songbirds, other:

mammals: deer, bear, elk, beaver, other:

fish: bass, salmon, trout, herring, shellfish, other \_\_\_\_\_

Eagle, songbirds, heron

- b. List any threatened and endangered species known to be on or near the site. [\[help\]](#)

None that we are aware of.

- c. Is the site part of a migration route? If so, explain. [\[help\]](#)

Not that we are aware of

- d. Proposed measures to preserve or enhance wildlife, if any: [\[help\]](#)

No land use change is proposed as part of this request.

- e. List any invasive animal species known to be on or near the site.

None that we are aware of.

## 6. Energy and natural resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. [\[help\]](#)

No land use change is proposed as part of this request.

- b. Would your project affect the potential use of solar energy by adjacent properties?

If so, generally describe. [\[help\]](#)

N/A

- c. What kinds of energy conservation features are included in the plans of this proposal?  
List other proposed measures to reduce or control energy impacts, if any: [\[help\]](#)

N/A

## 7. Environmental health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe. [\[help\]](#)

- 1) Describe any known or possible contamination at the site from present or past uses.

None that we are aware of.

- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

None that we are aware of.

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

None that we are aware of.

- 4) Describe special emergency services that might be required.

N/A

- 5) Proposed measures to reduce or control environmental health hazards, if any:

No land use change is proposed as part of this request.

## b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? [\[help\]](#)

N/A

- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. [\[help\]](#)

No land use change is proposed as part of this request.

- 3) Proposed measures to reduce or control noise impacts, if any: [\[help\]](#)

N/A

## 8. Land and shoreline use

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe. [\[help\]](#)

Currently vacant land 3506 is our residential home, the other lots are vacant. No impact to adjacent lots

- b. Has the project site been used as working farmlands or working forest lands? If so, describe.

How much agricultural or forest land of long-term commercial significance will be converted

to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use? [\[help\]](#)

N/A

- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

No

- c. Describe any structures on the site. [\[help\]](#)

No land use change is proposed as part of this request.

- d. Will any structures be demolished? If so, what? [\[help\]](#)

No

- e. What is the current zoning classification of the site? [\[help\]](#)

P33062 R-3; P33058 "I"; P33059 "I" and R-3

- f. What is the current comprehensive plan designation of the site? [\[help\]](#)

P33062 R-3; P33058 "I"; P33059 "I" and R-3

- g. If applicable, what is the current shoreline master program designation of the site? [\[help\]](#)

Not sure its applicable

- h. Has any part of the site been classified as a critical area by the city or county? If so, specify. [\[help\]](#) Potentially steep slope

- i. Approximately how many people would reside or work in the completed project? [\[help\]](#)

N/A

- j. Approximately how many people would the completed project displace? [\[help\]](#)

N/A

- k. Proposed measures to avoid or reduce displacement impacts, if any: [\[help\]](#)

N/A

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: [\[help\]](#)

The proposal does not change any designation. It only moves the boundary a few feet per the BLA

- m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

N/A

## 9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. [\[help\]](#)

N/A

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. [\[help\]](#)

None N/A

- c. Proposed measures to reduce or control housing impacts, if any: [\[help\]](#)

No land use change is proposed as part of this request.

## 10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? [\[help\]](#)

N/A

- b. What views in the immediate vicinity would be altered or obstructed? [\[help\]](#)

No views will be altered.

- c. Proposed measures to reduce or control aesthetic impacts, if any: [\[help\]](#)

No land use change is proposed as part of this request.

## 11. Light and glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur? [\[help\]](#)

None, no project

- b. Could light or glare from the finished project be a safety hazard or interfere with views? [\[help\]](#)

N/A

- c. What existing off-site sources of light or glare may affect your proposal? [\[help\]](#)

N/A

- d. Proposed measures to reduce or control light and glare impacts, if any: [\[help\]](#)

N/A

## 12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity? [\[help\]](#)

Tommy Thompson Trail, access to Fidalgo Bay

- b. Would the proposed project displace any existing recreational uses? If so, describe. [\[help\]](#)

No

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: [\[help\]](#)



N/A, no project is proposed

### 13. Historic and cultural preservation

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe. [\[help\]](#)

No

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources. [\[help\]](#)

None

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc. [\[help\]](#)

N/A, no project is proposed

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

N/A

### 14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any. [\[help\]](#)  
No land use change is proposed as part of this request. No new access to Fidualgo Bay Road or to 35th Street, or to V Avenue

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop? [\[help\]](#)

N/A

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? [\[help\]](#)

N/A No project is proposed

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private). [\[help\]](#)

No

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. [\[help\]](#) No

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates? [\[help\]](#) N/A  
N/A No project is proposed
- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe. N/A  
No
- h. Proposed measures to reduce or control transportation impacts, if any: [\[help\]](#) No  
N/A, no project is proposed

**15. Public services**

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. [\[help\]](#)  
No
- b. Proposed measures to reduce or control direct impacts on public services, if any. [\[help\]](#)  
N/A

**16. Utilities**

- a. Circle utilities currently available at the site: [\[help\]](#)  
electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other \_\_\_\_\_
- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. [\[help\]](#)  
None

**C. SIGNATURE [\[HELP\]](#)**

I certify (or declare) under penalty of perjury under laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make a decision.

Signature: 

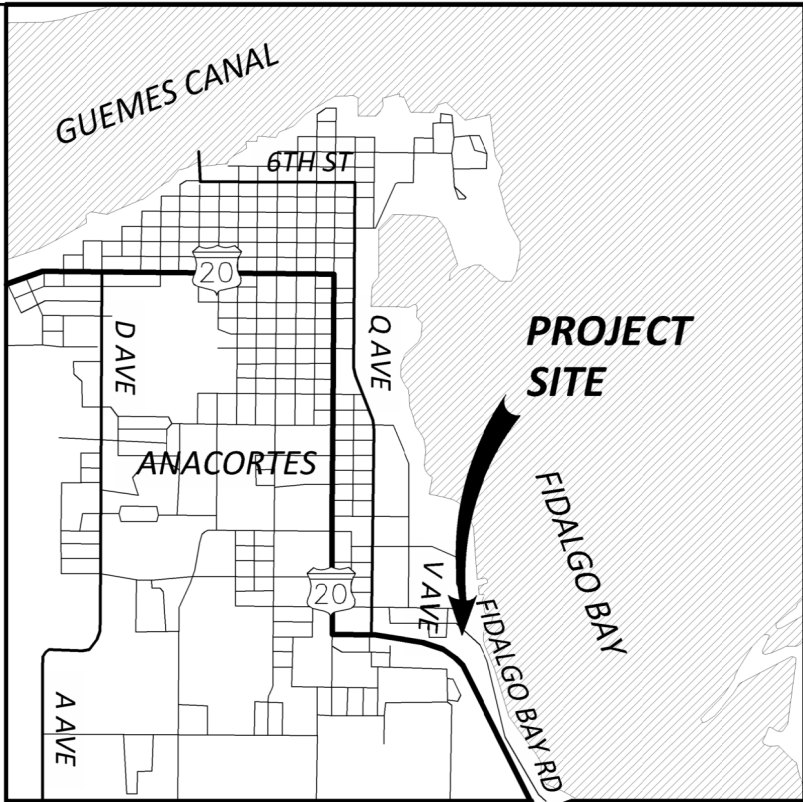
Name of signee Thomas E. Skillings

Position and Agency/Organization Property owner

Date Submitted: March 31, 2020

BOUNDARY LINE ADJUSTMENT  
FOR  
TOM & LAURA SKILLINGS

BASIS OF BEARING  
S 23°04'04" W BETWEEN FOUND MONUMENTS  
ALONG THE WEST LINE AS SHOWN HEREON



VICINITY MAP  
NOT TO SCALE

CITY OF ANACORTES BOUNDARY LINE  
ADJUSTMENT # XX-XX

OWNER'S DECLARATION

KNOW ALL PEOPLE BY THESE PRESENTS THAT WE, THE UNDERSIGNED OWNERS OF THE LAND  
HEREINDESCRIBED, DO HEREBY MAKE A BOUNDARY LINE ADJUSTMENT THEREOF PERSUANT TO CH. 19.34 OF  
THE ANACORTES MUNICIPAL CODE, AND DECLARE THIS DOCUMENT TO BE THE GRAPHIC REPRESENTATION OF  
THE SAME, AND THAT SAID ADJUSTMENT IS MADE WITH FREE CONCENT AND IN ACCORDANCE WITH THE  
DESIRE OF THE OWNERS.

THE UNDERSIGNED FURTHER ACKNOWLEDGE THAT THE APPROVAL AND RECORDING OF THIS DOCUMENT DOES  
NOT ESTABLISH NEW TITLE LINES. FURTHER WE HAVE ALSO BEEN NOTIFIED TO EXECUTE AND RECORD DEEDS  
WITH THE COUNTY AUDITOR TO CONVEY ALL TITLE INTREST CONSISTANT WITH THIS BOUNDARY LINE  
ADJUSTMENT.

IN WITNESS WHEREOF WE SET OUR HANDS AND SEALS.

THOMAS E. SKILLINGS LAURA L. SKILLINGS V AND FIDALGO LLC.

NOTARY PUBLIC SEAL

STATE OF WASHINGTON  
COUNTY OF

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT THOMAS E. SKILLINGS AS HIS SEPERATE  
PROPERTY, SIGNED THIS INSTRUMENT, AND ACKNOWLEDGED IT TO BE THE FREE AND VOLUNTARY ACT OF SUCH  
PARTY FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

GIVEN UNDER MY HAND AND OFFICIAL SEAL THIS \_\_\_\_ DAY OF \_\_\_\_, 20 \_\_\_\_ . NOTARY PUBLIB IN AND  
FOR THE STATE OF WASHINGTON

SIGNED \_\_\_\_\_

NAME PRINTED \_\_\_\_\_

RESIDING AT \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

CITY OF ANACORTES SIGNATURES

THIS BOUNDARY LINE ADJUSTMENT MAP HAS BEEN REVIEWED AND IS HEREBY APPROVED THIS \_\_\_\_ DAY OF  
\_\_\_\_, 20 \_\_\_\_ .

PUBLIC WORKS DIRECTOR PLANNING, COMMUNITY & EC. DEV. DIRECTOR

AUDITOR'S CERTIFICATE

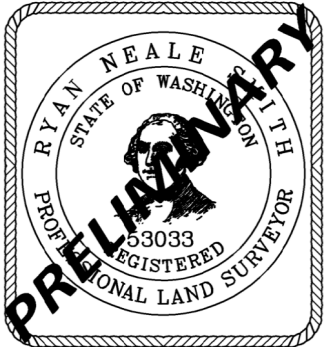
FILED FOR RECORD THIS \_\_\_\_ DAY OF \_\_\_\_, 20 \_\_\_\_ AT \_\_\_\_ M.

UNDER AUDITOR'S FILE NUMBER \_\_\_\_\_

AT THE REQUEST OF SKILLINGS, INC.

DEPUTY BY COUNTY AUDITOR

SURVEYOR'S CERTIFICATE



THIS MAP CORRECTLY REPRESENTS A SURVEY  
MADE BY ME OR UNDER MY DIRECTION IN  
CONFORMANCE WITH THE SURVEY RECORDING  
ACT  
FOR THOMAS E. & LAURA L. SKILLINGS  
IN MARCH 2020

REGISTERED PROFESSIONAL LAND SURVEYOR  
LICENSE NUMBER 53033

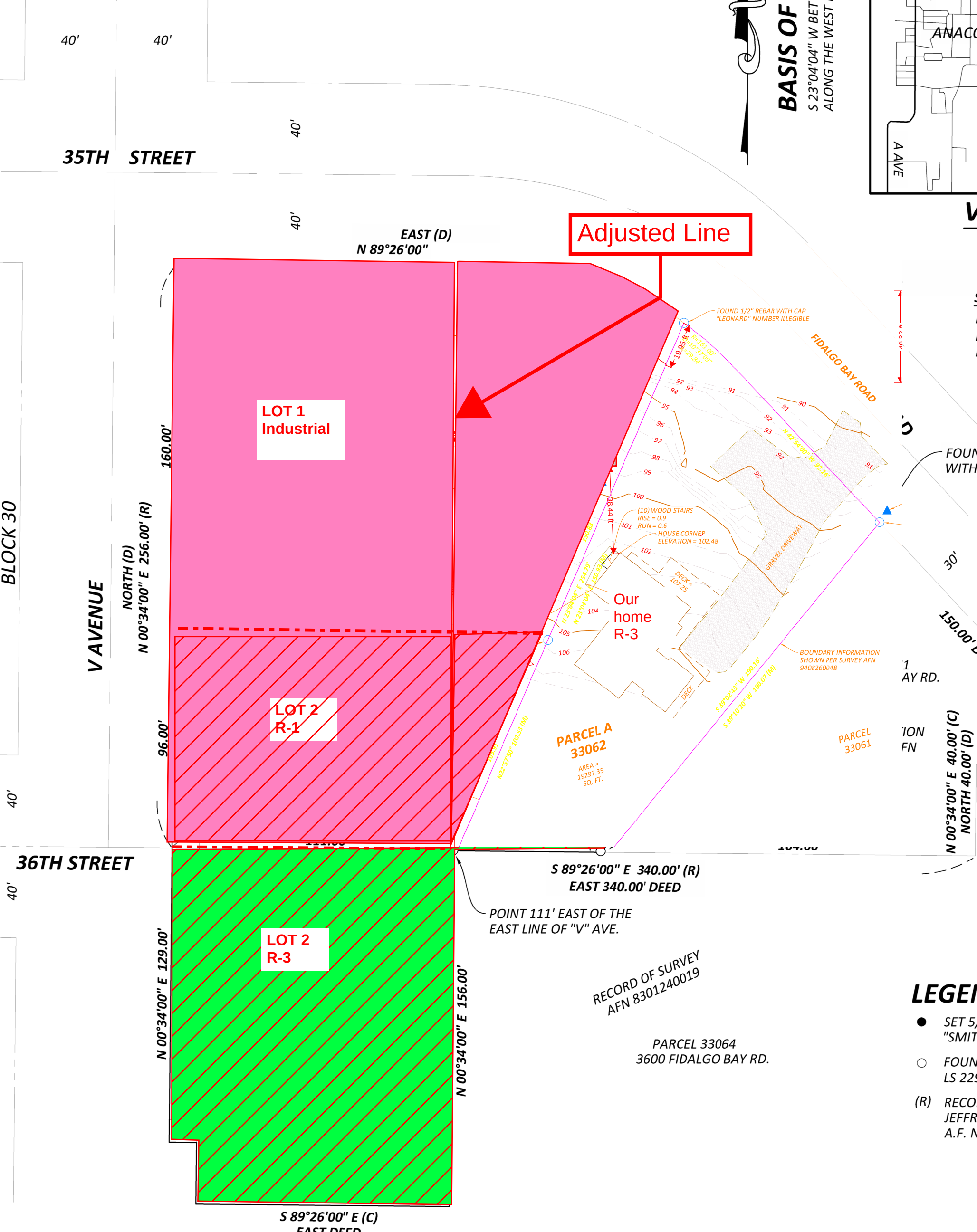
DATE:



SHEET 1 OF 2  
JOB NO. 18080

AUDITOR'S INDEXING DATA

|                               |               |                         |                    |
|-------------------------------|---------------|-------------------------|--------------------|
| GOV'T LOT 8<br>SW 1/4, NE 1/4 | SECTION<br>30 | TOWNSHIP<br>35<br>NORTH | RANGE<br>2<br>EAST |
|-------------------------------|---------------|-------------------------|--------------------|



SITE ADDRESS  
PARCEL A= 3506 FIDALGO BAY RD  
PARCEL B= 3519 "V" AVE.  
PARCEL C= NONE

FOUND 5/8" HOLE IN CONCRETE  
WITH METAL UNDERNEATH

EAST 58.50± (D)  
S 89°26'00" E 57.51 (C)

LEGEND

- SET 5/8" REBAR W/ CAP  
"SMITH 53033"
- FOUND 1/2" REBAR W/ CAP  
LS 22955, UNLESS OTHERWISE NOTED
- (R) RECORD AS PER SURVEY BY  
JEFFREY A. SKODJE  
A.F. NO. 9408260048

SCALE 1"=40'



FULL SIZE (18" x 24")

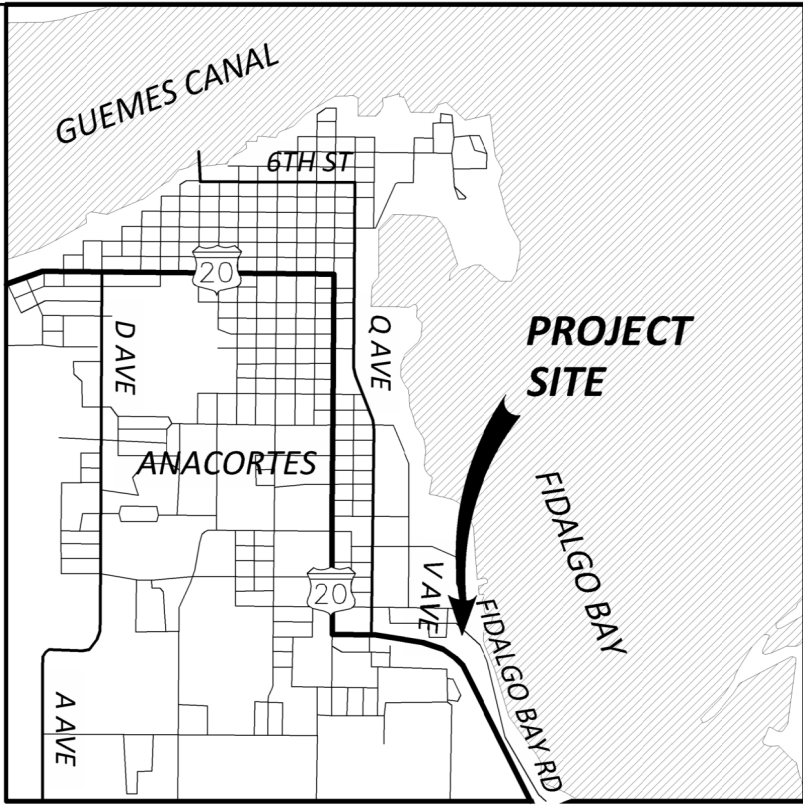
EQUIPMENT & PROCEDURES

THIS SURVEY WAS CONDUCTED BY FIELD TRAVERSE METHODS USING A TOPCON GT1003  
TOTAL STATION SURVEY INSTRUMENT. THE RESULTS OF THIS SURVEY MEET OR EXCEED  
THE STANDARDS CONTAINED IN WAC 332.130.090.



BOUNDARY LINE ADJUSTMENT  
FOR  
TOM & LAURA SKILLINGS

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SIGNED \_\_\_\_\_

NAME PRINTED \_\_\_\_\_

RESIDING AT \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

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PUBLIC WORKS DIRECTOR PLANNING, COMMUNITY & EC. DEV. DIRECTOR

AUDITOR'S CERTIFICATE

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UNDER AUDITOR'S FILE NUMBER \_\_\_\_\_

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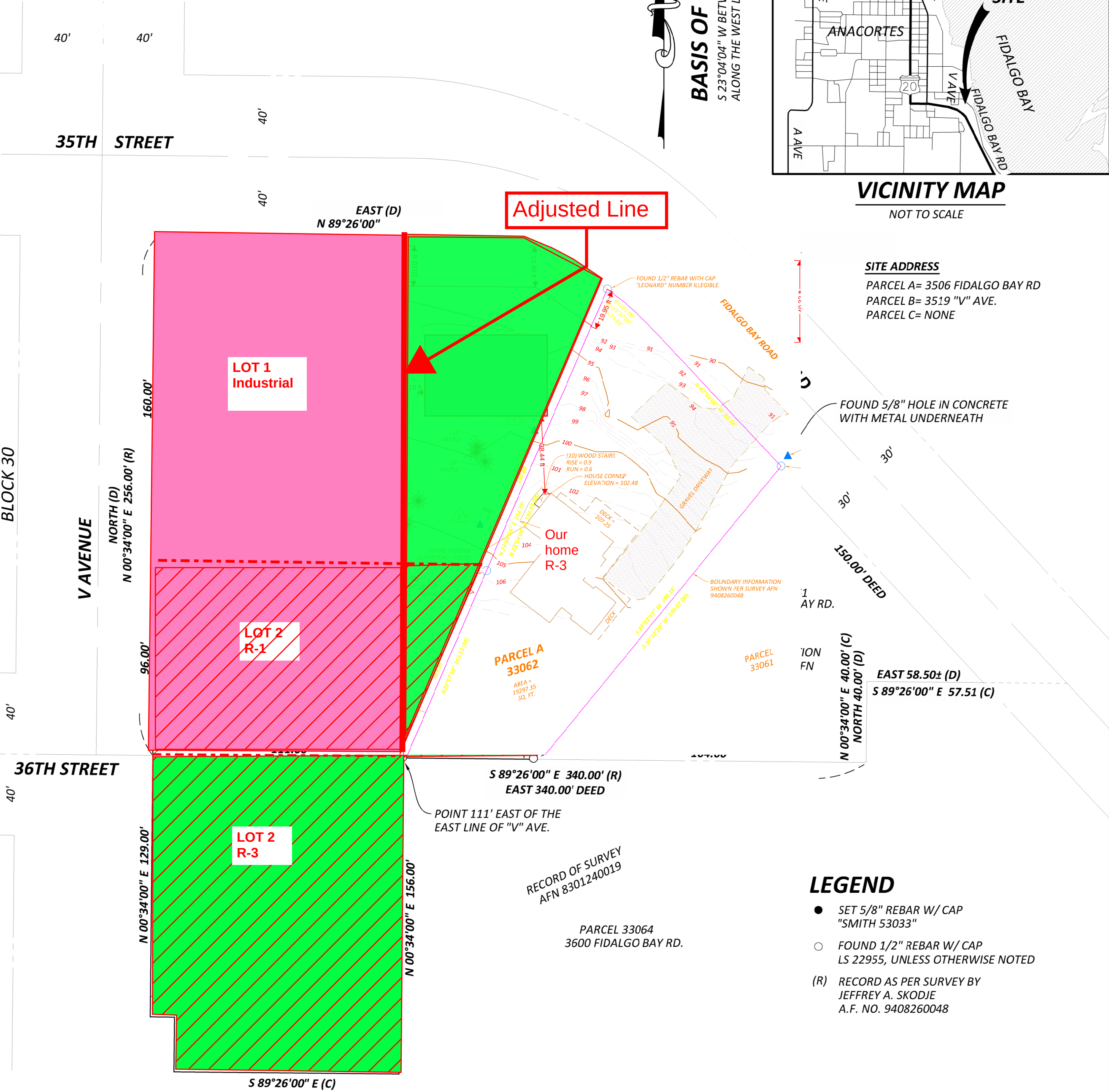


5016 Lacey Boulevard SE, Lacey, Washington 98503  
(360) 491-3399 WWW.SKILLINGS.COM

SHEET 1 OF 2  
JOB NO. 18080

AUDITOR'S INDEXING DATA

| GOV'T LOT 8<br>SW 1/4, NE 1/4 | SECTION<br>30 | TOWNSHIP<br>35<br>NORTH | RANGE<br>2<br>EAST |
|-------------------------------|---------------|-------------------------|--------------------|
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THE STANDARDS CONTAINED IN WAC 332.130.090.



**PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT**

Mailing Address: P.O. Box 547, Anacortes, WA 98221

Office Location: 904 6<sup>th</sup> Street, Anacortes WA 98221

Phone: (360) 299-1984

City of Anacortes

Received by PCED

Date: March 31, 2020

# COMPREHENSIVE PLAN / DEVELOPMENT REGULATION AMENDMENT PETITION

## SUBMITTAL REQUIREMENTS

| Applicant Checklist                                                                                                                                                                                                                                          | <b>Submittal Requirement Checklist</b><br>See <a href="#">AMC Ch. 19.16 Legislative Actions</a> for complete requirements.                          | Office Use Only                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                              | <a href="#">Application form (attached)</a>                                                                                                         |                                                                                                                                              |
|                                                                                                                                                                                                                                                              | <a href="#">Petition narrative (attached)</a>                                                                                                       |                                                                                                                                              |
|                                                                                                                                                                                                                                                              | <a href="#">SEPA Checklist</a> , including <a href="#">Part D for Non-Project Actions</a>                                                           |                                                                                                                                              |
|                                                                                                                                                                                                                                                              | Map identifying the property included in the proposed amendment (if applicable) showing parcels and streets located within and adjacent to the site |                                                                                                                                              |
| <b>Required Number of Copies and Plan Size</b><br><b>3</b> paper copies of each item above<br><b>Digital</b> copy of the application and all submitted materials (flash drive or to <a href="mailto:pced@cityofanacortes.org">pced@cityofanacortes.org</a> ) |                                                                                                                                                     | <b>Application Fee</b><br><a href="#">See the Land Use Application Fee Schedule</a><br>(There is no fee for policy/text amendment petitions) |

Completed petitions must be received by the last business day of March. Early contact with the Planning, Community, & Economic Development Department is encouraged prior to submittal of your petition. Please review AMC 19.16 for more information about the amendment review process. Contact Libby Grage, Planning Manager, at 360-299-1986 or [libbyb@cityofanacortes.org](mailto:libbyb@cityofanacortes.org) with questions about this application form or process.

## APPLICATION INFORMATION

| TYPE OF AMENDMENT REQUESTED                                                                                                   |                                                          |                                                  |
|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------|
| <input checked="" type="checkbox"/> Comprehensive Plan Policies                                                               | <input type="checkbox"/> Comprehensive Plan Land Use Map | <input type="checkbox"/> Development Regulations |
| AMENDMENT REQUEST INFO                                                                                                        |                                                          |                                                  |
| AMENDMENT NAME/TITLE:<br>Toward Zero Waste Policy                                                                             |                                                          |                                                  |
| APPLICANT INFORMATION                                                                                                         |                                                          |                                                  |
| NAME:<br>Ryan Walters                                                                                                         | MAILING ADDRESS:<br>PO Box 547<br>Anacortes WA 98221     |                                                  |
| PHONE:<br>360-610-7770                                                                                                        | EMAIL ADDRESS:<br>ryanw@cityofanacortes.org              |                                                  |
| NAME OF DESIGNATED CONTACT IF APPLICANT IS A GROUP:                                                                           |                                                          |                                                  |
| MAP AMENDMENT REQUESTS ONLY<br>(only complete this portion if you are requesting a Comprehensive Plan Land Use Map amendment) |                                                          |                                                  |
| SITE ADDRESS (if applicable):                                                                                                 |                                                          |                                                  |
| PARCEL NUMBER(S) (if applicable):                                                                                             | SECTION, TOWNSHIP, & RANGE                               |                                                  |
| LEGAL DESCRIPTION:                                                                                                            | PRESENT LAND USE DESIGNATION:                            |                                                  |
| PROPERTY OWNER INFORMATION: <input type="checkbox"/> Multiple owners attached                                                 |                                                          |                                                  |
| PROPERTY OWNER NAME:                                                                                                          | MAILING ADDRESS:                                         |                                                  |
| EMAIL ADDRESS:                                                                                                                | PHONE #:                                                 |                                                  |
| OWNER'S AUTHORIZED AGENT/CONTACT:                                                                                             |                                                          |                                                  |
| PROPERTY OWNER NAME:                                                                                                          | MAILING ADDRESS:                                         |                                                  |
| EMAIL ADDRESS:                                                                                                                | PHONE #:                                                 |                                                  |



**Property Owner(s)**

I am the owner of the property described above or am authorized by the owner to sign and submit this application. I grant permission for the City staff and agents to enter onto the subject property at any reasonable time to consider the merits of the application and post public notice. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete and correct.

I also acknowledge that by signing this application I am the responsible party to receive all correspondence from the City regarding this project.

Signature by Owner/Agent:

Date:

---

---

Printed Name:

---

# PETITION NARRATIVE

**For all types of amendment requests:**

Please fill in each space with the requested information, or note "see attached" and attach more pages to this form.

A. Detailed statement of what is proposed to be changed and why.

**Add new Goal U-9. Toward Zero Waste. Increase recycling and composting to 65% of the municipal solid waste stream.**

--Add new Policy U-9.1. Provide weekly curbside food waste collection including small containers for residents that do not require yard waste bins.

--Add new Policy U-9.2. Facilitate or require multi-family dwellings to offer food waste collection.

--Add new Policy U-9.3. Perform a waste characterization study and analyze results to identify waste stream components that can be targeted for reduction through producer responsibility or consumer education.

--Add new Policy U-9.4. Construct solid waste rate schedules to incentivize increased diversion or reduced frequency of pickup.

--Add new Policy U-9.5. When it becomes feasible, reduce garbage collection frequency to reduce trips, personnel costs, and greenhouse gas emissions.

B. Statement of anticipated impacts to be caused by the change, including geographic area affected and issues presented.

As policy/goal language, these amendments will provide targets for staff to work toward as we update rate schedules and look to sign our next recycling and yard waste contract. The entire City of Anacortes incorporated area will be affected.

C. Demonstration of why the proposal is needed.

Skagit County's Solid Waste Management Plan, adopted by all the cities including Anacortes, sets a goal for recycling and composting of 65%.

This proposed new goal and policies will help us move toward that 65% goal and achieve "Scenario C" in the FCS Group presentation reviewed by City Council on November 18, 2019 ([https://anacortes.granicus.com/MetaViewer.php?view\\_id=2&clip\\_id=477&meta\\_id=25095](https://anacortes.granicus.com/MetaViewer.php?view_id=2&clip_id=477&meta_id=25095)). Scenario C would allow the City to reduce solid waste costs to residents and reduce frequency of service and trips.

Scenario C would save, at the present time, \$3.24 per customer.

D. Statement of how the amendment is consistent with the comprehensive plan's vision and goals.

This proposal supports Goal EC-1, Environmental protection. "Serve as a leader in environmental stewardship of the natural environment for current and future generations."

This proposal also supports Goal EC-13, Climate Change. "Anacortes should be a regional leader in mitigating and adapting to climate change."

This proposal also strongly supports the "Pursue Environmental Sustainability" value statement on page I-9 of the plan by reducing the quantity of waste, especially methane-generating food waste, that travels to a landfill, and by reducing the number of solid waste truck trips. It also reduces solid waste service costs to residents.

E. **For map amendments only:** Description of how the map amendment complies with:

1. The land use designation criteria in the comprehensive plan; and
2. Approval criteria for map amendments and rezones.



City of Anacortes

Received by PCED

Date: March 31, 2020

## **SEPA ENVIRONMENTAL CHECKLIST- PART D – FOR NON-PROJECT ACTIONS**

### ***Use of checklist for nonproject proposals:*** [\[help\]](#)

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

### **D. Supplemental sheet for nonproject actions** [\[help\]](#)

**(IT IS NOT NECESSARY to use this sheet for project actions)**

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

**The proposal is structured to reduce discharges of solid waste and greenhouse gases associated with solid waste truck trips.**

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

**Reduction in non-recyclable or compostable solid waste, and reduction in solid waste truck trips, will positively affect plant, animal, fish, and marine life.**

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

**Reduction in non-recyclable and non-compostable solid waste will CONSERVE natural resources.**

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

**The proposal will not affect such areas.**

Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

**The proposal will not affect such areas.**

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

**The proposal will REDUCE solid waste truck trips when fully implemented.**

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

**The proposal is consistent with the adopted Skagit County Comprehensive Solid Waste Management Plan 2018-2023.**



## **SEPA ENVIRONMENTAL CHECKLIST**

### ***Purpose of checklist:***

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

### ***Instructions for applicants:*** [\[help\]](#)

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

### ***Use of checklist for nonproject proposals:*** [\[help\]](#)

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.



**A. BACKGROUND** [\[help\]](#)

1. Name of proposed project, if applicable: [\[help\]](#)  
**Toward Zero Waste Policy**
2. Name of applicant: [\[help\]](#)  
**Ryan Walters**
3. Address and phone number of applicant and contact person: [\[help\]](#)  
**PO Box 547, Anacortes WA 98221**
4. Date checklist prepared: [\[help\]](#)  
**3/31/2020**
5. Agency requesting checklist: [\[help\]](#)  
**Ryan Walters**
6. Proposed timing or schedule (including phasing, if applicable): [\[help\]](#)  
**Adoption during 2020**
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. [\[help\]](#)  
**Not at this time.**
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. [\[help\]](#)  
**Skagit County Comprehensive Solid Waste Management Plan, 2018-2023  
FCS Group Presentation to Anacortes City Council, November 18, 2019**
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. [\[help\]](#)  
**n/a**
10. List any government approvals or permits that will be needed for your proposal, if known. [\[help\]](#)  
**Adoption as part of the Anacortes  
Comprehensive Plan**
11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.) [\[help\]](#)  
**See attached petition.**
12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and

range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist. [\[help\]](#)

**The proposal supports the entirety of the City of Anacortes corporate limits.**

**B. ENVIRONMENTAL ELEMENTS** [\[help\]](#) Excluded as not meaningfully contributing to analysis of the proposal.

**1. Earth**

- a. General description of the site [\[help\]](#)  
(circle one): Flat, rolling, hilly, steep slopes, mountainous,  
other \_\_\_\_\_
- b. What is the steepest slope on the site (approximate percent slope)? [\[help\]](#)
- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils. [\[help\]](#)
- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. [\[help\]](#)
- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. [\[help\]](#)
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. [\[help\]](#)
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? [\[help\]](#)
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: [\[help\]](#)

**2. Air**

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. [\[help\]](#)
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. [\[help\]](#)
- c. Proposed measures to reduce or control emissions or other impacts to air, if any: [\[help\]](#)

**3. Water**

- a. Surface Water: [\[help\]](#)
- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. [\[help\]](#)
  - 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. [\[help\]](#)
  - 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. [\[help\]](#)
  - 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. [\[help\]](#)
  - 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. [\[help\]](#)
  - 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. [\[help\]](#)

## b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known. [\[help\]](#)
- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. [\[help\]](#)

## c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. [\[help\]](#)
- 2) Could waste materials enter ground or surface waters? If so, generally describe. [\[help\]](#)
- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

## d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

4. Plants [\[help\]](#)a. Check the types of vegetation found on the site: [\[help\]](#)

- ☐ deciduous tree: alder, maple, aspen, other
- ☐ evergreen tree: fir, cedar, pine, other
- ☐ shrubs
- ☐ grass
- ☐ pasture
- ☐ crop or grain
- ☐ Orchards, vineyards or other permanent crops.
- ☐ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other

\_\_\_\_ water plants: water lily, eelgrass, milfoil, other  
\_\_\_\_ other types of vegetation

- b. What kind and amount of vegetation will be removed or altered? [\[help\]](#)
- c. List threatened and endangered species known to be on or near the site. [\[help\]](#)
- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: [\[help\]](#)
- e. List all noxious weeds and invasive species known to be on or near the site.

## 5. Animals

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include: [\[help\]](#)  
birds: hawk, heron, eagle, songbirds, other:  
mammals: deer, bear, elk, beaver, other:  
fish: bass, salmon, trout, herring, shellfish, other \_\_\_\_\_
- b. List any threatened and endangered species known to be on or near the site. [\[help\]](#)
- c. Is the site part of a migration route? If so, explain. [\[help\]](#)
- d. Proposed measures to preserve or enhance wildlife, if any: [\[help\]](#)
- e. List any invasive animal species known to be on or near the site.

## 6. Energy and natural resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. [\[help\]](#)
- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. [\[help\]](#)

- c. What kinds of energy conservation features are included in the plans of this proposal?  
List other proposed measures to reduce or control energy impacts, if any: [\[help\]](#)

## 7. Environmental health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe. [\[help\]](#)
- 1) Describe any known or possible contamination at the site from present or past uses.
  - 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.
  - 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.
  - 4) Describe special emergency services that might be required.
  - 5) Proposed measures to reduce or control environmental health hazards, if any:

## b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? [\[help\]](#)
- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. [\[help\]](#)
- 3) Proposed measures to reduce or control noise impacts, if any: [\[help\]](#)

## 8. Land and shoreline use

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe. [\[help\]](#)
- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted



to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use? [\[help\]](#)

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

c. Describe any structures on the site. [\[help\]](#)

d. Will any structures be demolished? If so, what? [\[help\]](#)

e. What is the current zoning classification of the site? [\[help\]](#)

f. What is the current comprehensive plan designation of the site? [\[help\]](#)

g. If applicable, what is the current shoreline master program designation of the site? [\[help\]](#)

h. Has any part of the site been classified as a critical area by the city or county? If so, specify. [\[help\]](#)

i. Approximately how many people would reside or work in the completed project? [\[help\]](#)

j. Approximately how many people would the completed project displace? [\[help\]](#)

k. Proposed measures to avoid or reduce displacement impacts, if any: [\[help\]](#)

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: [\[help\]](#)

m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

## 9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. [\[help\]](#)
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. [\[help\]](#)
- c. Proposed measures to reduce or control housing impacts, if any: [\[help\]](#)

## 10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? [\[help\]](#)
- b. What views in the immediate vicinity would be altered or obstructed? [\[help\]](#)
- c. Proposed measures to reduce or control aesthetic impacts, if any: [\[help\]](#)

## 11. Light and glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur? [\[help\]](#)
- b. Could light or glare from the finished project be a safety hazard or interfere with views? [\[help\]](#)
- c. What existing off-site sources of light or glare may affect your proposal? [\[help\]](#)
- d. Proposed measures to reduce or control light and glare impacts, if any: [\[help\]](#)

## 12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity? [\[help\]](#)
- b. Would the proposed project displace any existing recreational uses? If so, describe. [\[help\]](#)
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: [\[help\]](#)

**13. Historic and cultural preservation**

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe. [\[help\]](#)
- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources. [\[help\]](#)
- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc. [\[help\]](#)
- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

**14. Transportation**

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any. [\[help\]](#)
- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop? [\[help\]](#)
- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? [\[help\]](#)
- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private). [\[help\]](#)
- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. [\[help\]](#)

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates? [\[help\]](#)
- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.
- h. Proposed measures to reduce or control transportation impacts, if any: [\[help\]](#)

### 15. Public services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. [\[help\]](#)
- b. Proposed measures to reduce or control direct impacts on public services, if any. [\[help\]](#)

### 16. Utilities

- a. Circle utilities currently available at the site: [\[help\]](#)  
electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,  
other \_\_\_\_\_
- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. [\[help\]](#)

## C. SIGNATURE [\[HELP\]](#)

I certify (or declare) under penalty of perjury under laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make a decision.

Signature: 

Name of signer Ryan Walters

Position and Agency/Organization Anacortes City Councilmember

Date Submitted: 3/31/2020



# City of Anacortes

City of Anacortes  
Received by PCED  
Date: March 31, 2020



## Financial Review of Every Other Week (EOW) Solid Waste Collection

Matt Hobson, Project Manager  
November 18, 2019



# Agenda

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- ◆ Scope and background
- ◆ Existing service
- ◆ Every other week (EOW) collection service
  - Customer impacts and waste generation
  - Direct operating costs
  - Scenarios considered
  - Estimated financial impacts
- ◆ Other considerations

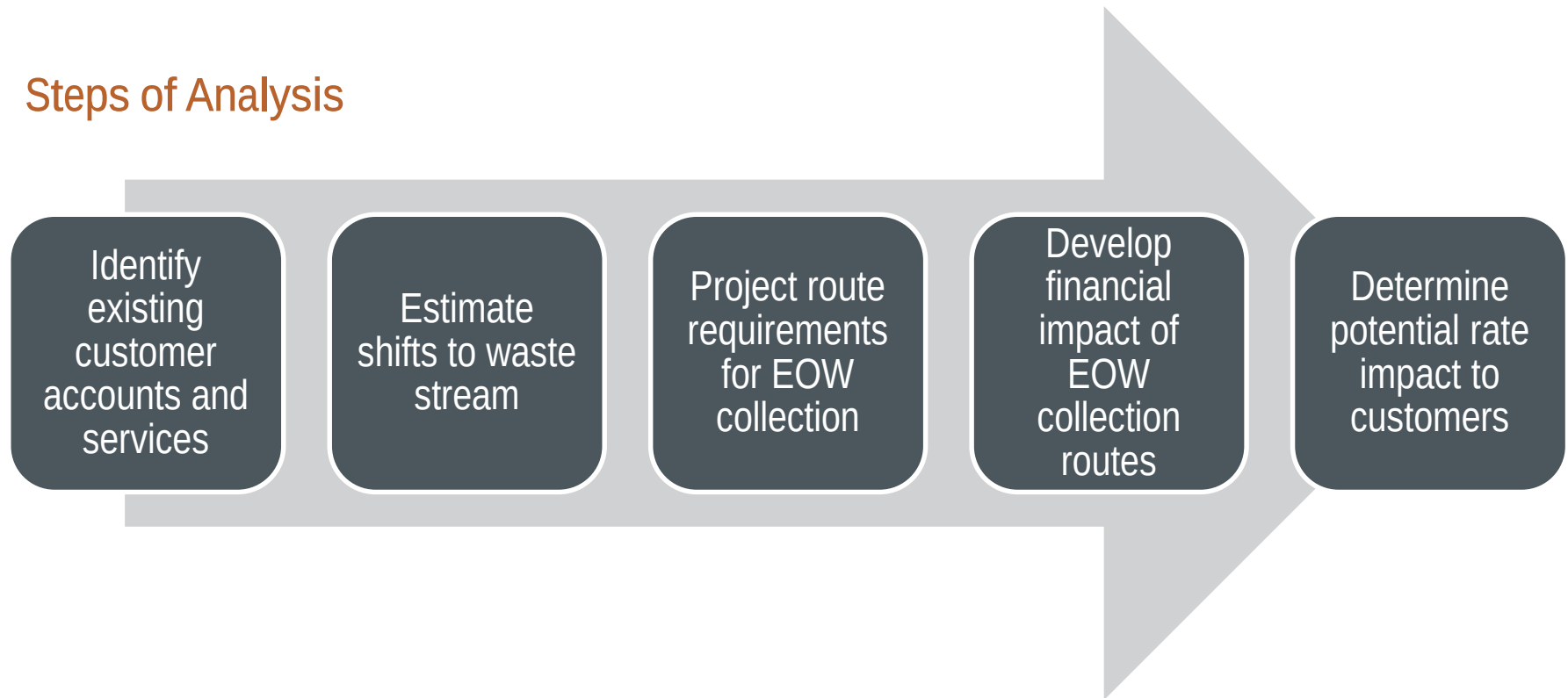




# Scope of Work

**Question:** What are the potential impacts of transitioning residential customers to every other week collection of solid waste?

## Steps of Analysis





## Background

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- ◆ Relatively few cities offer EOW collection as the standard service for garbage collection
- ◆ Examples of cities with EOW service: Olympia (WA), Port Angeles (WA), Renton (WA), Tacoma (WA), and Portland (OR)

### Potential benefits of EOW service

Financial savings  
Operational efficiencies  
Increased recycling & composting  
Greenhouse gas reduction

### Potential costs of EOW service

Reduced service level  
Customer outreach and education  
Changes to service contracts  
Purchase of larger containers

*Key Question: Do the financial savings of EOW collection outweigh the reduced service level?*



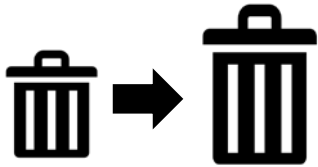
# Existing Residential Service

| Sunday | Monday                                                                                                                                                                                                                                                            | Tuesday | Wednesday | Thursday           | Friday | Saturday |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------|--------------------|--------|----------|
|        |                |         |           |                    | 1      | 2        |
| 3      | 4<br>          | 5       | 6         | 7                  | 8      | 9        |
| 10     | 11<br>         | 12      | 13        | 14                 | 15     | 16       |
| 17     | 18<br>      | 19      | 20        | 21                 | 22     | 23       |
| 24     | 25<br>   | 26      | 27        | 28<br>Thanksgiving | 29     | 30       |

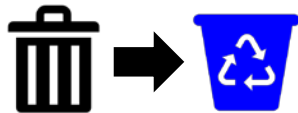


# EOW Collection: Customer Response

- ◆ How might customers respond to EOW garbage service?



- Increased container size



- Waste diversion: more recycling



- More customers subscribe to compost service



# Direct Residential Solid Waste Costs

| Cost Category   | Components                                          |
|-----------------|-----------------------------------------------------|
| Equipment costs | Fuel, repair & maintenance, truck replacement       |
| Personnel costs | Crew salaries and benefits                          |
| Supply costs    | Outreach and education materials                    |
| Cart costs      | Upsized garbage carts, new compost carts            |
| Disposal costs  | Skagit County disposal rate and solid waste tonnage |
| Recycling costs | Rate revenue less Waste Management contract rate    |
| Compost costs   | Rate revenue less Waste Management contract rate    |



# Scenarios Considered

| Waste Stream                                                                                | Scenario A: Pessimistic             | Scenario B: Expected*                | Scenario C: Optimistic                       |
|---------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------|----------------------------------------------|
| Garbage    | 100% of customers increase can size | 5-11% of customers increase can size | -----                                        |
| Recycling  | -----                               | +4% diverted tons                    | +4% diverted tons                            |
| Compost    | -----                               | -----                                | +1,950 new customers (80% subscription rate) |

\*Scenario B is based on the results of the 2013 City of Seattle Public Utilities (SPU) "One Less Truck Pilot Project" that implemented EOW garbage collection for approximately 800 households over a 6-month pilot period.





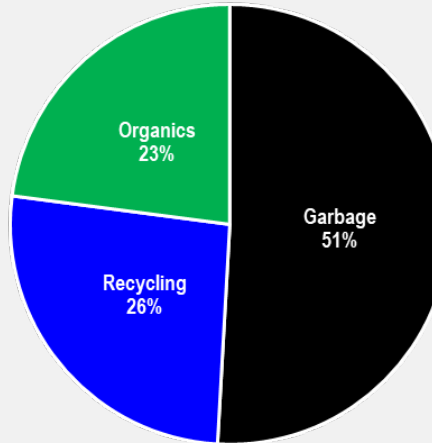
**\$10.21**

Monthly Direct Cost  
per Customer

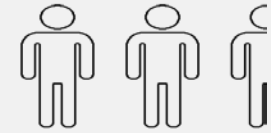
**\$894,400**

Total Direct Costs

Distribution of Annual Tonnage



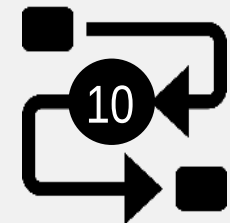
7,937  
garbage  
containers



2.5 crews



2.5 trucks



10 routes per week



# Scenario A: Pessimistic

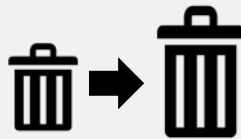
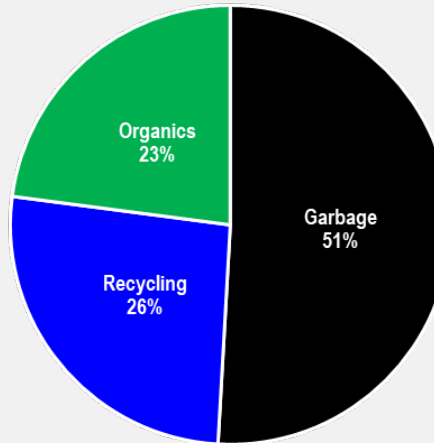
**\$9.96**

Monthly Direct Cost  
per Customer

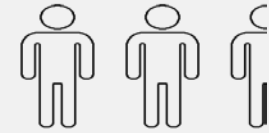
**\$872,200**

Total Direct Costs

Distribution of Annual Tonnage



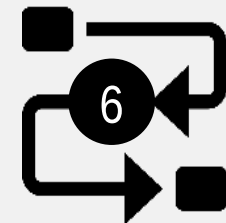
7,297  
customers  
upsized  
garbage cart



2.5 crews



2.5 trucks



6 routes per week



## Scenario B: Expected

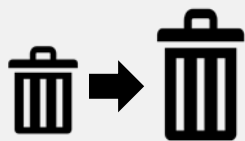
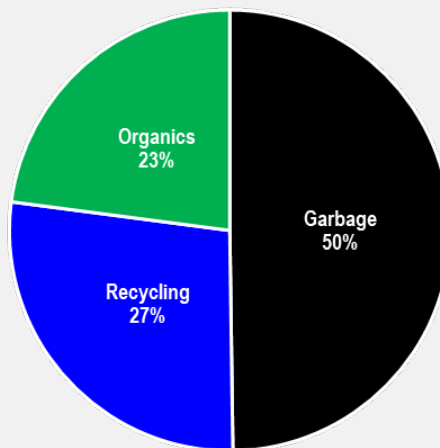
**\$9.66**

Monthly Direct Cost  
per Customer

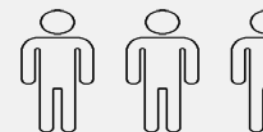
**\$845,800**

Total Direct Costs

Distribution of Annual Tonnage



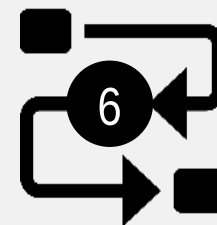
736  
customers  
upsized  
garbage cart



2.5 crews



2.5 trucks



6 routes per week

# Scenario C: Optimistic

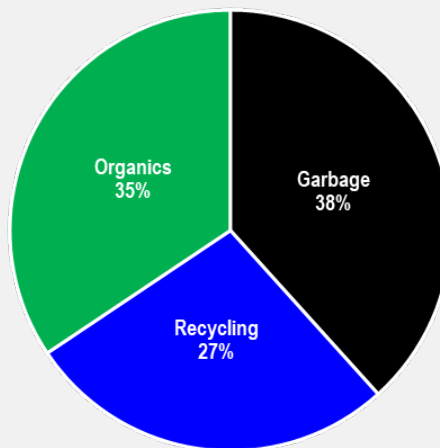
**\$6.98**

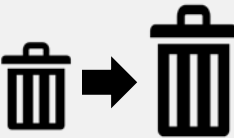
Monthly Direct Cost  
per Customer

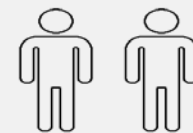
**\$610,800**

Total Direct Costs

Distribution of Annual Tonnage



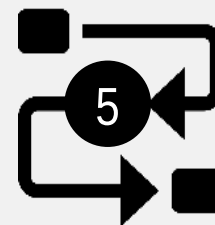
 0  
customers  
upsized  
garbage cart



2.0 crews



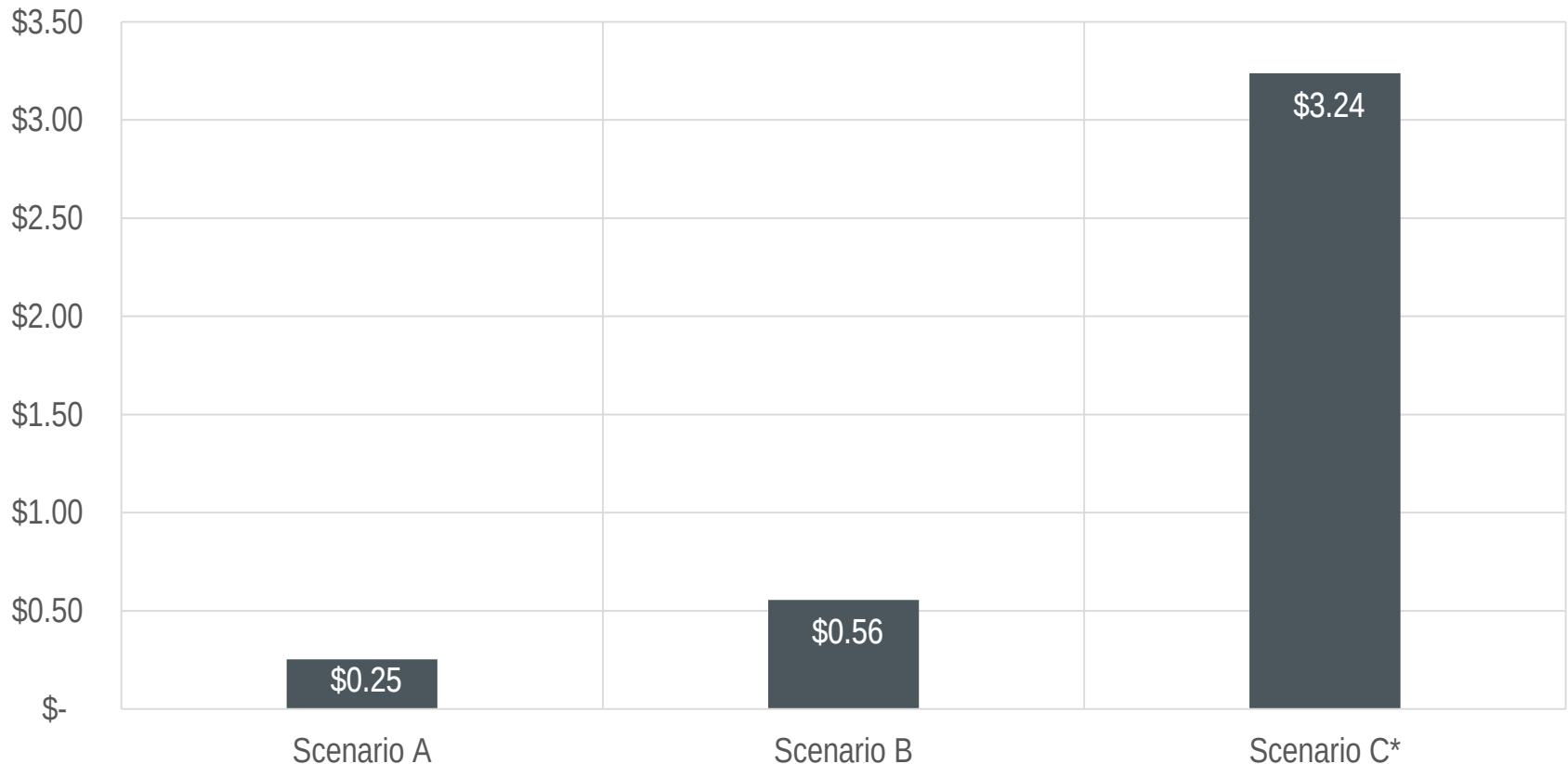
2.0 trucks



5 routes per week



# EOW Garbage Collection: Estimated Monthly Cost Savings per Customer



\*Note: Represents monthly cost savings per customer for garbage service; this scenario assumes that 1,950 customers would subscribe to organics service. These customers would also pay an organics service rate (\$13.76 per month as of January 1, 2019).



# Existing Residential Service

| Sunday | Monday                                                                                                                                                                                                                                                            | Tuesday | Wednesday | Thursday           | Friday | Saturday |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------|--------------------|--------|----------|
|        |                |         |           |                    | 1      | 2        |
| 3      | 4<br>          | 5       | 6         | 7                  | 8      | 9        |
| 10     | 11<br>         | 12      | 13        | 14                 | 15     | 16       |
| 17     | 18<br>      | 19      | 20        | 21                 | 22     | 23       |
| 24     | 25<br>   | 26      | 27        | 28<br>Thanksgiving | 29     | 30       |





# Every-Other-Week Residential Service

| Sunday | Monday                                                                                                                                                                                                                                                      | Tuesday | Wednesday | Thursday           | Friday | Saturday |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------|--------------------|--------|----------|
|        |                                                                                                                                                                                                                                                             |         |           |                    | 1      | 2        |
|        |          |         |           |                    |        |          |
| 3      | 4                                                                                                                                                                                                                                                           | 5       | 6         | 7                  | 8      | 9        |
|        |                                                                                           |         |           |                    |        |          |
| 10     | 11                                                                                                                                                                                                                                                          | 12      | 13        | 14                 | 15     | 16       |
|        |          |         |           |                    |        |          |
| 17     | 18                                                                                                                                                                                                                                                          | 19      | 20        | 21                 | 22     | 23       |
|        |                                                                                         |         |           |                    |        |          |
| 24     | 25                                                                                                                                                                                                                                                          | 26      | 27        | 28<br>Thanksgiving | 29     | 30       |
|        |    |         |           |                    |        |          |



# What about Holidays? Next Day Pick-up

| Sunday | Monday                                                                                                                                                                                                                                                      | Tuesday                                                                                                                                                                                                                                               | Wednesday | Thursday           | Friday | Saturday |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------|--------|----------|
|        |                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                       |           |                    | 1      | 2        |
|        |          |                                                                                                                                                                                                                                                       |           |                    |        |          |
| 3      | 4                                                                                                                                                                                                                                                           | 5                                                                                                                                                                                                                                                     | 6         | 7                  | 8      | 9        |
|        |                                                                                           |                                                                                                                                                                                                                                                       |           |                    |        |          |
| 10     | 11<br>Veterans' Day                                                                                                                                                                                                                                         | 12                                                                                                                                                                                                                                                    | 13        | 14                 | 15     | 16       |
|        |                                                                                                                                                                                                                                                             |    |           |                    |        |          |
| 17     | 18                                                                                                                                                                                                                                                          | 19                                                                                                                                                                                                                                                    | 20        | 21                 | 22     | 23       |
|        |                                                                                         |                                                                                                                                                                                                                                                       |           |                    |        |          |
| 24     | 25                                                                                                                                                                                                                                                          | 26                                                                                                                                                                                                                                                    | 27        | 28<br>Thanksgiving | 29     | 30       |
|        |    |                                                                                                                                                                                                                                                       |           |                    |        |          |



# What about Holidays? Skip it

| Sunday | Monday                                                                                                                                                                                                                                                            | Tuesday                                                                                                                                                                   | Wednesday | Thursday           | Friday | Saturday |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------|--------|----------|
|        |                |                                                                                                                                                                           |           |                    | 1      | 2        |
| 3      | 4<br>                                                                                           | 5                                                                                                                                                                         | 6         | 7                  | 8      | 9        |
| 10     | 11<br>Veterans' Day                                                                                                                                                                                                                                               | 12<br>  | 13        | 14                 | 15     | 16       |
| 17     | 18<br>                                                                                        | 19                                                                                                                                                                        | 20        | 21                 | 22     | 23       |
| 24     | 25<br>   | 26                                                                                                                                                                        | 27        | 28<br>Thanksgiving | 29     | 30       |



## Other Considerations

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- ◆ Skagit County Code 12.16.150 (4): Garbage shall be removed from the premises at least once every fourteen days or more often if a nuisance develops.
- ◆ Reports from other communities with EOW collection suggest that odor and pest issues are uncommon
- ◆ Customer outreach material includes tips to minimize odors
  - Use plastic bags to contain garbage
  - Keep garbage lid closed
  - Dispose of food waste in organics container (weekly service)



# Summary

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- ◆ We expect monthly cost savings of \$0.25 to \$0.56 per customer from EOW collection service
  - Economies of scale realized from EOW collection more pronounced in larger service areas; City serves all residential customers with two trucks
  - Projected EOW garbage scenarios require same trucks and crews as existing service level
  - Significant increases to organics collection service, waste stream diversion, and customer outreach necessary to reduce equipment needs
- ◆ We would also expect a rate increase to customers that subscribe to organics service as a result of EOW garbage collection
- ◆ Modeled financial results relatively consistent with City of Seattle 2013 pilot project results

**Matt Hobson**

Project Manager

[matthewh@fcsgroup.com](mailto:matthewh@fcsgroup.com)

Contact FCS GROUP:

(425) 867-1802 ext 241

[www.fcsgroup.com](http://www.fcsgroup.com)



## Hunt, Marcia

---

**From:** KATHRYN ALEXANDRA <kalexandra@comcast.net>  
**Sent:** Sunday, June 27, 2021 7:00 PM  
**To:** CityClerk  
**Subject:** Promoting residential neighborhoods and affordable housing

I support the evergreen islands proposed amendment to adopt ordinances that regulate short term rentals.

Kathryn Alexandra  
4311 Ginnett Rd Road  
Anacortes, WA 98221

## Hunt, Marcia

---

**From:** Arlene French <a\_bfrench@msn.com>  
**Sent:** Monday, June 28, 2021 12:00 PM  
**To:** CityClerk  
**Subject:** Comp Plan Comment

I would like to say that I support Evergreen Islands proposal to the Comp Plan to regulate short term vacation rentals. It's disturbing to think that Housing that could be used as permanent local housing is taken out of use. I agree with all Evergreen Is. Statements

Arlene French  
1411 8<sup>th</sup> St.  
Anacortes WA 98221  
360-293-0142

**Hunt, Marcia**

---

**From:** Konrad Kurp <konradn7qcdkurp@gmail.com>  
**Sent:** Monday, June 28, 2021 12:07 PM  
**To:** CityClerk  
**Subject:** Anacortes City Council Meeting Public Hearing; June 28, 2021 6:00 PM

I am unable to attend, but would like  
*to support Evergreen Islands' proposed Comp Plan amendment to adopt ordinance(s) that regulate Short Term Rentals.*  
*Konrad Kurp*

## Grage, Libby

---

**From:** Cynthia Richardson <richrson@cnw.com>  
**Sent:** Wednesday, June 23, 2021 12:35 PM  
**To:** Grage, Libby  
**Subject:** docketing of Comprehensive Plan Amendments

I have read the three applications for future Comprehensive Plan amendments which are currently under consideration for docketing so that they can be considered by the Planning Commission and City Council during the 2021 amendment process.

All three of these proposals have sufficient merit to warrant inclusion in the 2021 amendment process, and I encourage the Council to docket them so that they can move on to more complete review.

Cynthia Richardson  
315 V Avenue  
Anacortes, WA 98221  
360-+708-5617

## Grage, Libby

---

**From:** Heather MacPhail <outlook\_507C6A4FE576B822@outlook.com>  
**Sent:** Sunday, June 27, 2021 4:20 PM  
**To:** Grage, Libby  
**Subject:** Regulation of short-term rentals

I support this recommendation by Evergreen Islands. Anacortes is woefully short of the goal we worked on during the input process of our Comprehensive Plan. Housing here is so expensive that we force those with lesser incomes to endure unconscionable commute times and costs just to get to work here. Recognizing that real estate costs have soared everywhere, nevertheless this is one step toward solving this city's problem, and I urge the Council to docket and discuss the merits of Policies H-1 and 2x.

Heather MacPhail  
Property owner  
2702 Shannon Point Rd.  
Anacortes

Sent from [Mail](#) for Windows 10

## Grage, Libby

---

**From:** Martine Felts <mcfelts1@yahoo.com>  
**Sent:** Thursday, June 10, 2021 4:43 PM  
**To:** Grage, Libby  
**Subject:** 2021 Pocket of Comprehensive Plan and Development Regulation Amendment comment

Hi Libby,

My name is Martine Felts and I live at 1510 Skyline Way #304, Anacortes, Wa.

I would like to add my comment about Evergreen Islands Petition.

I totally agree with them that Anacortes needs to look into doing something about regulating short term vacation rentals.

We do not need to become another Sedona or other touristy place that this is happening too.

It reminds me of when I lived in the college area of San Diego and mini dorms starting popping up everywhere. Which were a nightmare for the people that lived in that neighborhood. Fortunately enough people got the city to stop letting them do that.

Thank you,

Martine

**From:** Evergreen Islands <evergreen.islands@outlook.com>  
**Sent:** Monday, June 28, 2021 3:10 PM  
**To:** Young, Anthony; McDougall, Bruce; Moulton, Carolyn; Cleland-McGrath, Christine; Carter, Jeremy; Miller, Matt; Gere, Laurie; Walters, Ryan (Anacortes City Council)  
**Cc:** Measamer, Don; Grage, Libby; Evergreen Islands  
**Subject:** Re: Annual Comprehensive Plan and Development Regulation Amendments – 2020/2021 Docket Request



**Evergreen Islands  
Board of Directors**

Marlene Finley  
President

Tom Glade  
Vice President

Wim Houppermans  
Secretary

Jan Heald Robinson  
Treasurer

Rich Bergner  
Director

Andrea Doll  
Director

Kathleen Flanagan  
Director

Brenda Lavender  
Director

Steve Orsini  
Director

Brian Wetcher  
Director

## EVERGREEN ISLANDS

June 28, 2021

**To:** Mayor Gere and the Anacortes City Council  
(Ryan Walters, Christine Cleland-McGrath, Jeremy Carter, Matt Miller, Bruce McDougall, Carolyn Moulton, Anthony Young)  
**cc:** Don Measamer, Director of Planning and Community Development  
Libby Grage, Planning Manager  
City of Anacortes  
P.O. Box 547  
Anacortes, WA 98221

**Re: Annual Comprehensive Plan and Development Regulation Amendments – 2020/2021 Docket Request**

### Introduction

Evergreen Islands submitted this Comprehensive Plan and Development Regulation Amendments in an effort to protect the people who make Anacortes their home.

### *Short-Term Vacation Rental Compliance*

<https://granicus.com/dictionary/short-term-vacation-rental-compliance/>

Short-Term Vacation Rentals (STRs) are generally rentals of a residential residence for under 30 days. They can range from a couch in a living room to a whole apartment or mansion.

STRs, often referred to as boarding houses, a house rental, and a variety of other terms, have existed for hundreds of years. Within the last decade, however, STRs have exploded as a substitute of (or even a preferred option to) traditional lodging, like hotel rooms.

### Why Do Short-Term Vacation Rentals Matter to Government?

Some of the reasons why government leaders want to have STRs in their community include:

- Additional income for residents.
- Increased room inventory for tourists.
- Increased visitor spending — Restaurants, bars, and attractions all benefit from additional and expanded lodging.
- Increased tax collection

Unfortunately, an unregulated or unenforced STR market in communities can bring more negatives than positives:



mailing address  
P.O. Box 223  
Anacortes WA  
98221

web address  
[evergreenislands.org](http://evergreenislands.org)

tax deductions  
Evergreen Islands is a  
501(c)(3) organization.  
Your contributions are  
tax-deductible.

- Party houses — Airbnb-style party houses are often in the news and for good reason: They're disruptive to neighborhoods, and often destructive to property. Without effective tracking and regulations around occupancy, the risk of party houses increases
- Other issues that having short-term rentals in residential neighborhoods may cause.

Short-term vacation rentals need to be treated like the businesses and lodging they are. Local and state governments' roles should minimize STRs' negative impacts while maximizing their benefits. Governments also have a responsibility to create an even playing field between traditional lodging providers and STRs through fair permitting and licensing regulations and through the fair application of tax law. Unfortunately, governments face challenges in enforcing these regulations.

### STR Challenges For Local Governments

As with most of the sharing economy, short-term vacation rentals (STRs), create unique challenges in ordinance creation and enforcement. When local governments try to approach STRs with manual or reactive enforcement, they're faced with:

- A lack of visibility into short-term rental activity, as online rental platforms keep this information private.
- An inability to directly communicate with hosts when they're in violation of local regulations. Sometimes a host may not know they are in violation; without direct communication, governments have trouble educating hosts on local laws.
- An inability to gather enough evidence to support a court case. When collected manually, gathering evidence can be costly and time-consuming, if not impossible.
- An inability to identify those who are accurately paying taxes isn't possible from simply scanning listings.

Many governments without a [compliance and monitoring solution](#) use reactive enforcement based on complaints, but complaints form only a small piece of the STR market in a jurisdiction. Reactive enforcement puts the onus on proactive or upset residents, rather than addressing the core issue: whether legal or not, STRs will continue to operate. Local governments who depend on reactive enforcement aren't minimizing the negative aspects of STRs.

### *Sedona's housing woes threaten its sense of community. Some blame vacation rentals*

<https://www.azcentral.com/story/news/local/arizona/2019/01/29/sedona-faces-housing-shortage-short-term-vaction-rentals-take-over/2342431002>

Affordable housing has long been an issue in the city with million-dollar homes and few apartments. In one of Arizona's most beautiful places, many can't find a place to live.

Today, vacation rentals have grown to more than 1,000 homes, or 20% of Sedona's total housing inventory

More than 40% of Sedona's business workforce lives outside of the city. Clifton estimates it's double that for city workers. Some suggest that's because many of them have families or don't want to have roommates, something that many renting in Sedona are forced to do.

The rise in short-term rentals has also created competition for boutique hotels and bed and breakfasts that have long been staples of the tourist town.

Less than 2% of Sedona residents were born and raised in the city. The issue of housing has only compounded an existing problem of getting people to continue living in the tourist town. Where residents used to pay \$800 to \$900 a month for rent in the city, they're now paying \$1,800 to \$1,900 a month,

## **Conclusion**

Evergreen Islands urges the City of Anacortes to develop ordinances that regulate Short Term Rentals to preclude the negative impacts on unregulated Short Term Rentals.



Tom Glade  
Evergreen Islands Board of Directors



# **Anacortes Comprehensive Plan & Development Regulations Annual Amendment Process 2021 Docket**

Anacortes City Council

June 28, 2021

[Public Hearing](#)

Alexander  
Beach

# Agenda

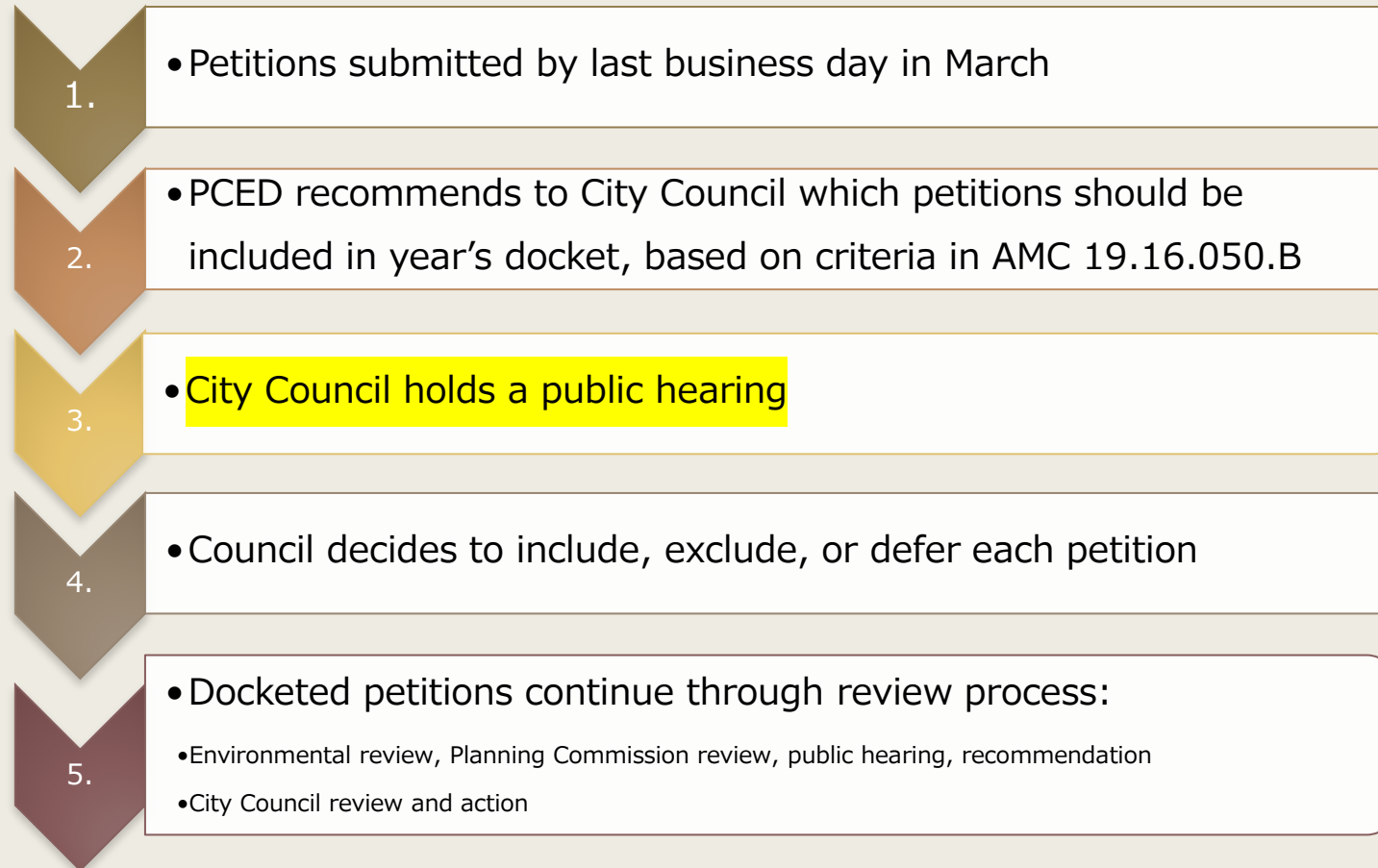
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1. Staff introduction
2. Petitioner presentations
3. City-initiated proposals
4. Public comment
5. Close public hearing & Next Steps

# Annual Amendment Docketing Process

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AMC Ch. 19.16,  
Legislative Actions



# PCED

## Recommendations

- June 9, 2021 memo – provides summaries & recommendations, available on website:  
<https://www.anacorteswa.gov/1321/Comprehensive-Plan-Amendments>
- PCED recommends docketing all the amendment requests



**Planning, Community, & Economic Development**

Don Measamer, Director

### Memorandum

To: Anacortes City Council

Date: June 9, 2021

From: Don Measamer, Director, Community & Economic Development  
Libby Grage, Planning Manager

Subject: Annual Comprehensive Plan and  
2020/2021 Docket Request

# 2020/2021 Citizen-Initiated Amendment Requests

## AMENDMENT REQUESTS - PUBLIC

| Item ID / Title                                                                 | Petitioner                     | Element/Section     | Summary                                                                                                                                                                          |
|---------------------------------------------------------------------------------|--------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Comprehensive Plan</b>                                                       |                                |                     |                                                                                                                                                                                  |
| P1<br><a href="#"><u>"Promoting Neighborhoods &amp; Affordable Housing"</u></a> | Evergreen Islands<br>Tom Glade | Housing Element     | Add 2 new policies to the Goal H-1 of the Housing Element relating to regulation of short-term rentals.                                                                          |
| P2<br><a href="#"><u>"Skillings Future Land Use Map Amendment"</u></a>          | Thomas Skillings               | Future Land Use Map | Change the future land use map designation of a portion of P33058 & P33059 (southeast corner of 35 <sup>th</sup> & V intersection) from Industrial to Residential Medium Density |
| P3<br><a href="#"><u>"Toward Zero Waste Policy"</u></a>                         | Ryan Walters                   | Utilities Element   | Adds a new goal and related policies to increase recycling and composting to 65% of the municipal solid waste stream                                                             |

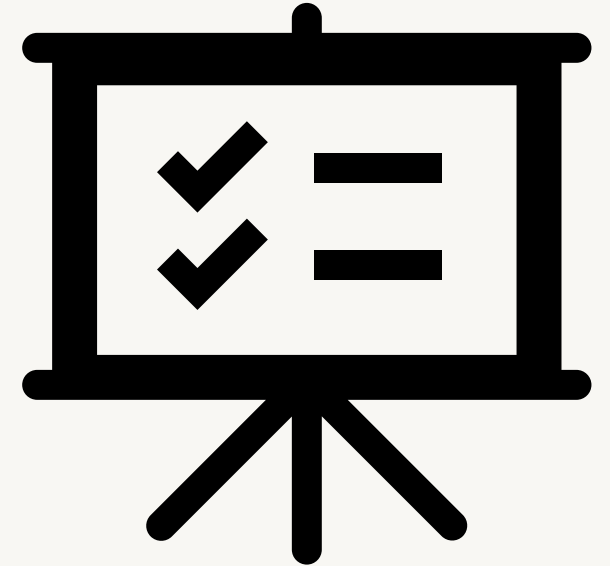
<https://www.anacorteswa.gov/1321/Comprehensive-Plan-Amendments>





# **Applicant Presentations**

# City- Initiated Amendment Proposals



# 1 Comprehensive Plan Amendment

## C1. Comprehensive Plan Technical Updates

### Summary

The proposal is to amend the "Other Plans" paragraph on Page I-12 of the Comprehensive Plan as follows:

### Other Plans

Each of the following plans is incorporated by reference into the Comprehensive Plan:

- ~~6-Year~~ Capital Facilities ~~Financing~~ Plan ~~2015-2020~~
- Wastewater Comprehensive Plan ~~2015~~
- ~~2011~~ Water System Plan
- ~~2007~~ Stormwater ~~Management~~ ~~Comprehensive~~ Plan
- Anacortes Parks & Recreation ~~Comprehensive~~ Plan ~~2009~~
- ~~Anacortes Community Forest Lands Comprehensive Plan 2009~~
- Shoreline Master Program ~~2010~~
- ~~Fidalgo Bay Wide Plan (2000)~~
- ~~Anacortes Airport Subarea Plan (2005)~~

Other plans may be incorporated into the Comprehensive Plan after its adoption by the adopting document for the individual plan.

### History

This is a new petition that has not been docketed in the recent past.

### Analysis

The purpose of the proposed amendment is to improve clarity by removing the names of city plans that are not necessary to be a part of the Comprehensive Plan, correcting and updating

# Development Regulation Amendments

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+ Title 17 Critical Areas and Essential Public Facilities

+ Title 18 Environmental Protection

- Title 19 Unified Development Code Revised

+ Title 19 Div. 1 General and Legislative Provisions Revised

+ Title 19 Div. 2 Procedures

+ Title 19 Div. 3 Permits

+ Title 19 Div. 4 Zoning and Land Uses

+ Title 19 Div. 5 Community Design

+ Title 19 Div. 6 Project Design

+ Title 19 Div. 7 Environment

+ Title 19 Div. 8 Development Agreements

+ Title 20 Civil Enforcement and Penalties

+ Tables

+ Expand All

- Collapse All

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Clear

Title 19

UNIFIED DEVELOPMENT CODE

Revised

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Chapters:

Division 1. General and Legislative Provisions Revised

19.10 General Provisions

19.12 Definitions and Interpretation

19.14 International Codes Revised

19.16 Legislative Actions

Division 2. Procedures

19.20 Application Procedures

19.22 Concurrency

19.28 Permit Revision and Expiration

Division 3. Permits

19.30 Site Plan Review

19.32 Land Divisions

19.34 Boundary Line Adjustments

19.36 Conditional Uses

19.38 Variances

Division 4. Zoning and Land Uses

19.40 Zones

19.41 Allowed Uses

# Development Regulation Amendments, cont.

## AMC Ch. 19.20 Application Procedures

- **AMC 19.20.070 - Vesting** – Revise vesting language to clarify that approval of certain application types (that are not building permits or land divisions) does not provide vested rights for subsequent building permit applications.

## AMC Ch. 19.22 Concurrency

- **New section** - Re-insert language (omitted in 2019 update) regarding Director establishment of a concurrency facilities review program to monitor capacity on concurrency facilities and assess the cumulative impact of forecasts of approved development upon capacity and anticipated levels of service.
- **AMC 19.22.050 - Concurrency Test** – Add application requirements and review fee language.

## AMC Ch. 19.43 Residential Uses

- **AMC 19.43.020.B -Adult Family Home Definition** – update to reflect recent changes to [RCW 70.128.010](#), which allows provision of services to up to 8 adults upon approval by DSHS.

# Development Regulation Amendments, cont.

## AMC Title 19 Division 5 Community Design

- **AMC Ch. 19.52 – Public Street Design**

- Generally – consider changing terminology for ‘parking lane’ to ‘parking pocket’, where appropriate, to better convey comprehensive plan policies for new street design that minimizes impervious surfaces. The new street parking philosophy is less linear (lane) and more sectional (pockets).

- **AMC 19.52.040.A.2 – Modified and Special Standards.** There are several areas in the city for which the Public Works Department has developed special design standards for a street or neighborhood; however, some of these have not been formally adopted by Council. These standards should be adopted formally by council and added to the Public Works Engineering Design Standards.

- **AMC Table 19.52.040.E – Lane Design Standards.** Add note about integration of guest parking to the Lane street standard, similar to the note in the Local Access standard (Table 19.52.040.A).

- **AMC Ch. 19.52.080 – Street Names and Signage.** Add provision allowing the Fire Marshal or PW Director to require installation of No-Parking signage or other curb/pavement markings when a development contains a street with insufficient pavement width to allow for simultaneous on-street parking and emergency vehicle access.

- **AMC 19.53.030.B Driveway location.**

- Subsection B.2. “Lowest volume street” needs to be defined or consider changing to “Lowest order functional classification” or similar.
- Subsection B.3. The conditions identified in (a) and (b) need further clarification to assist in application, including defining the ‘functional capacity’ for an alley.
- In this section or elsewhere, provide better guidance for determining when development /redevelopment will require relocation to the alley of an existing driveway/access onto a city street.

# Development Regulation Amendments, cont.

## AMC Ch. 19.66 Fences

- Clarify when a fence permit is required.
- Identify parameters for what constitutes repair and maintenance of existing nonconforming fences.

## AMC Ch. 19.67 Signs

- Table 19.67.060, Projecting Sign maximum sign area - Update incorrect cross reference - The reference to 19.67.080(B)(1) should be 19.67.**090**(B)(1).
- Fix potentially conflicting provisions for commercial and noncommercial temporary signs located in the public right-of-way (AMC 19.67.110.C.2 and Table 19.67.110.F) and clarify placement standards.



# Annual Amendments Docket

## Next Steps - Proposed

---

| Activity                                                                       | Target Date (2021) |
|--------------------------------------------------------------------------------|--------------------|
| Publish notice of hearing/comment period, availability of PCED recommendations | June 9             |
| City Council public hearing                                                    | June 28            |
| Comment period ends                                                            | June 30            |
| City Council decide on docket / resolution                                     | July 12            |
| Environmental review of docket                                                 | August             |
| Planning commission review                                                     | September/October  |
| City Council review and adoption                                               | November/December  |

# Thank you!

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- Questions?



## City Council Agenda Bill

**Meeting Date:** June 28, 2021

**Agenda Item:** 6.a.

**Agenda Item Title:** Ordinance 3091: An Interim Ordinance to Facilitate the Development of Day Care Facilities in the R4 Zone

**Staff Contact(s):** DON MEASAMER

**Approved for Submittal to Council by**   **Action Type**

RYAN WALTERS

Ordinance

DON MEASAMER

**Item Summary:** Affordable childcare is a critical component of our economy and essential to the socioemotional development of children. There was a critical and urgent need for childcare in Anacortes prior to the pandemic, but the effects of the pandemic have substantially increased that need and decreased the number of providers. The City's development code imposes substantial hurdles on the development of new childcare facilities, namely the requirement for a conditional use permit with Type 4 review. The Type 4 review requires development of architectural drawings including elevation renderings, a pre-application meeting, a neighborhood meeting, a three-week comment period, a Planning Commission public hearing, a recommendation by the Planning Commission, and review by City Council. ([AMC 19.20.030](#)). The entire process can take months or years. The Planning Department is currently aware of two potential childcare facilities in the R4 zone that are facing these hurdles.

The high density residential R4 zone is well-suited to childcare facilities, which are ideally sited in residential neighborhoods. The R4 zone already allows other intense uses (e.g., assisted living facility) without a Type 4 review, making the requirements for childcare facilities anomalous and incongruous. Additionally, the medical overlay zone ([AMC 19.41.090.A](#)) overlays much of R4 and allows many medical related uses (including "medical day care") to be permitted without conditional use permits. Finally, the existing non-residential design and performance standards in Title 19 Division 6 address most aspects of these types of developments, making the conditional use permit largely superfluous. Notably, the parking requirement for childcare facilities makes the minimum number of spaces required a "director decision" ([AMC 19.64.040](#)).

This interim ordinance would change "day care II facilities" (defined in [AMC 19.44.010](#))

from a Type 4 conditional use permit to an outright permitted use, which requires no discretionary land use review. A City Council public hearing would be scheduled and held within 60 days. The interim ordinance is valid for six months unless extended by City Council before expiration. The Planning Department would begin work on a proposal for a permanent code change to facilitate childcare in the R4 zone, which would address parking requirements and the requirement for child drop-off/loading zones.

A public hearing on draft Ordinance 3091 has been scheduled for July 12, 2021.

**Budget Impact:**

None

**Previous Action:** None

**Recommended Motion:** N/A - First reading

**Alternative Actions:** N/A

**Attachments (listed in order presented):**

1. Day Care Interim Ordinance 3091 on Childcare Facilities in the R4 Zone-1

## **Ordinance No. \_\_**

### **An Interim Ordinance to Facilitate the Development of Day Care Facilities in the R4 Zone**

**Whereas** the availability of affordable childcare is foundational to the economy;

**Whereas** the City has long recognized a severe need for additional childcare and early learning capacity in Anacortes;

**Whereas**, prior to the COVID-19 pandemic, there were approximately 1,000 children in Anacortes under school age;

**Whereas** only 12% of those had access to full-time, licensed childcare, less than half of the Washington State average of 27%, which itself is considered to be a crisis of inadequate capacity;

**Whereas** the COVID-19 pandemic resulted in the closure of childcare facilities as stay-at-home orders directly caused closures or caused under-enrollment;

**Whereas** our emergence from the COVID-19 pandemic has created an even greater need for childcare facilities;

**Whereas** quality childcare is critical for the academic and socioemotional foundations of children;

**Whereas** the availability of affordable childcare is critical for working families;

**Whereas** many businesses are currently affected by labor shortages due in part to the lack of availability of childcare for the children of potential employees;

**Whereas** the City's development code requires application of the Type 4 conditional use permit process to establish new childcare facilities in residential zones;

**Whereas** the Type 4 review process is the highest level of review in the AMC (AMC 19.20.030.C) and requires public hearing before the Planning Commission and approval by the City Council;

**Whereas** specifically AMC 19.44.010 defines "day care II" to include child day care serving more than 12 children in any 24-hour period, or any day care as a principal use; and AMC 19.41.040 makes "day care II" a conditional use in all zones where it is allowed, including the R4 zone;

**Whereas** at least two potential childcare facilities in the R4 zone are contemplating the development permitting process now;

**Whereas** the Type 4 conditional use permit process is lengthy and expensive for permit applicants;

**Whereas** other higher intensity uses, including multifamily residences, assisted living facilities and bed and breakfasts, are allowed in the R4 zone without a conditional use permit;

**Whereas** RCW 36.70A.390 and AMC 19.16.110 authorize the City Council to adopt moratoriums, interim zoning ordinances, and interim official controls;

**Whereas**, as an interim ordinance, pursuant to WAC 197-11-880, the adoption of this ordinance is not subject to review under the State Environmental Policy Act;

**Now, therefore, the City Council of the City of Anacortes does ordain as follows:**

Section 1. The City Council finds that:

- a. an immediate and urgent need for childcare facilities exists in the City of Anacortes;
- b. the cost, delay, and uncertainty of the conditional use permit process reduces the likelihood that new childcare facilities will be established;
- c. the design and performance standards in the Unified Development Code for non-residential and multifamily buildings effectively mitigate the impacts of childcare facilities on neighboring uses in the R4 zone;
- d. the R4 zone, as a high-density residential zone that is intended by the Comprehensive Plan to serve as a transition from high intensity uses such as commercial or industrial development, to lower intensity residential areas, is ideal for new childcare facilities;
- e. a day care II facility in the R-4 zone will not create more impact than some of the other high-intensity uses already allowed in the R-4 zone as permitted uses;
- f. the Type 4 Conditional Use Permit process is unnecessary for day care II facilities in the R4 zone.

Section 2. Table 19.41.040 in AMC 19.41.040 is amended to make “day care II facilities” a permitted use in the R4 zone.

Section 3. The Department of Planning, Community, and Economic Development is directed to develop a work plan to identify other needed mitigation measures for day care II facilities in the R4 zone, including parking minimums and circulation standards for drop-off and pickup.

Section 4. Per RCW 36.70A.390, the City Council will hold a public hearing on this interim ordinance within 60 days of adoption.

Section 5. Per RCW 36.70A.390, this interim ordinance is effective for six months, and may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal.

Section 6. Per RCW 35A.12.130, this ordinance takes effect five days after its passage and publication.

**PASSED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2021.**

**APPROVED:**

\_\_\_\_\_  
Laurie Gere, Mayor

**Attest:**

\_\_\_\_\_  
Steve Hoglund, City Clerk-Treasurer

**Approved as to Form:**

\_\_\_\_\_  
Darcy Swetnam, City Attorney





## City Council Agenda Bill

**Meeting Date:** June 28, 2021

**Agenda Item:** 6.b.

**Agenda Item Title:** Resolution 3038: Extending the Duration of Resolution 2082 Providing Temporary Procedures to Respond to the COVID-19 Epidemic

**Staff Contact(s):** STEVE HOGLUND

**Approved for Submittal to Council by**   **Action Type**

STEVE HOGLUND

Resolution

DARCY SWETNAM

**Item Summary:** The City of Anacortes first responded to the COVID crisis with Resolution 2082 adopted on 3/16/2020, which (in part) directed that Council and Committee meetings be held remotely. The provisions of Resolution 2082 have been extended by resolution several times since then. The current resolution extended the provisions through 6/30/2021. If adopted as presented this resolution will extend to September 30, 2021.

**Budget Impact:**

The City will work with a contractor to establish infrastructure to accomodate hybrid meetings for on premise and remote access meetings. Current expenditure estimates are less than \$5000 implementation.

**Previous Action:** On March 16, 2020 City Council adopted [Resolution 2082](#) Ratifying Proclamation of Emergency and Providing Temporary Procedures to Respond to the COVID-19 Epidemic.

On April 27, 2020 City Council adopted [Resolution 2085](#), extending the duration of Resolution 2082 through July 31, 2020.

On July 27, 2020 City Council adopted Resolution 2096, extending the duration of Resolution 2082 through September 30, 2020 with the exception of paragraph 3c which expired July 31, 2020. Under [Resolution 2096](#), both public comment and public hearings are allowed electronically.

On September 21, 2020 City Council adopted [Resolution 3000](#), extending the duration of Resolution 2082 through December 31, 2020.

On December 28, 2020 City Council adopted [Resolution 3010](#), extending the duration of Resolution 2082 through March 31, 2021, with the exception of paragraph 4(a), as the hiring freeze provision had been adopted in the 2021 budget ordinance 3078 .

On March 15, 2021 City Council adopted [Resolution 3025](#), extending the duration of Resolution 2082 through June 30, 2021 with the exception of paragraphs 2(C) and 2(D), as the Library and Parks and Recreation followed State and local Health department guidelines in allowing Citizens to use the respective facilities.

**Recommended Motion:** I move to adopt Resolution 3038 extending the COVID response procedures through September 30, 2021.

**Alternative Actions:** Do not adopt new procedures and revert to procedures adopted by Resolution 2044; propose alternative procedures; propose alternative expiration date.

**Attachments (listed in order presented):**

1. Resolution 3038 Extending to 9.30.21
2. Resolution 2082 Original marked up as of 6.30.21

**RESOLUTION NO. 3038**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
ANACORTES EXTENDING THE DURATION OF RESOLUTION 2082  
PROVIDING TEMPORARY PROCEDURES TO RESPOND TO THE  
COVID-19 EPIDEMIC**

**WHEREAS**, on March 16, 2020 City Council adopted Resolution 2082 ratifying a proclamation of emergency and providing temporary procedures to respond to the COVID-19 epidemic; and

**WHEREAS**, on April 27, 2020 City Council adopted Resolution 2085 extending the duration of Resolution 2082 through July 31, 2020; and

**WHEREAS**, on July 27, 2020 City Council adopted Resolution 2096 extending the duration of Resolution 2082 through September 30, 2020; and

**WHEREAS**, on September 21, 2020 City Council adopted Resolution 3000 extending the duration of Resolution 2082 through December 31, 2020; and

**WHEREAS**, on December 28, 2020 City Council adopted Resolution 3010 extending the duration of Resolution 2082 through March 31, 2021; and

**WHEREAS**, on March 22, 2021 City Council adopted Resolution 3025 extending the duration of Resolution 2082 through June 30, 2021; and

**WHEREAS**, the public emergency for the novel coronavirus (COVID-19) continues and the future course of the emergency remains uncertain,

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Anacortes, Washington, that:

**Section 1 – Continuing Effect of Resolution 2082**

The provisions of Resolution 2082 shall remain in effect until December 31, 2021, or earlier if rescinded by future City Council resolution, with the exception of Section 3(C) which expired on July 31, 2020, Section 4(A) which expired on December 31, 2020, Section 2(C) which expired March 31, 2021, Section 2(D) which expired March 31, 2021 and Section 2(B), 3(B), 4(C), 4(D), and 6(B) which expired June 30, 2021, and Section 5 which expired June 30, 2021.

Therefore, the provisions remaining in effect from Resolution 2082, as of the implementation of this resolution, are:

- Section 1
- Section 2A
- Section 3A

Section 3D  
Section 4B  
Section 6A

## **Section 2 – Public Hearings**

Any public hearing that cannot be held in person during the effective period of this resolution must offer public participation via telephone and other electronic means. City Council and staff will also encourage and accept public comment via email or written comment.

**INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this 28<sup>th</sup> day of June, 2021.**

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LAURIE M. GERE, MAYOR

Approved as to form and legality:

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Darcy Swetnam, WSBA #40530  
City Attorney

ATTEST:

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Steven D. Hoglund, City Clerk Treasurer

**RESOLUTION NO. 2082**

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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
ANACORTES RATIFYING PROCLAMATION OF EMERGENCY AND  
PROVIDING TEMPORARY PROCEDURES TO RESPOND TO THE  
COVID-19 EPIDEMIC.**

**WHEREAS**, on January 31, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27, 2020; and

**WHEREAS**, on February 29, 2020, Governor Jay Inslee signed a Proclamation declaring a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the state and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented; and

**WHEREAS**, on March 10, 2020, the Skagit County Board of Commissioners declared a public health emergency to allow Skagit County to take immediate steps necessary to prepare and respond appropriately to the outbreak; and

**WHEREAS**, on March 11, 2020 Governor Jay Inslee issued an additional Emergency Proclamation ordering that all events that takes place in King, Snohomish, and Pierce counties with more than 250 people are prohibited by the state. The order applies to gatherings for social, spiritual and recreational activities. These include but are not limited to: community, civic, public, leisure, faith-based, or sporting events; parades; concerts; festivals; conventions; fundraisers and similar activities; and

**WHEREAS**, on March 13, Washington State Governor Jay Inslee announced that all K-12 public and private schools in Washington State must close for six weeks, from March 17, 2020 until at least April 24, 2020.

**WHEREAS**, on March 16, 2020, Mayor Laurie Gere issued a Proclamation of Emergency, declaring the COVID-19 pandemic to be an emergency in the City of Anacortes pursuant to Section 38.52.010 RCW and other relevant provisions of state and federal law;

**WHEREAS**, the health, safety and welfare of City residents, businesses, visitors and staff is of utmost importance to the City and additional future measures may be needed to protect the community.

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Anacortes, Washington, that:

**SECTION 1 – RATIFICATION AND FINDING OF FACT**

Council hereby ratifies the Proclamation of Emergency issued by Mayor Laurie Gere for the City of Anacortes on March 16, 2020. Council further finds that an emergency exists pursuant to

Section 39.04.280(2)(b) RCW and authorizes the Mayor to waive any necessary competitive bidding requirements related to the COVID-19 emergency.

## SECTION 2 – CITY’S RESPONSE

- A. The City is committed to protecting the public and staff by minimizing the spread of COVID-19. The City has and will continue to follow the guidelines provided by the State of Washington and the Skagit County Health Officer, who prescribe social distancing and minimizing gatherings of people to best combat the spread of COVID-19.
- ~~B. The City will close City Hall to the general public beginning Tuesday, March 17 and until further notice. Citizens may pay utility bills, acquire licenses, submit permit applications, contact staff, and transact other City business via telephone, email, and online. The City will create procedures to allow for curbside pickup and drop-off for certain City processes, with such procedures to be posted on the City’s website.~~
- ~~C. The City will close the Anacortes Public Library to the general public beginning Tuesday, March 17, 2020, and will provide updates to the City’s website on remaining library services available during the term of this Resolution.~~
- ~~D. The City will increase efforts to sanitize parks and public spaces which remain open to the public to minimize exposure to COVID-19.~~

**Commented [HS1]:** Repealed as of 6/30/021 with City Hall back open.

**Commented [HS2]:** Repealed as of 3.31.21 and defers to state and local health department guidelines.

**Commented [HS3]:** Repealed as of 3.31.21 and defers to state and local health department guidelines.

## SECTION 3 – COUNCIL PROCEDURES

During the term of this Resolution, the following amendments to City Council procedures are hereby adopted:

- A. Any rule or procedure adopted by City Council that would prevent or prohibit all City Councilmembers from attending City Council meetings telephonically are temporarily suspended and all City Councilmembers are encouraged to attend all meetings via telephone.
- ~~B. All in-person Committee meetings of the City Council are cancelled. Council and committee meetings may be held telephonically during the term of this Resolution regardless of whether the City has the capability of recording meetings on video.~~
- ~~C-B. Council directs that the public comment portion of Council meetings and any scheduled public hearings be temporarily suspended to discourage public in-person attendance of City Council meetings. City Council and staff will encourage and accept public comment via email or written comment.~~
- ~~D-C. Any Council rules that are inconsistent with this Resolution are hereby waived and suspended during the term of this Resolution.~~

**Commented [HS4]:** Repealed as of 6.30.21 with City Hall and public meeting allowances back in place.

**Commented [HS5]:** Repealed as of 7.31.20 development of electronic public comment options.

## SECTION 4 – BUDGET

During the term of this Resolution, Council adopts the following budget restrictions:

- ~~A. A hiring freeze is hereby implemented on all positions funded by any City governmental fund, unless the Mayor determines in writing by notice to City Council that the hire is necessary for the continued provision of essential services to the public.~~
- B. All non-essential equipment replacements are hereby suspended, unless the replacement is completely funded by grants or City enterprise utility funds.

**Commented [HS6]:** Repealed as of 12.31.20 as it was adopted by ordinance with the 2020 budget.

- C. ~~Council hereby encourages the expenditure of funds for acquiring any necessary technology to facilitate employees to work from home in situations where such remote work is possible, available, and approved by the Mayor and Department Head overseeing the relevant department. Any such expenditures should either be within current budget allocations or brought to Council for approval.~~
- D. ~~All staff time dedicated to emergency health responses related to the COVID-19 epidemic must be tracked to allow for FEMA reimbursement.~~

**Commented [HS7]:** Repealed as of 6.30.21, as those working remotely are established, and City buildings are back open as of 7/1/21.

**Commented [HS8]:** Repealed as of 6.30.21 as there are no current Covid resources that require such tracking.

## SECTION 5 – PLASTIC BAG BAN

~~The City's ban on plastic bags, which is currently scheduled to go into effect on April 4, 2020, is hereby suspended indefinitely.~~

**Commented [HS9]:** Repealed 6.30.21 and is superseded by the State mandate.

## SECTION 6 – COMMUNICATION

- A. All updates regarding City functions and actions relating to the COVID-19 epidemic will be posted on the City's website to provide the public with the best updated information.
- B. ~~The City will cancel and discourage any unnecessary gatherings of community members and/or staff during the Term of this Resolution.~~

**Commented [HS10]:** Repealed as of 6.30.21 with the State reopening.

## SECTION 7 – EFFECTIVENESS

The provisions of this Resolution shall become effective upon adoption and expire on April 28, 2020 unless further extended by formal action of Council.

**INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this 16th day of March 2020.**

\_\_\_\_\_  
LAURIE M. GERE, MAYOR

Approved as to form and legality:

\_\_\_\_\_  
Steve D. Hoglund, City Clerk Treasurer

\_\_\_\_\_  
Darcy Swetnam, WSBA #40530  
City Attorney

ATTEST:





# City Council Contract Agenda Bill

**Meeting Date:** 6/28/2021    **Agenda Item:** 6c

**Subject:** Resolution 3040 and Contract 21-138-STM-001 Award – Fidalgo Avenue Emergency Repairs

**Staff Contact:** Fred Buckenmeyer

**Approved for Submittal to Council by:**  
Darcy Swetnam, City Attorney

**Action Type:** Contract Award

**Summary Statement:** City staff seeks City Council consent to approval of Resolution 3040 to waive the bidding requirements for the repair of Fidalgo Avenue, and award a contract in the amount of \$275,000.00 to Welch Brothers Construction to perform the emergency repairs.

**Background:**

1. **History:**

- RCW 39.04.280 provides that the City, by resolution, may waive competitive bidding requirements for public works in the event of an emergency. For purposes of RCW 39.04.280, an “emergency” is any unforeseen circumstance beyond the control of the municipality that either (a) presents a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.
- Between January 20, 2020 - February 10, 2020 there were severe storms, flooding, landslides, and mudslides in Washington leading to a Major Disaster Declaration by FEMA.
- On February 8, 2020 a large sink hole formed on Longview Avenue over the 36” storm water pipe crossing and at the February 18, 2020 meeting City Council declared emergency existed requiring immediate repair and reconstruction of the road and underlying pipes on Longview Avenue.
- The same pipe from Longview Avenue continues uphill through Fidalgo Avenue, and during the same period the formation of surface cracks and other readily apparent evidence of significant subsurface material loss was observed on Fidalgo Avenue, but at the time it was thought there was time to wait for budget and design of a repair.
- Because of the failing condition of the pipe, water has flushed soils away underground around the pipe trench much more rapidly than anticipated and the City’s Engineering and Water Departments have observed that the land between the two adjoining houses on Fidalgo Avenue is sinking at an alarming rate.
- Because it is critical the work on this stormwater line is performed during the dry season, because of the delay that would be incurred from a formal bidding process and subsequent delay for materials to be ordered and delivered, and because this portion of Fidalgo Avenue is in a state of imminent potential for total failure causing property damage and becoming a risk to human health, the City Engineer feels this repair needs to occur before the City has time to comply with formal bidding requirements.

2. **Key Terms:**

- Contract is on a time-and-materials basis not-to-exceed \$275,000.00.
- The period of performance under this Agreement is through September 30, 2021.

3. **Competitive Bidding:** RCW 39.04.280 provides that the City, by resolution, may waive competitive bidding requirements for public works in the event of an emergency.

**Previous Council/Committee Action:** [Resolution 2077](#) declaring an emergency on Longview Avenue was approved at the [2/18/20](#) Council meeting.

**Competing Viewpoints Considered:** N/A

**Recommended Motion:** I move that the Resolution 3040 be approved declaring an emergency and waiving state competitive bidding requirements for the repair of Fidalgo Avenue, pursuant to RCW 39.04.280, and that City Council authorize the Mayor to sign contract 21-138-STM-001 with Welch Brothers Construction in the amount of \$275,000.00 to perform the Fidalgo Avenue Emergency Repairs.

**Alternative Actions:** Not award the contract

**Attachments:** Site photos, Resolution 3040, Contract 21-138-STM-001

|                            |                                  |
|----------------------------|----------------------------------|
| Contractor                 | Welch Brothers Construction      |
| Contract Amount            | \$275,000.00                     |
| Earmarked Funds            | \$0                              |
| BARS #                     | 445.770.594.31.60 = \$225,000.00 |
|                            | 401.000.594.34.63 = \$50,000.00  |
| Budget Amendment Required? | Yes                              |
| Start Date                 | Notice to Proceed                |
| End Date                   | 9/30/21                          |













## RESOLUTION 3040

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON, declaring an emergency and waiving state competitive bidding requirements for the repair of Fidalgo Avenue, pursuant to RCW 39.04.280.**

WHEREAS, RCW 39.04.280 provides that the City, by resolution, may waive competitive bidding requirements for public works in the event of an emergency. For purposes of RCW 39.04.280, an “emergency” is any unforeseen circumstance beyond the control of the municipality that either (a) presents a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken; and

WHEREAS, between January 20, 2020 - February 10, 2020 there were severe storms, flooding, landslides, and mudslides in Washington leading to a Major Disaster Declaration by FEMA; and

WHEREAS, on February 8, 2020 a large sink hole formed on Longview Avenue over the 36” storm water pipe crossing and at the February 18, 2020 meeting City Council declared emergency existed requiring immediate repair and reconstruction of the road and underlying pipes on Longview Avenue; and

WHEREAS, the same pipe from Longview Avenue continues uphill through Fidalgo Avenue, and during the same period the formation of surface cracks and other readily apparent evidence of significant subsurface material loss was observed on Fidalgo Avenue, but at the time it was thought there was time to wait for budget and design of a repair; and

WHEREAS, because of the failing condition of the pipe, water has flushed soils away underground around the pipe trench much more rapidly than anticipated and the City’s Engineering and Water Departments have observed that the land between the two adjoining houses on Fidalgo Avenue is sinking at an alarming rate; and

WHEREAS, because it is critical the work on this stormwater line is performed during the dry season, because of the delay that would be incurred from a formal bidding process and subsequent delay for materials to be ordered and delivered, and because this portion of Fidalgo Avenue is in a state of imminent potential for total failure causing property damage and becoming a risk to human health, the City Engineer feels this repair needs to occur before the City has time to comply with formal bidding requirements; and

WHEREAS, repair of the road and pipes is “public work” as defined by RCW 39.04.010(4).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Anacortes, Washington as follows:

Section 1. The City Council of the City of Anacortes, Washington finds that the facts set forth in the recitals of this resolution are true and that the failure of

Fidalgo Avenue and underlying pipes constitutes an emergency under RCW 39.04.280. Pursuant to RCW 39.04.280, the City Council hereby declares and certifies that an emergency exists requiring immediate repair and reconstruction of the road and underlying pipes on Fidalgo Avenue.

Section 2. The City Council of the City of Anacortes, Washington hereby waives the bidding requirements and authorizes staff to contract without solicitation of bids for the public work project titled Fidalgo Avenue Repairs, and to take such actions as necessary to carry out the intent and direction of this Resolution.

Section 3. Any actions of the City or its officers prior to the date hereof and consistent with the terms of this Resolution are ratified and confirmed.

Section 4. This Resolution shall be in full force and effect after its adoption and approval.

The foregoing resolution was ADOPTED by the City Council of the City of Anacortes, Washington, at a regular, open public meeting thereof this 28<sup>th</sup> day of June, 2021.

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Laurie Gere, Mayor

ATTEST:

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Steven D. Hoglund, City Clerk/Treasurer

APPROVED AS TO FORM:

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Darcy Swetnam, City Attorney





CONTRACT 21-138-STM-001  
AGREEMENT WITH  
**WELCH BROTHERS CONSTRUCTION**

This Contract is between the City of Anacortes, Washington, a Municipal Corporation (herein after referred to as "City") and Welch Brothers Construction, a private contractor at 8957 Stevenson Road, Anacortes, WA 98221 (herein after referred to as "Contractor").

**PROJECT**  
**Fidalgo Avenue Emergency Repairs**

1. **Scope of Work:** Contractor shall furnish all materials, equipment, labor, and related items necessary to replace, in-kind the storm pipe from the inlet of Happy Valley Creek to the north side of Fidalgo Avenue. Project will include excavation, water line replacement, storm system repairs, manhole installation, back-filling, curb and gutter replacement and asphalt patching and other work as directed by the Project Manager. Work is subject to the 2018 City of Anacortes Engineering Standards, which is hereby incorporated by reference and made a part hereof.

2. **Contract Price:** The Contractor will perform the scope of work above on a time and materials basis not-to-exceed **Two Hundred Seventy-Five Thousand Dollars (\$275,000.00)**. Before any payment is made by the City of Anacortes of sums under this contract, the contractor must provide a copy of the statement of *Intent to Pay Prevailing Wage* approved by the Department of Labor and Industries. Pursuant to RCW Chapter 60.28, a sum of five percent (5%) of the monies earned by the contractor will be retained.

3. **Bonds:** Pursuant to RCW 39.08.010, the Contractor shall provide the City a performance bond and payment bond for the full contract amount to be in effect as detailed in the incorporated General Provisions. The City may at its option release the bonds once all the conditions of RCW 39.08.010-1a have been discharged.

4. **Time of Completion:** The Contractor shall complete the work by September 30, 2021.

5. **Contract Requirements:** Contractor must have a contractor license number, insurance, and City of Anacortes business license. **Prevailing Wage Law Applies.** Forms Needed: 1) Proof of Insurance with Additional Insured Endorsement (see General Provisions); 2) Intent to Pay Prevailing Wage; 3) Affidavit of Wages Paid; 4) Performance Bond; 5) Payment Bond; 6) Certification of Compliance with Wage Payment Statutes.

6. **Contract Documents:** The attached General Provisions and 2018 City of Anacortes Engineering Standards are included in this Contract Agreement.

**The parties acknowledge** that there has been an opportunity to negotiate the terms and conditions of this Agreement and agree to each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto, in respect of all covenants, agreements, and obligations contained in the Contract Documents. Each of the persons signing below on behalf of any party hereby represents and warrants that s/he or it is signing with full and complete authority to bind the party on whose behalf of whom s/he or it is signing, to each and every term of this Agreement.

**Owner:**

City of Anacortes

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**Contractor:**

Welch Brothers Construction

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor License #

**1. WASHINGTON STATE PREVAILING WAGES**

Washington State Prevailing Wages apply to all Work. The Contractor and any of its Subcontractors are required to pay their laborers and mechanics minimum wage in compliance with Washington State Prevailing Wage Laws. Before any payment is made by the City of Anacortes of any sums under this contract, the contractor and each subcontractor must provide the City with a copy of the statement of *Intent to Pay Prevailing Wages* approved by the Washington State Department of Labor and Industries (L&I). Following contract completion, the City will not release any funds retained, according to the provisions of RCW 60.28.010, until the contractor and each subcontractor has provided the City a copy of the *Affidavit of Wages Paid* approved by L&I. L&I provides the wage forms. Payment by the contractor or subcontractor of any fees are incidental to the project and all costs shall be included in other pay items of the project.

For contracts in excess of \$10,000, the contractor must post in a conspicuous place at the job site, a copy of the statement of *Intent to Pay Prevailing Wages* approved by L&I and the address and phone number of the Industrial Statistician where complaints or inquires may be made. The City will refer any dispute regarding the prevailing rate of wage to L&I for arbitration.

The State of Washington prevailing wage rates applicable for this public works project, which is located in Skagit County, may be found at the following website address of the Department of Labor and Industries: <https://fortress.wa.gov/lni/wagelookup/prvwagelookup.aspx>. The prevailing wage schedule in effect for the work under the contract will be the one in effect upon the date of execution of the contract. A copy of the applicable prevailing wage rates are also available for viewing at the office of the Owner, located at 904 6<sup>th</sup> Street, Anacortes, WA. Upon request, the Owner will mail a hard copy of the applicable prevailing wages for this project.

At least once a month Contractor must file weekly certified payroll reports online with the Washington Department of Labor and Industries as required by RCW 39.12.120.

**2. Delivery.** Advance coordination of the work shall be made with the Project Manager Jeff Beltramini (360) 293-1936.

**3. Subcontracts.** The Contractor shall give notice reasonably in advance of placing any subcontract; preferably the Contractor shall identify subcontracts before subcontracted work begins. "Subcontract" means any contract entered into by a subcontractor to furnish supplies or services for performance of the prime Contractor or a subcontractor. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders. The following information shall be included (i) a description of the supplies or services to be subcontracted, (ii) identification of the type of subcontract to be used (iii) identification of the proposed subcontractor, (iv) proposed subcontract price. Unless consent or approval specifically provides otherwise, consent by the City shall not constitute a determination

- (1) of the acceptability of any subcontract terms or conditions;
- (2) of the allowability of any cost under this contract, or
- (3) to relieve the Contractor of any responsibility for performing this Contract.

As required by RCW 39.06.020, the Contractor must verify responsibility criteria for each first tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify responsibility criteria for each of its subcontractors. Verification is to include that, at the time of subcontract execution, each subcontractor meets the responsibility criteria listed in RCW 39.04.350(1) and additionally - if applicable - possesses an electrical contractor license or an elevator contractor license. This verification requirement, as well as the responsibility criteria, must be included in every public works contract and subcontract of every tier. The Contractor shall give immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the City.

**4. Job Safety & COVID-19 Safety Requirements Compliance.** The Contractor, and its subcontractors of any tier, shall comply with all Washington Dept. of Labor & Industries safety standards, as well as comply with all current and future COVID-19 proclamations, regulations, requirements and/or related guidance issued by the Office of the Governor of Washington State as it may relate to City of Anacortes projects.

**5. Taxes.** The City will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The Contractor must pay all other taxes including, but not limited to: Business and Occupation Tax, taxes based on the Contractor's gross or net income, or personal property to which the City does not hold title. The City is exempt from Federal Excise Tax. Where applicable the City shall furnish a Federal Excise Tax Exemption certificate.

**6. Invoicing.** All invoices shall include: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Contract Title, Agreement Number and Price, or Amended Price. The Contractor must invoice at least monthly for quantities delivered during the invoice period. Invoices may be sent by US mail to City of Anacortes, Accounts Payable, PO Box 547, Anacortes, WA 98221, or by email to [accountspayable@cityofanacortes.org](mailto:accountspayable@cityofanacortes.org). Contractors may complete a City furnished ACH/EFT form to receive electronic payments directly to their financial institution. The City shall notify the Contractor within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Contractor shall then resubmit a new invoice less the disputed amount and payment shall be made within 30 calendar days. Any disputed amounts may be submitted under the Disputes clause contained herein.

**7. Withholding Payment.** In the event the City determines that the Contractor has failed to perform any obligation under this Contract within the times set forth in this Contract, then the City may withhold from amounts otherwise due and payable to Contractor the amount determined by the City as necessary to cure the default, until the Contracting Officer determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to terminate or damages, provided that the City promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than 8 days after it determines to withhold amounts otherwise due. A determination of the Public Works Director set forth in such notice to the Contractor of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provisions of the Disputes clause of this Contract. The City may act in accordance with any determination of the Public Works Director which has become conclusive under this clause, without prejudice to any other remedy under the Contract, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount so paid or incurred from amounts due to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to Contractor by reason of good faith withholding by the City under this clause.

**8. Final Payment: Waiver of Claim.** The contractor's acceptance of final payment (excluding withheld retainage) shall constitute a waiver of claims, except those previously and properly made and identified by the contractor as unsettled at the time request for final payment is made.

**9. Inspection.**

**A. Of the Work**

All materials furnished and work done shall be subject to inspection. The City Project Manager administering the Contract shall at all times have access to the work wherever it is in progress or being performed, and the Contractor shall provide proper facilities for such access and inspection. Such inspection shall not relieve the Contractor of the responsibility of performing the work correctly, utilizing the best labor and materials in strict accordance with the Specifications of the Contract. All material or work approved and later found to be defective shall be replaced without cost to the City.

**B. Project Manager's Authority**

The Project Manager shall have power to reject materials or workmanship which do not fulfill the requirements of these Specifications, but in case of dispute the Contractor may appeal to the City Attorney whose decision shall be final. The Contract shall be carried out under the general control of the representative of the City administering the Contract, who may exercise such control over the conduct of the work as may be necessary, in his or her opinion, to safeguard the interest of the City. The Contractor shall comply with any and all orders and instructions given by the representative of the particular Department administering the Contract in accordance with the terms of the Contract. Nothing herein contained, however, shall be taken to relieve the Contractor of his/her obligations or responsibilities under the Contract.

**10. New and Unused.** All units, equipment, parts and material shall be new, unused, manufacturer's current model year and in current production. All materials shall have physical and chemical properties to withstand the intended purpose. Equipment design shall have sufficient excess capacity for durability and safety.

**11. Warranty.** The Contractor shall return to the project and repair or replace all defects in workmanship and material discovered within one year after Final Acceptance of the Work, including any necessary labor and materials. The Contractor shall start work to remedy any such defects within 7 calendar days of receiving City's written notice of a defect, and shall complete such work within the time stated in the City's notice. In case of an emergency, where damage may result from delay or where loss of services may result, such corrections may be made by the City's own forces or another contractor, in which case the cost of corrections shall be paid by the Contractor. In the event the Contractor does not accomplish corrections within the time specified, the work will be otherwise accomplished and the cost of same shall be paid by the Contractor. When corrections of defects are made, the Contractor shall then be responsible for correcting all defects in workmanship and materials in the corrected work for one year after acceptance of the corrections by City. In addition, the Contractor shall obtain and submit to the City any necessary documentation to secure any extended manufacturer's warranty and warranty terms. This guarantee is supplemental to and does not limit or affect the requirements that the Contractor's work comply with the requirements of the Contract or any other legal rights or remedies of the City.

**12. Indemnification / Hold Harmless.** The Contractor shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Public Entity, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

**13. Insurance.**

**A. Insurance Term:** The Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

**B. No Limitation:** The Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

**C. Minimum Scope of Insurance:** The Contractor's required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. **The City of Anacortes and its officers, elected officials, employees, agents, and volunteers shall be named as an additional insured** under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
3. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

**D. Minimum Amounts of Insurance:** The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.

**E. Public Entity Full Availability of Contractor Limits:** If the Contractor maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Contractor.

**F. Other Insurance Provision:** The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

**G. Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

**H. Verification of Coverage:** The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

**I. Subcontractors' Insurance:** The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

**J. Notice of Cancellation:** The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two (2) business days of their receipt of such notice.

**K. Failure to Maintain Insurance:** Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

**14. Acceptance.** Contractor acknowledges and agrees that these General Provisions are incorporated in, and are a part of, each purchase order or other agreement relating to the provision of goods and/or related services by Contractor. These General Provisions supersede all conflicting or additional terms pre-printed on any purchase order, quote, invoice, or otherwise set forth on any release, acknowledgement, confirmation, requisition, work order, shipping instruction, specification and similar document or communication.

**15. Registered or Licensed Contractor.** The City is prohibited by RCW 39.06.010 from executing an Agreement with a Contractor who is not registered or licensed as required by the laws of the state. In addition, a City of Anacortes business license is required for any business working inside the city limits whose annual value of products, gross proceeds of sales, or gross income of the business in the city is more than \$2,000. Business licenses can be obtained through the State of Washington Department of Revenue (DOR) Business Licensing Service (BLS) at [bls.dor.wa.gov](https://bls.dor.wa.gov).

**16. Discrimination Prohibited.** During the performance of this Agreement, the Contractor and subcontractors shall not discriminate in violation of any applicable federal, state and/or local law or regulation on the basis of age, sex, race, creed, religion, color, national origin, marital status, disability, honorably discharged veteran or military status, pregnancy, sexual orientation, gender identity, or any other classification protected under federal, state, or local law. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the provision of services under this Agreement. Contractor agrees to comply with the applicable provisions of State and Federal Equal Employment Opportunity and Nondiscrimination statutes and regulations.

**17. Contractor is an Independent Contractor.** The parties intend that an independent Contractor relationship will be created by this Agreement. No agent, employee or representative of the Contractor shall be deemed to be an agent, employee or representative of the City for any purpose. Contractor shall be solely responsible for all acts of its agents, employees, representatives and Sub-Contractors during the performance of this Agreement.

**18. No Third Party Beneficiary Rights.** This Agreement is not intended to and shall not be construed to give any Third Party any interest or rights (including, without limitation, any Third Party beneficiary rights) with respect to or in connection with any agreement or provision contained herein or contemplated hereby, except as otherwise expressly provided for in this Agreement.

**19. The City's Right to Terminate Agreement.**

**A. Termination for Default:** If the Contractor defaults by failing to perform any of the obligations of the Agreement or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the City may, by depositing written notice to the Contractor in the U.S. mail, postage prepaid, terminate the Agreement, and at the City's option, obtain performance of the work elsewhere. If the Agreement is terminated for default, the Contractor shall not be entitled to receive any further payments under the Agreement until the Scope of Services under this Agreement has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default. If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

**B. Termination for Public Convenience:** The City may terminate the Agreement in whole or in part whenever the City determines, in its sole discretion that such termination is in the best interests of the City. Whenever the Agreement is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed at unit Agreement prices for completed items of work through the date of termination. An equitable adjustment in the Agreement price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the City at any time during the term, whether for default or convenience, shall not constitute a breach of Agreement by the City.

**20. Changes/Additional Work.** The City may engage Contractor to perform services in addition to those listed in this Agreement, and Contractor will be entitled to additional compensation for authorized additional services or materials. The City shall not be liable for additional compensation until and unless any and all additional work and compensation is approved in advance in writing and signed by both parties to this Agreement. If conditions are encountered which are not anticipated in the Scope of Services, the City understands that a revision to the Scope of Services and fees may be required. Provided, however, that nothing in this paragraph shall be interpreted to obligate the Contractor to render or the City to pay for services rendered in excess of the Scope of Services unless or until a modification to this Agreement is approved in writing by both parties.

**21. Non-waiver.** Waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.

**22. Covenant Against Contingent Fees.** The Contractor warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award of making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

**23. Disputes**

A. **General:** Differences between the Contractor and the City, arising under and by virtue of this Agreement shall be brought to the attention of the City at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The provisions of this Clause shall survive the expiration or termination of this Agreement.

B. **Notice of Potential Claims:** The Contractor shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the City, or (2) the happening of any event or occurrence, unless the Contractor has given the City a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the City. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the Work performed, labor and all costs and additional time claimed to be additional.

C. **Detailed Claim:** The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the City, the Contractor has given the City a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

D. **Dispute Resolution:** In the event of a dispute between the City and the Contractor arising out of this Agreement, or any obligation hereunder the dispute shall first be referred to the representatives designated by the City and the Contractor to have oversight over the administration of this Agreement. Said representatives shall meet within thirty (30) calendar days of receipt of detailed claim, and the parties shall make a good faith effort to achieve a resolution of the dispute. In the event the parties are unable to resolve the dispute under the procedure set forth above, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties. If either party is dissatisfied with the outcome of the mediation, that party may then pursue any available judicial remedies.

**24. Force Majeure.** Neither party shall be liable to the other or deemed in breach or default for any failure or delay in performance under this Agreement during the time and to the extent its performance is prevented by reasons of Force Majeure. For the purposes of this Agreement, Force Majeure means an occurrence that is beyond the reasonable control of and without fault or negligence of the party claiming force majeure and which, by exercise of due diligence of such party, could not have been prevented or overcome. Force Majeure shall include natural disasters, including fire, flood, earthquake, windstorm, avalanche, mudslide, and other similar events; acts of war or civil unrest when an emergency has been declared by appropriate governmental officials; acts of civil or military authority; freight embargoes; epidemics; quarantine restrictions; labor strikes; boycotts; terrorist acts; riots; insurrections; explosions; and nuclear accidents. A party claiming suspension or termination of its obligations due to force majeure shall give the other party prompt written notice, but no more than two (2) working days after the event, of the impediment and its effect on the ability to perform; failure to provide such notice shall preclude recovery under this provision. Such delay shall cease as soon as practicable and written notification of same shall be provided. The time of completion shall be extended by Agreement modification for a period of time equal to the time that the results or effects of such delay prevented the delayed party from performing in accordance with this Agreement. Rights Reserved: The City reserves the right to cancel the Agreement and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Contractor shall have no recourse against the City.

**25. Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Washington. Any action brought under the Agreement or relating to the Project shall be brought in the Superior Court of the State of Washington in Skagit County Washington.

**26. Compliance with Laws.** The Contractor in the performance of this Agreement shall comply with all applicable Federal, State or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in the Agreement to assure quality of services. Contractor will follow all applicable laws and requirements for excavation and disposal of material.

**27. Severability.** If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.

**28. Survival of Contract Termination.** The provisions of the following paragraphs, the provisions of the non collusion affidavit, and the liability of the Contractor for default during the term of the Contract shall survive, notwithstanding the termination or invalidity of this Contract for any reason: Taxes; Warranty; The City's Right to Terminate Contract; Governing Law; Defense & Indemnity Agreement; Disputes.

**29. Notices.** Receipt of any notice shall be deemed effective three days after deposit of written notice in the U.S. mail, with proper postage and properly addressed. Notices shall be sent to the following addresses:

CITY:  
City of Anacortes  
Tiffany Matson  
904 6th Street  
PO Box 547  
Anacortes, WA 98221

CONTRACTOR:  
Welch Brothers Construction  
Mike Welch  
8957 Stevenson Road  
Anacortes, WA 98221

**30. Performance and Payment Bonds.** The City is required by RCW 39.08.010, with limited exceptions, to obtain both a Performance and a Payment bond for each public works project. The City requires separate Performance and Payment bonds for 100% of the contract amount furnished on bond forms standardized by the City Attorney's office. The bonds must meet the following provisions:

- Be for the full amount of the project, including tax.
- Name City of Anacortes as the obligee.
- List the correct Project Name and Project Number.
- Be signed by both the surety (the Attorney in Fact) and the Contractor.
- Be issued by a surety authorized to do business in the State of Washington (listed on the Insurance Commissioners website) and which meets the AM Best Rating required in the Contract Documents. If no requirement exists, a minimum of AM Best Rating A-7 or better will be required.

*Release of Bonds*

Bonds will not be released until the project has been completed and finally accepted.

*Performance Bonds* – Performance Bonds will be released at the end of the warranty period or six months after the date of final acceptance, whichever is later. The City may at its option release the bond once all the conditions of RCW 39.08.010-1a have been discharged.

*Payment Bonds* – Payment Bonds will be released either 45 days after final acceptance of the project or upon receipt of releases from the Department of Revenue, Department of Employment Security and the Department of Labor and Industries, whichever is later. Release is contingent on the fact that no claims against the bond have been filed prior to the 45 day mark. If claims have been filed against the bond, it will not be released until the claims have been resolved.

*Exceptions* – On projects \$150,000 and under, the Contractor can, in lieu of providing a performance and payment bond, request to have the City withhold 10% of monies earned on the project for a period of 30 days after final acceptance of the completed work or until receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries and settlement of any liens filed under Chapter 60.28 RCW, whichever is later. This exception is dependent on pre-approval by the City Attorney, and the City reserves the right to reject requests to waive the bond requirements.

**31. Retainage.** Pursuant to RCW Chapter 60.28, a sum of five percent (5%) of the monies earned by the Contractor will be retained. The Contractor may elect to execute a Retainage Bond. The bond must be furnished on a bond form standardized by the City Attorney's office and issued by a surety currently authorized by the State Insurance Commissioner to do business in Washington State. Retainage will be released **45 days after final acceptance**, provided that the following has occurred:

- 1) All liens placed against the project have been released. For projects over \$35,000, releases from the Department of Labor and Industries, Department of Employment Security and the Department of Revenue will also be required.
- 2) Affidavits of Wages paid for the final correct contract amount are approved and on file for the Contractor and any subcontractors.
- 3) Worker's Compensation Premiums for the Contractor and any subcontractors are current.

Note: If the City has approved the Contractor's request to waive the bond requirements, the City will withhold a total of 10% of the monies earned for a period of 30 days after final acceptance of the completed work or until receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries and settlement of any liens filed under Chapter 60.28 RCW, whichever is later.





## City Council Agenda Bill

**Meeting Date:** June 28, 2021

**Agenda Item:** 6.d.

**Agenda Item Title:** Resolution 3041: Declaring an Emergency and Waiving State Competitive Bidding Requirements for the Purchase of Sodium Hypochlorite

**Staff Contact(s):** STEVE HOGLUND, FRED BUCKENMEYER

**Approved for Submittal to Council by**   **Action Type**

TIFFANY MATSON

Resolution

STEVE HOGLUND

DARCY SWETNAM

**Item Summary:** City staff seeks City Council approval of Resolution 3041 to declare an emergency and waive state competitive bidding requirements for the purchase of sodium hypochlorite.

- RCW 39.04.280 provides that the City, by resolution, may waive competitive bidding requirements for purchases in the event of an emergency. For purposes of RCW 39.04.280, an "emergency" is any unforeseen circumstance beyond the control of the municipality that either (a) presents a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.
- The City has a current contract #20-162-IDS-006 with Hasa, Inc. for the purchase of sodium hypochlorite for use at the Water Treatment Plant for purification and water disinfection of the drinking water; and for use at the Wastewater Treatment Plant for disinfection of the treated effluent flow steam to disinfect pathogens and to reduce the presence of fecal coliform prior to discharging the effluent back into the environment, as well as odor control for the plant and solids handling systems.
- On June 9, 2021, Hasa, Inc. received a letter from their sodium hypochlorite manufacturer, Westlake Chemical, stating that "effective immediately, Westlake Vinyls, Inc. ("Westlake") and Axiall, LLC ("Axiall") are declaring a force majeure condition for chlorine, hydrochloric acid, and caustic soda manufactured and shipped from its Longview, Washington manufacturing facility...chlor-alkali production have been directly and adversely impacted due to the sudden and unanticipated failure of a critical piece of electrical equipment. This equipment

failure has disrupted the manufacturing process thereby resulting in limited availability of chlorine, hydrochloric acid, and caustic soda to our customers”.

- On June 15, 2021 the City received a letter via email from Hasa, Inc. declaring a force majeure on the delivery of sodium hypochlorite.
- If the treatment plants are not able to procure sodium hypochlorite on an immediate basis from any available source a real, immediate threat to the proper performance of essential functions is present and will likely result bodily injury, or loss of life.

**Budget Impact:**

**Previous Action:**

**Recommended Motion:** I move that pursuant to RCW 39.04.280, Resolution 3041 be approved declaring an emergency and waiving state competitive bidding requirements for the purchase of sodium hypochlorite until the force majeure declared by Westlake Chemical is lifted.

**Alternative Actions:**

**Attachments (listed in order presented):**

1. Resolution 3041
2. Force Majeure Letters

## RESOLUTION 3041

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON, declaring an emergency and waiving state competitive bidding requirements for the purchase of sodium hypochlorite, pursuant to RCW 39.04.280.**

WHEREAS, RCW 39.04.280 provides that the City, by resolution, may waive competitive bidding requirements for purchases in the event of an emergency. For purposes of RCW 39.04.280, an “emergency” is any unforeseen circumstance beyond the control of the municipality that either (a) presents a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken; and

WHEREAS, the City has a current contract #20-162-IDS-006 with Hasa, Inc. for the purchase of sodium hypochlorite for use at the Water Treatment Plant for purification and water disinfection of the drinking water; and for use at the Wastewater Treatment Plant for disinfection of the treated effluent flow stream to disinfect pathogens and to reduce the presence of fecal coliform prior to discharging the effluent back into the environment, as well as odor control for the plant and solids handling systems; and

WHEREAS, on June 9, 2021, Hasa, Inc. received a letter from their sodium hypochlorite manufacturer, Westlake Chemical, stating that “effective immediately, Westlake Vinyls, Inc. (“Westlake”) and Axiall, LLC (“Axiall”) are declaring a force majeure condition for chlorine, hydrochloric acid, and caustic soda manufactured and shipped from its Longview, Washington manufacturing facility...chlor-alkali production have been directly and adversely impacted due to the sudden and unanticipated failure of a critical piece of electrical equipment. This equipment failure has disrupted the manufacturing process thereby resulting in limited availability of chlorine, hydrochloric acid, and caustic soda to our customers”; and

WHEREAS, on June 15, 2021 the City received a letter via email from Hasa, Inc. declaring a force majeure on the delivery of sodium hypochlorite; and

WHEREAS, if the treatment plants are not able to procure sodium hypochlorite on an immediate basis from any available source a real, immediate threat to the proper performance of essential functions is present and will likely result bodily injury, or loss of life;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Anacortes, Washington as follows:

Section 1. The City Council of the City of Anacortes, Washington finds that the facts set forth in the recitals of this resolution are true and that the force majeure declared by Westlake Chemical for the manufacturing of sodium hypochlorite is an emergency under RCW 39.04.280. Pursuant to RCW 39.04.280, the City Council hereby declares and certifies that an emergency exists requiring immediate purchase of sodium hypochlorite from any available source.

Section 2. The City Council of the City of Anacortes, Washington hereby waives the bidding requirements and authorizes staff to purchase sodium hypochlorite without solicitation of bids until the force majeure declared by Westlake Chemical is lifted, and to take such actions as necessary to carry out the intent and direction of this Resolution.

Section 3. Any actions of the City or its officers prior to the date hereof and consistent with the terms of this Resolution are ratified and confirmed.

Section 4. This Resolution shall be in full force and effect after its adoption and approval.

The foregoing resolution was ADOPTED by the City Council of the City of Anacortes, Washington, at a regular, open public meeting thereof this 28<sup>th</sup> day of June, 2021.

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Laurie Gere, Mayor

ATTEST:

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Steven D. Hoglund, City Clerk/Treasurer

APPROVED AS TO FORM:

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Darcy Swetnam, City Attorney



June 15, 2021

Re: Hasa Longview, WA – force majeure

Dear Valued Customer,

Please see the attached letter from Westlake Chemical declaring a force majeure for the products produced from their Longview, WA plant. As a direct result of this substantial supply disruption beyond our control, Hasa, Inc. has no choice but to declare a force majeure on the delivery of sodium hypochlorite, and hydrochloric acid manufactured and shipped from its Longview, Washington facility.

We are working diligently on supply options to help minimize the impact on our customers however, we cannot predict how long this force majeure event will last nor how it limits Hasa Longview's ability to meet the planned product demand. We will keep you informed as additional information becomes available.

A member of Hasa's sales team will be in contact with you to discuss the situation. If you have any questions, please do not hesitate to call your Hasa sales professional. Thank you for your business and understanding during this challenging time.

Sincerely,

Robert Bzdil  
Executive Vice President  
Hasa, Inc.

June 9, 2021

RE: Force Majeure Notice for Chlorine, Hydrochloric Acid, and Caustic Soda

Dear Customer,

Effective immediately, Westlake Vinyls, Inc. (“Westlake”) and Axiall, LLC (“Axiall”) are declaring a force majeure condition for chlorine, hydrochloric acid, and caustic soda manufactured and shipped from its Longview, Washington manufacturing facility.

Westlake’s/Axiall’s chlor-alkali production have been directly and adversely impacted due to the sudden and unanticipated failure of a critical piece of electrical equipment. This equipment failure has disrupted the manufacturing process thereby resulting in limited availability of chlorine, hydrochloric acid, and caustic soda to our customers.

At this time, we cannot predict the duration of this force majeure event. The effect of this force majeure situation will cause supply disruptions and limit our ability to meet anticipated product demand. While this force majeure event declaration is required at this time, Westlake/Axiall is continuing to work to lessen the impact on our customers.

Westlake/Axiall sales professionals will be in contact with you to discuss the impact of this force majeure. We sincerely regret any inconvenience this causes your company and our need to inform you of this situation. We greatly appreciate your company’s patience, understanding and support in working with us through this difficult time. We are committed to keeping you informed as our current situation develops and to restoring our supply position as quickly as possible.

If you have any questions regarding this force majeure event condition, please contact your Westlake/Axiall sales professional. As always, Westlake/Axiall values your business.

Sincerely,



Noel Irizarry  
VP, Chlor-Alkali and Derivatives

Cc: David Kokowsky  
Casey Madere  
Shell Zhang  
Paul Kowalski  
File