

**TOWN OF YARROW POINT  
COUNCIL REGULAR MEETING MINUTES  
October 10, 2017  
7:00 PM**

The following is a summary of the proceedings and is *not* a verbatim transcript.

**CALL TO ORDER:**

Mayor Dicker Cahill called the meeting to order at 7:05 PM

**PRESENT:**

**Mayor:** Dicker Cahill

**Councilmembers:** Mary Elmore  
David Feller  
Steve Bush  
Andy Valaas  
Carl Scandella

**Staff:** Anastasiya Warhol – Town Clerk Treasurer  
Austen Wilcox – Town Deputy Clerk  
Mona Green – Town Planner  
Kyle Kolling – Police Lieutenant Clyde Hill Police  
Stacia Schroeder – Town Engineer  
Wayne Stewart – Town Attorney

**Guests:** Spencer Ross – Resident  
Richard Smith – Resident  
Leslie Geller – Resident  
Richard Gates – Resident  
Stephan Lagerholm – Resident  
Amy Pellegrini – Resident  
Trevor Dash – Resident  
Chuck Hirsch – Resident  
Carl Hellings – Resident  
Shirley – Resident  
Verizon Small Cell Group

**APPEARANCES:**

Leslie Geller, resident at 9012 NE 37<sup>th</sup> Pl, faces continued challenges from contractors who violate Town Work Hours and cause accessibility issues to enter and exit her driveway. Ms. Geller believes the \$500.00 code violation is not enough to deter contractors from violating construction work hours. Ms. Geller believes if there is a violation, the project should be shut down the same day.

Mayor Cahill specified that the Building Official does not “police” construction work hours and that the Town relies on residents to report these complaints.

Spencer Ross, resident at 4000 94<sup>th</sup> Ave NE, reported that his house was broken into. Mr. Ross would like the Town Council to consider having surveillance cameras installed in the Town.

**MINUTES:**

**MOTION:** Councilmember Valaas moved to approve the regular minutes of September 14, 2017 as corrected. Councilmember Feller seconded the motion.

**VOTE:** 5 For, 0 Against, 0 Abstain. Motion carried.

**CONSENT CALENDAR:**

Mayor Cahill specified that in the absence of fiscal help during the month of August, the Consent Calendar total amount is higher.

**MOTION:** Councilmember Valaas moved to approve the Consent Calendar as presented including the Payment Approval Report dated 10/05/2017 approving payments as shown totaling \$169,036.56 plus payroll, benefits, and tax expenses of \$54,525.85 as shown on the attached payroll and benefits reports for a grand total of \$223,562.41. Councilmember Scandella seconded the motion.

**VOTE:** 5 For, 0 Against, 0 Abstain. Motion Carried.

The following items were also approved as part of the Consent Calendar:

- Payment Approval Report; August & September
- Payroll, Tax, & Benefits Registers; August & September
- Town Planner Invoice; August & September
- Town Engineer Invoice; August & September
- Building Official Invoice; August & September
- John M. Joplin Invoice; August & September

**STAFF REPORTS:**

Lieutenant Kyle Kolling gave a recap of September police activity.

Mayor Cahill requested that Lieutenant Kolling research different potential surveillance camera options for the Town.

Councilmember Bush stated the “No Left Turn” sign placed along 92<sup>nd</sup> Avenue by City of Clyde Hill prohibits an exit out of Yarrow Point and has concerns that the placement could increase traffic in the roundabout causing unnecessary delays. Lieutenant Kolling stated the Clyde Hill Administrator is still researching the placement of the sign and its effects.

- Children's Playground Update

Town Engineer Schroeder stated that the Park Board and Building Official had additional comments that were submitted to the project designer including some from Councilmember Valaas. Councilmember Bush requested that all expenses be tracked in a spreadsheet. Councilmember Elmore stated the plantings need to be chosen with care so to prevent unwanted insects as discussed at the September Park Board meeting.

Clerk-Treasurer Warhol stated that the Preliminary Budget is not on the agenda and would like to schedule a Special Meeting to review it. The meeting has been scheduled for Tuesday, October 24 at 12:00 PM.

Councilmember Bush and IT staff will work together to upgrade the Town's email system to 'Microsoft Office 365' which will add an extra layer of safety communication to the Town staff's email account system.

### **REGULAR BUSINESS:**

#### **AB 17-32 Wire Fraud Incident Update**

Mayor Cahill stated the Town was a victim of fraud attacks resulting in two wire transfers sent on August 16 and August 22 totaling \$49,248.00. The attacks were phishing emails impersonating the Mayor requesting the Fiscal Coordinator contractor to wire transfer funds to pay for "services." The discovery of the attack was found when the Fiscal Coordinator contractor forwarded the Mayor an email from the Town's bank notifying the transfer. Mayor Cahill stated that the Town notified the Town's Bank (Banner Bank), Police, Town's Insurance Authority (WCIA), and the State Auditor. The Town has now instituted a 'No Wire Transfer Policy' and also instated dual authentication fobs when making ACH transfers for payroll. All checks require two signatures as well. The Town's email system is being upgraded to 'Microsoft Office 365.' A quarterly treasury report will be instituted to insure consistency including the outside review of a Councilmember who will review these reports.

Councilmember Feller requested that Mayor Cahill research the consultant's insurance policy to see if they hold Malpractice Coverage.

Clerk-Treasurer Warhol stated that the Town's financial program, Caselle, does not have access to the Town's bank above the bank statements. The Town will be bringing in a representative from Caselle to discuss the loss and measures to improve systems for security. The Council is invited to attend this meeting.

Councilmember Bush stated the importance that the Clerk-Treasurer adopts best practices when she fully transitions into the Fiscal Coordinator role.

**AB 17-33 Ordinance No. 682, Repealing Moratorium Ordinance 675, 676, and 677; for adoption**

Town Attorney Stewart stated that Ordinance No. 682 was adopted for the means of repealing Moratorium Ordinances 675, 676, and 677 and to take effect immediately as a house keeping measure.

**MOTION:** Councilmember Valaas moved to adopt *Ordinance No. 682*, repealing Ordinances 675, 676, and 677 as they relate to a six-month moratorium on the acceptance of applications for certain building permits, subdivisions, and short plats. Councilmember Scandella seconded the motion.

**VOTE:** 5 For, 0 Against, 0 Abstain. Motion carried.

**AB 17-34 NE 41<sup>st</sup> Street Paving, for discussion**

Town Engineer Stacia Schroeder gave an update on the NE 41<sup>st</sup> Street Paving project progression. The street has been cored in several locations to determine the depths by a soils engineer. It was agreed that the best course of action for NE 41<sup>st</sup> Street was to completely remove and replace three sections of roadway that showed damage to the subbase. Since grinding the remainder of the road would only further damage the street, it was agreed to install a layer of fabric (PetroMAT) prior to laying down the 1.5” overlay.

The Contractor’s estimate for this new scope of work is \$82,066.14, an increase of \$22,146.14.

**MOTION:** Councilmember Valaas moved to approve the change of work for the scope of overlay for the NE 41<sup>st</sup> Street Paving project and not to exceed \$85,000.00. Councilmember Elmore seconded the motion.

**AB 17-35 Verizon Wireless Presentation**

Representatives from Verizon Small Cell Group gave a presentation to the Council of Small Cell Sites. Small Cell Sites are needed to meet the demands of rapid growth for wireless data. Capacity challenges are being faced. Representatives from the Small Cell Group stated that Bellevue Fire and Clyde Hill Police Departments are current Verizon customers. Coverage gaps due to trees and water cause further coverage challenges. “Macro Sites” are what provide coverage. At the time streets would be opened-up needed for installation, other service providers would be notified of the opportunity to install their fiber at the same time, so the streets would not have to be reopened again for this purpose. The Council discussed a possibility of doing undergrounding utilities while the streets are opened. If light poles are removed, conduits can be placed on light poles if they are conforming. Design modifications can be made to suit future variations of the technology. Aesthetics must be considered. Inviting carriers in is suggested to discuss the design of the aesthetics. The installation would be from a third party.

Councilmember Elmore stated the importance of informing and receiving public input on design aesthetics.

The process for the installation of Small Cell Sites would need to be examined from a Town process standpoint including but not limited to: permitting, public input and vetted from an aesthetics perspective.

Councilmember Bush listed three parts to aspects of consideration:

1. Fiber investment
2. Public discourse on aesthetics. How much digging is required in the streets.
3. How to move forward with fiber

**MAYOR & COUNCIL REPORTS:**

Councilmember Scandella referenced two upcoming events that elected officials are invited to attend:

- A tour of a salmon restoration project by WRIA 8
- Science education

**SR 520 Maintenance Update**

The internal cost estimates are \$200k a year. This cost would be divided by four for each Points entity to split. Councilmember Bush stressed the importance to know the full scope of maintenance for the Lid and everything maintenance encompasses.

**Building Code and Parking, discussion**

Complaints are continued, and the Council would like to remove the burden of having residents make the complaints. The Council has tasked staff to propose a solution to present to the Council at the Regular November meeting.

**ADJOURNMENT:**

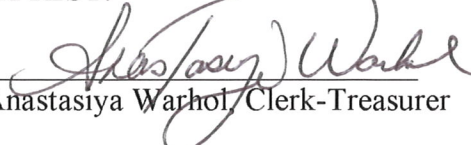
**MOTION:** Councilmember Valaas moved to adjourn the meeting at 9:52 pm. Councilmember Feller seconded the motion.

**VOTE:** 5 For, 0 Against, 0 Abstain. Motion carried.

APPROVED:

  
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Dicker Cahill, Mayor

ATTEST:

  
\_\_\_\_\_  
Anastasiya Warhol, Clerk-Treasurer