



**Anacortes City Council**  
**Municipal Building Council Chambers**  
904 6<sup>th</sup> Street

**February 26, 2018**  
**6:00 p.m.**

**PRELIMINARY AGENDA**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
  - a. Planning Committee
4. **Public Comment**
5. **Consent Agenda (Action)**
  - a. Minutes of February 20, 2018
  - b. Approval of Claims in the amount of: \$255,954.49
6. **Public Hearings**
7. **Other Business**
  - a. \* Community Action of Skagit County Presentation: Services Center (Discussion)
  - b. \* Ordinance 3021: Budget Amendment (Discussion/Possible Action)
  - c. \* Contracting Update (Discussion)
  - d. Contract Modification: Fiber Build 14-056-IDS-001 (Action)
  - e. \* Guemes Channel Trail Update (Discussion)
  - f. \* Parks & Recreation Comprehensive Plan Update (Discussion)
8. **Executive Session (15 Minutes)**
  - a. Potential Litigation per RCW 42.30.110(1)(i)
9. **Adjournment**

*Per Resolution 1949, 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. Citizens wishing to speak will please sign in at the back of the Council Chambers prior to the start of the meeting. The Mayor may limit comments to those who have signed in, and may limit the time allotted to each speaker to facilitate the orderly progress of the meeting.*

The City of Anacortes encourages people with disabilities to participate in public meetings.  
For assistance with special needs, please contact Cherri Kahns at 360-299-1950 at least 48 hours prior to this meeting.



## Anacortes City Council

### Proposed Agenda Items for the Next Eight Weeks Beginning March 5, 2018

*Subjects listed below have been tentatively suggested for consideration by the Anacortes City Council on the dates indicated. Items may be added to, removed from or rearranged on this list. Routine business such as approval of minutes and vouchers are not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.*

#### **March 5, 2018**

- Closed Record Decision Hearing, Anacortes School District 5,000 Square Foot Building, Conditional Use Permit, CUP-2018-0001 (Discussion/Possible Action)

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#### **March 12, 2018**

- Washington Park Update (Discussion)
- Municipal Broadband Update (Discussion)

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#### **March 19, 2018**

- Confirmation of Appointment of Library Director Ruth Barefoot (Discussion/Possible Action)

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#### **March 26, 2018**

- 2019/2020 Budget Kickoff: Departmental Goals and Objectives for the Upcoming Biennium (Discussion)
- Public Works Quarterly Update (Discussion)

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#### **April 2, 2018**

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#### **April 9, 2018**

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#### **April 16, 2018**

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#### **April 23, 2018**

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#### **Upcoming City Council Committee Meetings**

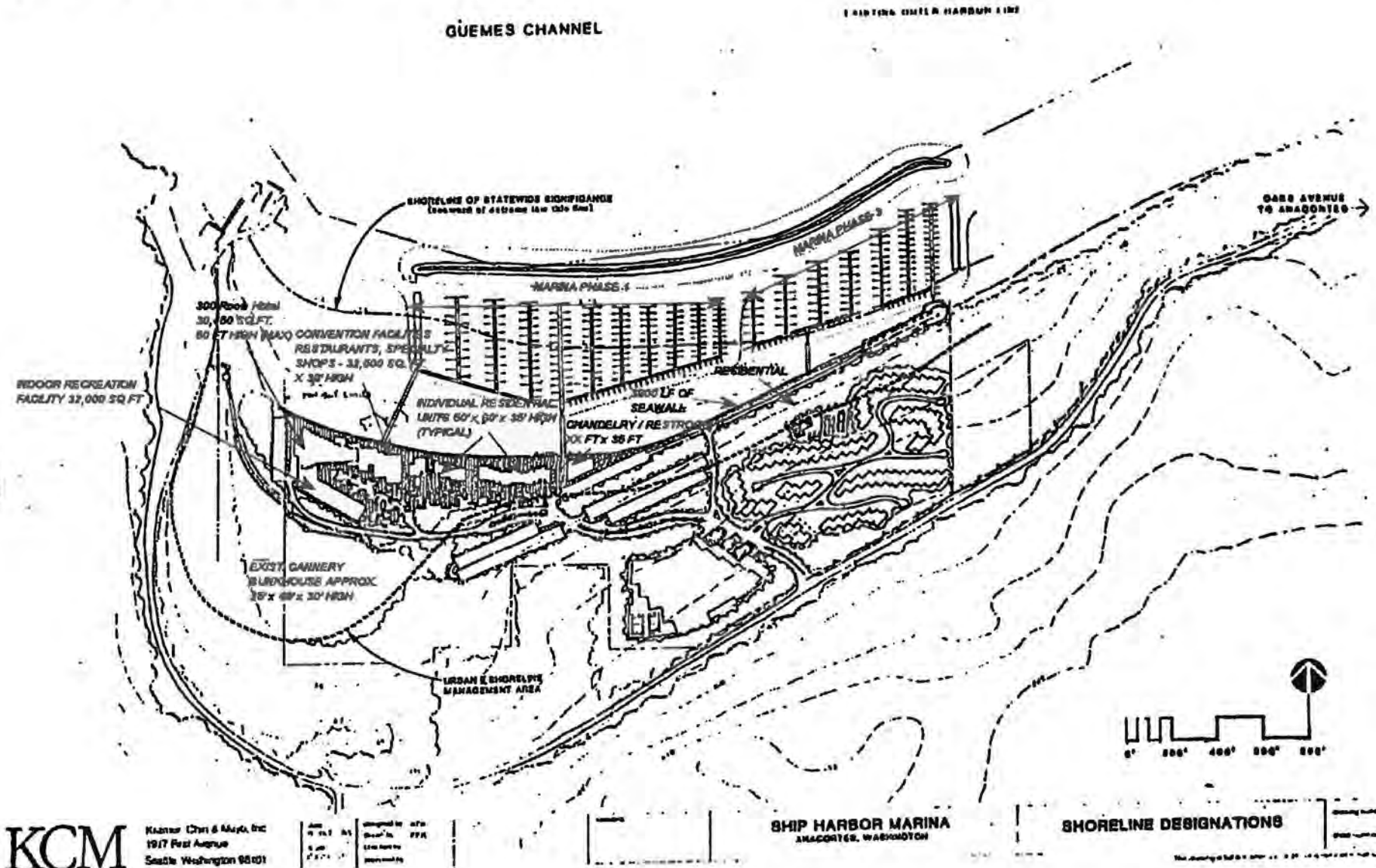
*The public is welcome to attend City Council Committee Meetings.*

- Planning, Monday, Feb 26, 2018, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Feb 28, 2018, 5:00 PM, Main Conference Room, City Hall
- Housing Affordability & Community Services, Thursday, Mar 1, 2018, 1:30 PM, City Hall, Council Chambers
- Skagit County Population Trust, Thursday, Mar 1, 2018, 8:30 AM, Skagit County
- Public Works, Monday, Mar 5, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Port/City Liaison, Tuesday, Mar 6, 2018, 8:30 AM, Port of Anacortes
- Planning, Monday, Mar 12, 2018, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Mar 14, 2018, 5:00 PM, Main Conference Room, City Hall
- Skagit County Law & Justice Council, Wednesday, Mar 14, 2018, 8:15 AM, Sheriff's Dept. Training Room, Mt. Vernon
- Public Works, Monday, Mar 19, 2018, 5:00 PM, Public Works Director's Office, City Hall

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Tom blade  
2/26/18

Figure 2. Ship Harbor Marina Site Plan as Originally Proposed



SHIP HARBOR

RESORT COMMUNITY

END OF EXHIBIT A

9204300081

BK 1U/2PGU164

SITE PLAN

9204300081

BKIU/2PGU164

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Leg



Google Earth

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## **City Council Minutes – February 20, 2018**

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At 6:00 p.m. Mayor Laurie Gere called to order the regular Anacortes City Council meeting of February 20, 2018. Councilmembers Eric Johnson, Anthony Young, Brad Adams, Bruce McDougall and Matt Miller were present. Councilmembers Ryan Walters and Liz Lovelett were absent. Mr. Young moved, seconded by Mr. Johnson, to excuse the absences of Ms. Lovelett who was ill and Mr. Walters who had professional obligations. The motion carried unanimously by voice vote. The assembly joined in the Pledge of Allegiance.

Mayor Gere suggested moving agenda items 5d and 5e off the Consent Agenda and instead considering them as agenda items 7d and 7e. Mr. Johnson moved, seconded by Mr. Young, to amend the agenda as suggested by the mayor. The motion carried unanimously by voice vote.

### **Announcements and Committee Reports**

**Finance Committee:** Mr. Johnson reported from the committee meeting the prior Wednesday. He explained the annual computer replacement purchases that appear on the voucher list subject to a five-year replacement schedule. Mr. Johnson reported on the Community Action request for funding for its new building and said that topic which would come before Council at its February 26, 2018 meeting. He reported on the discussion of agricultural water which would come before City Council in March with a staff recommendation for phased implementation. He reported on the budget amendment coming before City Council at its February 26, 2018 meeting. He reported on the revised purchasing policy that would come to City Council for approval in the future, likely with an increase in the threshold at which price quotes would be required to be more consistent with neighboring jurisdictions. He added that the committee members had requested a single list of all 2017 vouchers to allow analysis of expenditures.

**Skagit County Law and Justice Council:** Mr. Miller reported from the committee meeting the prior week. He shared statistics from the new Justice Center showing significantly increased bookings since the facility opened and reported improved health care at the Justice Center that could affect jail medical costs. Mr. Miller said the Council also received a presentation on juvenile justice services which showed a significant drop in juvenile crime due to new truancy laws and the positive impact of school resource officers.

**Parks and Recreation Committee:** Mr. Adams reported from the committee meeting the prior week at which the group discussed finalizing the Depot Master Plan, information gathering now underway for the Parks and Recreation Comprehensive Plan Update, the Guemes Channel Trail update that would be presented to Council at its February 26, 2018 meeting, the newly hired parks maintenance staffer, progress on repair of the Grandview Cemetery wall, and installing sharps disposal containers at public restrooms in the parks.

**Public Works Committee:** Mr. Adams reported from the committee meeting earlier in the evening. He said most of the topics discussed would be covered later on the agenda but added that the March Point Road Shoulder Widening project had begun earlier in the day and would provide a paved shoulder both direction between the trestle and SR20.

**Traffic Safety Committee:** Mr. Johnson reported on the evolving mission and scope of the committee, noting that public concerns about day to day operations could be directed to Public Works staff who would keep the mayor and City Council informed but that larger policy questions would be addressed by the committee at its quarterly meetings, such as ordinances regarding parking or speed limits and major configuration changes such as traffic circles, parking, and multimodal paths.

### **Public Comment**

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

### **Consent Agenda**

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

- a. Minutes of February 9, 2018 and February 12, 2018
- b. Approval of Claims in the amount of: \$383,277.72
- c. Contract Modification: Systems Design Ambulance Billing Service Agreement

The following vouchers/checks were approved for payment:

EFT numbers: 88118 through 88146 and 88186, total \$47,916.02

Check numbers: 88147 through 88185, total \$263,718.70

Wire transfer numbers: 227391 through 338106, total \$7,919.94

### **PUBLIC HEARINGS**

#### **Ordinance 3020: Extending a Moratorium on Processing Applications for Wireless Facilities and Telecommunications Franchises**

City Attorney Darcy Swetnam presented Ordinance 3020 to extend the moratorium on wireless facilities and franchises for an additional six months. Ms. Swetnam's slide presentation was added to the packet materials for the meeting. She summarized the current state of the municipal code on these issues and the code updates needed. She reminded Council that the 6-month moratorium established by Ordinance 3010 on August 28, 2017 would expire on February 28 unless extended and recalled the work plan adopted by Council following the public hearing held on October 2, 2017. Ms. Swetnam reported from the advertised public stakeholder meeting held on February 1, 2018 which provided useful feedback. She advised that staff was working with outside counsel Foster Pepper on the code update, then displayed an updated work plan calling for final adoption of legislation/regulations in June or July 2018.

In response to councilmember questions, Ms. Swetnam advised that no applications had been submitted since the moratorium was established but that one would-be applicant who attended the stakeholder meeting urged timely completion of the code update so that their application could proceed. Ms. Swetnam reminded that applications could be accepted during the moratorium but that processing would proceed under the new code when that was adopted. She also confirmed that the small cell provisions would apply to 5G service and that stakeholders had indicated that applications for that technology were still several years out. Mr. McDougall requested a report from the stakeholder meeting. Ms. Swetnam said staff would provide that information. Mr. McDougall asked that staff add a work plan item to invite the service providers to present to City Council. Ms. Swetnam agreed. She confirmed for councilmembers that staff did not envision recommending further extensions.

At approximately 6:25 p.m. Mayor Gere opened the public hearing. No one present wishing to address the Council, the mayor closed the public hearing.

Mr. Johnson moved, seconded by Mr. McDougall, to adopt Ordinance 3020 extending the existing moratorium on the receipt and processing of applications to site wireless communication towers and antennas pursuant to Chapter 17.63 of the Anacortes Municipal Code and on the receipt and processing of applications for telecommunications franchises or master permits pursuant to Chapter 5.36 of the Anacortes Municipal Code. Vote: Ayes - Young, Adams, McDougall, Miller and Johnson. Motion carried.

## **OTHER BUSINESS**

### **Tulip Festival Poster Presentation**

Skagit Valley Tulip Festival Executive Director Cindy Verge thanked Anacortes for its ongoing support of the festival and presented Mayor Gere with a framed 2018 Tulip Festival poster by Pacific Northwest artist Melissa Jander. Ms. Verge introduced Rick Star, a local member of the Festival Board, who was instrumental in inaugurating a new festival event for 2018, Skagit Beer Week. Mr. Star described the new event which would occur the first week of the Festival and would celebrate “all things beer in Skagit County.”

### **ArcGIS/Cartegraph Mapping and Asset Management Demonstration**

Public Works Director Fred Buckenmeyer introduced GIS Coordinator Rob Hoxie to demonstrate new tools available to serve daily operations by public works staff and enhance transparency for the public. Mr. Hoxie shared a slide presentation which was added to the packet materials for the meeting. He summarized the history of mapping and asset management technology at the City of Anacortes in the prior twenty years, culminating in the implementation of Cartegraph asset management software and integrated ArcGIS mapping. Mr. Hoxie demonstrated the visual tools now available to public works staff to perform daily operations in the field, keep asset lists updated in real time, and generate live online mapping of assets and asset systems. He then displayed how to access publicly available maps from the City of Anacortes website, including interactive ACFL trail maps, building permit records linked to street address maps, and emergency reporting maps. Mr. Hoxie next displayed the capability of the Cartegraph asset management program to select and display assets according to condition, age, and other characteristics.

Mr. Hoxie responded to councilmember questions about how pavement ratings were imported from the pavement management consultant into Cartegraph and the potential for the maps to assist with disaster recovery efforts. Councilmembers expressed caution about making infrastructure locations publicly available and said that decision should involve City Council. Mr. McDougall said that the publicly available maps were currently appropriate and did not expose any critical infrastructure.

Mayor Gere invited the public to comment on this agenda item.

Johnny Chase, 4211 Glasgow Way, expressed concern about the reference in Mr. Hoxie’s slide presentation to “fiber optics coming on board”. He asked for clarification whether this was a done deal as he understood that Council had not yet voted to pursue a municipal broadband network. Mr. Chase also asked if the ArcGIS maps included any information about wetlands or wetland buffers and if such information informed the Guemes Channel Trail routing. Mayor Gere asked Mr. Buckenmeyer to address Mr. Chase’s questions. Mr. Buckenmeyer clarified that the fiber optic telemetry network was currently being deployed, complete on the eastern side of town with the western side of town starting soon, but that the potential municipal broadband network was still being discussed at the City Council level. He clarified that all municipal facilities were connected as part of the telemetry network so staff would see increased internet speeds soon. He added that critical areas were not a feature set that had been loaded into ArcGIS yet.

### **Contract Award: Downtown Sidewalks Phase 2**

Mr. Buckenmeyer requested City Council consent to award a contract in the amount of \$226,518.05 to Larry Brown Construction, Inc. to provide all materials, equipment, labor and related items necessary for the reconstruction of a portion of the downtown sidewalks that will upgrade ADA ramps and eliminate sidewalk trip hazards, with an emphasis on those caused by street tree roots. He reported that the City solicited bids through the RCW 39.04.155, Small Works Roster Contract Procedures and that on February 13, 2018 nine bids were received with the low bid from Larry Brown Construction. Mr. Buckenmeyer recommended awarding the contract to Larry Brown.

Mr. Adams asked if street trees would be saved or replaced on 9<sup>th</sup> Street, noting that many of those trees bore plaques from donors. Mr. Buckenmeyer said he would get more details on that question and provide them to councilmembers. Mr. Johnson asked if the intersection of 12<sup>th</sup> and Commercial would be addressed. Mr. Buckenmeyer explained that it would not because it is a state highway.

Mr. Johnson moved, seconded by Mr. Miller, authorize the Mayor to sign a contract with Larry Brown Construction, Inc. in the amount of \$226,518.05 to perform the Downtown Sidewalks Phase 2 Project 17-028-TRN-004. Mr. Adams repeated his request for more details on tree removal and replacement along 9<sup>th</sup> Street. Mr. Buckenmeyer said he would provide that information to councilmembers the following morning. Vote: Ayes - Adams, McDougall, Miller, Johnson and Young. Motion carried.

#### **Contract Modification: 32nd & D Ave Intersection Improvements - TSI**

Mr. Buckenmeyer requested City Council approval to issue a contract modification to Transportation Solutions Inc. in the amount of \$54,525.89, increasing the total contract price to \$126,145.05, to incorporate the more complex design, larger footprint, raised curbing and impacts to driveway access that is necessary for the design of the 32nd Street/D Avenue Roundabout Project. He explained the impact of accommodating in situ landscaping and driveways adjacent to the project and confirmed that the roundabout would stay within city right of way. He summarized the grant funding that would cover a portion of both the design and the construction of the project, freeing up transportation impact fees for other uses. Mr. Buckenmeyer said that the detour plan for construction had not been finalized but that staff was hoping not to close the intersection entirely during construction. He said the engineer's estimate for construction would depend on the final design but he anticipated something approximating \$700K. He said that the project budget would not be adjusted until the engineer's estimate was available. Mr. Adams asked how the design change would impact the project schedule and noted the large number of overlapping transportation projects planned for the 2018 construction season. Mr. Buckenmeyer estimated the revised design would be 4-5 weeks out, then the project could be put out to bid. He stressed that 32<sup>nd</sup> Street/D Avenue needed to finish before school begins in the fall.

Mayor Gere invited the public to comment on this agenda item.

Brock Ward, 3119 B Avenue, expressed concern that motorists would speed though his quiet neighborhood to avoid backups between 29<sup>th</sup> and 32<sup>nd</sup> Streets during construction. He asked staff to mitigate with speed bumps or something to make B Avenue a less attractive bypass.

Johnny Chase, 4211 Glasgow Way, said the proposed 76% increase in the planning phase indicated either poor planning by the city or an inept or corrupt contractor. Mr. Johnson cautioned Mr. Chase against inflammatory language ascribing motives to other parties. Mr. Chase apologized and rephrased his objection. He strongly urged rejecting the change order and rebidding the contract. He warned that costs would go way up.

Mr. McDougall acknowledged Mr. Chase's valid concern and asked why the urban compact roundabout design had not been proposed initially. Mr. Buckenmeyer reiterated that until the project was surveyed the complexity of the existing features was not apparent. Mr. McDougall asked if the design engineer had wasted effort on the first design or if the increased cost is what would have been anticipated if the new design had been chosen initially. Mr. Buckenmeyer indicated the latter case was true. Mr. Buckenmeyer and Ms. Swetnam clarified the dates on which the design proposals had been opened and the contract with TSI subsequently approved by City Council.

Brock Ward, 3119 B Avenue, asked if the proposed 76% increase in the design contract was all for landscaping. Mr. Buckenmeyer reiterated that the increase was for extending the southwest sidewalk and modifications to the southwest driveway. He said the additional out of scope design work involved coordination with property owners and the City, coordination for additional survey, creating design concepts, reviewing concept designs

with City staff, actual design work for the layout, grading and drainage of access improvements including ADA driveway ramps, and incorporating the design modifications into the existing plans and estimate.

Mr. Young moved, seconded by Mr. Johnson, to authorize the mayor to sign a contract modification for Transportation Solutions Inc., under Contract 16-004-TRN-001, in the amount of \$54,525.89, increasing the total contract price to \$126,145.05. Vote: Ayes - McDougall, Miller, Johnson, Young and Adams. Motion carried.

**Contract Modification: WWTP Outfall - Permit Applications & Acquisitions – Widener**

Mr. Buckenmeyer requested City Council approval to issue a contract modification to Widener & Associates in the amount of \$32,642.84 increasing the total contract price to \$96,275.64, in consideration of changes in the work and differing site conditions during the construction of the WWTP Outfall Repair Project. Mr. Buckenmeyer reminded Council of his lengthy presentation at the February 12, 2018 City Council meeting the prior week explaining the conditions and sequence of events for the outfall repair project. He explained that the environmental monitoring consultant was required to work 258 additional hours because the permit required continual monitoring any time the contractor was working. He recommended approval of the contract modification as presented.

Mr. Buckenmeyer and Ms. Swetnam addressed councilmember questions about the city's easements in the vicinity of the outfall, explaining that the city has an easement over the upland portion of the project and is in the process of acquiring a new easement from the DNR for the tideland portion subsequent to the change of lessee in that area since the original easement was granted in the 1950s.

Mr. McDougall asked if Widener's contract should have been awarded after the permit was obtained and the scope of work could be better determined. Mr. Buckenmeyer advised that the permit conditions and resulting cost would have been the same regardless of when the contract was issued.

Mr. Adams moved, seconded by Mr. Johnson, to authorize the Mayor to sign a contract modification Widener & Associates under Contract 13-020-SEW-005, in the amount of \$32,642.84, increasing the total contract price to \$96,275.64. Vote: Ayes - Miller, Johnson, Young and Adams and McDougall. Motion carried.

There being no further business, at approximately 7:45 p.m. the Anacortes City Council meeting of February 20, 2018 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 February 26, 2018 City Council meeting:**  
[Download this file in OpenDocument spreadsheet format.](#)

| Invoice Doc # | Transaction Date | Invoice #   | Vendor Full Name               | Description                                                               | Total Amount |
|---------------|------------------|-------------|--------------------------------|---------------------------------------------------------------------------|--------------|
| 228422        | 8/31/2017        | 1174662     | DISA GLOBAL SOLUTIONS INC      | HEARING TEST, TRAINING FOR WTP STAFF                                      | \$365.00     |
| 228423        | 9/15/2017        | 1180891     | DISA GLOBAL SOLUTIONS INC      | HEARING TEST, TRAINING                                                    | \$75.00      |
| 228424        | 9/30/2017        | 1187017     | DISA GLOBAL SOLUTIONS INC      | PFT & MEQ, RESPIRATORY TRAINING                                           | \$40.00      |
| 228425        | 10/15/2017       | 1193741     | DISA GLOBAL SOLUTIONS INC      | HEARING TEST, PFT & MEQ, RESPIRATORY TRAINING                             | \$185.00     |
| 228556        | 1/17/2018        | 84061^      | BLYTHE PLUMBING & HEATING INC  | LIBRARY MEETING ROOM HEATING REPAIR                                       | \$254.98     |
| 227495        | 1/19/2018        | 07570       | LOWE'S BUSINESS ACCOUNT/GEMB   | BATTERIES                                                                 | \$15.49      |
| 227294        | 1/19/2018        | 49379692    | LOWE'S BUSINESS ACCOUNT/GEMB   | FRIDGE WATER FILTER                                                       | \$51.63      |
| 227480        | 1/23/2018        | 227480      | HD FOWLER COMPANY INC          | 4" DI BLIND FLANGE X 2" FIPT TAP                                          | \$6,264.88   |
| 227680        | 1/24/2018        | 27843110    | LOWE'S BUSINESS ACCOUNT/GEMB   | BATTERIES AND PLANT SUPPLIES                                              | \$301.53     |
| 228364        | 1/25/2018        | 1/25/18     | SWAIN, DONALD                  | MILEAGE FOR SCBA CLASS                                                    | \$89.94      |
| 228539        | 1/26/2018        | 143327      | SKAGIT HYDRAULICS              | OPERATING SUPPLIES- VEH #511                                              | \$886.73     |
| 228661        | 1/30/2018        | 1385720     | COLE-PARMER INSTRUMENT CO.     | TUBING                                                                    | \$256.23     |
| 228550        | 1/30/2018        | 3333127     | DAILY JOURNAL OF COMMERCE      | LEGAL AD - BROADBAND NETWORK RFQ                                          | \$82.80      |
| 228610        | 1/30/2018        | 00718649    | HARRINGTON INDUSTRIAL          | FLOWMETERS - 9                                                            | \$822.96     |
| 227905        | 1/30/2018        | 12332976    | LOWE'S BUSINESS ACCOUNT/GEMB   | REPAIR AND MAINTENANCE SUPPLIES                                           | \$174.17     |
| 228732        | 1/30/2018        | 1177503     | TRINITY CONSULTANTS, INC.      | WWTP INCINERATOR AIR DISPERSION MODELING JANUARY 2018                     | \$4,198.43   |
| 228609        | 1/31/2018        | 00718748    | HARRINGTON INDUSTRIAL          | TUBE CONNECTORS                                                           | \$61.93      |
| 228505        | 1/31/2018        | 746811      | JCI JONES CHEMICALS INC        | SODIUM HYDROXIDE (CAUSTIC)                                                | \$4,006.51   |
| 228607        | 1/31/2018        | 1198912     | MUNICIPAL EMERGENCY SERVICES   | SCBA REPAIR                                                               | \$75.95      |
| 228766        | 1/31/2018        | 28011       | REICHHARDT & EBE ENGINEERING   | MARCH PT RD SHOULDER WIDENING CONSTRUCTION CONSULTING SVCS 1/8/18-1/19/18 | \$984.53     |
| 228767        | 1/31/2018        | 28012       | REICHHARDT & EBE ENGINEERING   | SHIP HARBOR & SR20 INTERSECTION - 1/3/18-1/18/18                          | \$3,202.59   |
| 228620        | 1/31/2018        | 0173        | SKAGIT COUNTY SOLID WASTE FUND | JANUARY TONNAGE HAULED                                                    | \$71,457.66  |
| 228432        | 1/31/2018        | 659381      | SKAGIT COUNTY SOLID WASTE FUND | DUMP HAUL WTP                                                             | \$25.82      |
| 228537        | 1/31/2018        | 0102911-IN  | SOLID WASTE SYSTEMS, INC       | OPERATING SUPPLIES- VEH #510                                              | \$2,236.27   |
| 228769        | 1/31/2018        | 111163      | STURDY ENGINEERING CORPORATION | CITY HALL SEISMIC UPGRADE DESIGN - JAN 2018                               | \$500.00     |
| 228667        | 1/31/2018        | COA0218     | SYSTEMS DESIGN WEST, LLC       | AMBULANCE SERVICE BILLING JANUARY                                         | \$3,459.05   |
| 228258        | 1/31/2018        | 114-6336835 | UNITED SITE SERVICES, INC      | TOILET RENTAL - LOOP ROAD                                                 | \$47.89      |
| 228257        | 1/31/2018        | 114-6336836 | UNITED SITE SERVICES, INC      | TOILET RENTAL - ACE OF HEARTS PARK                                        | \$63.86      |
| 228256        | 1/31/2018        | 114-6336894 | UNITED SITE SERVICES, INC      | TOILET RENTAL - EDWARDS WAY                                               | \$62.00      |
| 228255        | 1/31/2018        | 114-6336964 | UNITED SITE SERVICES, INC      | TOILET RENTAL - EDWARDS WAY                                               | \$81.29      |
| 228254        | 1/31/2018        | 114-6337037 | UNITED SITE SERVICES, INC      | TOILET RENTAL - WA PARK LOWER BEACH                                       | \$81.29      |

| Invoice Doc # | Transaction Date | Invoice #        | Vendor Full Name               | Description                                                              | Total Amount |
|---------------|------------------|------------------|--------------------------------|--------------------------------------------------------------------------|--------------|
| 228499        | 1/31/2018        | 114-6337081      | UNITED SITE SERVICES, INC      | 21000 PENNSYLVANIA AVE. JANUARY                                          | \$119.11     |
| 228736        | 1/31/2018        | 205718           | WIDENER & ASSOCIATES           | GUEMES TRAIL EXTENSION - ENV COMPLIANCE REVIEW - JAN 2018                | \$3,533.60   |
| 228684        | 2/1/2018         | CDBG PS 20180201 | ANACORTES FAMILY CENTER        | CDBG PUBLIC SERVICES REIMBURSEMENT                                       | \$12,317.44  |
| 228259        | 2/1/2018         | 757137           | BAYSHORE OFFICE PRODUCTS INC   | LABELS                                                                   | \$18.85      |
| 228367        | 2/1/2018         | AN56355          | CENTRAL WELDING SUPPLY CO, INC | O2 - AMBULANCE SUPPLIES                                                  | \$1,181.39   |
| 228361        | 2/1/2018         | 948              | MIN-NS                         | FEBRUARY SUBSCRIPTION                                                    | \$130.20     |
| 228313        | 2/1/2018         | feb - depot      | SCOTT MILO GALLERY/FRAMEMAKER  | FEBRUARY ARTWALK ADVERTISING                                             | \$70.40      |
| 228538        | 2/2/2018         | 0179071-IN       | GRATING PACIFIC, LLC           | GALVANIZED STEEL BAR GRATES - OPS                                        | \$3,749.76   |
| 228435        | 2/2/2018         | 483402           | USA BLUE BOOK                  | LEAK-TEC FOR CHLORINE                                                    | \$38.64      |
| 228144        | 2/3/2018         | 38715733         | LOWE'S BUSINESS ACCOUNT/GEMB   | OPERATING SUPPLIES, CL-17 PROJECT                                        | \$145.66     |
| 228260        | 2/3/2018         | WABO             | RAINS, JAMES                   | REIMBURSEMENT FOR PAYMENT TO WELDING                                     | \$255.00     |
| 228490        | 2/3/2018         | 110608           | SKAGIT FARMERS SUPPLY          | ETHANOL FREE UNLEADED                                                    | \$67.69      |
| 228541        | 2/5/2018         | 303926           | FRONTIER BUILDING SUPPLY       | 6X6 LUMBER, 2X6 LUMBER                                                   | \$100.12     |
| 228363        | 2/5/2018         | TB-180477857     | GOOD TO GO!                    | TOLL FOR CITY VEHICLE                                                    | \$12.00      |
| 228619        | 2/5/2018         | 1208822          | SURETY PEST CONTROL            | OPS- MONTHLY PEST CONTROL                                                | \$48.83      |
| 228557        | 2/6/2018         | 77122            | GRANITE PRECASTING & CONCRETE  | 4X4 MV STANDARD LIDS WITH HOLE, CI RING, LIFTING LOOPS FOR FIBER PROJECT | \$1,312.85   |
| 228532        | 2/6/2018         | 2494             | NW CLEANERS                    | LTAC HEART RESTROOM CLEANING JAN 2018                                    | \$550.00     |
| 228780        | 2/6/2018         | 105205921001     | OFFICE DEPOT, INC.             | VARIOUS OFFICE SUPPLIES - PARKS & FIN                                    | \$58.61      |
| 228487        | 2/6/2018         | 1323124          | TRANSCAT INC                   | PRESSURE GAUGE CALIBRATION                                               | \$303.74     |
| 228592        | 2/7/2018         | 82770735         | BOUND TREE MEDICAL, LLC        | PHARMACEUTICALS                                                          | \$596.21     |
| 228555        | 2/7/2018         | AN 56581         | CENTRAL WELDING SUPPLY CO, INC | GRIND WHEELS FOR FIBER PROJECT                                           | \$12.11      |
| 228501        | 2/7/2018         | 26113            | DAHL ELECTRIC, INC             | 120V RECEPTACLE INSTALLATION                                             | \$286.57     |
| 228503        | 2/7/2018         | 26114            | DAHL ELECTRIC, INC             | RECEPTACLE INSTALLATION                                                  | \$263.21     |
| 228504        | 2/7/2018         | 95061197         | ECO SERVICES OPERATIONS CORP   | ALUMINUM SULFATE                                                         | \$4,280.90   |
| 228509        | 2/7/2018         | 10828500         | HACH COMPANY                   | DPD FREE CHLORINE REAGENT                                                | \$242.01     |
| 228781        | 2/7/2018         | 105659949001     | OFFICE DEPOT, INC.             | OFFICE SUPPLIES H/R                                                      | \$113.07     |
| 228493        | 2/7/2018         | 16131453         | PACIFIC POWER BATTERIES        | BATTERY FOR 29TH STREET GENERATOR WTP                                    | \$27.09      |
| 228500        | 2/7/2018         | 572              | POHLI, INC                     | SERVICE AND PARTS FOR AUTOCLAVE                                          | \$1,867.44   |
| 228426        | 2/7/2018         | 200024889996     | PUGET SOUND ENERGY INC         | WTP INTAKE ELECTRICITY JAN 3 TO JAN 31, 2018                             | \$353.17     |
| 228480        | 2/7/2018         | I18004677        | WASHINGTON STATE PATROL        | BACKGROUND CHECKS - REC. VOLUNTEERS                                      | \$72.00      |
| 228366        | 2/8/2018         | 540              | ANACORTES PRINTING             | FORM 213 ERR FOR EOC EVENT                                               | \$211.58     |
| 228365        | 2/8/2018         | 2867293          | CARDINAL HEALTH 110, INC.      | PHARMACEUTICALS                                                          | \$197.64     |
| 228604        | 2/8/2018         | 304440           | FRONTIER BUILDING SUPPLY       | FREUD 7 1/4" COMB BLADE                                                  | \$23.13      |
| 228549        | 2/8/2018         | 155944           | SETINA MANUFACTURING CO INC    | OPERATING SUPPLIES- VEH #036,037,038                                     | \$6,058.93   |
| 228676        | 2/8/2018         | 3-1 MARTINEZ     | STUM, MELANIE                  | PUB DEF CONFLICT                                                         | \$65.00      |
| 228682        | 2/8/2018         | 3-10 SHELTON     | STUM, MELANIE                  | PUB DEF CONFLICT                                                         | \$19.50      |

| Invoice Doc # | Transaction Date | Invoice #    | Vendor Full Name                | Description                                                    | Total Amount |
|---------------|------------------|--------------|---------------------------------|----------------------------------------------------------------|--------------|
| 228678        | 2/8/2018         | 3-2 METZ     | STUM, MELANIE                   | PUB DEF CONFLICT                                               | \$110.50     |
| 228679        | 2/8/2018         | 3-3 GEERTSMA | STUM, MELANIE                   | PUB DEFENDER CONFLICT                                          | \$65.00      |
| 228680        | 2/8/2018         | 3-4 NASH     | STUM, MELANIE                   | PUB DEF CONFLICT                                               | \$32.50      |
| 228681        | 2/8/2018         | 3-5 WARD     | STUM, MELANIE                   | PUB DEF CONFLICT                                               | \$13.00      |
| 228675        | 2/8/2018         | 3-6 PHILLIPS | STUM, MELANIE                   | PUB DEF CONFLICT                                               | \$78.00      |
| 228674        | 2/8/2018         | 3-7 LYNCH    | STUM, MELANIE                   | PUB DEF CONFLICT                                               | \$13.00      |
| 228497        | 2/9/2018         | 934666/1     | ACE HARDWARE                    | HEX BUSHING FOR CL-17 PROJECT                                  | \$19.49      |
| 228553        | 2/9/2018         | 1057540      | BUILDERS EXCHANGE OF            | POSTING OF PLANS & SPECS FOR WATERLINE REPLACEMENT PROJECT BID | \$45.00      |
| 228554        | 2/9/2018         | ER 131593    | CENTRAL WELDING SUPPLY CO, INC. | LINCOLN RANGER 305G, WELDING LEAD FOR FIBER PROJECT            | \$238.70     |
| 228602        | 2/9/2018         | 304580       | FRONTIER BUILDING SUPPLY        | WOOD GLUE                                                      | \$12.36      |
| 228544        | 2/9/2018         | 0224727-IN   | SIRENNET.COM                    | OPERATING SUPPLIES- VEH #220                                   | \$269.54     |
| 228669        | 2/10/2018        | 39078        | LAKESIDE INDUSTRIES, INC.       | ROCK FOR STREET DEPT.                                          | \$1,180.51   |
| 228498        | 2/11/2018        | 23526        | LOWE'S BUSINESS ACCOUNT/GEMB    | SUPPLIES FOR CL-17 PROJECT                                     | \$62.92      |
| 228542        | 2/12/2018        | 2112018      | ANACORTES TOWING LLC            | TOWING; APD CASE 18-A01003                                     | \$162.75     |
| 228543        | 2/12/2018        | 292018       | ANACORTES TOWING LLC            | TOWING; APD CASE 18-A00974                                     | \$162.75     |
| 228601        | 2/12/2018        | 9788000000   | CASCADE NATURAL GAS CORP.       | STA 3: 1/13 - 2/9                                              | \$113.95     |
| 228595        | 2/12/2018        | 92647        | ELECTRONIC BUSINESS MACHINES    | COPY SERVICE FEE: 11/12/17 - 2/11/18                           | \$142.87     |
| 228599        | 2/12/2018        | 304748       | FRONTIER BUILDING SUPPLY        | PLYWOOD SHEATING CLIPS, STAPLES FOR OPS                        | \$20.11      |
| 228670        | 2/12/2018        | 304764       | FRONTIER BUILDING SUPPLY        | NEW SIGN SHOP MATERIALS: ROOFING AND                           | \$1,943.18   |
| 228536        | 2/12/2018        | 009310308    | GALLS LLC - DBA BLUMENTHAL UNI  | UNIFORM PATCHES; CAPT FLOYD                                    | \$4.34       |
| 228533        | 2/12/2018        | 001-393247   | PISTON SERVICE OF ANACORTES     | OPERATING SUPPLIES- VEH #018                                   | \$9.07       |
| 228535        | 2/12/2018        | 001-393259   | PISTON SERVICE OF ANACORTES     | OPERATING SUPPLY- VEH #016                                     | \$18.13      |
| 228677        | 2/12/2018        | 300000290027 | PUGET SOUND ENERGY INC          | WTP RESERVOIR & PUMP STATION JAN 6 - FEB 5                     | \$3,568.69   |
| 228746        | 2/12/2018        | 300000290035 | PUGET SOUND ENERGY INC          | ELECTRICITY - ALL VENUES                                       | \$354.14     |
| 228756        | 2/12/2018        | 300000300008 | PUGET SOUND ENERGY INC          | WWTP & PUMP STATION ENERGY BILL                                | \$18,289.49  |
| 228696        | 2/12/2018        | 300000305007 | PUGET SOUND ENERGY INC          | ELECTRICITY FOR METERS, VAULTS & STREET LIGHTS                 | \$378.30     |
| 228734        | 2/12/2018        | P1676-3      | QCC QUALITY CONTROLS CORP.      | REPLACE EXISTING WWTP SERIAL RADIO TELEMTRY - PHASE B          | \$16,236.96  |
| 228481        | 2/12/2018        | 18-5734      | WESTERN DISPLAY FIREWORKS, LTD  | DEPOSIT FOR 2018 FIREWORKS SHOW                                | \$5,760.37   |
| 228585        | 2/13/2018        | Chap 2/13/18 | CHAPMAN'S TOP & UPHOLSTERY      | VEH #206 SEAT REPAIR                                           | \$450.28     |
| 228754        | 2/13/2018        | FEB 2018     | CLEAN & CLIP GROOMING           | T-BONE GROOMING                                                | \$50.00      |
| 228502        | 2/13/2018        | cpls         | DEPARTMENT OF LICENSING         | CPLS TO D.O.L.; JANUARY 2018                                   | \$927.00     |
| 228611        | 2/13/2018        | 0586340      | FERGUSON ENTERPRISES, INC       | PVC BUSHINGS                                                   | \$28.80      |
| 228540        | 2/13/2018        | 4327756      | FISHERIES SUPPLY                | STAY ADJUSTER FOR SAILBOATS                                    | \$29.88      |
| 228598        | 2/13/2018        | 304870       | FRONTIER BUILDING SUPPLY        | SAW BLADE                                                      | \$50.94      |
| 228771        | 2/13/2018        | 3027190952   | IDEXX DISTRIBUTION, INC         | LAB SUPPLIES COLILERT COMPARATOR                               | \$16.97      |
| 228600        | 2/13/2018        | B78321       | SEBO'S DO-IT CENTER             | SCREWS FOR SHOP                                                | \$4.08       |

| Invoice Doc # | Transaction Date | Invoice #        | Vendor Full Name               | Description                                         | Total Amount |
|---------------|------------------|------------------|--------------------------------|-----------------------------------------------------|--------------|
| 228479        | 2/13/2018        | 22Renewal        | UNITED STATES POSTAL SERVICE   | RENEWAL OF BULK MAILING PERMIT #22                  | \$225.00     |
| 228733        | 2/13/2018        | 35477            | WASHINGTON ASSOCIATION OF      | JOB POSING ANNOUNCEMENT, INTERIM BUILDING INSPECTOR | \$50.00      |
| 228668        | 2/13/2018        | RE41 JA2711 L150 | WASHINGTON STATE DEPARTMENT    | SIGNAL LIGHT MAINTENANCE COSTS FOR JAN              | \$142.42     |
| 228588        | 2/13/2018        | 1477578          | WASHINGTON TRACTOR, INC        | VEH #709 3 BAG HOP SYS, 62" BLOWER, 3               | \$1,777.19   |
| 228587        | 2/13/2018        | 1477579          | WASHINGTON TRACTOR, INC        | IMPELLER, CASE END PLATE, SEAL, CARB                | \$115.39     |
| 228603        | 2/14/2018        | 1990578085       | ARAMARK                        | MAT SERVICE STA 3: 2/14                             | \$21.70      |
| 228755        | 2/14/2018        | 3333680          | DAILY JOURNAL OF COMMERCE      | INVITATION TO BID: 2018 ASPHALT OVERLAY             | \$105.80     |
| 228743        | 2/14/2018        | 0586395          | FERGUSON ENTERPRISES, INC      | LF 2 OMC2 M/C .1FPL 100 CF AMR                      | \$3,315.83   |
| 228590        | 2/14/2018        | 001-393534       | PISTON SERVICE OF ANACORTES    | BATTERY FOR VEH #013                                | \$135.26     |
| 228589        | 2/14/2018        | 001-393559       | PISTON SERVICE OF ANACORTES    | WIPER BLADES #170                                   | \$11.65      |
| 228757        | 2/14/2018        | 1092972          | SKAGIT PUBLISHING LLC          | PUBLISH AA-1710494 AA-1726344 AA-1726443 AA-1728156 | \$495.32     |
| 228586        | 2/14/2018        | 1478194          | WASHINGTON TRACTOR, INC        | MOWER BLADE #709                                    | \$158.75     |
| 228735        | 2/14/2018        | 1154635597       | WILSON DDS, NICHOLAS J         | DODGE, RODNEY, DENTAL SERVICES ON 2/14/18           | \$1,585.00   |
| 228605        | 2/15/2018        | 1990580169       | ARAMARK                        | STA 2 MAT SERVICE: 2/15                             | \$21.70      |
| 228606        | 2/15/2018        | 1990580170       | ARAMARK                        | STA 1 MAT SERVICE: 2/15                             | \$21.70      |
| 228761        | 2/15/2018        | 1990580175       | ARAMARK                        | APD NYLON MATS CLEANED                              | \$16.28      |
| 228663        | 2/15/2018        | 1990580181       | ARAMARK                        | OPS & PARKS LAUNDRY SVC FOR                         | \$62.97      |
| 228621        | 2/15/2018        | 1990580182       | ARAMARK                        | OPS: MAT CLEANING 2/15/18                           | \$41.01      |
| 228693        | 2/15/2018        | Chap 2/15/18     | CHAPMAN'S TOP & UPHOLSTERY     | CUSHION REPAIRS TO VEH #303                         | \$184.79     |
| 228763        | 2/15/2018        | CGH-INV-180228   | CRALEY GROUP LIMITED           | FIBER MICRO-DUCT SYSTEM - STAGE 5                   | \$10,888.13  |
| 228613        | 2/15/2018        | 001-89553        | CUMMINS, INC.                  | COMMUNICATION CARD REPLACEMENT                      | \$399.45     |
| 228612        | 2/15/2018        | WAANA99256       | FASTENAL COMPANY               | FITTINGS                                            | \$252.72     |
| 228683        | 2/15/2018        | 02/15/2018       | FIDALGO CLEANING               | CLEANING - CARNEGIE                                 | \$100.00     |
| 228752        | 2/15/2018        | 032694629        | SAFEGUARD BUSINESS SYSTEMS INC | CASH RECEIPTS                                       | \$261.78     |
| 228737        | 2/15/2018        | Climate Change   | SKAGIT CLIMATE SCIENCE         | SKAGIT CLIMATE CHANGE RESEARCH SKAGIT WATERSHED     | \$10,000.00  |
| 228591        | 2/15/2018        | 1208869          | SURETY PEST CONTROL            | GUTTER CLEANING - STA 2                             | \$141.05     |
| 228618        | 2/15/2018        | 00112483         | WALTON BEVERAGE COMPANY, INC   | OPS- BREAKROOM SUPPLIES                             | \$175.00     |
| 228608        | 2/15/2018        | 01197093         | WALTON BEVERAGE COMPANY, INC   | 10 LBS. COFFEE: 2/15                                | \$87.50      |
| 228749        | 2/16/2018        | 038 200 0000 2   | CASCADE NATURAL GAS CORP.      | APD; 1/20/18 - 2/15/18                              | \$633.54     |
| 228748        | 2/16/2018        | 199 800 0000 4   | CASCADE NATURAL GAS CORP.      | NATURAL GAS - R AVENUE                              | \$258.47     |
| 228742        | 2/16/2018        | 710 300 0000 5   | CASCADE NATURAL GAS CORP.      | FEBRUARY NATURAL GAS FOR OPERATIONS                 | \$777.42     |
| 228747        | 2/16/2018        | 912 800 0000 0   | CASCADE NATURAL GAS CORP.      | NATURAL GAS - CARNEGIE                              | \$352.34     |
| 228758        | 2/16/2018        | 201129714        | CRIMINAL JUSTICE TRAINING      | TRAINING; COMMAND COLLEGE CAPT FLOYD                | \$1,450.00   |
| 228688        | 2/16/2018        | 93366035         | ESRI INC                       | GIS SOFTWARE AND AGREEMENT                          | \$17,305.75  |
| 228671        | 2/16/2018        | 17883            | FRONTLINE CLEANING SERVICES    | LIBRARY - CUSTODIAL SERVICE FEB                     | \$1,314.78   |
| 228694        | 2/16/2018        | 41600260699      | LES SCHWAB TIRE CENTERS        | FLAT TIRE REPAIR VEH #034                           | \$15.19      |

| Invoice Doc # | Transaction Date | Invoice #               | Vendor Full Name             | Description                                                    | Total Amount |
|---------------|------------------|-------------------------|------------------------------|----------------------------------------------------------------|--------------|
| 228672        | 2/16/2018        | 0000579801              | OCLC, INC                    | CATALOGING, ILL, FIRSTSEARCH/WORLDCAT DISCOVERY 7/1/17-6/30/18 | \$345.21     |
| 228692        | 2/16/2018        | 001-393749              | PISTON SERVICE OF ANACORTES  | ANCO WIPER BLADES FOR VEH #139                                 | \$34.30      |
| 228665        | 2/16/2018        | 023064                  | SEBO'S DO-IT CENTER          | W.T. PRESTON MAINTENANCE SUPPLIES                              | \$30.56      |
| 228664        | 2/16/2018        | 01197458                | WALTON BEVERAGE COMPANY, INC | WTP BREAKROOM SUPPLIES                                         | \$87.50      |
| 228689        | 2/16/2018        | 112485,<br>112484.11974 | WALTON BEVERAGE COMPANY, INC | CITY HALL COFFEE                                               | \$175.00     |
| 228738        | 2/17/2018        | 8498 30 017<br>0543538  | COMCAST                      | DEPOT 611 R AVENUE - 2/22-3/21/18                              | \$186.12     |
| 228486        | 2/17/2018        | WAMO144543              | FASTENAL COMPANY             | PIPES, CONNECTORS                                              | \$119.40     |
| 228759        | 2/17/2018        | 00005W5A83078           | UNITED PARCEL SERVICE, INC   | UPS SHPPING CHARGES WEEK END 2/17/18                           | \$23.74      |
| 228745        | 2/18/2018        | 23259                   | SEBO'S DO-IT CENTER          | MAINTENANCE SUPPLIES - CARNEGIE                                | \$16.26      |
| 228695        | 2/19/2018        | 1990584156              | ARAMARK                      | LAUNDRY SERVICE FOR WWTP                                       | \$72.78      |
| 228760        | 2/19/2018        | 021918                  | FIDALGO CLEANING             | CLEANING & SUPPLIES                                            | \$700.00     |
| 228751        | 2/19/2018        | #2018-12                | PIGSKIN UNIFORMS             | UNIFORM JUMPSUIT; OFC WILSON                                   | \$553.35     |
| 228768        | 2/20/2018        | 440 400 0000 0          | CASCADE NATURAL GAS CORP.    | FIDALGO CENTER 01/20-2/15/18                                   | \$579.05     |
| 228753        | 2/20/2018        | 2018-WA0020257          | DEPARTMENT OF ECOLOGY        | WASTEWATER PERMIT 7/1/17 - 6/30/18                             | \$7,822.44   |
| 228772        | 2/20/2018        | 2018-WAG643002          | DEPARTMENT OF ECOLOGY        | WATER QUALITY PROGRAM PERMIT WTP                               | \$1,795.00   |
| 228691        | 2/20/2018        | 18-1124                 | LIFE TEK, INC                | FA/CPR/BBP TRAINING                                            | \$300.00     |
| 228690        | 2/20/2018        | 2018-ANA                | PACIFIC NORTHWEST CLEAN      | PNCWA MEMBERSHIP FEE FOR 13 WWTP STAFF                         | \$130.00     |
| 228750        | 2/20/2018        | 118002212               | WASHINGTON STATE PATROL      | BACKGROUND CHECKS; SEPT 2017                                   | \$180.00     |
| 228418        |                  | 1945820                 | CARDINAL HEALTH 110, INC.    | CREDIT FOR RETURNED PHARMACEUTICALS                            | (\$75.53)    |

**Total**

**\$255,954.49**

## INFO SHEET

**Community Action of Skagit County** is a community-based, 501(c)(3) private nonprofit. We serve in Skagit County and partner with a nationwide network of Community Action agencies established under the Economic Opportunity Act of 1964 to move local families and communities from poverty to prosperity.

Community Action was established in Skagit County in 1979 and grew as community needs and resources were identified.



Currently, we support 18 inter-related core services that stabilize lives and equip people for success. We also work in collaboration with the community to create ongoing pathways to prosperity.

### >> Who we serve in Anacortes:

Community Action served **1,328** Anacortes residents in 2016 captured in our database and an additional estimated **722** not captured in our database (total 2,100).

### >> Of the 1,328 individuals tracked in our database:

**213** are employed

**237** are fixed income

Social Security/Pension/Disability

**76%** (n=592)

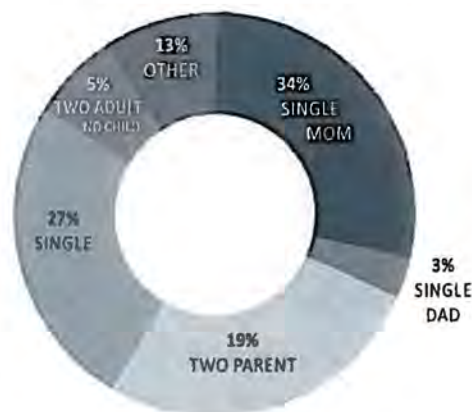
| Age (n=1,311) |       |            |
|---------------|-------|------------|
| <b>489</b>    | <17   | <b>37%</b> |
| <b>643</b>    | 18-54 | <b>49%</b> |
| <b>179</b>    | 55+   | <b>14%</b> |

| Race (n=1,276) |            |
|----------------|------------|
| <b>WHITE</b>   | <b>84%</b> |
| <b>MULTI</b>   | <b>5%</b>  |
| <b>OTHER</b>   | <b>11%</b> |

**129** **25%**  
are homeless  
(n=514)

**343** are at 100% or below poverty level  
(n=484) Family of 4 making \$24,300 or less.

**201** have a high school diploma/GED **37%**  
or higher level of education (n=557)



\*FY16 reflects October 1, 2015 through September 30, 2016  
Percents reflect individuals in our Client Social Service Tracking database (18,364 individuals) located within the Anacortes zip code areas.

## >> How we impact Anacortes residents:

### STABILIZING LIVES

- 43 households housed or prevention from being homeless
- 263 individuals had a Critical Need met
- 21 households linked to Basic Food support
- 372 households warmed through energy assistance
- 40 individual elderly/disabled helped to remain independent in their homes through Senior & Disabled Volunteer Services
- Also: 1,918 individuals were served by local food banks—supported by the Skagit Food Distribution Center

### EQUIPPING PEOPLE FOR SUCCESS

- 8 Anacortes WorkFirst Employment Program participants gained job training and essential skills coaching.
- 427 Anacortes moms, infants, and children received WIC and breastfeeding support promoting healthy food habits. 9 Anacortes pregnant women received nursing and psych-social services during their pregnancy promoting healthy birth outcomes.
- 5 Anacortes students enrolled in the Adult Education class obtained skills and competencies required for employment.

### STRENGTHENING THE COMMUNITY

- Coordinated large-scale collaborations, such as Project Homeless Connect.
- Mobilized 3,484 volunteers, donating 103,522 service hours valued at \$3,001,103.
- Established 608 partnering and collaborating relationships with 479 organizations.
- Our team of 14 AmeriCorps and VISTA members contributed 14,668 hours of service that built capacity of our partners with 7 agencies and low-income school districts, on 11 projects.
- Leaders in community-wide approaches to vital issues, such as homeless prevention, affordable housing, access to appropriate health and dental care, and financial coaching.



## >> Community Action Services:

Adult Education Program  
AmeriCorps/VISTA  
Basic Food Outreach  
Behavioral Health Ombuds  
Community Resource Center  
Dental Care Access  
East County Services

Energy Assistance  
Family Development Center  
Housing Resource Center  
Maternity Support Services  
Skagit Food Distribution Center  
Skagit Volunteer Center

Veterans Assistance  
Volunteer Lawyer Program  
Senior & Disabled Volunteer Services  
Women, Infants and Children  
Nutrition Program  
WorkFirst Employment Services

[www.CommunityActionSkagit.org](http://www.CommunityActionSkagit.org)

*Community  
Action touches the  
lives of 1 in 4 people  
in Skagit County*



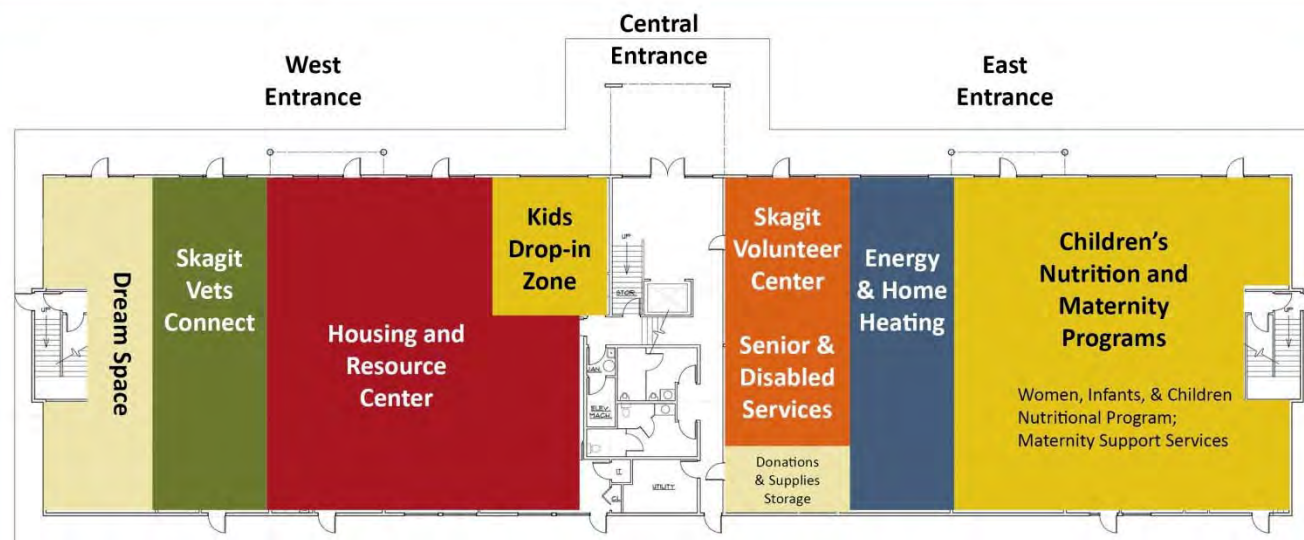
# Community Action's New Services Center

*[www.CommunityActionSkagit.org](http://www.CommunityActionSkagit.org)*

2018



# New Services Center



↑ FIRST FLOOR PLAN



↓ SECOND FLOOR PLAN

*Location:*  
*160 Cascade*  
*Place, Burl*

*26,988 sq/ft*



# Services Center includes:

- Opportunity Center
- Housing and Resources Center
- Skagit Vets Connect
- Other services, including:
  - Women, Infants & Children (WIC)
  - Kids Drop-in Zone and Kids Instructional Zone
  - Skagit Volunteer Center
  - Senior and Disabled Services
  - Legal Aid Services
  - Critical needs donations of clothing, food, and supplies



# What services do we provide Anacortes?

## ■ Senior Services

- 51 clients were provided transportation
- 24 homebound clients were served with comprehensive services
- 300 hours of volunteer time were spent
- Energy assistance, food assistance, energy conservation education, ADA modifications, firewood provision, home repair



# What services do we provide Anacortes?

## Skagit Volunteer Center Serves 13 Organizations

- AAUW-Anacortes Branch, Anacortes Cold Weather Shelter, Anacortes Family Center, Anacortes Museum, Anacortes Police Department, Anacortes Robotics, Anacortes School District, Anacortes Senior Activity Center, A Simple Gesture, Mt. Erie Fire Department, The Red Door Thrift Shop, Volunteer Income Tax Assistance (VITA), and West Skagit Community Response Team



# What services do we provide Anacortes?

VISTA: low-income kids in Anacortes School District

- Reading Corps since 2007
- Kids Who Code- intermediate computer coding
- Math Support Coordination- 55 students- grades 7-12
- K-6 Ready for Success- 50 students served in reading, writing, math
- College Prep/AVID Coordinator 2009-2011, 2013-2014



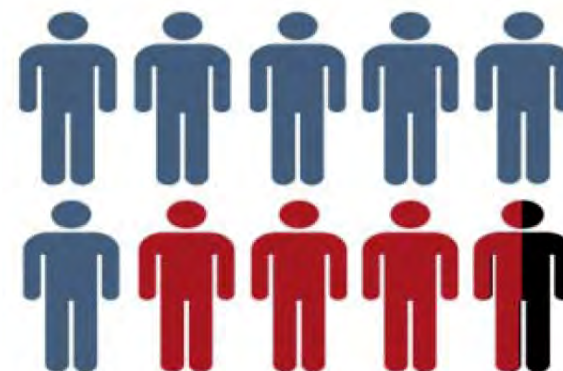
# Anacortes Kids Who Code



# What services do we provide Anacortes?

In 2016 we served 2,050 Anacortes residents

- 213 were employed
- 237 on a fixed income
- 129 were homeless
- 343 are at 100% or below poverty level



60% Employment/Other  
34% Pension & Disability  
6% Report No Income or  
State Assistance

# 2017 Impact Report



**29,970**

Skagit County Residents  
served by Community Action

**AND ENGAGED 4,608 VOLUNTEERS!**



Community Action helps

**1 in 4**

Skagit County Residents



**\$5,630,501**

INVESTING BACK INTO  
THE LOCAL COMMUNITY

by way of rental assistance,  
food purchases, utility  
help, and other homeless  
prevention support.



**42%**  
Children

**17%**  
Seniors



# **Can you support the new services center with a one-time donation of \$50,000?**

- Averages to \$24 per citizen





- To learn more about what we do go to:

**[www.CommunityActionSkagit.org](http://www.CommunityActionSkagit.org)**



# City Council Agenda Bill

**Meeting Date:** 2/26/2018

**Agenda Item:** 7b

**Subject:** 1st quarter 2018 budget amendment

**Staff Contact:** Steve Hoglund

| Approved for Submittal to Council by |                                 |
|--------------------------------------|---------------------------------|
| x                                    | Laurie Gere, Mayor              |
| x                                    | Steve Hoglund, Finance Director |
|                                      | Darcy Swetnam, City Attorney    |
|                                      |                                 |
|                                      |                                 |

| Action Type |                    |
|-------------|--------------------|
| x           | Ordinance No. 3021 |
|             | Code Revision?     |
|             | Resolution No.     |
|             | Contract           |
|             | Public Hearing     |
|             | Staff Report       |

**Summary Statement:** A number of items were not included in the 2018 budget for a variety of reasons. See Background section for details.

**Background:** The PD received a 2017 donation from Endeavor they would like to buy forensics equipment with this year. Resource Conservation has identified additional lighting projects that are cost neutral. The IT department has an opportunity to purchase a used Ford Escape from the Water department, which has much more desirable hatch access for computer transport, versus the deep trunk of the 20 year old Crown Vic they're currently driving. We'd like to move ahead with the purchase of the Microsoft cloud based Disaster Recovery program, Azure. We'd like to spend the \$300K in unused sidewalk budget from 2017 in 2018 (rollover). We'd like to continue with the Washington Park improvements started in 2016 (100K rollover). We'd like to have budget authority to continue the Heart Lake algae management program. We'd like to increase the Lodging Tax fund budget to reflect the amount of contracts that were approved by the LTAC and City Council.

| Budget Impact              |         |
|----------------------------|---------|
| Amount Budgeted            |         |
| Budget Account (BARS)      | Various |
| Proposed Expenditure       | 766,600 |
| Budget Amendment Required? | Yes     |
| Revenue Source             | Various |

| Proposed Contract |  |
|-------------------|--|
| Contractor        |  |
| Amount            |  |
| Start Date        |  |
| End Date          |  |

**Previous Council/Committee Action:** 2018 Budget ordinance No. 3021

**Competing Viewpoints Considered:** Budget should not be amended.

**Recommended Motion:** I move to adopt Ordinance 3021 authorizing the 1st quarter budget amendment.

**Alternative Actions:** Do not adopt budget amendment.

**Attachments** (listed in order presented): Ord 3021, 1<sup>st</sup> quarter budget amendment worksheet

## ORDINANCE 3021

AN ORDINANCE AMENDING ORDINANCE NO. 3014 ADOPTED ON NOVEMBER 20, 2017, ENTITLED "AN ORDINANCE AMENDING ORDINANCE NO. 2993 ADOPTED ON NOVEMBER 28, 2016 ENTITLED "AN ORDINANCE ADOPTING THE BUDGET FOR ALL MUNICIPAL PURPOSES AND USES FOR THE 2017/2018 BIENNIUM""

WHEREAS, The Police Department received a donation from Endeavor in 2017 that it would like to use to purchase forensics lab equipment, and

WHEREAS, The Resource Conservation department has ongoing lighting projects that were unknown at the time of budget development that are funded with previous energy saving project program rebates, and

WHEREAS, The Information Technology department is in need of a vehicle to replace its 20 year old Crown Vic surplus police car, and the Water Utility has a car it would like to sell to obtain a more fuel efficient vehicle, and

WHEREAS, The City would like to purchase a city system wide disaster recovery program, but the research on the optimal option was not complete until after the mid biennial review so is not in the current budget, and

WHEREAS, Not all funds were expended for the sidewalk replacement program out of the Road fund in 2017, and the projects those funds were identified for will be worked in 2018 so a rollover of those budgeted projects into the current year is desired, and

WHEREAS, The Washington Park improvement project was first budgeted in 2016 for \$260,000, and since then City staff have working on those improvements and to date have spent \$117,000, and would like to continue those improvements, the cost of which were not known at the time of budget development, and

WHEREAS, The algae management work on Heart Lake was not completed in 2017, and the balance of the contract for that work is desired to be rolled into the current budget year, and

WHEREAS, The Lodging Tax budget for the current year was based on estimates put in place in mid 2016, and actual revenues have far exceeded those estimates, and the City Council, based on Lodging Tax Advisory Committee recommendation, approved contracts in excess of the amount budgeted while still maintaining the set aside capital goal of 25%.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Anacortes, Washington, as follows:

Section 1. Ordinance No. 3014 dated November 20, 2017 adopting the Budget for the 2018 mid biennial review and modification is hereby amended to reflect the following revisions to expenditures and revenues in the following funds:

| <b>General Fund</b>       |                                | <b>DR</b> | <b>CR</b> |
|---------------------------|--------------------------------|-----------|-----------|
| 001.310.521.70.35         | Small Tools                    | 25,000    |           |
| 001.309.70.00.00          | Prior Endeavor donation        |           | 25,000    |
|                           |                                |           |           |
| 001.714.554.90.31         | Depot LED Lighting             | 5,000     |           |
| 001.714.554.90.42         | Library LED lamps and fixtures | 8,000     |           |
| 001.309.70.00.00          | Prior PSE project rebates      |           | 13,000    |
|                           |                                |           |           |
| 001.210.597.00.00         | Transfer out                   | 12,600    |           |
| 001.309.70.00.00          | Cash reserves                  |           | 12,600    |
| 501.790.594.48.60         | Capital Equipment              | 12,600    |           |
| 501.000.397.00.00         | ERR transfer in                |           | 12,600    |
|                           |                                |           |           |
| 001.220.518.80.41         | Azure cloud based DR system    | 51,000    |           |
| 001.309.70.00.00          | Cash reserves                  |           | 51,000    |
|                           |                                |           |           |
| <b>Road Construction</b>  |                                |           |           |
| 105.720.595.61.63         | ADA / Sidewalks                | 300,000   |           |
| 105.720.308.90.00         | Unspent portion of DOT grant   |           | 100,000   |
| 105.720.397.00.00         | Trans in REET 2                |           | 200,000   |
|                           |                                |           |           |
| 335.711.597.00.02         | Trans out REET 2               | 200,000   |           |
| 335.240.308.10.02         | REET 2 reserves                |           | 200,000   |
|                           |                                |           |           |
| <b>Parks Construction</b> |                                |           |           |
| 108.410.594.76.60         | Wasington Park Improvements    | 100,000   |           |
| 108.410.397.00.00         | Trasn in REET 1                |           | 100,000   |
|                           |                                |           |           |
| 335.711.597.00.00         | Trans out REET 1               | 100,000   |           |
| 335.240.308.10.00         | REET 1 reserves                |           | 100,000   |
|                           |                                |           |           |
| <b>ACFL</b>               |                                |           |           |
| 113.410.576.90.41         | Professional services          | 160,000   |           |
| 113.410.334.03.10         | State DOE Grant                |           | 50,000    |
| 113.410.308.90.00         | Quarry funds                   |           | 110,000   |
|                           |                                |           |           |
| <b>Lodging Tax</b>        |                                |           |           |
| 135.240.557.30.41         | Lodging Tax Contracts          | 105,000   |           |
| 135.240.313.31.00         | Lodging Tax                    |           | 105,000   |

Section 2. Effective date. This Ordinance shall take effect from and after five (5) days after its passage and publication, as required by law.

PASSED AND APPROVED THIS 26<sup>th</sup> day of February, 2018

CITY OF ANACORTES, WASHINGTON

BY: \_\_\_\_\_  
Laurie Gere, Mayor

ATTEST:

(Corporate Seal)

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Steven D. Hoglund, City Clerk

APPROVED AS TO FORM

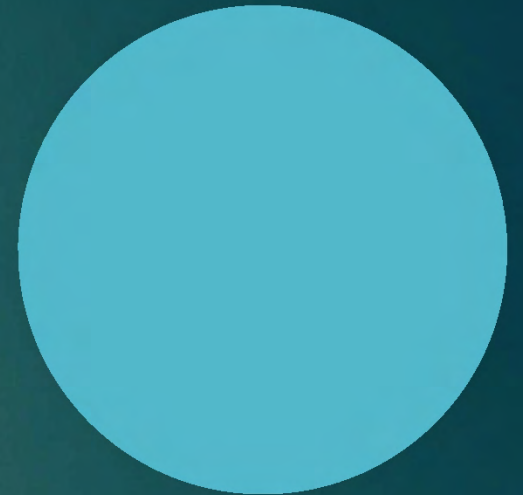
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Darcy Swetnam  
City Attorney

| General Fund              |                                | Expense<br>DR | Revenue<br>CR | Explanation                                        |
|---------------------------|--------------------------------|---------------|---------------|----------------------------------------------------|
| 001.310.521.70.35         | Small Tools                    | 25,000        |               | Forensics lab equipment                            |
| 001.309.70.00.00          | Prior Endeavor donation        |               | 25,000        | Rollover Endeavor donation received in 2017        |
| 001.714.554.90.31         | Depot LED Lighting             | 5,000         |               | rollover unused budget from 2017                   |
| 001.714.554.90.42         | Library LED lamps and fixtures | 8,000         |               | rollover unused budget from 2017                   |
| 001.309.70.00.00          | Prior PSE project rebates      |               | 13,000        | PSE rebates from prior projects                    |
| 001.210.597.00.00         | Transfer out                   | 12,600        |               | IT purchasing a Ford Escape from the Water Utility |
| 001.309.70.00.00          | Cash reserves                  |               | 12,600        | for the amount of replacment charges               |
| 501.790.594.48.60         | Capital Equipment              | 12,600        |               |                                                    |
| 501.000.397.00.00         | ERR transfer in                |               | 12,600        |                                                    |
| 001.220.518.80.41         | Azure cloud based DR system    | 51,000        |               | Microsoft cloud based Disaster Recovery system     |
| 001.309.70.00.00          | Cash reserves                  |               | 51,000        | 3 year commitment paid up front                    |
| <b>Road Construction</b>  |                                |               |               |                                                    |
| 105.720.595.61.63         | ADA / Sidewalks                | 300,000       |               | Rollover unspent budget from 2017                  |
| 105.720.308.90.00         | Unspent portion of DOT grant   |               | 100,000       | Unspent grant rollover from 2017                   |
| 105.720.397.00.00         | Trans in REET 2                |               | 200,000       | REET 2 rollover from 2017                          |
| 335.711.597.00.02         | Trans out REET 2               | 200,000       |               | Unspent REET 2 rollover from 2017 sidewalks        |
| 335.240.308.10.02         | REET 2 reserves                |               | 200,000       | Unspent REET 2 rollover from 2017 sidewalks        |
| <b>Parks Construction</b> |                                |               |               |                                                    |
| 108.410.594.76.60         | Wasington Park Improvements    | 100,000       |               | Original Wa Park budget in 2016, \$260K.           |
| 108.410.397.00.00         | Trasn in REET 1                |               | 100,000       | Spent to date \$117K.                              |
| 335.711.597.00.00         | Trans out REET 1               | 100,000       |               | REET 1 rollover from 2016/17 Wa Park work          |
| 335.240.308.10.00         | REET 1 reserves                |               | 100,000       |                                                    |
| <b>ACFL</b>               |                                |               |               |                                                    |
| 113.410.576.90.41         | Professional services          | 160,000       |               | Rollover Heartlake algae management                |
| 113.410.334.03.10         | State DOE Grant                |               | 50,000        | Dept of Ecology                                    |
| 113.410.308.90.00         | Quarry funds                   |               | 110,000       | Quarry money will pay what grant doesn't cover     |
| <b>Lodging Tax</b>        |                                |               |               |                                                    |
| 135.240.557.30.41         | Lodging Tax Contracts          | 105,000       |               | original budget of 248K                            |
| 135.240.313.31.00         | Lodging Tax                    |               | 105,000       | Increased to 350K by LTAC                          |

# CONTRACTS MANAGEMENT

FEBRUARY 26, 2018



# CITY CONTRACTING SERVICES

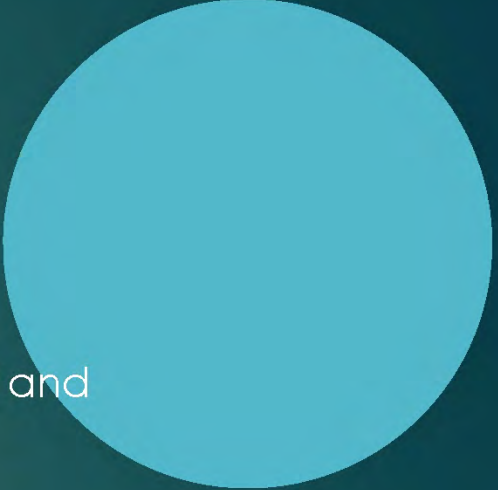
## ▶ City Contracting includes:

- ▶ Procurement
  - ▶ Formal bid processes
  - ▶ Small Works Roster
  - ▶ Piggybacking
  - ▶ Quotes
- ▶ Contract negotiations
- ▶ Contract Drafting
- ▶ Routing for Review and Approval
- ▶ Presentation to Council if necessary

## ▶ City Contracting includes (cont'd):

- ▶ Tracking and archiving
  - ▶ Required records retention generally 6 years from completion of transaction
  - ▶ Tracking expiration of contracts or insurance to flag needed action
- ▶ Contract administration:
  - ▶ Collecting required documentation (e.g. intents and affidavits, statement of prevailing wages, bonds, retainage)
  - ▶ Processing invoices
  - ▶ Releasing bonds and contract closeout

# BACKGROUND: CONTRACTS PRE-2016



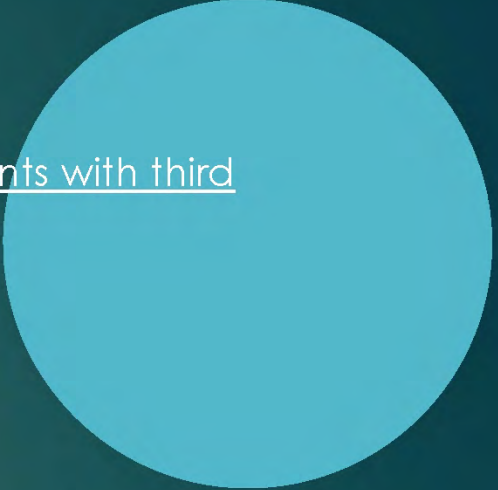
- ▶ De-centralized contracting: Each department:
  - ▶ Did their own procurement
  - ▶ Prepared their own contracts
  - ▶ Oversaw contracting process
  - ▶ Managed contract administration
- ▶ Public Works had an admin assistant who primarily prepared and drafted PW contracts
- ▶ No in-house City attorney providing legal review
- ▶ No consistent communication on
  - ▶ When contracts are required
  - ▶ When contracts need to go to Council
  - ▶ Who has signature authority for City Contracts

# THE CONTRACTS STRATEGY



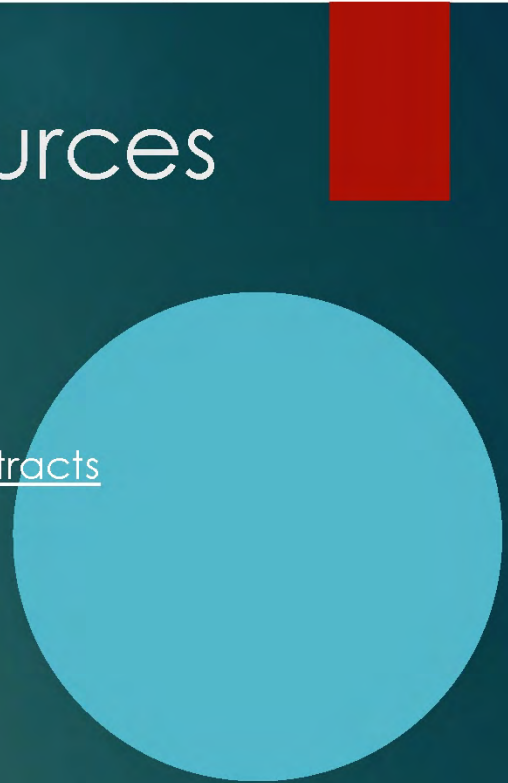
1. Improve Policy:
  - A. Establish consistently city-wide policies on contracting
  - B. Provide support and information on best practices to departments and contractors
2. Improve Systems:
  - A. Develop in-house support for all City departments on all City contracts
  - B. Streamline contracting processes to ensure procedures are followed

# POLICY CHANGES: City-wide policies



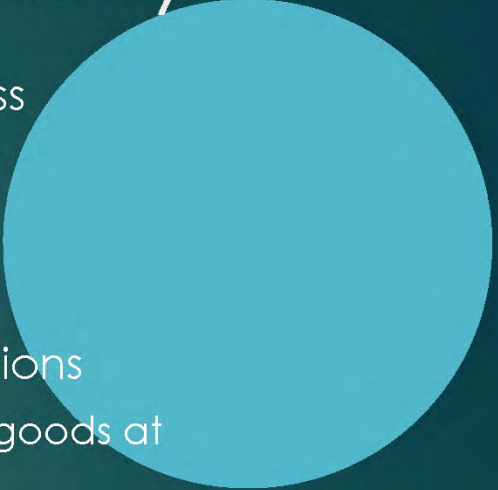
- ▶ New consistent City-wide policy on contracting:
  - ▶ Use of standardized City contract language for all agreements with third parties
  - ▶ Contracting authority clarified
  - ▶ Rules for presenting contracts to Council
  - ▶ Clarification on various contracting issues:
    - ▶ Procurement rules
    - ▶ Piggybacking
    - ▶ Interlocal Agreements
    - ▶ Bonds and retainage rules

# POLICY CHANGES: Better resources



- ▶ Internal resources:
  - ▶ Standardized template of general provisions for all City contracts
  - ▶ Contract requirements chart
  - ▶ Pre-prepared forms:
    - ▶ Bonds
    - ▶ Bond release
    - ▶ Notice of final acceptance
  - ▶ Currently working on checklist for bid packages
- ▶ External Resources
  - ▶ <https://www.anacorteswa.gov/296/City-Attorney>

# POLICY CHANGES: Updates to purchasing and contracting policy



- ▶ Update to purchasing and contracting policy is in progress
  - ▶ Tiffany Matson has prepared an internal draft
  - ▶ Currently undergoing basic edit
- ▶ Staff will present draft to Council in next couple months
- ▶ Update will require Council feedback on key policy questions
  - ▶ What procurement procedures are required for purchasing goods at certain values?
  - ▶ Does Council want to change Mayor's contract authority?
  - ▶ How does contract authority relate to change orders?
  - ▶ Are there minimal contract thresholds that do not require formal contracting processes?

# SYSTEM CHANGES: Contract Specialist

- ▶ PW Admin support position became Contract Specialist under legal department
- ▶ Contract Specialist, Tiffany Matson began February 1, 2017
- ▶ Provides support to all departments on all phases of contracting
  - ▶ Oversees procurement processes as needed
  - ▶ Legal Department generally drafts contracts with help from PMs
  - ▶ Provides contract administration and closeout
  - ▶ Tracks and monitors key contract deadlines

## ▶ Statistics: Pre-Contract Program vs. 1<sup>st</sup> year of Program

### ▶ 2015:

- ▶ 81 Contracts
- ▶ 65 Contract Amendments
- ▶ 146 Total Contracts
- ▶ 44 % of Contracts were Amendments

### ▶ 2017:

- ▶ 195 Contracts
- ▶ 98 Contract Amendments
- ▶ 293 Total Contracts
- ▶ 33% of Contracts were Amendments

# SYSTEM CHANGES: Improved Contract Routing



CITY OF ANACORTES

## CONTRACT FOR CITY COUNCIL APPROVAL SIGNATURE ROUTING SLIP

Contract No: \_\_\_\_\_

Contracting Party: \_\_\_\_\_

Contract Name: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Grant Funded: ☐

1. CONTRACT SPECIALIST: \_\_\_\_\_ Date: \_\_\_\_\_

2. CITY ATTORNEY: \_\_\_\_\_ Date: \_\_\_\_\_

3. DEPARTMENT HEAD: \_\_\_\_\_ Date: \_\_\_\_\_

BUDGET YEAR AND BARS ACCOUNT: \_\_\_\_\_

BUDGET AMENDMENT REQUIRED? NO

If YES, explain funding source: \_\_\_\_\_

4. FINANCE DIRECTOR: \_\_\_\_\_ Date: \_\_\_\_\_

*Return to Contract Specialist for placement on the City Council agenda.*

DATE APPROVED BY COUNCIL: \_\_\_\_\_

*Once approved by Council, Contract Specialist forwards to Mayor for signature.*

5. MAYOR: \_\_\_\_\_ Date: \_\_\_\_\_

6. RETURN TO CONTRACT SPECIALIST: \_\_\_\_\_ Date: \_\_\_\_\_

Insurance Received: ☐ Bonds Received: ☐ OR 10% Retainage in Lieu of Bonds: ☐

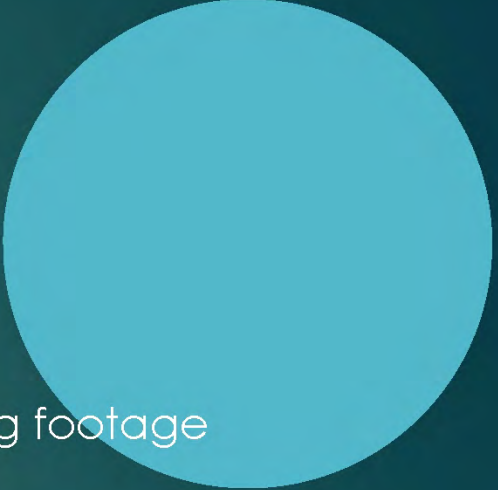
Debarment Check: ☐ COA Business License: ☐ Cert of Compliance: ☐

*Distribute 1 fully executed contract to the City Clerk's office for filing (post interlocal agreements to City website \_\_\_\_\_) and 1 fully executed contract to the Contracting Party.*

COMMENTS: \_\_\_\_\_

CONTRACT PREPARED BY: \_\_\_\_\_

# SYSTEM CHANGES: Better contract info for Council



- ▶ Better Background Info on Contracts
  - ▶ Reason for any modification
  - ▶ History
  - ▶ Key Terms
  - ▶ Competitive Bidding
- ▶ Links to all prior actions on the contract, including meeting footage and executed agreements
- ▶ Better info on budget impacts
  - ▶ Original contract amounts vs. modification amounts
  - ▶ Earmarked budget amount
  - ▶ Amount paid for contract

# SYSTEM CHANGES: Laserfiche



- ▶ Marcia Hunt created a contract database to track all city contracts
- ▶ Laserfiche will replace that database and provide powerful tools to track all City contracts
- ▶ Can automate key contracting processing
  - ▶ Routing
  - ▶ Procurement actions
  - ▶ Tracking deadlines
  - ▶ Gathering necessary documents
- ▶ Will include a public portal to access City contracts
- ▶ Coming in 2018!



Questions?

THANK YOU!



# City Council Contract Agenda Bill

**Meeting Date:** 2/26/2018    **Agenda Item:** 7d

**Subject:** Contract Modification 03 - City of Anacortes Fiber Build Project

**Staff Contact:** Fred Buckenmeyer

**Approved for Submittal to Council by:**  
Darcy Swetnam, City Attorney

**Action Type:** Contract Modification

**Summary Statement:** City staff seeks Council consent to issue a contract modification to Henkels and McCoy, Inc. in the amount of \$16,520.07, increasing the total contract price to \$1,060,383.20, in order for the contractor to provide an additional 14,000 feet of conduit as well as labor to install the four fiber termination panels purchased under Modification 02 for the Fiber Build Project.

## **Background:**

1. **Reason for Contract Change:** Modification 02 authorized the purchase of material for the library equipment room phase of the project, including four fiber termination panels, but the labor cost for installation was not included in that Modification. Also as the project progressed additional 2" HDPE conduit was needed.
2. **History:** The City's water treatment and wastewater treatment plants each need to communicate with, and control, outlying facilities such as reservoirs and pump stations. To correct chronic communications between these facilities, this project will install fiber optics communication between the plants and the outlying facilities using the City Library as a hub. This contract is for Phase 1 and 2 of the overall project. Phase 1 is for work within the City Limits and Phase 2 provides the connection between the water treatment plant and the Blue Heron Circle (3MG) reservoir. A future phase will be required to provide connection to the remaining facilities not connected with this phase.
3. **Key Terms:**
  - Contract increase of \$16,520.07 for a total of \$1,060,383.20
  - No change in term
4. **Competitive Bidding:** On 4/20/17 sealed bids were opened for the Fiber Build Project and four bids were received. Henkels and McCoy, Inc. was determined to be the lowest responsible bidder and City Council awarded the contract on 5/8/17.

**Previous Council/Committee Action:** The original contract was awarded on [5/8/17](#). Modification 01 was approved on [9/18/17](#), modification 02 was approved on [9/25/17](#).

**Competing Viewpoints Considered:** N/A

**Recommended Motion:** I move that City Council authorize the Mayor to sign Contract Modification 03 for Henkels and McCoy, Inc. under Contract 14-056-IDS-001 in the amount of \$16,520.07, increasing the total contract price to \$1,060,383.20.

**Alternative Actions:** N/A

**Attachments:** Contract Modification 03

|                                         |                                        |
|-----------------------------------------|----------------------------------------|
| Contractor                              | Henkels and McCoy, Inc.                |
| Original Agreement Amount               | \$1,019,043.76                         |
| Modification 1 approved 9/18/17         | \$21,293.12                            |
| Modification 2 approved 9/25/17         | \$3,526.25                             |
| Current Agreement Amount                | \$1,043,863.13                         |
| Change Per this Modification            | \$16,520.07                            |
| Total After Modification                | \$1,060,383.20                         |
| All Mods % of Total Contract Amount     | 4%                                     |
| Earmarked Funds (2017 & 2018)           | \$2,370,000.00                         |
| BARS #s                                 | 440.000.594,35.63<br>401.000.594,34.63 |
| Paid on Contract as of 2/16/18          | \$840,433.67                           |
| Total left to be charged to 2018 budget | \$219,949.53                           |
| Budget Amendment Required?              | No                                     |
| Start Date                              | Notice to Proceed                      |
| End Date                                | 142 days                               |



## Contract 14-056-IDS-001 Modification 03

Date February 27, 2018

Page 1 of 1 Page

|                     |                                       |
|---------------------|---------------------------------------|
| Agreement Number    | 14-056-IDS-001                        |
| Project Description | City of Anacortes Fiber Build Project |
| Prime Contractor    | Henkels & McCoy, Inc.                 |

### BACKGROUND

In accordance with Provisions 1-04.4 Changes, as cited in Standard Specifications for Road, Bridge, and Municipal Construction 2016, this modification provides an equitable price adjustment in consideration of changes in Work as described below under Article I. Accordingly, the contract price is increased from \$1,043,863.13 by \$16,520.07 to \$1,060,383.20.

Accordingly, the following change is incorporated under this contract:

### ARTICLE I. WORK

Insert the following as *fourth paragraph* under Article I:

"The work as described above is hereby amended per Modification 03. The Contractor will provide an additional 14,000 feet of 2" HDPE as well as provide the labor for installation of the 4 additional fiber termination panels purchased under Modification 02.

### ARTICLE II. PRICE

The paragraph hereby deleted and replaced with the following:

"The Total Contract Price is **One Million Sixty Thousand Three Hundred Eighty-Three Dollars and Twenty Cents (\$1,060,383.20)**. The Contractor's bid schedule is incorporated by reference and attached hereto under Part II Bid forms: Bid Schedule A and Bid Schedule B. The price for Modification 01 is \$21,293.12 which includes \$1,668.12 in tax. The price for Modification 02 is \$3,526.25 which includes \$276.25 in tax. The price for Modification 03 is \$16,520.07 which includes \$1,294.19 in tax."

All other terms remain unchanged.

The parties acknowledge that there has been an opportunity to negotiate the terms and conditions of this Modification and agree to be bound accordingly.

**CITY OF ANACORTES**

**HENKELS & MCCOY, INC.**

By \_\_\_\_\_  
Laurie Gere, Mayor

By \_\_\_\_\_  
Signature

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

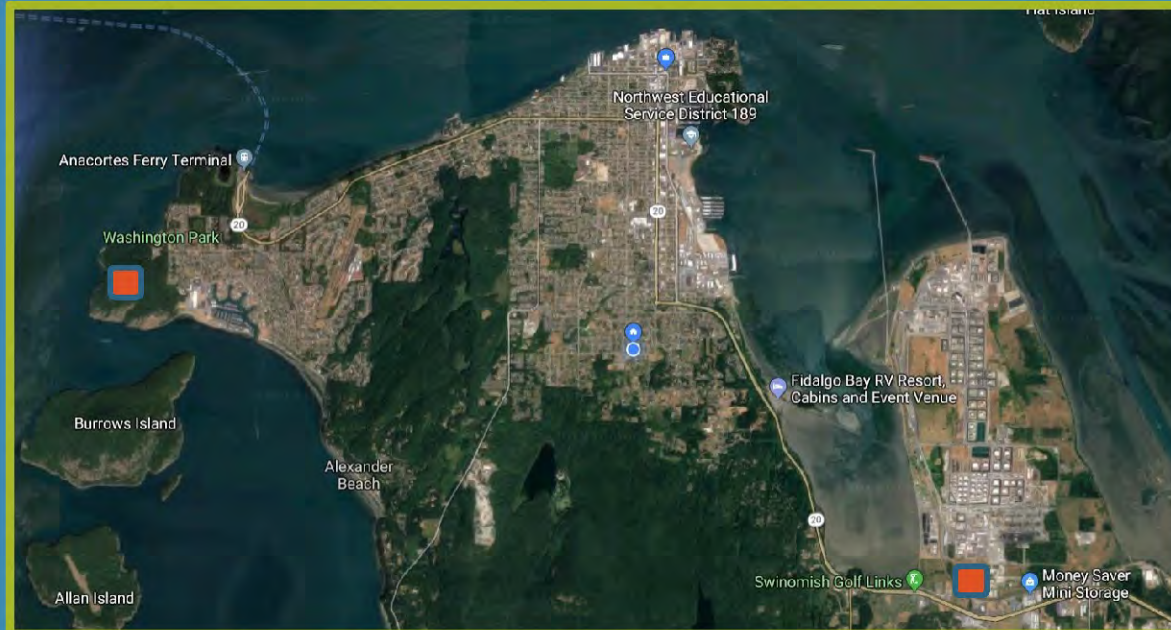
Title \_\_\_\_\_

Date \_\_\_\_\_

|                              |                |
|------------------------------|----------------|
| Original Agreement Amount    | \$1,019,043.76 |
| Current Agreement Amount     | \$1,043,863.13 |
| Change Per this Modification | \$ 16,520.07   |
| Total After Modification     | \$1,060,383.20 |

# PARK DEPARTMENT UPDATE

## GUEMES CHANNEL AND TOMMY THOMPSON TRAIL



# OPENING REMARKS

- I believe that the trail our community has been working on for the past 15 plus years will end up being an amazing trail connecting Washington Park with the Marches Point Park and Ride. That trail will provide access and recreation to a wide variety of individuals that otherwise would not get to enjoy the shorelines, forests and wetlands that our community is so blessed with.
- That trail will accommodate young and old, walkers, walkers with walkers, wheelchairs, runners, recreational bikers, bicycle commuters, families, strollers, pets, etc.
- That trail will be a recreational, social and commercial backbone to our community connecting along the Guemes Channel and Fidalgo Bay our central business district with countless neighborhoods, parks and public amenities.
- The trail discussion has gotten off course recently. I certainly could have managed that better and I'll take responsibility for my role in that. I'm here tonight to say that I remain hopeful that we can have a fair and balanced discussion about the Guemes Channel Trail and that discussion will result in decisions that the majority of our community can agree upon.

# TRAIL HISTORY

- Trail idea began with the acquisition of the BNSF corridor approximately 20 years ago
- The first completed section was done as part of the Q / R Avenue improvements
- We have completed 6 segments of the trail
- This is a long term project that will take many years to complete



# PARK AND RIDE TO END OF TRESTLE

- Working on small bike lane now
- Long range could include shore-side trail and or enhanced parking near end of trestle



# TOMMY THOMPSON PARKWAY TO 6<sup>TH</sup> STREET END

- Just ideas at this time
- Connection route needs to be determined
- Solutions could range from signage / striping to lane, parking and sidewalk modifications



# KIWANIS WATERFRONT PARK TO END OF GEMS

- We have had ongoing discussions with GEMS and Triton regarding their properties
- Vision to Action planning was intended to be a big part of helping us look at those areas
- Continued ongoing efforts



# GEMS TO LOVRICS

- Multiple private property / home owners that we want to work carefully with
- Two potential routes with various connectors
- Water route is our preferred route for several reasons



# LOVRICS TO CURRENT END OF TRAIL

- We must be respectful of the Lovrics and other private property owners
- We are exploring multiple options for routes around and through the Lovric property



# TO EDWARDS WAY TO WASHINGTON STATE FERRY TERMINAL

- Strong community desire to move forward with the trail effort
- We received a grant and executed two separate contracts for design and NEPA level permitting
- There are private property ownership issues in this section of the trail
- The grades in the area are challenging
- This is not a proposal at this time it is a working draft of a possible route
- The trail may need to be in a different place, width, surface, side rails, etc. in this area
- Connections to neighborhoods are conceptual and optional
- Pictures of what the trail **might** look like



GUEMES CHANNEL TRAIL PHASE 2: CONCEPTUAL TRAIL ALIGNMENT



# TO EDWARDS WAY TO WASHINGTON STATE FERRY TERMINAL

- Strong community desire to move forward with the trail effort
- We received a grant and executed two separate contracts for design and NEPA level permitting
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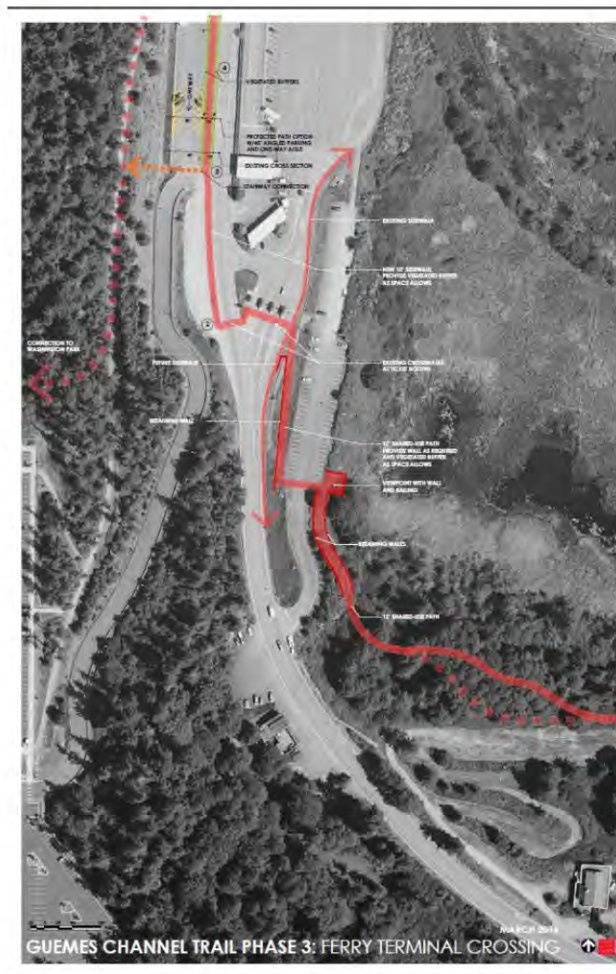
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- Connections to neighborhoods are conceptual and optional
- Pictures of what the trail **might** look like



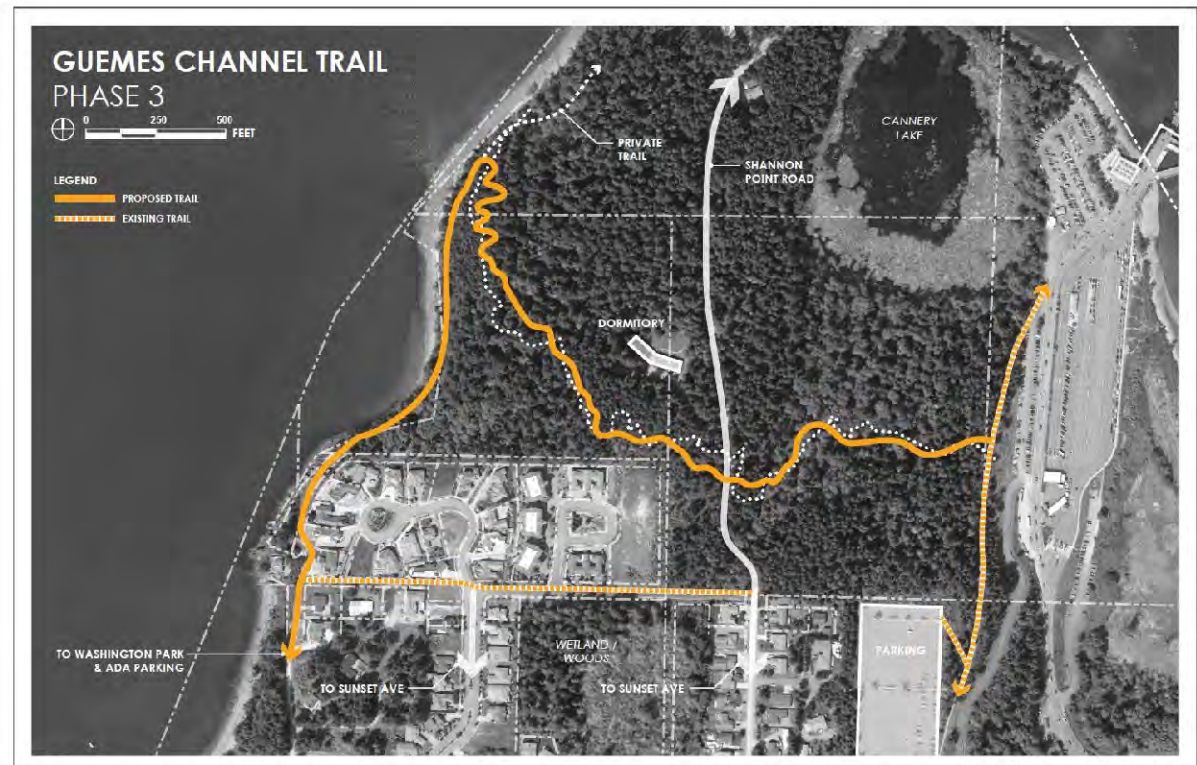
# THROUGH WASHINGTON STATE FERRY TERMINAL

- We have been talking to WSDOT and WSF about possible routes through the ferry terminal area.
- Grade issues have the trail in the “lower” configuration.
- Crossing at the toll booths safest but WSF apprehensive
- Crossing by “Charlies” has more traffic and WSDOT is apprehensive



# WASHINGTON STATE FERRY TERMINAL TO WASHINGTON PARK

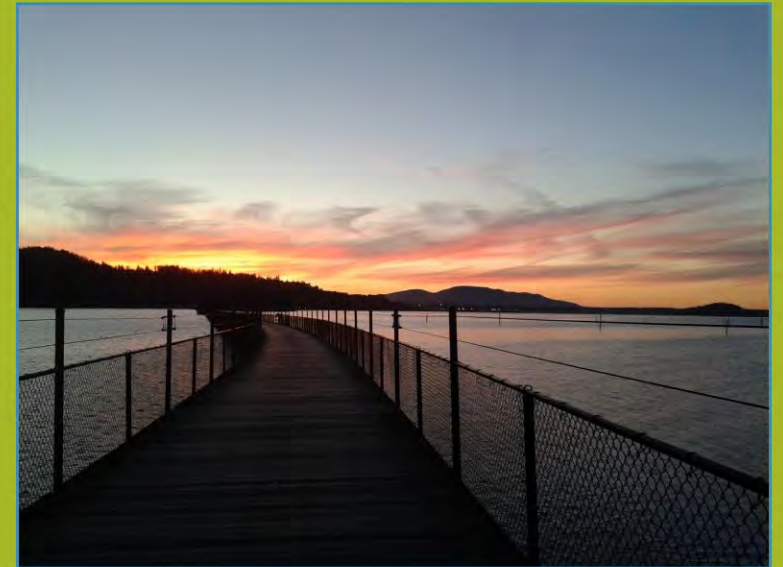
- WWU / SPMRC property
- Grades are an issue as well as wetlands
- Adjacent property owners varied interests
- Access to Washington Park along Puget Way complicated
- Other possible routes don't offer similar trail experience and pose additional neighbor issues
- Trail proposal might be narrower and with a different surface



## SUMMARY

- The City or the Parks Department has made no **proposal** for a trail at this time in any of the remaining unbuilt sections.
- A public trail within a wetland buffer is an allowed conditioned use with mitigation.
- Public access to nature is an important part of our community.
- We have built six sections of this trail successfully so far that included significant debate and discussion about them.
- I need to do a better job of communicating our trail efforts to the community and I am truly sorry that I have allowed this discussion to get off track.
- We need to have a spirited, open, honest, **fact based**, discussion about these trails. How and where they are constructed are important to this community.
- Thank you for listening and I look forward to questions and comments

# QUESTIONS – COMMENTS – PUBLIC COMMENTS – CLOSING REMARKS



## Hunt, Marcia

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**From:** Kahns, Cherri on behalf of Gere, Laurie  
**Sent:** Friday, March 2, 2018 1:41 PM  
**To:** cityclerk  
**Subject:** FW: Guemes Island Trail Phase 2: Evergreen Islands Comment Letter  
**Attachments:** EI\_CommentLetter\_AnacortesMayor&CityCouncil\_GuemesChannelTrail\_20180223.pdf; image002.png; image005.png

---

**From:** Vernon Lauridsen [mailto:vlauridsen47@yahoo.com]  
**Sent:** Monday, February 26, 2018 3:08 PM  
**To:** Gere, Laurie <laurieg@cityofanacortes.org>; pondfrog.mh@gmail.com  
**Subject:** FW: Guemes Island Trail Phase 2: Evergreen Islands Comment Letter

Sent from [Mail](#) for Windows 10

---

**From:** [Evergreen Islands](#)  
**Sent:** Monday, February 26, 2018 2:52 PM  
**To:** [Anthony Young \(AnacortesCityCouncil\)](#); [Brad Adams \(AnacortesCityCouncil\)](#); [Bruce McDougall \(AnacortesCityCouncil\)](#); [Eric Johnson \(AnacortesCityCouncil\)](#); [Liz Lovelett \(AnacortesCityCouncil\)](#); [Matt Miller \(AnacortesCityCouncil\)](#); [Mayor Laurie Gere \(Anacortes\)](#); [Ryan Walters \(AnacortesCityCouncil\)](#)  
**Cc:** [Don Measamer \(Planning Director\)](#); [Libby Grace \(Planning Manager\)](#); [Gary Robinson \(City\)](#); [Evergreen Islands Board of Directors](#)  
**Subject:** Guemes Island Trail Phase 2: Evergreen Islands Comment Letter  
**Importance:** High



February 26, 2018

Dear Mayor and City Councilmembers;

Please accept the attached Evergreen Islands comment letter regarding Phase 2 of the Guemes Island Trail. The Introduction and Conclusion are included below.

Regards,  
Tom Glade, Evergreen Islands

## Introduction

Evergreen Islands, while generally supportive of the Guemes Channel Trail, is resolutely opposed to the route currently proposed for Phase 2, which is within the Ship Harbor wetland buffer for its entire length (see Figure 1).

As demonstrated by this letter, Evergreen Islands has been deeply involved with the Ship Harbor wetland for at least 30 years, and has established ourselves as a major stakeholder in determining the Ship Harbor wetland's future.

Also, the crux of the current Anacortes Critical Areas Ordinance is the result of a 2003 Western Washington Growth Management Hearing Board (WWGMB) appeal brought by 1000 Friends of Washington, Evergreen Islands, and Skagit Audubon Society against the City. The WWGMHB decision<sup>14</sup>, No. 03-3-0017 ordered:

Ordinance No. 2623 is remanded to the City for the purpose of bringing its designations and protections for FWHCAs and wetland protection measures into compliance with the GMA requirements for designation and protection of critical areas, including RCW 36.70A.060 (2), RCW 36.70A.170(1)(d), RCW 36.70A.170(2), RCW 36.70A.172(1) and RCW 36.70A.040.

## Conclusion

In conclusion, Evergreen Islands, as a major, historical stakeholder, asks the City of Anacortes to:

- Prohibit any uses in the Ship Harbor Wetland buffer since the wetland is a Category I wetland of regional significance and has a substandard buffer as well.
- Manage the Ship Harbor Wetland as an environmental **preserve** for educational use.
- Route the Phase 2 segment of the Guemes Island Trail entirely outside of the Ship Harbor wetland buffer.
- Since the completion of the Guemes Island Trail is in the distant future, include a bicycle lane along State Route 20 in the near-term planning for State Route 20, an option that satisfies Settlement Agreement #12 and Restrictive Covenant #5.

While the conditions of the Settlement Agreements and the Restrictive Covenant may not be still in effect, Evergreen Islands stands behind their intent. We will work diligently to assure that their intent is carried forward into the future.

Respectfully yours,



Tom Glade, President  
Evergreen Islands

---

<sup>[1]</sup> "Final Decision and Order," 1000 Friends of Washington, Evergreen Islands, and Skagit Audubon Society v. City of Anacortes, Western Washington Growth Management Hearings Board, No. 03-2-0017  
[http://www.gmhb.wa.gov/searchdocuments/wwgmhb/2004/wwgmhb%2003-2-0017%202-10-2004%20anacortes final decision and order.pdf](http://www.gmhb.wa.gov/searchdocuments/wwgmhb/2004/wwgmhb%2003-2-0017%202-10-2004%20anacortes%20final%20decision%20and%20order.pdf)



**Evergreen Islands  
Board of Trustees**

Tom Glade  
*President*

Brian Wetcher  
*Vice President*

Brenda Lavender  
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Patrick O'Hearn  
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Rich Bergner  
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Wim Houppermans  
*Director*

Maureen Scheetz  
*Director*

*mailing address*  
P.O. Box 223  
Anacortes WA 98221

*web address*  
evergreenislands.org

*tax deductions*  
Evergreen Islands is a  
501(c)(3) organization.  
Your contributions are  
tax-deductible.

# EVERGREEN ISLANDS

February 26, 2018

To: Mayor Gere and the Anacortes City Council  
(Ryan Walters, Brad Adams, Eric Johnson, Matt Miller,  
Bruce McDougall, Liz Lovelett, Anthony Young)  
cc: Don Measamer, Director of Planning and Community Development  
Libby Grage, Planning Manager  
Gary Robinson, Parks & Recreation Director  
City of Anacortes  
P.O. Box 547  
Anacortes, WA 98221  
Evergreen Islands Board of Directors

## **Re: Guemes Channel Trail – Phase 2**

Dear Mayor Gere & Anacortes City Councilmembers:

### **Introduction**

Evergreen Islands, while generally supportive of the Guemes Channel Trail, is resolutely opposed to the route currently proposed for Phase 2, which is within the Ship Harbor wetland buffer for its entire length (see Figure 1).

As demonstrated by this letter, Evergreen Islands has been deeply involved with the Ship Harbor wetland for at least 30 years, and has established ourselves as a major stakeholder in determining the Ship Harbor wetland's future.

Also, the crux of the current Anacortes Critical Areas Ordinance is the result of a 2003 Western Washington Growth Management Hearing Board (WWGMB) appeal brought by 1000 Friends of Washington, Evergreen Islands, and Skagit Audubon Society against the City. The WWGMHB decision<sup>1</sup>, No. 03-3-0017 ordered:

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<sup>1</sup> "Final Decision and Order," 1000 Friends of Washington, Evergreen Islands, and Skagit Audubon Society v. City of Anacortes, Western Washington Growth Management Hearings Board, No. 03-2-0017  
<http://www.gmhb.wa.gov/searchdocuments/wwgmhb/2004/wwgmhb%2003-2-0017%202-10-2004%20anacortes%20final%20decision%20and%20order.pdf>

Figure 1. Guemes Channel Trail Phase 2: Conceptual Trail Alignment



GUEMES CHANNEL TRAIL PHASE 2: CONCEPTUAL TRAIL ALIGNMENT



## **Brief History**

Evergreen Islands' direct involvement with the Ship Harbor Marina proposal began in 1984 and continued through 1994. A chronology of the Ship Harbor Marina saga from 1984 to 1994, composed by Richard Threet (an Evergreen Islands board member), is included in Attachment 2

## **Ship Harbor Marina**

On April 23, 1984, Wallace Edwards, Partner, Leeward Development, Inc. submitted an application for a Shoreline Substantial Development Conditional Use of Variance Permit for the Ship Harbor Marina. The details of the are as follows:

- Multi-Use Marine Recreation and Residential Development
- 900 Slip Marina
- 300 Room Hotel / Convention Center
- 50,000 Sq. Ft. Specialty Retail Shops and Restaurants
- 3,000 Sq. Ft. Chandlery
- 200 Condominium Residential Units (100 full share and 100 investor-owned)
- Parking Spaces for 1,480 Vehicles
- Approximately \$70 million (1982 dollars)
- Rezoning approximately 50 acres of LI-zoned land to CM zoning.

Figure 2 shows the Ship Harbor Marina site plan for the project as originally proposed

SHIP HARBOR MARINA  
ANACORTES, WASHINGTON

SHORELINE OF STATEWIDE SIGNIFICANCE  
(seaward of extreme low tide line)

MARINA PHASE 1

MARINA PHASE 2

INDOOR RECREATION FACILITY 32,000 SQ. FT.

300 Room Hotel  
30,000 SQ. FT.  
60 FT HIGH MAX

CONVENTION FACILITIES  
RESTAURANTS, SPECIALTY  
SHOPS - 32,600 SQ. FT.  
X 30' HIGH

INDIVIDUAL RESIDENTIAL  
UNITS 60'x 90'x 30' HIGH  
(TYPICAL)

CHANDLERY / RESTORES  
100 FT x 36 FT

EXIST. CANNERY  
BUNKHOUSE APPROX.  
28'x 48'x 30' HIGH

URBAN & SHORELINE  
MANAGEMENT AREA

0' 200' 400' 600'

SHIP HARBOR MARINA  
ANACORTES, WASHINGTON

SHORELINE DESIGNATIONS

0' 200' 400' 600'

## **Anacortes Shoreline Permit No. 125**

On June 28, 1984, Anacortes Planning Director Ian Munce issued Shoreline Permit No. 125 to Leeward Development for the Ship Harbor Marina, subject to 60 conditions.

## **Shoreline Hearing Board Case No. 84-37**

On July 27, 1984, Evergreen Islands appealed Shoreline Permit No.125 to the State Shorelines Hearings Board. In August, 1984, the Washington Department of Ecology joined as an intervenor in the appeal. A year and a half later, on February 26, 1986, the State Shoreline Hearings Board issued its Order of Dismissal for SHB No. 84-37, Evergreen Islands Washington State Department of Ecology vs. the City of Anacortes and Leeward Development, Inc. The Order included 34 settlement conditions (a summary of the settlement conditions, are included in Attachment 1).

The Settlement Agreement was amended first on June 15, 1987, and then again on June 20, 1991.

## **Relevant Settlement Conditions (emphasis added)**

### **Settlement Agreement Condition #12**

**There will be no bicycle or motorized vehicular access in the open area west of the hotel.** This lack of access will be communicated either by signs or a suitable barrier.  
**Bicycle access will be routed around the open-area along SR 20.**

### **Settlement Agreement Condition #14**

The open space area west of the hotel will remain dedicated to passive recreational use with development limited in perpetuity to landscaping of native vegetation types and natural history interpretive uses. **Passive recreational use shall be interpreted to mean walking, beachcombing, picnicking, bird watching, and similar uses not requiring supporting facilities. This provision shall be attached to the property as a restrictive covenant.**

### **Restrictive Covenant #5**

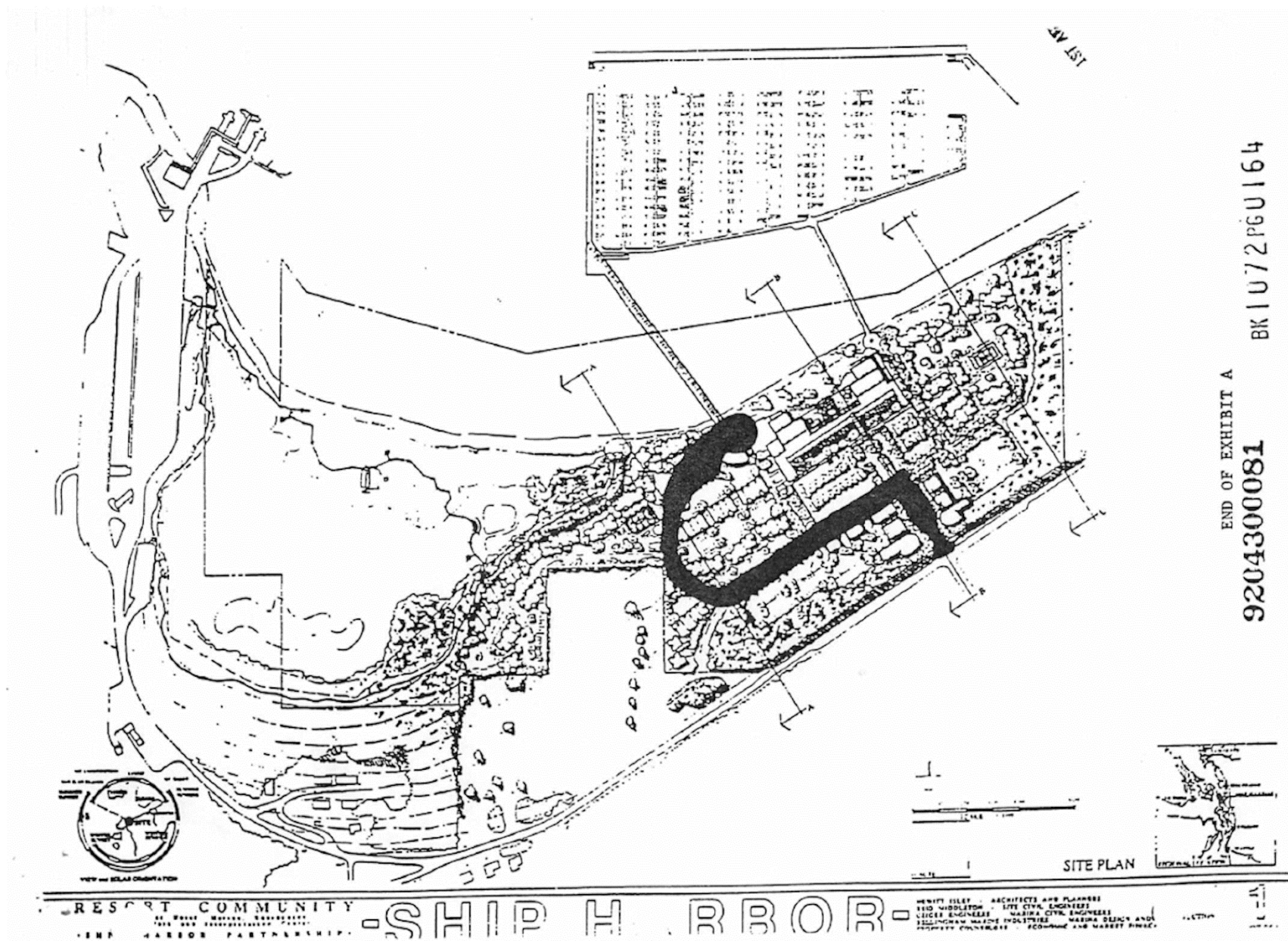
No public bicycle or motorized vehicular access shall be allowed in the natural Area Property. This prohibition shall be communicated by either signs or suitable barriers. **The public's use of bicycles and motorized vehicles shall be routed around the Natural Area Property along SR 20.**

## **Post Settlement History**

The most recent document in Evergreen Islands' files is the Hydraulic Permit from Washington Department of Fish & Wildlife, October 5, 1998. The Hydraulic Permit's time limit was December 31, 2000.

After nearly 10 years of modifications, Figure 3 shows the final site plan.

Figure 3. Ship Harbor Marina Final Site Plan



## The Ship Harbor Interpretative Preserve (SHIP)

The Anacortes Parks Foundation's website<sup>2</sup> includes the following history of the Ship Harbor Interpretative Preserve (emphasis added):

In late 1997, Gale Brink, Commissioner for the Port of Anacortes approached Jim Falk, President of Anacortes Parks Foundation to see if it was interested in developing a wetlands interpretive center at Ship Harbor. The Foundation expressed an interest and formed a Steering Committee led by Jim Falk with **Dr. Mark Backlund representing the environmental community and Evergreen Islands**, Dr. Steven Sulkin, Director, Shannon Point Marine Center representing the education and scientific disciplines, and Gale Brink representing the public. The Ship Harbor Interpretive Preserve (SHIP) was born.

The project was accepted and funds were sought from State and other agencies to initially plan the effort. Some 60 volunteers rolled up their sleeves and inventoried animal and plant life, studied hydrology, researched social and economic history, planned a trail system that would best protect the ecosystem, looked for 'best ways' to educate local students and the public, and....began a search for funds. Working partners were Shannon Point Marine Center, City of Anacortes, Port of Anacortes, Samish Indian Nation, Washington State Ferry System, **Evergreen Islands**, Washington State Department of Ecology, Anacortes School District, and most importantly...the general public.

Many of the 60 volunteers "who rolled up their sleeves" were Evergreen Islands members, including myself (Tom Glade). Those 60 volunteers expect the term "Preserve" to be honored in support of the time and energy they expended making the Ship Harbor Interpretative Preserve a reality.

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<sup>2</sup> "History of Ship Harbor Interpretative Preserve," Anacortes Parks Foundation, <http://anacortesparksfoundation.org/history-of-ship-harbor-interpretive-preserve/>

## Critical Areas Ordinance

The Anacortes Critical Areas Ordinance (CAO) is contained in Chapter 17.70 of the Anacortes Municipal Code. The CAO includes the following sections that are pertinent to the Ship Harbor wetlands (emphasis added):

### 17.70.320 Designation, rating, and mapping wetlands.

D. **Regionally Significant Wetlands.** Pursuant to subsection ~~(B)(1)(a)(iii)~~ of this section, the following wetlands are designated as **Category I wetlands**:

1. Cannery Pond (West of the State Ferry Terminal);
2. **Ship Harbor Interpretive Preserve** (East of the State Ferry Terminal), except as to buffer widths which shall be as required for Category II;

### 17.70.340 Performance standards—General requirements.

A. Activities may **only be permitted in a wetland or wetland buffer if the applicant can show that the proposed activity will not degrade the functions and functional performance of the wetland and other critical areas**

B. Activities and uses shall be prohibited in wetlands and wetland buffers, except as provided for in this chapter.

C. *Category I Wetlands.* **Activities and uses shall be prohibited from Category I, except as provided for in the uses by right and special permit requirements,** provided the standards for Category II and III wetlands are met.

F. Wetland Buffers.

7. **Buffer Uses.** The following uses may be permitted within a wetland buffer in accordance with the review procedures of this chapter, provided they are not prohibited by any other applicable law and they are **conducted in a manner so as to minimize impacts to the buffer and adjacent wetland**:

- a. Conservation and Restoration Activities. Conservation or restoration activities aimed at protecting the soil, water, vegetation, or wildlife and in accordance with an approved critical area report;
- b. **Passive Recreation.** Passive recreation facilities designed in accordance with an approved critical area report;
- c. Stormwater Management Facilities. Stormwater management outfall facilities are allowed in accordance with an approved critical areas report with no net loss of function to the wetland and wetland buffer. However, stormwater facilities beyond those necessary to ensure continued predevelopment stormwater flows to wetlands may only be permitted through the conditional use process.

## Passive Recreation

The current Anacortes Municipal Code defines Passive Recreation as follows (emphasis added):

### **17.06.723 Recreation, passive.**

A “passive recreation area” refers to a mix of uses on undeveloped land (including wetland buffers) or minimally improved lands which includes the following: naturally landscaped areas, non-landscaped greenspaces, picnic areas, water bodies, trails, interpretive trails and other similar structures or development.

**Passive recreation may be defined as a non-motorized activity that:**

- A. Offers constructive, restorative, and pleasurable human benefits and fosters appreciation and understanding of open space and its purpose;
- B. Is compatible with other passive recreation uses;**
- C. Does not significantly impact natural, cultural, scientific, or agricultural values; and
- D. Requires only minimal visitor facilities and services directly related to safety and minimizes passive recreation impacts. (Ord. 2812 § 1 (Att. A), 2010).

However, Settlement Agreement Condition #14 states (emphasis added):

The open space area west of the hotel will remain dedicated to passive recreational use with development limited in perpetuity to landscaping of native vegetation types and natural history interpretive uses. **Passive recreational use shall be interpreted to mean walking, beachcombing, picnicking, bird watching, and similar uses not requiring supporting facilities. This provision shall be attached to the property as a restrictive covenant.**

And the Restrictive Covenant #5 states (emphasis added):

No public bicycle or motorized vehicular access shall be allowed in the natural Area Property. This prohibition shall be communicated by either signs or suitable barriers. **The public’s use of bicycles and motorized vehicles shall be routed around the Natural Area Property along SR 20.**

*Settlement Agreement Condition #14’s definition of “passive recreation” is definitely the more appropriate definition with regard to the Ship Harbor Interpretative Preserve.*

## Park or Preserve?

Dictionary.com defines park as:

an area of land, usually in a largely natural state, for the enjoyment of the public, having facilities for rest and recreation, often owned, set apart, and managed by a city, state, or nation.

Preserve is defined as:

A place to keep safe from harm or injury; protect or spare.

A place set apart for the protection and propagation of wildlife.

Evergreen Islands fervently believes that the Ship Harbor Interpretative Preserve should be managed as a preserve.

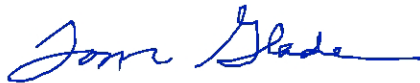
## Conclusion

In conclusion, Evergreen Islands, as a major, historical stakeholder, asks the City of Anacortes to:

- Prohibit any uses in the Ship Harbor Wetland buffer since the wetland is a Category I wetland of regional significance, and also has a substandard buffer as well.
- Manage the Ship Harbor Wetland as an environmental **preserve** for educational use
- Route the Phase 2 segment of the Guemes Island Trail entirely outside of the Ship Harbor wetland buffer.
- Since the completion of the Guemes Island Trail is in the distant future, include a bicycle lane along for State Route 20 in the near-term planning for State Route 20, an option that satisfies Settlement Agreement #12 and Restrictive Covenant #5.

While the conditions of the Settlement Agreements and the Restrictive Covenant may not be still in effect, Evergreen Islands stands behind their intent. We will work diligently to assure that their intent is carried forward into the future.

Respectfully yours,

A handwritten signature in blue ink, appearing to read "Tom Glade". The signature is fluid and cursive, with a long horizontal stroke at the end.

Tom Glade, President  
Evergreen Islands

**ATTACHMENT 1**  
**Settlement Conditions**  
**Evergreen Islands & Ecology v. City of Anacortes & Leeward**  
**Shoreline Hearings Board Decision No. 84-37**

**Settlement Conditions**  
**Evergreen Islands & Ecology v. City of Anacortes & Leeward**  
**Shoreline Hearings Board Decision No. 84-37**

|                        |                                                                                                                                                                                                |                                 |                                  |                    |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------------------|--------------------|
| <b>PRIORITY</b><br>P-1 | Prior to any construction on the project, Leeward will retain a qualified archeologist to survey, document finding, and evaluate the disposition of the four known midden sites at Ship Harbor | SP 7-13-87<br>Conclusion<br>#19 | Study<br>Completed<br>April 1987 | Letter from Samish |
| P – 2                  | Leeward is to design and install at their expense a turning lane along the project's entire frontage with Oakes Avenue, providing three 12 feet wide lanes, prior to Phase I construction.     | SP 7-13-87<br>Conclusion<br>#35 |                                  | WHP Contact DOT    |
| P – 3                  | Leeward is to design and install at their expense a traffic signal for the project's main intersection with Oakes Avenue at Glasgow Way prior to Phase I construction                          | SP 7-13-84<br>Conclusion<br>#36 |                                  | WHP Contact DOT    |

SA – Settlement Agreement  
FASA – First Amendment Settlement Agreement  
RC – Restrictive Covenant  
RSP – Revised Shoreline Permit

**Settlement Conditions**  
**Evergreen Islands & Ecology v. City of Anacortes & Leeward**  
**Shoreline Hearings Board Decision No. 84-37**

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                         |  |                                                                                         |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--|-----------------------------------------------------------------------------------------|
| <b>WETLAND</b><br>W - 4 | Prior to any construction on the project, (1) the Port of Anacortes has voluntarily agreed to deed title over the wetlands to the City to be managed by the Forest Board as a wetland (Attachment A) (2) Leeward has voluntarily agreed to sublease to the City for the same purpose (Attachment B)                                                                                                                                                                                                                                                            | SP 7-17-87<br>Preface #12               |  | Superseded by SP 7-22-91 #9 (W-30)                                                      |
| W-5                     | Prior to construction beginning on this project Leeward voluntarily agrees to transfer leasehold rights over the beach (both the tidelands and forty feet of uplands landward of the OHWWM) whether leased or owned in fee, to the Port to hold as a public beach with Leeward, or its successors, responsible for maintenance during the term of its lease (Attachment B). Pursuant to the Settlement Agreement, the Port and Leeward shall maintain this area, as more fully described in the Settlement Agreement, as developed public beach in perpetuity. | SP 7-13-87<br>Conclusion<br>Preface #13 |  | Superseded by the Real Estate Purchase and Sales Agreement                              |
| W-6                     | In addition to the City accepting the streets as public streets, Leeward and the Port of Anacortes have agreed to amend the Port lease with Leeward so as to identify the areas shown on Exhibit A to the Settlement Agreement (Exhibits "2" and "3") as unregulated public access (Attachments "A" and B"), access for all persons at all times.                                                                                                                                                                                                              | SP 7-13-87<br>Preface #14               |  | Superseded by SHP retaining streets in private ownership and Easements Document 4-30-92 |
| W - 7                   | Leeward shall work with the City and the State Ferry System to ensure that public access to the beach at the west end of the project is available to both ferry patrons and the general public.                                                                                                                                                                                                                                                                                                                                                                | SP 7-13-87<br>Conclusion #15            |  | Same as AS 2-6-86 Condition #13 (W-21) Trail Design                                     |
| W - 8                   | Leeward or its successor, maintain the public beach area, the pier and floating breakwater for public fishing, and the public access areas established by the Port of Anacortes pursuant to Attachments "A" and "B" to this Memorandum and the Port's lease with Leeward in accordance with standards established by the Port of Anacortes                                                                                                                                                                                                                     | SP 7-17-87<br>Conclusion #32            |  | Lease no longer applies. Please refer to Easement Document 4-30-92                      |
| W - 9                   | Leeward install public access ways as shown on Exhibit "B" to the Settlement Agreement to a standard approved by the City Parks and Recreation Director                                                                                                                                                                                                                                                                                                                                                                                                        | SP 7-13-87<br>Conclusion #46            |  | Please refer to Easement Document 4-30-92 Trail Design                                  |

SA – Settlement Agreement  
FASA – First Amendment Settlement Agreement  
RC – Restrictive Covenant  
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**Settlement Conditions**  
**Evergreen Islands & Ecology v. City of Anacortes & Leeward**  
**Shoreline Hearings Board Decision No. 84-37**

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                 |                                                       |                                                          |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------------------------------|----------------------------------------------------------|
| <b>WETLAND</b><br>W – 10 | Interpretive signs and displays describing the historic uses of the site be installed and maintained by Leeward. Leeward and its successors shall construct and maintain a wetland interpretive center.                                                                                                                                                                                                                                                                                                                                                                                                                                                          | SP 7-13-87<br>Conclusion<br>#53 |                                                       | Trail Design                                             |
| W-11                     | In order to avoid unnecessary duplication, with City museum efforts the on-site interpretive facility shall be limited to displays involving wetland and beach ecosystems. Cultural and anthropological displays shall be developed by museum staff as part of the City museum operations and located in City museum facilities. It is anticipated that such cultural and anthropological displays shall be funded with the hotel/motel tax revenue generated by the project. Nothing herein shall be deemed to preclude a Samish museum facility at Ship Harbor, provided application therefore and all necessary approval thereof are properly made and given. | SP 7-13-87<br>Conclusion        |                                                       | Trail Design                                             |
| W – 12                   | Leeward will modify the existing wetland by expanding its westerly boundaries in the manner shown on Exhibit “A”. Prior to the construction, the exact perimeter of wetland expansion at the northwest portion of the wetland will be stake by WDOE, and the respective position of the stake simultaneously surveyed by a licensed surveyor. The stakes will remain in place during construction, and the actual excavation will be monitored by WDOE personnel and/or EI members. EI shall receive notice at least seven (7) days prior to staking of the subject wetlands.                                                                                    | SA 2-86<br>Condition #4         | Completed<br>1988<br>Accepted by<br>USACE<br>12-11-90 | Modified by RSP 7-22-91 Condition #13 (W-32) L & B –1988 |
| W – 13                   | The invert elevation of the self-controlling water control structure and the design of the structure will be determined and approved by WDOE, subject to concurrence by EI, which concurrence shall not be unreasonably withheld.                                                                                                                                                                                                                                                                                                                                                                                                                                | SA 2-6-86<br>Condition #5       |                                                       | POA                                                      |
| W – 14                   | All wetland work, including any interpretive facility, and all public access development, will be completed coincidental with Phase I of the project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | SA 2-6-86<br>Condition #6       |                                                       |                                                          |

SA – Settlement Agreement  
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**Settlement Conditions**  
**Evergreen Islands & Ecology v. City of Anacortes & Leeward**  
**Shoreline Hearings Board Decision No. 84-37**

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |                   |                                                                                          |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------|------------------------------------------------------------------------------------------|
| W – 15 | Prior to construction, the exact perimeter of the wetland east of the existing access road and two hundred feet (200') south and west of the existing access road will be stake by WDOE, and the respective positions of the stakes simultaneously surveyed by a licensed surveyor. The stakes will remain in place during construction, and the actual excavation will be monitored by WDOE personnel and/or EI members EI shall receive notice at least seven (7) days prior to staking of the subject wetlands. | SA 2-6-86<br>Condition #7  | Completed<br>1988 | Surveyed by<br>L & B – 1988<br>Restaking to be<br>completed per<br>survey by L&B<br>1992 |
| W – 16 | All wetland modifications will be done form the railroad berm or the uplands adjacent to the wetland with absolutely no vehicles or heavy equipment being allowed in the wetland proper and no fill whatsoever being deposited in the wetland. With the exception of the wetland modification work explicitly described in this agreement and related documents, no disturbance of the wetland will be permitted.                                                                                                  | SA 2-6-86<br>Condition #8  |                   | N/A – only ends of<br>berms removed                                                      |
| W – 17 | The Ordinary High Water mark of Guemes Channel from the riprap on the east to the western property line will be staked by DOE at 50-foot intervals and the respective positions of the stakes simultaneously surveyed by a licensed surveyor. The stakes will remain in place during construction, and the actual excavation will be monitored by WDOE personnel and/or EI members. EI shall receive notice at least (7) days prior to staking go the Ordinary High Water Line.                                    | SA 2-6-86<br>Condition #9  |                   | Surveyed by<br>L & B – 1988<br>Restaking to be<br>completed per<br>survey by L&B<br>1992 |
| W – 18 | All public access sings will use the official WDOE shoreline public access logo with the signs provided by WDOE                                                                                                                                                                                                                                                                                                                                                                                                    | SA 2-6-86<br>Condition #10 |                   | Trail Design                                                                             |
| W – 19 | Public access west of the hotel complex will not be paved (gravel, crushed rock or “Centrex” is acceptable), and the trail adjacent to the wetland will have a reasonable setback form the wetland except where interpretive facilities require adjacency.                                                                                                                                                                                                                                                         | SA 2-6-86<br>Condition #11 |                   | Similar to RC<br>4-30-90<br>Condition #5<br>(W-37)<br>Trail Design                       |
| W-20   | There will be no bicycle or motorized vehicular access in the open area west of the hotel. This lack of access will be communicated either by signs or a suitable barrier. Bicycle access will be routed around the open area along SR 20.                                                                                                                                                                                                                                                                         | SA 2-6-86<br>Condition #12 |                   | Similar to RC<br>4-30-90<br>Condition #5<br>(W-37)<br>Trail Design                       |

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| W – 21 | Leeward will initiate negotiations with the Department of Transportation to develop and maintain pedestrian public access from the ferry terminal to the open space west of the hotel and WDOE will assist in these negotiations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | SA 2-6-86<br>Condition #13 |           | Same as<br>SP 7-13-87<br>Conclusion #15<br>(W-7)<br>Trail Design                                                                                          |
| W – 22 | The open space area west of the hotel will remain dedicated to passive recreational use with development limited in perpetuity to landscaping of native vegetation types and natural history interpretative uses. Passive recreational use shall be interpreted to mean walking, beachcombing, picnicking, bird watching, and similar uses not requiring supporting facilities. This provision shall be attached to the property as a restrictive covenant. Nothing herein shall preclude the Samish Indian Tribe from pursuing all necessary permits and appeals for a Samish Indian longhouse/museum immediately adjacent to and west of the hotel. WDOE reserves the right to permit, condition or deny any such application as it sees fit. Similarly, nothing herein shall preclude Evergreen Islands from contesting any such application or the granting of any such permits in any way it deems appropriate | SA 2-6-86<br>Condition #14 |           | Modified by<br>RSP 7-22-91<br>Condition #13<br>(W-32)<br>Similar to RC 4-30-92<br>Condition #2<br>(W-34)<br>Trail Design                                  |
| W – 23 | Leeward will locate the hotel complex so that no wetland fill be necessary and so that no structure be built in or over the wetland.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | SA 2-6-86<br>Condition #16 | Completed | Revised Site Plan<br>Approval                                                                                                                             |
| W – 24 | Public access easements and the wetland interpretive center as depicted on Exhibit “A” will be established and maintained in perpetuity by Leeward or its successor(s) in interest. This provision shall be attached to the property as a restrictive covenant.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | SA 2-6-86<br>Condition #17 |           | Similar to<br>RC 4-30-92<br>Condition #4<br>(W-36) Please refer<br>to Easements<br>Document 4-30-92<br>Similar to<br>RC 4-30-92<br>Condition #6<br>(W-38) |

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| W – 25 | The road currently crossing the wetland southwest of the hotel site will remain in place and not be widened. Pedestrian access will be constructed directly on this roadbed. Construction of a culvert or other direct hydrologic connection between the main body of the wetland and the wetland east of the existing road shall be prohibited. In the event a Samish Indian longhouse/museum proposal receives all necessary permits and approval and said permits and approval contemplate conversion of this road from pedestrian to vehicular purposes, a pedestrian walkway shall be constructed adjacent to this roadway and shall be cantilevered over said wetland so as to avoid any intrusion therein. | SA 2-6-86<br>Condition #20      |           | Trail Design<br>Samish                                                                                                            |
| W – 26 | Leeward agrees to utilize the input of EI and DOE concerning final design of the wetlands interpretive center, and in good faith consider the input of Wolf Bauer, Shore Resource Consultant, concerning beach enhancement and preservation measures.                                                                                                                                                                                                                                                                                                                                                                                                                                                             | SA 2-6-86<br>Condition #22      |           | Trail Design                                                                                                                      |
| W – 27 | Leeward agrees to develop an Integrated Pest Management Plan in consultation with agencies with expertise to control problem insect populations, and agrees that use of pesticides will be only as a last resort.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | SA 2-6-86<br>Condition #23      |           | Similar to<br>RC 4-30-92<br>Condition #3<br>(W-35)<br>POA                                                                         |
| W – 28 | The public parking area southeast of the wetland shall be set back at least fifty feet from the closest boundary of the wetland, and shall be shield from the wetland with a buffer of trees and other natural vegetation. Appropriate runoff control measures shall be incorporated into the design of this project to prevent any runoff from impervious surface or otherwise developed areas into the wetland                                                                                                                                                                                                                                                                                                  | SA 2-6-86<br>Condition #24      |           | Parking lot<br>relocated per<br>Revised Site Plan<br>setback remaining<br>50', in area where<br>parking lot was to<br>be located. |
| W – 29 | As part of the original settlement herein, the parties agreed to the designation of certain portions of the property as open space. A copy of the Restrictive Covenant establishing said open space is attached hereto as Exhibit M. Letters outlining supplementation of the legal descriptions included therein and the timing of filing thereof are attached as Exhibit "N" & "O".                                                                                                                                                                                                                                                                                                                             | FASA<br>6-15-87<br>Condition #5 | Completed | Superseded by<br>Restrictive<br>Covenant 4-30-92                                                                                  |

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| * W – 30 | The permit and settlement agreement provided for the deeding of the wetland areas to the City Forestry Board. The wetland areas as staked by WDOE and surveyed by Leonard and Boudinot shall instead remain in Port ownership. The Port shall recognize the interest of the public through hearings to allow for public comment on all issues pertaining to the management of these areas. The Port shall consult with the other parties hereto, and particularly with Evergreen Islands, on the design of the trail system in the easterly portion of the project. That trail system shall not encroach into wetland areas. The proponent shall relocate both the planned storm water outfall and planned pathway away from the wetland area.                                                                                                                                                              | RSP<br>7-22-91<br>Condition #9  |  | Supersedes<br>SP 7-13-87<br>Preface #12<br>(W-4)<br>Trail Design                                                                                       |
| * W – 31 | The railroad berm will remain substantially intact, except for an area at either end of the berm which shall be staked by WDOE and thence removed by Dominion to grade, in order to restrict human access to the berm. WDOE will receive at least seven (7) days notice of the proposed berm excavation in order to have the option of monitoring such excavation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | RSP<br>7-22-91<br>Condition #12 |  | Modifies<br>SA 2-6-86<br>Condition #4<br>(W-12)                                                                                                        |
| * W – 32 | The proponent shall leave the open space area west of the previous hotel site as shown on the prior approved plan, and north of the wetlands as staked on WDOE and surveyed by Leonard and Boudinot, referred to in condition 14 of the Settlement Agreement, in natural vegetation as exist on site at the time. No site alterations will be done in his area. No grading, filling, heavy equipment, or landscaping will be allowed in the open space area except by the provisions of the Agreement. This alters conditions 4 and 14 of the original Settlement Agreement, in effect providing of a buffer zone around the wetland in lieu of the former conditions of a wetland expansion area and landscape of natural vegetation. WDOE shall have the right to permit the proponent to selectively remove weeds and other species that may encroach on the open space area as human traffic increases. | RSP<br>7-22-91<br>Condition #13 |  | Modifies<br>SA 2-6-86<br>Condition #14<br>(W-12) &<br>Condition #14<br>(W-22)<br><br>Similar to<br>RC4-30-92<br>Condition #7<br>(W-39)<br>Trail Design |

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| W-33   | That the real property described in Exhibit "D" shall be maintained in public ownership in perpetuity as natural area, dedicated to the preservation of the wetlands and beach/dune grass ecosystems, the education of the public as to the function, importance and value of these ecosystems, and to passive recreational uses.<br>Development shall be limited in perpetuity, except as hereinafter provided, to a landscape of native vegetation characteristic of wetlands and beach/dune grass ecosystems. The real property described in Exhibit "D" shall hereinafter be referred to as "Natural Area Property". | RC 4-30-92<br>Condition #1 |  | Trail Design                                                       |
| W – 34 | That the use of said Natural Area Property shall be limited to educational and passive recreational use, including, walking, beachcombing, picnicking, bird watching and similar uses.                                                                                                                                                                                                                                                                                                                                                                                                                                   | RC 4-30-92<br>Condition #2 |  | Similar to<br>SA-2-6-86<br>Condition #14<br>(W-22)<br>Trail Design |
| W – 35 | That the wetlands shall be maintained in their natural state without human intervention, except for the installation of signs and other necessary amenities to facilitate the education of the public as to their function, importance and value. The undersigned agree to develop an Integrated Pest Management Plan in consultation with agencies with expertise to control the problem insect population and future agree that use of pesticides will be only as a last resort.                                                                                                                                       | RC 4-30-92<br>Condition #3 |  | Similar to<br>SA 2-6-86<br>Condition #23<br>(W-27)<br>Trail Design |
| W – 36 | Ship Harbor Partnership and/or its successors in interest shall construct an interpretive center open to the public and maintain the same in perpetuity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | RC 4-30-92<br>Condition #4 |  | Similar to<br>SA 2-6-86<br>Condition #17<br>(W-24)<br>Trail Design |

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| W – 37 | The parties hereto shall consult with the agencies with jurisdiction, and also Evergreen Islands, as to the location of the interpretive center referenced in paragraph 4 above and the design of the trail system in the Natural Area Property. The purpose of the trail system is to allow for public access, however, the same shall be designed so as not to affect the wetlands. Trails to be constructed shall not be paved; rather the surface thereof shall be designed so as not to affect the wetlands. Trails to be constructed shall not be paved, rather the surface thereof shall be gravel, crushed rock or “Centrex”. The roadbed currently crossing the wetlands southwest of the previous hotel site as shown on the prior approved plan will remain in place and not be widened. Pedestrian access will be constructed directly on this roadbed. No public bicycle or motorized vehicular access shall be allowed in the natural Area Property. This prohibition shall be communicated by either signs or suitable barriers. The public’s use of bicycles and motorized vehicles shall be routed around the Natural Area Property along SR 20. Signage for the trail system shall use the official WDOE shoreline public access logo. | RC 4-30-92<br>Condition #5 |  | Similar to<br>SA 2-6-86<br>Condition #11<br>(W-19)<br><br>Similar to<br>SA 2-6-85<br>Condition #12<br>(W-20)<br>Trail Design |
| W – 38 | That a public access easement shown in its approximate location on Exhibit “E” attached hereto and incorporated herein shall be maintained in perpetuity by Ship Harbor Partnership and/or its successors in interest; (Note: After the road is actually constructed it will be surveyed and the actual survey will replace the illustration attached hereto as Exhibit “E”).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | RC 4-30-92<br>Condition #6 |  | Please refer to<br>Easements<br>Document 4-30-92                                                                             |
| W – 39 | No grading filling, heavy equipment or landscape modifications shall be allowed in the Natural Area Property, except to undertake the construction of limited public improvements herein authorized. The parties hereto reserve the right to selectively remove weeds and other species that may encroach on the Natural Area Property, as human traffic increases, provided, however, the DOE authorizes the same beforehand.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | RC 4-30-92<br>Condition #7 |  | Similar to<br>RSP 7-22-91<br>Condition #13<br>(W-32)                                                                         |

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| W - 40 | The area originally identified in the eastern portion of the "Open Space Property" now included in the Natural Area Property, shall only be developed, if at all, with a Samish Indian longhouse/museum open to the public at large. Nothing herein shall be or be deemed to be an approval of or an authorization for the Samish Indian longhouse/museum as herein referenced. Before the creation of such a Samish Indian facility, the proponents thereof shall be required to apply for and obtain all necessary approvals and permits from applicable agencies and jurisdictions. Than in the event that and/or so long as the Samish Indian tribe shall not have applied for and/or built a longhouse/museum as herein referenced, the area upon which said facility was contemplated to be constructed shall be treated, used and deemed for all purposes as part of the Natural Area Property | RC 4-30-92<br>Condition #8  |  | Trail Design<br>Samish |
| W - 41 | That the Port of Anacortes, in recognition of the importance of conducting public hearings and securing public input on all issues pertaining to the management of the Natural Area Property, shall conduct public hearings and allow for public comment in promulgating necessary policies and reasonable rule and regulations pertaining to its management of the Natural Area Property.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | RC 4-30-92<br>Condition #9  |  | POA<br>Trail Design    |
| W - 42 | That these covenants shall control and affect the properties herein described so long as the parties hereto develop the Ship Harbor complex pursuant to City of Anacortes Shoreline Substantial Development Permit No. 125, and any properly approved modifications thereto.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | RC 4-30-92<br>Condition #10 |  |                        |

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| <b>UPLANDS</b><br><br>U – 43 | Setback in this shoreline area is zero feet from the ordinary high water mark (OHWM), maximum height is 50 feet where height is measured from average grade level (the average of the natural or existing topography of the portion of the lot, parcel or tract of real property which will be directly under the proposed building or structure; provided, that in the case of structures to be built over water, average grade level shall be the elevation of ordinary high water. Further provided, that in the case of structures to be built other than over water, average grade level should be elevation of 16 feet above MLLW. Calculation of the average grade level should be elevation of 16 feet above MLLW. Calculation of the average grade level shall be made by averaging the elevations at the center of all exterior walls of the proposed building or structure), and maximum lot coverage is 70%. | SP 7-13-87<br>Preface #16    |  | Design                  |
| U – 44                       | All buildings shall be set back at least forty (40) feet from the OHW mark, and the parking area (except temporary marina parking) shall be set back at least eighty (80) feet from the OHW mark, except for the grade level parking at the east end of the project which shall be located approximately 45 feet from OHW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | SP 7-13-87<br>Conclusion #12 |  | Design                  |
| U – 45                       | The proposed condominium structure originally shown at the eastern end of the project near the waterfront be eliminated                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | SP 7-13-87<br>Conclusion #13 |  | See Revised Site Plan   |
| U – 46                       | The Chandlery building is not to exceed 35 feet in height.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | SP 7-13-87<br>Conclusion #14 |  | Design                  |
| U – 47                       | A site landscaping plan be prepared and approved by the Anacortes Planning Director that addresses impacts on adjacent properties, views from upland areas, and existing topography of the area, and maintains as much existing vegetation as is practicable and includes an average 100 foot wide buffer strip along the southern and eastern boundaries of the project with the Port lease with Leeward stipulating that only dangerous trees will be cut within the buffer strip.                                                                                                                                                                                                                                                                                                                                                                                                                                     | SP 7-13-87<br>Conclusion #16 |  | Design review committee |
| U – 48                       | All utilities line will be routed so as to avoid the wetland area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | SP 7-13-87<br>Conclusion #23 |  | Design                  |

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| U-49   | The storm drainage system includes oil separators and not direct any water into the wetlands                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | SP 7-13-87<br>Conclusion<br>#24                                      |                        | Design-updated<br>City Ordinance          |
| U-50   | The increase in ambient light and glare be mitigated as far as practicable by landscaping, illumination controls, and use of non-reflective building materials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | SP 7-13-87<br>Conclusion<br>#25                                      |                        | Design                                    |
| U-51   | A survey of the existing ordinary High Water line (and any other appropriate contours needed to delineate the configuration of the upper levels of the beach and backshore), with adequate vertical and horizontal control, should be made by registered Land Surveyor, before any grading or construction on the project site is permitted. A similar survey should be made during construction and after at least the first phase of the project is completed in order to ensure compliance with the terms of the permit. This condition may be satisfied concurrently with that imposed by Paragraph 9 of the Settlement Agreement attached here <sup>19</sup> . | SP 7-13-87<br>Conclusion<br># 26<br>See<br>SA 2-6-86<br>Condition #9 | Completed<br>1988/1984 | Completed by<br>L & B –<br>1988/1990      |
| U – 52 | No part of any foundation wall or shore attached defense works should project seaward of the position of the existing OHW mark                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | SP 7-13-87<br>Conclusion<br>#27                                      |                        | O.K. except repair<br>of breach in riprap |
| U – 53 | Finish grade for the beach pedestrian pathway and roads and parking strips adjacent to the OHWM line no exceed an elevation of MLLW + 13 feet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | SP 7-13-87<br>Conclusion<br>#28                                      |                        | Trail Design                              |
| U – 54 | Surface stormwater drainage plan be prepared and approved by the City Public Works Director that accommodates the surface runoff from the northerly portion of the residential development proposed for the eastern portion of the site, to avoid over land flow northerly over the inherently unstable sea cliffs and any development along old railroad right-of-way at the base of the cliffs, and eliminate unnecessary redundancy of storm water runoff routes in the central part of the project site with the existing storm drain from Clearidge.                                                                                                           | SP 7-13-87<br>Conclusion<br>#29                                      |                        | Design                                    |
| U – 55 | All utilities including power telephone and television be placed under ground as required by City Ordinances                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | SP 7-13-87<br>Conclusion<br>#30                                      |                        | Design                                    |

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| U – 56 | Based on the analysis contained in the Final EIS and in Finding of Facts 5-2, a minimum of 1,446 parking spaces be provided on-site, not including “short term marina parking” (as designated on the Development Plan).                                                                                                                                                                              | SP 7-13-87 Conclusion #31 |     | Based on square footage and unit count.                 |
| U – 57 | As outlined in the Final EIS, Leeward/Port of Anacortes is to deed the additional right-of-way necessary so that the R/W can be expanded to 50 feet from the centerline to the north R/W line along the project’s entire frontage with Oakes Avenue.                                                                                                                                                 | SP 7-13-87 Conclusion #34 |     | POA                                                     |
| U – 58 | Leeward is to provide a second access point the Ship Harbor Marina, and restrict this to emergency use only.                                                                                                                                                                                                                                                                                         | SP 7-13-87 Conclusion #37 |     | Design                                                  |
| U – 59 | Develop the southern boundaries of their project with curb and gutters, sidewalks, etc. as required by City Ordinances                                                                                                                                                                                                                                                                               | SP 7-13-87 Conclusion #38 |     | Design                                                  |
| U – 60 | If the 24” storm sewer presently serving Clearidge Addition and placed through Port and LED properties with an easement to the City of Anacortes will be built over by condominium units, parking facilities and roads and will be destroyed by proposed parking to the north of the investor owned condominium, Leeward will relocate it subject to the approval of the City Public Works Director. | SP 7-13-87 Conclusion #39 |     | Design                                                  |
| U – 61 | Leeward replace the 2” waterline in Ferry Terminal road with an 8” line thus making a complete looped system to serve the project, with a late comer charge being imposed                                                                                                                                                                                                                            | SP 7-13-87 Conclusion #40 | N/A | N/A<br>Letter from Ian Munce<br>latecomer charge to SHP |
| U – 62 | Leeward extend the 12” waterline presently in Glasgow Way at Oakes Avenue across Oakes Avenue, install a pressure reducing valve station on the north of Oakes Avenue and tie this PRV into the existing 8” waterline on Oakes Avenue                                                                                                                                                                | SP 7-13-87 Conclusion #41 | N/A | N/A<br>Letter from Ian Munce                            |

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**ATTACHMENT 2**  
**CHRONOLOGIC EVENTS IN THE LIFE OF THE SHIP HARBOR PROJECT**  
**SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT NO. 125**  
**RICHARD L. THREET, APRIL 19, 1994**

CHRONOLOGIC EVENTS IN THE LIFE OF THE SHIP HARBOR PROJECT  
SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT NO. 125

Richard L. Threet  
2801 17th Street  
Anacortes, WA 98221  
[206] 293-4389

19 April 1994

Please refer to the attached graphic summary of the major events, to track periods of alternating activity and pendency of the permit, as provided for in WAC 173-14-060 (Time requirements of permit.)

The following narrative is based partly on my personal log of involvement in changes in the project, beginning with lengthy written comments on the Draft EIS in 1981 and lengthy testimony at the Planning Commission Public Hearings on the shoreline permit in early June and late June 1984. I was also involved intensively during the appeals by Evergreen Islands to the Shorelines Hearing Board from July 1984 to February 1986 and again from June 1991 to March 1992.

The accuracy of the following narrative can be verified in the City's extremely thick public files on the Ship Harbor Project and on a chronologic summary in the minutes for the 12 June 1990 Public Hearing of Port of Anacortes and in a 20 July 1992 Memorandum from the Port Attorney to the Port Executive Director.

late June 1984 -- City issued Shoreline Permit No. 125 (with 60 conditions attached) to Leeward Development

late July 1984 -- Evergreen Islands appealed to Shorelines Hearing Board

early August 1984 -- Washington Department of Ecology entered appeal as an intervenor and "permit clock was stopped" during the following months of efforts toward a negotiated settlement

early February 1986 -- Leeward, the City of Anacortes, EI, and WDOE (Shoreline Division and the State Attorney General representing WDOE) entered into a Settlement Agreement

late February 1986 -- Shorelines Hearing Board entered an Order of Dismissal of appeal, and "permit clock was restarted"

1986-87 -- Leeward's negotiations with various Federal and State agencies with jurisdiction over over-water construction led to drastic redesign of the marina portion of the project, necessitating reinvolved of EI in negotiating relevant changes in language of conditions attached to the permit

mid-June 1987 -- Parties of record entered into First

## Amendment to Settlement Agreement

mid-July 1987 -- City issued revised permit No. 125, to accommodate drastically changed marina design and further modified conditions contained in the First Amendment to Settlement Agreement

early September 1988 -- Ship Harbor wetland. delineated by staff of WDOE and boundary formally surveyed, as required by a condition attached to the original permit and carried over to the revised permit

mid-September 1988 -- City issued further revision of permit No. 125, to accommodate mitigation plan required for active eagle nest site discovered near the east edge of the project area; permit clock presumably restarted at that time, if not in July 1987

mid-October to late December 1988 -- Ian Munce, Steve Mansfield, and Gary Huff unsuccessfully attempted to have the official wetland configuration which was staked by WDOE (eliminating the hotel site near the beach) declared invalid in favor of a much less restrictive configuration attributed to an unknown author in the EIS

late October 1988 -- Port of Anacortes accepted 10th successive amendment to Agreement to Lease executed with Leeward in 1981

late 1988 to late 1989 Leeward/Port -- relationship deteriorating as Leeward "declined to sign" the formal lease as agreed to in the 1981 Agreement to Lease and finally paid financial obligations to the Port with a "rubber check", resulting in formal termination of Leeward's association, followed by the Port's search for a new developer

mid July 1989 -- Leeward requested from the City a time extension on the termination date for the rezone from RL to CM;

Planning Commission granted extension to 4 January 1994

mid-June 1990 -- Port Public Hearing to surplus their Ship Harbor property, for which development funding appeared not to be available under a lease arrangement, in favor of searching for a buyer/developer

mid-June 1990 -- Leeward requested from the City a one-year extension of the date by which substantial progress toward completion of the project must be accomplished under permit No. 125; City granted the one-year extension, to 4 January 1992

late May 1991 -- Dominion Equity entered picture as future developer under Shoreline Permit No. 125, as City accepted Addendum No. 3 to FEIS as a revision to the revised revisions from 1987-88

mid-June 1991 -- EI filed an appeal of the revision, on the

basis that the drastically revised upland site plan exceeded the scope and intent of the upland development covered by the previous versions of the permit; the permit clock presumably was stopped by this action, although permit No. 125 may have already expired and WAC 173-14-060(6) clearly states that "Revisions to permits...shall not be used to extend the original permit time requirements."

late July 1991 -- On orders from Mayor Rice, the City revoked its recently revised permit and simultaneously issued a scarcely revised revision, which was further appealed by EI because the attached conditions had been adopted from a so-called Second Amendment to the 1986 Settlement Agreement, to which not all of the original parties of record had agreed

mid-February 1992 -- SHB issued Order of Dismissal of the EI appeal

early March 1992 -- SHB denied EI request for reconsideration of the Order; permit clock presumably restarted

mid-April 1992 -- Ship Harbor Partnership, successor to Dominion Equity, formally signed purchase agreement for specified Port properties in newly defined project area and paid down payment, with agreement to pay annual increment on principal plus interest

early September 1992 -- Ship Harbor Partnership made first significant move toward substantial progress toward commencing construction, by submitting to the City a sheaf of engineering drawings by W & H Pacific, for construction of the access road and major utilities

mid-April 1993 Ship Harbor Partnership in arrears on scheduled first annual payment and interest, amounting to about \$400,000; Port Commissioners reportedly "weighing their options" during the next few months

early August 1993 -- City called a pre-construction meeting on the road/utilities phase of construction, with construction activities commencing shortly thereafter; Ship Harbor Partnership reportedly received a 1.5 million dollars construction loan from local Skagit State Bank (with Port co-signing?)

mid-October 1993 -- Port Commissioners grant Ship Harbor Partnership a six-month grace period, with ultimatum for meeting two annual payments and interest (estimated at about 1 million dollars) by close of business on 20 April 1994, or face foreclosure

late November-early December 1993 -- road/utilities project partially completed and inspected by the City; no construction activity since

8 April 1994 -- Gary Huff, attorney for Ship Harbor Partnership, requested that City Planning Commission approve a one-

year extension of the shoreline permit no later than 19 April (one day before the "drop dead" date on the Port's call for bringing the Ship Harbor Partnership financial obligations up to date), together with other considerations to define or redefine a deadline for completion of the project

12 April 1994 -- letter from Huff to Munce, requesting a special meeting of the Planning Commission on 19 April 1994, philosophizing about political versus legal aspects of his request, as well as imploring Munce not to worry about anticipated public concern because "...what some segments of the public may feel about the project is really irrelevant."; Huff goes on to theorize that "...any extension decision would not be appealable by the public and their attitudes or opinions are not factors in making either the interpretation or extension decisions."

13 April 1994 -- although not an agenda item on the meeting notice mailed to the general public, Planning Commission unanimously approved the one-year extension, an illegal procedure because the City had not notified proper parties of record of the proposed action

15 April 1994 --notification to EI and WDOE by certified mail or facsimile transmission, enclosing copies of Huff letter, Munce memo to Planning Commission (recommending consideration of matter at a Special Meeting on 19 April 1994), Port letter supporting granting of extension, and new notice of Special Meeting on 19 April 1994

15 April 1994 -- letter from Huff to Jay Manning, Assistant Attorney General for WDOE on this permit, representing that City Planning Commission had already granted the extension and seeking favorable acceptance by WDOE, reemphasizing that the 20 April 1994 deadline for "...resolution of this matter is critical."

18 April 1994 -- EI representatives met with Munce in early afternoon, no response yet from WDOE; EI requested opportunity to present testimony at Special Meeting at 5:30 p.m. on 19 April 1994, told that that decision is "up to the Commissioners."

|      |                                                                                                                                                                                                                                                                        |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1994 | NOW                                                                                                                                                                                                                                                                    |
|      | PARTIAL COMPLETION OF ROAD/UTILITY CONSTRUCTION                                                                                                                                                                                                                        |
| 1993 | PRE-CONSTRUCTION MEETING/CITY APPROVAL OF DRAWINGS                                                                                                                                                                                                                     |
|      | DEFAULT ON FIRST ANNUAL PAYMENT AND INTEREST TO PORT                                                                                                                                                                                                                   |
|      | CONSTRUCTION DRAWINGS FOR ROAD/UTILITY CONSTRUCTION                                                                                                                                                                                                                    |
| 1992 | PURCHASE OF SHIP HARBOR PROPERTIES (DOWN PAYMENT ON PORT PRO)                                                                                                                                                                                                          |
|      | SHB DISMISSED EI APPEAL; RECONSIDERATION DENIED BY SHB                                                                                                                                                                                                                 |
|      | ②                                                                                                                                                                                                                                                                      |
|      | ③                                                                                                                                                                                                                                                                      |
|      | ①                                                                                                                                                                                                                                                                      |
| 1991 | ① CITY REVOKED REVISED PERMIT AND ISSUED REVISED REVISION; EI APPEALED                                                                                                                                                                                                 |
|      | EI APPEALED REVISION AS EXCEEDING SCOPE AND INTENT OF PERMIT                                                                                                                                                                                                           |
|      | DOMINION EQUITY DEVELOPMENT PLAN (ADDENDUM No. 3 to FEIS) ACCEPTED BY CITY                                                                                                                                                                                             |
| 1990 | PLANNING COMMISSION GRANTED 1 YEAR EXTENSION (JAN 4, 1992) TO DATE FOR SUBSTANTIAL PROJ<br>PORT SPECIAL MEETING TO CONSIDER SURPLUSING AND SALE OF SHIP HARBOR PROPR<br>CITY ISSUED REVISED PERMIT No. 125                                                             |
|      | LEEWARD INVOLVEMENT TERMINATED; PORT TRYING TO FIND NEW DEVELOPE                                                                                                                                                                                                       |
| 1989 | PLANNING COMMISSION EXTENDED TIME LIMIT ON REZONE TO JAN. 4, 1994                                                                                                                                                                                                      |
|      | LEEWARD/PORT RELATIONSHIPS DETERIORATING AFTER LEEWARD "DECLINED<br>TO SIGN THE LEASE AS AGREED TO IN THE AGREEMENT TO LEASE (AND 10 AMENDMENTS<br>EXECUTED IN 1981."                                                                                                  |
|      | WDCE REFUSED TO ACCEPT CONTENTION THAT OBSOLETE (SUBSTITUTE) WETLAND BOUNDARY PREVAIL                                                                                                                                                                                  |
|      | ABORTED ATTEMPT BY MUNCE, MANSFIELD, HUFF FOR SUBSTITUTE WETLAND BOUNDARY                                                                                                                                                                                              |
| 1988 | REVISION OF PERMIT TO ACCOMMODATE INCLUSION OF MITIGATION PLAN<br>FOR EAGLE NESTING SITE NEAR EAST EDGE OF PROJECT;<br>WDCE FLAGGING OF WETLAND BOUNDARY (SUPERSEDING SHAPIRO + ASSOCIATES FLAGGING),<br>FOLLOWED BY SURVEYING BY LEONARD + BUDNICK                    |
| 1987 | REVISION OF PERMIT TO ACCOMMODATE MARINA REVISION<br>FIRST AMENDMENT TO SETTLEMENT AGREEMENT<br>(NECESSITATED BY WHOLESALE CHANGES IN MARINA DESIGN<br>AND BY SIGNIFICANT CHANGES IN UPLAND DEVELOPMENT CONFIGURATION)<br>AND CHANGED RELEVANCE OF ORIGINAL CONDITIONS |
| 1986 | SHB ORDERED DISMISSAL OF EI/WDCE APPEAL                                                                                                                                                                                                                                |
|      | ① SETTLEMENT AGREEMENT (E.I., CITY, PORT, WDCE, ATTORNEY GENERAL)                                                                                                                                                                                                      |
|      | ③ (INCLUDING AGREEMENT OF ALL PARTIES TO HAVE                                                                                                                                                                                                                          |
| 1985 | ② WETLAND DELINEATED BY WDCE AND BOUNDARY                                                                                                                                                                                                                              |
|      | ③ FORMALLY SURVEYED BY LICENSED SURVEYOR)                                                                                                                                                                                                                              |
|      | ③                                                                                                                                                                                                                                                                      |
|      | ③                                                                                                                                                                                                                                                                      |
| 1984 | ② E.I. APPEAL FILED (WITH W.D.C.E. AS INTERVENOR)                                                                                                                                                                                                                      |
|      | SHORELINE PERMIT No. 125 APPROVED (WITH 60 CONDITIONS)                                                                                                                                                                                                                 |



## Anacortes City Council

### Proposed Agenda Items for the Next Eight Weeks Beginning March 5, 2018

*Subjects listed below have been tentatively suggested for consideration by the Anacortes City Council on the dates indicated. Items may be added to, removed from or rearranged on this list. Routine business such as approval of minutes and vouchers are not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.*

#### **March 5, 2018**

- Closed Record Decision Hearing, Anacortes School District 5,000 Square Foot Building, Conditional Use Permit, CUP-2018-0001 (Discussion/Possible Action)

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#### **March 12, 2018**

- Washington Park Update (Discussion)
- Municipal Broadband Update (Discussion)

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#### **March 19, 2018**

- Confirmation of Appointment of Library Director Ruth Barefoot (Discussion/Possible Action)

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#### **March 26, 2018**

- 2019/2020 Budget Kickoff: Departmental Goals and Objectives for the Upcoming Biennium (Discussion)
- Public Works Quarterly Update (Discussion)

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#### **April 2, 2018**

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#### **April 9, 2018**

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#### **April 16, 2018**

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#### **April 23, 2018**

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#### **Upcoming City Council Committee Meetings**

*The public is welcome to attend City Council Committee Meetings.*

- Planning, Monday, Feb 26, 2018, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Feb 28, 2018, 5:00 PM, Main Conference Room, City Hall
- Housing Affordability & Community Services, Thursday, Mar 1, 2018, 1:30 PM, City Hall, Council Chambers
- Skagit County Population Trust, Thursday, Mar 1, 2018, 8:30 AM, Skagit County
- Public Works, Monday, Mar 5, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Port/City Liaison, Tuesday, Mar 6, 2018, 8:30 AM, Port of Anacortes
- Planning, Monday, Mar 12, 2018, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Mar 14, 2018, 5:00 PM, Main Conference Room, City Hall
- Skagit County Law & Justice Council, Wednesday, Mar 14, 2018, 8:15 AM, Sheriff's Dept. Training Room, Mt. Vernon
- Public Works, Monday, Mar 19, 2018, 5:00 PM, Public Works Director's Office, City Hall

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