

ISLAND COUNTY COMMISSIONERS' WORK SESSION SCHEDULE

January 7, 2026

Those interested in attending the meeting virtually please

Login: <https://zoom.us/j/98589156528?pwd=ds1haw2vO3AjRMwsuzQmctwFq0TcVW.1>

Passcode: 163571

Or by phone: (253) 215-8782 **Webinar ID:** 985 8915 6528 **Passcode:** 163571

9:00 a.m.	Commissioners' Office
9:20 a.m.	Budget
9:50 a.m.	Treasurer
10:10 a.m.	Information Technologies
10:25 a.m.	Public Works
10:55 a.m.	Human Resources
11:10 a.m.	Planning & Community Development

The Board of County Commissioners meets routinely in Work Session the first three Wednesdays of each month. Work Sessions are held in the Annex Building, Board of County Commissioners' Hearing Room, #B102, 1 NE 6th Street, Coupeville, WA.

Work Sessions are public meetings that provide an informal workshop format opportunity for the Board to review ongoing items with departments or to meet with other agencies, committees, or groups to discuss specific topics of mutual interest. Items are typically reviewed at Work Session before being scheduled on the agenda for the Board's regular Tuesday business meetings.

While Work Sessions do not have time set aside for verbal public comment, written public comment is welcomed and can be directed to the Clerk of the Board by submitting comments to CommentBOCC@islandcountywa.gov. If you have questions regarding public comment, you may call (360) 679-7385. Written public comments are considered a public record.

Times for each department are approximate; a time slot scheduled for a specific department may be revised as the Work Session progresses. Because of the workshop format and time sensitivity, certain items, topics, and materials may be presented that are not included in the published agenda. **If you are interested in reviewing those documents, please contact the Clerk of the Board at (360) 679-7354.**

ASSISTIVE LISTENING AVAILABLE: Please contact the clerk for an assistive listening device to use during the meeting. Please return the device at the end of the meeting.

NOTE: Audio recordings are posted within 48 hours of the meeting date. To listen to the recording visit the [Agenda Center](#) on the Island County website.



ISLAND COUNTY COMMISSIONERS

WORK SESSION AGENDA

MEETING DATE: 1/7/2026

To: Melanie Bacon, Chair
Board of Island County Commissioners
From: BOCC Staff

Amount of time requested for agenda discussion. 20 minutes

DIVISION: Administrative

Agenda Item No.: 1

Subject: Discussion of Public Benefit Rating System (PBRS) Tax program

Description: Discussion with Assessor's staff regarding the tax impacts of the Public Benefit Rating System (PBRS) Tax Program.

Attachment: None

Request: (Check boxes that apply)

<input type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input checked="" type="checkbox"/> None/Informational	<input type="checkbox"/> Schedule a Public Hearing
<input type="checkbox"/> Signature Request	<input type="checkbox"/> Other: _____

IT Review: Not Applicable

Budget Review: Not Applicable

P.A. Review: Not Applicable



ISLAND COUNTY BUDGET/RISK

WORK SESSION AGENDA

MEETING DATE: 1/7/2026

To: Melanie Bacon, Chair
Board of Island County Commissioners

From: Susan Geiger, Director

Amount of time requested for agenda discussion. 30 minutes

DIVISION: Administrative

Agenda Item No.: 1

Subject: 2026-2027 Economic Development Council (EDC) Services Contract

Description: A renewal of the two-year contract with the Economic Development Council of Island County (EDC). This contract introduces Comprehensive Economic Development Strategy (CEDS) monitoring duties into the regular EDC contract.

Attachment: 2026-2027 EDC Services Contract

Request: *(Check boxes that apply)*

<input checked="" type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input type="checkbox"/> None/Informational	<input type="checkbox"/> Schedule a Public Hearing
<input type="checkbox"/> Signature Request	<input type="checkbox"/> Other: _____

IT Review: Not Applicable

Budget Review: Complete

P.A. Review: Complete

CONTRACT FOR ECONOMIC DEVELOPMENT SERVICES

THIS CONTRACT is entered into by Island County (the “County”) and the Economic Development Council for Island County (the “EDC”), a Washington 501(c)6 non-profit corporation.

WHEREAS, the EDC, as a Washington private non-profit corporation representing a coalition of business, government, labor, and education leadership, is dedicated to planning, developing, and implementing community economic development programs; and

WHEREAS, economic development programs are coordinated public and private actions which aid in enhancing a community’s quality of life and bringing its citizens into the economic mainstream by planning and building local economic capacity; and

WHEREAS, the EDC staff possesses valuable skill, experience, and expertise in community economic development; and

WHEREAS, the County desires to have certain services performed by the EDC as described within this contract; and

WHEREAS, the County wishes to exercise authority granted under RCW 82.14.370 by contracting with the EDC to provide economic development assistance to the County; and

THEREFORE, in consideration of payment, covenants, and agreements hereinafter mentioned, to be made and performed by the parties hereto, the parties mutually covenant and agree to the following:

CONTRACT TERMS

1. SCOPE OF SERVICES. The County desires to use the EDC’s services to provide economic development programming for the entire Island County area. The County understands that it will receive economic development benefits from the EDC’s efforts. Such benefits to the County include a more diversified economic base, additional employment opportunities and greater prosperity. The EDC shall maintain a professional staff to carry out an economic development program in Island County. During the term of this contract, the EDC will dedicate its best efforts to carry out such a program. As additional consideration, beyond its general mission of economic development in Island County, the EDC shall dedicate its professional and support staff to the specific objectives to be mutually updated and agreed on an annual basis. The mutually agreed upon specific objectives are:

A. Planning Efforts and Delivery of Support Services. Facilitate the alignment of planning efforts and the delivery of business support services within Island County by working with the appropriate partners throughout the county including local governments, workforce development councils, port districts, chambers of commerce, community and technical

colleges, and higher education institutions, small business assistance programs, and other federal, state, and local programs. Examples of activities include:

- i. Provide expertise and input at critical meetings in areas such as transportation, tourism, housing, workforce development, and business grant programs for economic development.
- ii. Maintenance of inventory of economic development entities and services.
- iii. Communicate opportunities and strategies including quarterly updates to county commissioners and one-on-one commissioner updates on activities in respective districts.

B. Collaboration with Island County. Participate and provide expertise and input to Island County on projects that align with the goals of the EDC and the County. This can be accomplished via assistance with economic development portions of EDA grant funding applications.

C. Resource Leveraging. Leverage resources for business attraction and recruitment, business retention and expansion, and entrepreneurial startup. Examples include the partnerships between the WA Small Business Development Center (SBDC) and SCORE for the delivery of business assistance services to small businesses as well as the leveraging and partnering with other entities for training and educational opportunities for businesses and workers.

D. Business Recruitment and Attraction. Develop and execute business recruitment and attraction plan(s) in partnership with stakeholders and other pertinent organizations. Examples of activities include:

- i. Provide interested businesses from outside the county with site location and other pertinent information.
- ii. Proactively market Island County to potential businesses and industries utilizing website and networking opportunities and follow up on discovered opportunities including lead generation from the state.
- iii. Provide expertise and input in specific projects such as the designated Opportunity Zone in Oak Harbor.
- iv. Track business contacts initiated, site selector contacts initiated, the number of interested businesses, and the number of businesses relocating to Island County (when available).

E. Business Retention and Expansion. Provide business retention and expansion services and referrals throughout the county. Such services include but are not limited to, business outreach and monitoring efforts to identify and address challenges and opportunities faced by businesses, providing information and referrals to businesses on such resources as access to funds, business growth, and educational programs and opportunities.

- i. Provide export assistance and referrals to eligible companies meeting readiness criteria.
- ii. Track the number of outreach interactions initiated and businesses requesting assistance.
- iii. Advocate for existing major employers and strengthen public understanding of their value to the local economy.

- F. Entrepreneurship/Startups. Help build an ecosystem to develop entrepreneurship by partnering with pertinent organizations in and out of the county, connect entrepreneurial needs with qualified local and state resources, and assist startups meeting specific criteria.
- G. Information and Data. Collect, research, and share information and data that is relevant and helpful in economic development activities and decisions. For example:
 - i. Provide information on state and local permitting processes, compliance requirements, and other essential information for operating, expanding, or locating a business in Island County.
 - ii. Track and share Island County economic data such as living wages, number of jobs created, number of businesses created, and other data important to stakeholders and businesses.
- H. Workforce Development. Support the development of workforce training programs through engagement with workforce development councils, community and technical colleges, and private training providers. Facilitate access to job skills program grants and customized training revolving loan funds so that incumbent workers have the skills needed to support competitive industries.
- I. Nurture the relationship with Camano Island. Maintain regular contact with Camano leaders and make regular visits to Camano Island to meet with businesses, stakeholders, and relevant organizations to stay updated on challenges and opportunities. Continue to utilize Executive Director's roles with the Island Regional Transportation Planning Organization and the Island County Joint Advisory Board for Tourism to maintain regular communications with representatives of those sectors on Camano.
- J. EDC's Five-Year Strategic Priorities are attached hereto as **Exhibit A Economic Development Council Strategic Priorities 2026-2030**.
- K. The EDC shall provide general project management and consultant/subcontractor oversight in collecting, analyzing, and preparing the necessary data for Comprehensive Economic Development Strategy for Island County (CEDS) reporting. The EDC may subcontract the development of the CEDS reporting work product pursuant to the scope of work included in **Exhibit B Scope of Work** and **Exhibit C Island County CEDS Reporting: Dates, Deliverables, & Estimated Invoice Amounts**. The EDC shall be responsible for ensuring performance of and paying all invoices for any such subcontractor. Island County shall have no direct responsibility for payment to any such subcontractor.

2. REPORTING. The EDC shall report to the Board of County Commissioners on a quarterly basis or as otherwise agreed upon by the EDC and the County. Reporting shall include pertinent economic indicators and outcome metrics, both county-wide, and when requested, for specific areas within Island County. Examples of pertinent indicators are the number of new businesses, the number of new jobs, and wage levels. Specific outcomes and metrics reported may change over time as work continues to align the proper metrics to the strategic plan and work of the EDC. In addition, the EDC shall communicate with each county commissioner as requested so as to discuss economic development in individual commissioner districts.

3. CEDS PROGRESS REPORTING. The EDC shall provide semi-annual progress report to the Board of County Commissioners regarding the progress of the deliverable's development. This report shall be separate from the EDC's activity report, but may be delivered concurrently. Reports shall include a list of meetings topics and attendees, events conducted to support the project, a breakdown by commissioner districts, and a brief summary of any work product developed. Reports and communication may be delivered electronically. Reports may include perceived obstacles for which the assigned County personnel might be able to provide support.

A. All parties to this contract acknowledge and agree to conform to the professional and industry standards for this type of deliverable. Intentional withholding of information from the final deliverable, failure to communicate missing information or parts of the whole within thirty (30) days after the expiration of the contract, or failure to provide all relevant records related to the final deliverable will be deemed in violation of this contract. The contract and its intended work products and deliverables shall not be delivered as substantially complete; all deliverables must be whole upon delivery.

4. DURATION OF CONTRACT. This contract shall commence on January 1, 2026, and shall terminate on December 31, 2027.

5. OWNERSHIP OF WORK PRODUCT. The parties hereby acknowledge that the CEDS reporting will, to the extent permitted by Law, be a "work made for hire" within the definition of Section 101 of the Copyright Act (17 U.S.C. 101) and will remain the County's exclusive property, thereby being a public record and shall be made available for all agencies and jurisdictions operating in Island County, including the EDC. The EDC hereby acknowledges responsibility to include similar ownership of product to ensure that subcontractors waive ownership rights to the work product to the extent allowable by law.

6. COMPENSATION. The EDC shall receive payment for services as specified in this contract as follows:

- 2026 Annual Compensation: \$210,000.00, in equal quarterly installments due
 - January 15, April 15, July 15, and October 15.
- 2027 Annual Compensation: \$210,000.00, in equal quarterly installments due
 - January 15, April 15, July 15, and October 15.

A) The EDC agrees to submit an invoice for each quarterly payment thirty (30) days in advance. Upon receipt of the EDC's invoice, the County agrees to process such invoices in a timely manner.

B) Unless specifically approved in writing in advance by the County, the County will not reimburse the EDC for any costs or expenses incurred by the EDC in the performance of this contract.

7. REPAYMENT GUARANTEE. All funds disbursed by the County to the EDC under this contract shall be used by the EDC solely for the purposes described in this contract, being a permitted use of Rural County Economic Development sales taxes under Island County Code

Chapter 3.02C and RCW 82.14.370. In the event that it is determined that any portion of the funds disbursed by the County is used for any purpose not authorized under this contract, the EDC hereby guarantees that it will repay to the County all such funds, including interest earned calculated at the Washington State Investment Pool Rate, no later than thirty (30) days from receipt of written notice of non-compliance.

8. INDEPENDENT CONTRACTOR. The EDC agrees that the EDC will perform all services under this agreement as an independent contractor and not as an agent, employee, or servant of the County. The parties agree that the EDC is not entitled to any benefits or rights enjoyed by employees of the County. The EDC has the right to direct and control the EDC's own activities in providing the agreed services in accordance with the specifications set out in this agreement. The County shall only have the right to ensure performance. Nothing in this Agreement shall be construed to render the parties as partners or joint venturers.

- A. The EDC shall furnish, employ, and have exclusive control of all persons to be engaged in performing the EDC's obligations under this agreement ("EDC Personnel"), and shall prescribe and control the means and methods of performing such obligations by providing adequate and proper supervision. Such EDC Personnel shall be for all purposes solely the employees or agents of the EDC and shall not be deemed to be employees or agents of the County for any purpose whatsoever. With respect to EDC Personnel, the EDC shall be solely responsible for compliance with all rules, laws, and regulations relating to employment of labor, hours of labor, working conditions, payment of wages, and payment of taxes, including applicable contributions from EDC Personnel, when required by law.
- B. Because it is an independent contractor, the EDC shall be responsible for all obligations relating to federal income tax, self-employment or FICA taxes and contributions, and all other so-called employer taxes and contributions including, but not limited to, industrial insurance (worker's compensation). The EDC agrees to indemnify, defend, and hold the County harmless from any and all claims, valid or otherwise, made to the County because of these obligations.
- C. The EDC assumes full responsibility for the payment of all payroll taxes, use sales, income, or other form of taxes, fees, licenses, excises, or payment required by any city, county, federal, or state legislation which are now or may during the term of the agreement be enacted as to all EDC Personnel. The EDC shall assume exclusive liability therefore, and shall meet all requirements thereunder pursuant to any rules or regulations that are now or may be promulgated in connection therewith.

9. INTERNAL CONTROLS AND RECORDS MAINTENANCE. The EDC shall maintain accounts and records, including personnel, property, financial, program records, and such other records as the County may deem necessary, in compliance with generally accepted accounting principles.

10. RECORDS AND ACCESS; AUDIT; INELIGIBLE EXPENDITURES. The EDC shall maintain adequate records to support billings. Said records shall be maintained for a period of seven (7) years after the completion of the agreement by the EDC. The County or any of its duly

authorized representatives shall have access at reasonable times to any books, documents, papers, and records of the EDC which are directly related to this agreement for the purpose of making audit examinations, obtaining excerpts, transcripts, or copies, and ensuring compliance by the County with applicable laws. Expenditures under this agreement, which are determined by audit to be ineligible for reimbursement and for which payment has been made to the EDC, shall be refunded to the County by the EDC. The EDC shall use the funds that are the subject of this agreement only for the purposes set forth in this agreement. Expenditures under this agreement are those eligible costs incurred during the performance of the agreement during the time period specified in Section 4.

- 11. INDEMNIFICATION.** To the fullest extent permitted by law, the EDC shall indemnify, defend and hold harmless Island County, all officials, agents and employees of Island County, from and against all claims arising out of or resulting from the performance of the contract. "Claim" as used in this contract means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. The EDC's obligation to indemnify, defend, and hold harmless includes any claim by the EDC's agents, employees, representatives, or any subcontractor to its employees. The EDC expressly agrees to indemnify, defend, and hold harmless Island County for any claim arising out of or incident to the EDC's or any agent's or subcontractor's performance or failure to perform the contract. The EDC's obligation to indemnify, defend, and hold harmless Island County shall not be eliminated or reduced by any actual or alleged concurrent negligence of Island County or its agents, agencies, employees and officials.
- 12. INSURANCE.** The EDC shall annually procure and maintain at its own expense for the duration of this contract an insurance policy against injury to persons or damage to property that is satisfactory to the County's requirements, as described in **Exhibit D Insurance Requirements** attached hereafter.
- 13. REGULATIONS.** The performance of this contract shall be subject to all federal, state and local laws, rules and regulations. The EDC shall not discriminate on the basis of race, color, sex, religion, nationality, creed, sexual orientation, marital status, age, or the presence of any sensory, mental or physical handicap in employment or application for employment or in the administration or delivery of services or any other benefits under this contract.
- 14. PARTISAN POLITICAL SUPPORT.** None of the funds, materials, property or services provided directly or indirectly under this contract shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.
- 15. NOTICES.** Whenever this contract provides for notice to be provided by one party or another, such notices shall be in writing and directed to the Board of Island County Commissioners and the President of the EDC. Any time within which a party must take some action shall be computed from the date that the notice is received by said party. Notice shall be mailed to:

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Island County
Attention: Budget & Risk Management
1 NE 7th Street, Rm. 211
Coupeville, WA 98239

Economic Development Council
Attention: President
PO Box 279
Coupeville, WA 98239

16. MODIFICATIONS. The County and the EDC may, from time to time, desire to make changes to this Agreement; however, no changes or additions shall be made in this Agreement except as agreed to by both parties, reduced to writing, and executed with the same formalities as are required for the executions of the agreement. No alteration, changes or additions of the terms of this Agreement shall be valid unless made in writing and executed by the parties hereto prior to implementation of the changes. Any oral understandings or agreements not incorporated herein shall not be binding.

17. TERMINATION. The County may terminate this agreement prior to its expiration date upon ninety (90) business days' written notice to the EDC for cause. If the agreement is terminated, payment shall be made in accordance with the agreements for services reasonably and directly incurred by the EDC in performing this agreement prior to receipt of the termination notice.

A. Termination by the County shall not affect the rights of the County as against the EDC provided under any other section of this agreement. The County does not, by exercising its rights under this Section 17, release or forego any legal remedy for any violation, breach or non-performance of any of the provisions of this agreement. At its sole option, the County may deduct from the final payment due to the EDC (i) any damages, expenses or costs arising out of any violations, breaches, or nonperformance; and (ii) any other set-offs or credits including, but not limited to, the costs to the County of selecting and compensating another contractor to complete the work of the agreement.

18. PUBLIC RECORDS ACT. This agreement and all public records associated with this agreement shall be available from the County for inspection and copying by the public when required by the Public Records Act, Chapter 42.56 RCW ("the Act"). To the extent that public records then in the custody of the EDC are needed for the County to respond to a request under the Act, as determined by the County, the EDC agrees to make them promptly available to the County. If the EDC considers any portion of any record provided by the County under this agreement, whether electronic or hard copy, to be protected from disclosure under law, the EDC shall clearly identify any specific information that it claims to be confidential or proprietary. If the County receives a request under the Act to inspect or copy the information so identified by the Act or otherwise appropriate, the County's sole obligation shall be to notify the EDC (a) of the request and (b) of the date that such information will be released to the requester unless the EDC obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the EDC fails to obtain a court order enjoining disclosure, the County will release the requested information on the date specified.

19. INTERPRETATION. This agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the parties. The language in all parts of this agreement, shall be construed according to its fair meaning and not strictly for or against either of the parties

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hereto. The captions and headings of this agreement are used only for convenience and are not intended to affect the interpretation of the terms of this agreement.

- 20. NO THIRD-PARTY BENEFICIARIES.** The provisions of this agreement are for the exclusive benefit of the County and the EDC. This agreement is not intended to confer any rights, express or implied, upon any third parties.
- 21. GOVERNING LAW AND VENUE.** This agreement shall be governed by the laws of the State of Washington. The venue of any action arising out of this agreement shall be in the Superior Court of the State of Washington, in and for Island County.
- 22. AUTHORITY.** Each signatory to this agreement represents that he or she has full and sufficient authority to execute this agreement on behalf of the County or the EDC, as the case may be, and that upon execution of this agreement it shall constitute a binding obligation on the County and the EDC.
- 23. WHOLE AGREEMENT.** This written contract represents the entire contract between the parties and supersedes any prior oral statements, discussions or understandings between the parties.
- 24. ASSIGNMENT.** The EDC shall not assign or subcontract any of its duties under this contract to any other individual, firm or entity without the express and prior written approval of the County.
- 25. SEVERABILITY.** In the event any portion of this contract is found to be invalid, it is the intent of the parties to enforce the remainder of the contract.
- 26. SURVIVAL.** Those provisions of this agreement that by their intent and purpose should survive expiration or termination of the Agreement shall so survive.
- 27. EXECUTION IN COUNTERPARTS.** This agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

APPROVED BY:

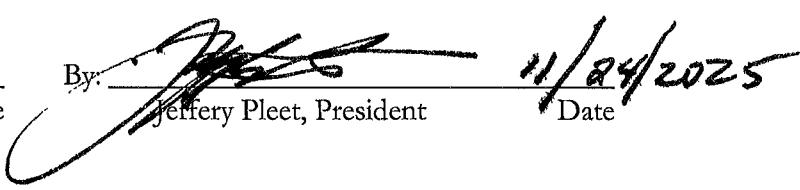
**BOARD OF COUNTY COMMISSIONERS ECONOMIC DEVELOPMENT
ISLAND COUNTY, WASHINGTON COUNCIL FOR ISLAND COUNTY**

By: _____
Melanie Bacon, Chair

Date

By: _____
Jeffery Pleet, President

Date



11/24/2025

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EXHIBIT A
Economic Development Council
Strategic Priorities 2026-2030

[document attached]



EDC STRATEGIC PRIORITIES FOR 2026 - 2030

The Economic Development Council for Island County (EDC) is dedicated to strengthening the economic vitality of Whidbey and Camano Islands. We envision a vibrant and connected Island County where local businesses flourish, residents enjoy meaningful work and access to affordable, stable housing, and our communities remain innovative, inclusive, and reflective of the unique character of island life. Our overarching goal is to strengthen Island County's economic resilience by supporting local businesses, improving regional infrastructure, and fostering collaborative partnerships that create jobs and equitable and sustainable prosperity.

These strategic priorities define how the EDC will continue to advance collaboration, innovation, and resilience across the local economy over the next five years.

TOP-TIER STRATEGIC PRIORITIES

Business Vitality and Economic Resilience

The EDC's top priority is strengthening and sustaining Island County's local economy through proactive business support and regional collaboration. The EDC will continue to expand on helping existing businesses grow, support entrepreneurs and start-ups, and encourage new investment aligned with the community's vision for sustainable growth. We will advocate for funding, programs, and policies that protect local businesses, foster innovation, and help them grow and thrive. The EDC will continue partnering with all levels of government, chambers of commerce, and nonprofit organizations to direct available resources where they are needed most. Ongoing activities include targeted business outreach, data collection, and collaboration with regional and state partners to advance a stronger, more connected local economy.

Assistance with Business Attraction

The EDC will advocate for programs and policies that encourage and assist in the attraction of businesses to Island County particularly those that align with local strengths. The EDC will support marketing efforts that position Island County as a desirable location for entrepreneurs, remote workers, and small manufacturers seeking a connected yet rural quality of life.

Workforce Housing

The EDC will advocate for programs and policies that increase access to affordable and attainable housing for workers in Island County. There remains an insufficient amount of housing aligned with local wages, and increasing that availability will directly support business stability and workforce retention.

Workforce Training and Talent Development

The EDC will engage with partners, programs, and policies that support technical skills training, apprenticeship opportunities, and workforce alignment with current and emerging industry needs. These activities will help local businesses grow, diversify the local job base, and create a business-friendly climate that attracts living-wage job growth. The EDC will continue to collaborate with organizations such as the Small Business Development Center, SCORE, Goosefoot, Skagit Valley College, and Sno-Isle Libraries to strengthen small business support and entrepreneurship education. We will also work with schools and leadership programs that develop and enhance career readiness, community leadership, and lifelong learning pathways.

Information Technology and Broadband

Access to reliable and affordable high-speed internet remains essential for Island County's economic future. The EDC will advocate for programs and policies that increase broadband access to underserved areas, ensuring that every business and resident has the digital connectivity needed for education, employment, and entrepreneurship.

Rural Economy and Community Vitality

The EDC will advocate for programs and policies that support Island County's rural economy. The EDC will support efforts to reduce barriers to entry, address infrastructure constraints, and ensure that rural and island communities remain economically vibrant and resilient.

SECOND-TIER STRATEGIC PRIORITIES

Transportation, Tourism, and Recreation

Reliable transportation is critical to Island County's economic health. The EDC will collaborate with Island Transit, ports, and state agencies to advocate for improved ferry reliability, transit access, and multimodal transportation options. The EDC will also collaborate with the Island County Tourism Board on programs that extend beyond the summer season, enhancing sustainability for hospitality and recreation businesses.

Arts and Culture

The EDC will advocate for programs and policies that strengthen the arts and culture community, including creative districts, galleries, studios, festivals, and cultural tourism. These creative enterprises enhance community identity, attract visitors, and contribute to a diversified local economy. The EDC will support collaborations among arts organizations, chambers, and educational institutions to expand creative industry opportunities.

Business Continuity and Emergency Preparedness

Island County's island geography makes business continuity and emergency preparedness essential to long-term economic resilience. The EDC will collaborate with local emergency

management, chambers, ports, and utilities to ensure businesses have access to resources, communication systems, and planning tools that help them prepare for and recover from disruptions such as natural disasters, transportation interruptions, or extended power outages. By promoting continuity planning, supporting disaster recovery readiness, and integrating resilience data into CEDS monitoring, the EDC will help safeguard Island County's local economy, enabling businesses to remain operational, retain employees, and serve their communities during times of crisis.

Aging Population and Workforce Sustainability

Island County's aging population presents both a challenge and an opportunity for economic development. The EDC will advocate for programs and policies that support businesses and services addressing the needs of older adults particularly in healthcare, home services, and aging-in-place solutions. The EDC will also collaborate with partners to attract, retain, and train working-age adults to ensure that local employers can meet workforce demands in these growing sectors.

Together, these strategic priorities position the Economic Development Council for Island County to strengthen our rural economy, support local enterprise, and enhance the overall quality of life for residents and businesses across Whidbey and Camano Islands.

EXHIBIT B **SCOPE OF WORK**

I. CEDS REPORTING SCOPE OF WORK

A. Task → Project Management

1. In consultation with the Board of Island County Commissioners (BOCC) and the assigned County staff, the Economic Development Council for Island County (EDC) will manage the evaluation of the Island County CEDS 2024-2028. This includes managing several aspects of progress reporting:
 - i. Develop a review schedule for partners;
 - a. January - December 2026 to be included via 2026 Progress Report;
 - ii. Schedule, coordinate, and run meetings to discuss deliverables in 2026 & 2027;
 - a. Meetings to occur quarterly throughout 2026 & 2027;
 - iii. Conduct an annual update of the Island County Comprehensive Economic Development Strategy (CEDS) Project List with public agencies;
 - a. Submit the update to the County personnel for formal approval by amendment;
 - iv. Schedule, coordinate, and run an annual CEDS Review Committee meeting;
 - a. Update the CEDS Review Committee roster as needed.

B. Task → Progress Report

1. After receiving the inputs from public agencies and partners listed in the Island County CEDS 2024-2028 Action Plan, draft a Progress Report. This will include:
 - i. Brief review of Section 4.1 Broad Performance Measures;
 - a. This may include available data drawn from WA Employment Security Department;
 - ii. Brief review of Section 4.2 Specific Performance Measures;
 - a. Data requests may be issued to public agencies;
 - iii. Brief review of progress and projects completed, organized by partner and goal;
 - iv. Draft Progress Report for BOCC review and comment;
 - v. Final Progress Report;
 - vi. One BOCC Work Session annually to review Progress Report;
2. The completed draft will go to the County for review. The draft will be finalized and submitted to the County for presentation and formal acknowledgement.
3. Island County will be responsible for drafting and finalizing a press release and social media assets related to the release of the progress report.

II. 2026 & 2027 DELIVERABLES

A. Task → Develop Schedule and Outputs Framework

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1. Develop and implement stakeholders meeting schedule;
2. One annual CEDS Review Committee meeting to update findings;
3. 2026 & 2027 Island County CEDS Progress Reports;
4. Lessons learned & process efficiencies report for future reporting years.

B. **NOTE:** The following schedule provides a general outline and timeline for the work to be conducted through to completion.

1. The schedule is dependent upon timely participation and responses from Island County government and CEDS partners.
2. If there are any significant delays in receiving data, information, or feedback, the schedule is subject to change and all partners will be promptly notified once the schedule adjustment has been determined.

EXHIBIT C
ISLAND COUNTY CEDS REPORTING:
DATES, DELIVERABLES, & ESTIMATED INVOICE AMOUNTS

Month / Year	Tasks	Action / Deliverable(s)
January-April	Project Management + Develop Schedule and Outputs Framework	<ul style="list-style-type: none"> - Develop review schedule - Schedule stakeholder meetings - Hold first stakeholder meeting to align attendees and set expectations - Quarterly Stakeholder Meeting data collection - Establish & contact CEDS Review Committee
May-July	Project Management	<ul style="list-style-type: none"> - Quarterly Stakeholder Meeting data collection - Hold CEDS Review Committee meeting - Monitor CEDS Project List progress - Collect broad performance measure data - Collect specific performance measure data
August-October	Project Management + Progress Report	<ul style="list-style-type: none"> - Send out CEDS Project List update request - Quarterly Stakeholder Meeting data collection - Collect broad performance measure data - Collect specific performance measure data - Consolidate progress evaluation findings by goal - Prepare CEDS Project List update
January	Project Outcomes	<ul style="list-style-type: none"> - Draft Progress Report for BOCC - Issue Final Progress Report to Island County - Attend a BOCC Work Session in January 2027 to review the Final Progress Report highlights prior to formal approval - Attend a BOCC Work Session in January 2027 to update CEDS Project List & submit to BOCC for approval by amendment
Proposed Budget		Total \$58,000

EXHIBIT D INSURANCE REQUIREMENTS

Prior to commencement of services under this contract, the EDC shall submit to Island County certificates of insurance or certified copies of insurance policies and endorsements, if requested by the County, for the coverage required below and shall maintain the same type and amount of coverage as is currently in effect for the life of this contract. Each insurance certificate shall provide that coverage will not be canceled or reduced below the contractual amounts stated herein without sixty (60) days prior to notice to the County. The EDC shall maintain at the EDC'S sole expense unless otherwise stipulated, the following insurance coverages, insuring the EDC, the EDC'S employees, agents, designees, and indemnities as required herein:

- A. The EDC shall not commence work under this contract until the EDC has obtained all insurance required under this contract and such insurance has been approved by the County.
- B. All insurance policies required under this contract shall be issued by companies authorized to do business under the laws of the State of Washington and have a Best's rating of at least A-VII. All insurance, other than Professional Liability and Workmen's Compensation to be maintained by the EDC shall specifically include the County as an "Additional Insured" and shall not be reduced or canceled without sixty (60) days written prior notice to the County. The EDC'S insurance coverage shall be primary insurance as respect to the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the EDC's insurance and shall not contribute to it.
- C. The EDC shall maintain, during the life of the contract, Industry Standard Occurrence Commercial General Liability Policy Form (CG0001) or equivalent, including Premises/Operations, Products/Completed Operations, Blanket contractual Liability and Personal Injury Coverage, to protect the EDC from claims for damages for bodily injury, including wrongful death, as well as from claims of property damage which may arise from any operations under this contract whether such operations be by the EDC or by anyone directly employed by or contracting with the EDC.

Specific limits required are:

\$2,000,000	General Aggregate
\$1,000,000	Products/Completed Operations
\$1,000,000	Personal Injury and Advertising Injury
\$1,000,000	Each Occurrence

- D. The Commercial General Liability Policy will contain an endorsement naming the County as Additional Insured (CG2010) and an endorsement that specifically states the EDC's General Liability shall be primary, and not contributory, with any other insurance maintained by the County.

E. The policy shall be endorsed to include stop gap employer's liability coverage with minimum limits as follows:

\$1,000,000	Each Accident
\$1,000,000	Policy Limit for Disease
\$1,000,000	Each Employee for Disease

F. Commercial General Liability insurance shall be endorsed to include a "cross liability," indicating essentially that "except with respect to the limits of insurance, and any rights or duties specifically assigned in this coverage part to the first named insured, this insurance applies as if each named insured were the only named insured, and separately to each insured against whom claims are made or suit is brought."

G. The EDC shall maintain, during the life of this contract, Automobile Liability Insurance covering all owned, non-owned, hired, and leased vehicles, in the amount of \$1,000,000 Bodily Injury and Property Damage per Accident to protect the EDC from claims which may arise from the performance of this contract, whether such operations be by the EDC or by anyone directly or indirectly employed by the EDC. Coverage shall be written on Insurance Services Office Form CA0001 or substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

H. All Liability coverages, except Professional Liability, shall be written on an Occurrence policy form. If coverage is Claims Made form, the Retroactive Date shall be prior to or coincident with the date of this contract, and the policy shall state that coverage is Claims Made, and state the Retroactive Date.

I. The EDC shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington. The EDC shall submit a copy of its certificate of coverage from the Department of Labor and Industries prior to the commencement of work.

J. Industrial Insurance Waiver - With respect to the performance of this contract and as to claims against the County, its officers, agents and employees, the EDC expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the EDC against the County. This waiver is mutually negotiated by the parties to this contract.

K. Subcontractors - The EDC shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontracts shall be subject to all of the requirements stated herein. All subcontractors shall be required to agree to the provisions of this contract.



Economic Development Services 2026-2027

This Memorandum Documents:

1. Statutory Framework for Rural County Economic Development (RCED) funds
2. Role of the regional Associate Development Organization (ADO)
3. ADO core contract alignment with RCED requirements
4. Personnel, metrics, and reporting
5. CEDS monitoring and reporting VS ADO core economic development activities
6. Compensation peer-market assessment

This information is intended to support sound governance, constitutional public-funds standards, audit defensibility, and transparent decision-making related to economic development contracting.

Statutory Framework

Rural County Economic Development (RCED) funds are authorized under RCW 82.14.370 and are intended to support regional economic development activities that advance a clear public purpose. RCED funds can be used to support **economic development personnel** when those resources are **directly engaged in economic development activities that deliver measurable regional outcomes** as shown in metrics section below.

Role of the Associate Development Organization (ADO)

The Economic Development Council for Island County (EDC) is the County's **designated Associate Development Organization (ADO)**.

The ADO designation:

- Establishes EDC as the **recognized regional economic development implementer**
- Enables EDC to **accept and administer state economic development contracts**
- Allows RCED funds to be deployed through EDC in a manner consistent with **statutory intent**
- Provides a **clear accountability structure for economic development personnel and outcomes through metric reporting**

This designation is the formal mechanism that connects state economic development authority, county RCED resources, and regional implementation.

ADO Core Contract Alignment with RCED Requirements

The County's contract with the regional ADO is intentionally structured to align with RCED statutory intent and audit expectations.

The contract:

- Centers on **business retention, expansion, and attraction, workforce development and other coordinated activities** as measured economic outcomes
- Operates at a **regional scale**, consistent with how labor markets and business ecosystems function
- Serves a **countywide public purpose**
- Funds **economic development personnel** whose time is dedicated to delivering defined economic development activities
- **Satisfies constitutional public-funds standards** by creating separation between public purpose delivery and private benefit through the ADO's nonprofit status
- Includes **clear deliverables, metrics, and reporting requirements** tied directly to those activities

RCED funds under this contract therefore support personnel delivering **direct economic development services** as required by state auditing expectations.

Personnel, Metrics, and Reporting: Designed for Compliance

The ADO's contract reportables are intentionally designed to demonstrate that **RCED-funded personnel time** is producing **public economic value**, including:

- Businesses **retained, expanded, or supported**
- Jobs **retained or created**
- Capital investment leveraged
- Technical assistance delivered to businesses
- Grant and other support tied to economic readiness and capital investment
- Regional and cross-regional coordination activities related to economic outcomes including workforce development

These metrics represent **standard economic development performance measures** used by ADOs and are **consistent with reporting frameworks and outcome expectations** established by WA Department of Commerce for publicly funded economic development activities.

This structure ensures that personnel expenses are:

- **Activity-based**
- **Outcome-driven**
- **Regionally beneficial**
- **Defensible in audit review**

CEDS Monitoring & Reporting VS Core Economic Development Activities

While complementary, CEDS monitoring and reporting is **distinct** from the ADO's primary contracted economic development delivery work:

Core ADO Economic Development Activities

- Business retention, expansion, and attraction
- One-on-one technical assistance to businesses
- Grant facilitation and capital investment readiness
- Project and opportunity specific support and advocacy
- Immediate, business-level economic outcomes

CEDS Monitoring and Reporting

- Reporting on progress against adopted regional economic goals
- Collecting and reporting economic, project and performance data from public entities and associated stakeholders
- Supporting coordination across public jurisdictions and sectors in infrastructure funding and opportunities
- Used to inform future economic development strategy and investment

RCED Funds for CEDS Monitoring and Reporting

Rural County Economic Development (RCED) funds may appropriately be used for personnel costs related to CEDS monitoring and reporting because this work:

- Supports **economic development capacity**, which is an allowable RCED purpose
- Serves a **clear countywide and regional public purpose**
- Provides documented **consideration** through defined deliverables and analysis
- Directly informs and strengthens **core economic development** efforts and activities

CEDS monitoring produces **external economic development value** by reporting on regional conditions and outcomes to help identify obstacles to private-sector growth and guide future infrastructure investment and program funding priorities.

From a compliance and audit perspective, this activity aligns with RCED expectations because personnel time is tied to **defined economic development outputs, rather than internal contract enforcement or general overhead**.

Why the ADO Is the Appropriate Entity to Perform CEDS Monitoring

Because the ADO operates at a **regional scale** and is already responsible for delivering other economic development outcomes, it is uniquely positioned to:

- Connect implementation activities to regional strategy
- Ensure consistency in metrics and reporting

- Reduce fragmentation across jurisdictions
- Provide the County with a single, accountable source for outcomes to be used as strategic insight

This approach aligns with expectations of federal economic development partners, which routinely rely on regional economic development organizations to perform CEDS-related monitoring and reporting.

Importantly, **CEDS monitoring and reporting is scoped, documented, and reported separately** from direct economic development delivery to maintain clarity and compliance.

Personnel Peer-Market Compensation Assessment

Role Comparison Overview

	Executive Director	Econ Dev Prog Coordinator	Research / Analyst	Marketing/Admin Coordinator
Role Level	Executive leadership	Senior program IC	Technical IC	Professional IC
Primary Focus	Strategy, funding, governance	Programs, grants, BRE	Data, analysis, reporting	Marketing, comms, outreach
Authority	High	Moderate	Low	Low-Moderate

Base Salary Bands

Band Level	Executive	Senior Prog Coordinator	Research/Analyst	Marketing/Admin
Minimum	\$110,000	\$68,000	\$62,000	\$60,000
Midpoint	\$125,000	\$78,000	\$72,000	\$70,000
Maximum	\$140,000	\$95,000	\$88,000	\$85,000
Target Range	\$120K-\$130K	\$75K-\$85K	\$68K-\$80K	\$65K-\$75K



ISLAND COUNTY TREASURER

WORK SESSION AGENDA

MEETING DATE: 1/7/2026

To: **Melanie Bacon, Chair**
Board of Island County Commissioners
From: **Tony Lam, Treasurer**

Amount of time requested for agenda discussion. 20 minutes

DIVISION: Administrative

Agenda Item No.: 1

Subject: **Penny Shortage**

Description: Discuss Discontinuation of Penny Production and Shortage.

Attachment: **Penny Shortage Memorandum**

Request: *(Check boxes that apply)*

<input type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input checked="" type="checkbox"/> None/Informational	<input type="checkbox"/> Schedule a Public Hearing
<input type="checkbox"/> Signature Request	<input type="checkbox"/> Other: _____

IT Review: Not Applicable

Budget Review: Not Applicable

P.A. Review: Not Applicable



ISLAND COUNTY TREASURER

Tony Lam

P.O. Box 699, Coupeville, WA 98239-0699
Ph: Whidbey 360-679-7302 | Camano 360-629-4522 | S. Whidbey 360-321-5111
Fax: 360-240-5567 | Web: www.islandcountywa.gov/Treasurer

MEMORANDUM

To: Island County offices, departments, and taxing districts

From: Island County Treasurer, Tony Lam

Date: January 12, 2026

RE: Penny Shortage

As of November 12, 2025, the US Treasury Department has ceased minting new pennies for circulation. For organizations that accept cash payments, this creates challenges when providing exact change to customers. Our local banking partner, Heritage Bank, has recently confirmed that they may be times when they aren't able to supply the full amount of coin we typically order.

While we await additional Federal and/or State guidance, or any legislative action that may address this issue, there are two potential approaches you may consider:

1. Request exact change for cash transactions.

This is the simplest and most straight forward option, particularly when prices are fixed by statute or external agreement. If you choose this approach, please ensure the policy is clearly posted for customers. The Treasurer's office will adopt this policy and will begin displaying signage on Monday, Jan 12, 2026.

2. Round total charges down to the nearest \$0.05.

This may be feasible for fees established in county code or your organizational code, provided there are no revenue-sharing partners. Please note that applicable taxes, such as sales tax, must still be remitted to the State of Washington on the pre-rounded amount. Rounding up to the nearest \$0.05 can impose unnecessary additional costs on customers. For this reason, rounding down is a better option for the Treasurer's office. If required, we recommend consulting your legal counsel and relevant state partners before implementing any rounding policy.

We also advise against stockpiling pennies. Handling large quantities of coin increases the risk of misplacement, and all losses – regardless of amount -- must be reported to the Washington State Auditor. Storing pennies introduces avoidable administrative burden and risk for a low-value activity, especially when viable alternatives exist.

As additional information or guidance becomes available, we will share updates and any further recommendations.

Please contact my office with any questions or if you would like to discuss these options further.

Thank you,

Tony Lam
Island County Treasurer



**DUE TO THE PENNY
SHORTAGE, WE ARE
REQUESTING EXACT
CHANGE FOR CASH
PAYMENTS**





ISLAND COUNTY INFORMATION TECHNOLOGY

WORK SESSION AGENDA

MEETING DATE: 1/7/2026

To: Melanie Bacon, Chair
Board of Island County Commissioners

From: Dean Lambourn, Director

Amount of time requested for agenda discussion. 15 minutes

DIVISION: Administrative

Agenda Item No.: 1

Subject: Central Square – Finance Enterprise Upgrade

Description: Upgrade Recommendation to remain self-hosted and reduce cost

Attachment: Central Square upgrade options

Request: (Check boxes that apply)

<input type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input checked="" type="checkbox"/> None/Informational	<input type="checkbox"/> Schedule a Public Hearing
<input type="checkbox"/> Signature Request	<input type="checkbox"/> Other: _____

IT Review: Not Applicable

Budget Review: Not Applicable

P.A. Review: Not Applicable

Finance Enterprise Change to Upgrade Recommendation

Island County licenses Central Square's Finance Enterprise. The product is used for financial accounting, treasury services and human resource functions. The version installed on county servers is 22, it is scheduled to be end-of-life (no longer eligible for software development) in April of 2026.

Island County is looking to replace Finance Enterprise with a different solution. The process of selection and integration for use by county employees is expected to take 2-3 years. A supported solution is required during this interim period.

Island County commissioners approved a budget of \$128,000 to upgrade and move Finance Enterprise to a cloud platform. This is a significant increase in cost. Because it is expected that the product will be replaced soon, IT recommends an upgrade to the on-premises solution.

Remaining on premises will:

- Reduce Effort and Moderate Change to Employees
- Save Money: \$143,000 over 3 years
- Retain Data on Premises

Cost Analysis

	On Premises (Current)	SaaS (cloud solution)
2026 FE Budget	\$74,000	\$74,000
Upgrade Cost (remain on premise)	\$19,000	
Budgeted Cost (move to cloud)		\$128,000
2026 Cost	\$93,000	\$128,000
2027 Cost	\$74,000	\$128,000
2-year Cost	\$167,000	\$256,000
3-year Cost	\$241,000	\$384,000

Notes:

- Dollars rounded to nearest 1,000
- Current cost used in future year calculations



ISLAND COUNTY PUBLIC WORKS

WORK SESSION AGENDA

MEETING DATE: 1/7/2026

To: **Melanie Bacon, Chair**
Board of Island County Commissioners

From: **Fred Snoderly, Director**

Amount of time requested for agenda discussion. 30 minutes

DIVISION: County Roads

Agenda Item No.: 1

Subject: **Intergovernmental Cooperative Purchasing Agreement – Pierce County**

Description: Island County Public Works has been working with Pierce County since 1991 using their contract with Alpine Products as it is the most cost-effective way to purchase the White and Yellow Rapid-Dry Traffic Line Paint needed annually for Island County roads. During the 2025 SAO audit it was noted that the 1991 agreement should be updated. Presented today is a proposal agreement that will benefit both counties and meet procurement requirements.

Attachment: **Memorandum, Intergovernmental Cooperative Purchasing Agreement**

Request: *(Check boxes that apply)*

<input checked="" type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input type="checkbox"/> None/Informational	<input type="checkbox"/> Schedule a Public Hearing
<input type="checkbox"/> Signature Request	<input type="checkbox"/> Other: _____

IT Review: Not Applicable

Budget Review: Complete

P.A. Review: Complete

(continued next page)

DIVISION: County Roads

Agenda Item No.: 2

Subject: Clinton to Ken's Corner Trail Project Update and Supplement No. 1 to Local Programs State Funding Agreement HLP-2015(114); LA 9996

Description: Supplement No. 1 will transfer \$47,614.00 Supplement Funds to Agency PE Funds from Agency Right of Way Funds to complete Clinton to Ken's Corner Trail 100% PS&E and Bid Documents for Construction (CN). The transfer of funds does not change the project scope or add cost to the original Local Programs State Funding Agreement. PowerPoint Presentation included to update the BOICC on the trail project's progress.

Attachment: PowerPoint Presentation, Memorandum, Supplement No. 1 to the Local Programs State Funding Agreement HLP-2015(114); LA 9996, and Local Programs State Funding Agreement HLP-2015(114); LA 9996, 90% Construction Documents Cover Sheet, 90% Total Construction Cost Opinion including Contingencies

Request: (Check boxes that apply)

<input checked="" type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input type="checkbox"/> None/Informational	<input type="checkbox"/> Schedule a Public Hearing
<input type="checkbox"/> Signature Request	<input type="checkbox"/> Other: _____

IT Review: Not Applicable

Budget Review: Not Applicable

P.A. Review: Not Applicable



Island County Public Works

Ed Sewester, P.E., County Engineer

Matthew Lander, P.E., Assistant County Engineer

1 NE 7th Street, Coupeville, WA 98239 | www.islandcountywa.gov

Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111

Email: Ed.Sewester@islandcountywa.gov | M.Lander@islandcountywa.gov

M E M O R A N D U M

January 07, 2026

TO: Board of County Commissioners

FROM: Ed Sewester, County Engineer

RE: Intergovernmental Cooperative Purchasing Agreement – Pierce County

The Public Works Department is presenting to the Board of County Commissioners (BOCC), at its January 07, 2026 Work Session, the Intergovernmental Cooperative Purchasing Agreement with Pierce County.

Per this agreement, Island County and Pierce County will be able to utilize each other's contracts for the purchase of supplies, materials, equipment, or services.

Island County Public Works has been working with Pierce County since 1991 using their contract with Alpine Products as it is the most cost-effective way to purchase the White and Yellow Rapid-Dry Traffic Line Paint needed annually for Island County roads. During the 2025 SAO audit it was noted that the 1991 agreement should be updated. Presented today is a proposal agreement that will benefit both counties and meet procurement requirements.

Request that the agreement move to Consent for approval.

INTERLOCAL PURCHASING AGREEMENT
ISLAND COUNTY – PIERCE COUNTY

THIS INTERLOCAL AGREEMENT is between Island County, a political subdivision of the State of Washington, and Pierce County, a political subdivision under the laws of the State of Washington.

WITNESSETH:

WHEREAS, the parties desire to utilize each other's procurement agreements when it is in their mutual interest;

NOW, THEREFORE, the parties agree as follows:

1. PURPOSE

The purpose of this agreement is to acknowledge the parties mutual interest to jointly bid the acquisition of goods and services where mutual effort can be planned in advance and to authorize the acquisition of goods and services of goods and services under contracts where a price is extended by either party's bidder to other governmental agencies.

2. ADMINISTRATION

No new or separate legal or administrative entity is created to administer the provisions of this agreement.

3. SCOPE

This agreement shall allow for the following activities:

- A. Purchase or acquisition of goods and services by each party acting as agent for either or both parties when agreed to in advance, in writing;
- B. Purchase or acquisition of goods and services by each party where provision has been made in contracts for other governmental agencies to avail themselves of goods and services offered under the contract and/or where either party's bidder is willing to extend the prices to other governmental agencies.

4. DURATION AGREEMENT – TERMINATION

This agreement shall remain in force until canceled by either party in writing.

5. RIGHT TO CONTRACT INDEPENDENT ACTION PRESERVED

Each party reserves the right to contract independently for the acquisition of goods and services without notice to the other party and shall not bind or otherwise obligate the other party to participate in the activity.

6. COMPLIANCE WITH LEGAL REQUIREMENT

Each party accepts responsibility for compliance with federal, state or local laws and regulation including, in particular, bidding requirements applicable to its acquisition of goods and services.

7. FINANCING

The method of financing of payment shall be through budgeted funds or other available funds of the party for whose use of the property is actually acquired or disposed. Each party accepts no responsibility for the payment of the acquisition price of any goods or services intended for use by the other party.

8. FILING

Executed copies of this agreement shall be filed or listed as required by RCW 39.34.040 prior to this agreement becoming effective.

9. INTERLOCAL COOPERATION DISCLOSURE

Each party may insert in its solicitations for goods a provision disclosing that other authorized governmental agencies may also wish to procedure the goods being offered to the party and allowing the bidder the option of extending its bid to other agencies at the same bid price, terms and conditions.

10. NON-DELEGATION / NON-ASSIGNMENT

Neither party may delegate the performance of any contractual obligation to a third party unless mutually agreed in writing. Neither party may assign this agreement without the written consent of the other party.

11. HOLD HARMLESS

Each party shall be liable and responsible for the consequence of any negligent or wrongful act on the part of itself and its employees. Neither party assumes responsibility to the other party for the consequences of any act or omission of any person, firm or corporation not a party to this agreement.

12. SEVERABILITY

Any provision of this agreement which is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions or affecting the validity or enforcements of such provisions.

ISLAND COUNTY

Dated this _____ day of _____, 2026.

Department Approval:

Fred Snoderly, Public Works Director

PIERCE COUNTY

Dated this _____ day of _____, 2026.

Department Approval:

, Public Works Director



Island County Public Works

Fred Snoderly, Director

James Sylvester, Assistant Director

1 NE 7th Street, Coupeville, WA 98239 | www.islandcountywa.gov

Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111

Email: F.Snoderly@islandcountywa.gov | J.Sylvester@islandcountywa.gov

M E M O R A N D U M

January 7, 2026

TO: Board of Island County Commissioners

FROM: Catherine Kelley, Project Manager II

RE: Clinton to Ken's Corner Trail Project Update and Supplement No. 1 to Local Programs State Funding Agreement HLP-2015(114); LA 9996

Island County was awarded a Local Programs State Funding grant in the amount of \$860,000.00 for development of the Clinton to Ken's Corner Trail project through the Washington State Legislature on July 1, 2019. The scope of the awards description is as follows:

“Construct a paved, multi-use non-motorized trail along SR 525 between the communities of Clinton and Langley, from Deer Lake Road to Cultus Bay Road.”

On October 8, 2020, the Local Programs State Funding Agreement, HLP-2015(114), LA 9996 (attached) allotted the \$860,000.00 Local Programs State Funds for preparation of Bid Ready Documents for Development of the Clinton to Ken's Corner Trail.

The Local Agency A&E Professional Services Cost Plus Fixed Fee Consultant Agreement, PW-2021-053 for the consultant was Executed by the Chair of the Board of Island County Commissioners on June 8, 2021, with a completion date of “when completed” for a bid ready project for development of the Clinton to Ken's Corner Trail. The contract authorized the funds as follows:

- Total Amount Authorized is \$899,980.38 (\$860,000 State Funds & \$39,980.38 Local Agency Funds)
- Management Reserve is \$89,998.38
- Maximum Amount Payable: \$989,978.76

The balance remaining on the consultant agreement is \$49,875.53.

Supplement No. 1 (attached) will transfer \$47,614.00 Supplement Funds to Agency PE Funds from Agency Right of Way Funds to complete Clinton to Ken's Corner Trail 100% PS&E and Bid

Documents for Construction (CN). The transfer of funds does not change the project scope or add cost to the original Local Programs State Funding Agreement.

We have been working on Supplement No. 1 with WSDOT to transfer funds to Local Agency PE to be able to bill WSDOT for the continued work we are doing to complete the project to 90%.

To bill WSDOT for reimbursement of labor costs toward 100% PS&E we need to submit Supplement No. 1 to WSDOT for approval if approved by the Board of Island County Commissioners or the project will be placed on the inactive list and be in jeopardy of losing the funds Island County has received and possibly being required to reimburse Local Programs the \$860,000.00.

We expected MacLeod Reckord to submit 90% PS&E as scheduled in May of this year, 2025. Due to WSDOT's comments and requirements on the 60% plans for the required walls on the steep slopes, drainage vaults, hydraulic and environmental reports, tree removal and planting/seeding requirements; WSDOTs Whidbey Scenic Isle Way Corridor Management Plan requirements, and staff changes; MacLeod Reckord has been taking longer than expected to submit the 90% PS&E. We have done everything possible to help with whatever we can to keep moving forward and cut costs.

We have been having intermittent monthly meetings with MacLeod Reckord and correspond via email on the progress of the 90% PS&E. Additionally, we have been corresponding with WSDOT and have met virtually with WSDOT, PSE (Puget Sound Energy). and Washington State Ferries to coordinate trail design.

Currently, the 90% Draft Construction Cost Opinion estimates trail construction including CN contingencies at \$14,160,579.00 which is over \$1,000,000.00 of the 60% Cost Opinion for CN.

The original cost estimate for the trail project was \$4,520,000.00 included PE and CN contingencies which is \$9,640,579.00 difference is cost.

Included for discussion is a **PowerPoint Presentation** that includes the \$3,520,000.00 Climate Commitment Act grant funds that were awarded for the trail project for Planning and Construction of Clinton to Ken's Corner Trail that are being held by Local Programs (WSDOT) for future trail construction.

The total grant funds needed for construction are projected at \$10,640,579.00.

We are working diligently on applying for further grant funding and are researching any applicable grants for trail construction. WSDOT is supportive of Island County pursuing more grant funding and have written Letters of Support. Several Community members and Island Transit have also written Letters of Support for pursuing further grants for CN.

Clinton to Ken's Corner Trail provides a separation from high-speed traffic for pedestrian and bicycle safety in Clinton coming from/and onto the Clinton Mukilteo Ferry. The trail provides ADA access and non-motorized facility connections to underserved communities of Clinton and Langley. Clinton to Ken's Corner Trail also connects to the South Whidbey Bicycle Tour Route that begins on Ferry Dock Road next to the Ferry and to the new sidewalk system installed by WSDOT.



**Washington State
Department of Transportation**

**Supplement - Local Programs
State Funding Agreement**

Agency		Supplement Number
Project Number	Agreement Number	

All provisions in the AGREEMENT identified above remain in effect except as expressly modified by this supplement. The changes to the agreement are described as follows:

Project Title _____

Termini _____

Description of Work No Change

Reason for Supplement

Advertisement Date: _____		Indirect Cost Rate	Yes	No	
Type of Work	Estimate of Funding				
	(1) Previous Agmt. / Suppl. Funds	(2) Supplement Funds	(3) Estimated Total Funds	(4) Estimated Agency Funds	(5) Estimated State Funds
PE or Planning	a. Agency				
	b. Other				
	c. Other				
	d. State Services				
	e. Total PE Cost Estimate				
RW	f. Agency				
	g. Other				
	h. Other				
	i. State Services				
	j. Total R/W Cost Estimate				
CN	k. Contract				
	l. Other				
	m. Other				
	n. Other				
	o. Agency				
	p. State Services				
	q. Total CN Cost Estimate				
	r. Total Project Cost Estimate				

AGENCY

BY: _____

STATE

BY: _____

Director, Local Programs

Title: _____

Agency Date: _____ Date Executed: _____

Instructions – Supplement Local Programs State Funding Agreement

- 1. Agency** – Enter the agency name as entered on the original agreement.
- 2. Supplement Number** – Enter the number of the supplement. Supplement numbers will be assigned in sequence beginning with Number 1 for the first supplement to the original agreement.
- 3. Project Number** – Enter the project number assigned by WSDOT on the original agreement.
- 4. Agreement Number** – Enter the agreement number assigned by WSDOT on the original agreement.
- 5. Project Title** – Enter the project's title.
- 6. Termini** – Enter the begin and end points of the project.
- 7. Description of Work** – Clearly describe if there is a change in work such as the addition or deletion of work elements and/or changes to the termini. If the work has not changed since the previous supplement, or original agreement if Supplement Number 1, put a check mark in the "No Change" box.
- 8. Reason for Supplement** – Enter the reason for this supplement. Examples: Increase PE to current estimate; authorize construction phase; adjust construction to award amount.
- 9. Advertisement Date** – At construction phase authorization only, enter the proposed construction contract advertisement date.
- 10. Indirect Cost Rate**
 - a. Check the Yes box if the agency will be claiming indirect costs on the project. For those projects claiming indirect costs, supporting documentation that clearly shows the indirect cost rate being utilized by the agency must be provided with the Local Programs State Funding Agreement. Indirect cost rate approval by your cognizant agency or through your agency's self-certification and supporting documentation is required to be available for review by WSDOT and/or State Auditor.
 - b. Check the No box if the agency will not be claiming indirect costs on the project.
- 11. Type of Work and Funding** (Round all amounts to the nearest whole dollar).
 - a. **Column 1** – Enter the amounts by type of work from column 1 of the original Local Programs State Funding Agreement. If the agreement has already been supplemented, enter the amounts by type of work from column 3 of the last Supplement – Local Programs State Funding Agreement.
 - b. **Column 2** – Enter increase/decrease to total amounts requested by type of work.
 - c. **Column 3** – Add the amounts in columns 1 and 2.
 - d. **Column 4** – Enter the amount of agency funds by type of work. Note: Column 4 amounts plus column 5 amounts must equal amounts in column 3 by type of work.
 - e. **Column 5** – Enter the amount of state funds by type of work. Note: Column 4 amounts plus column 5 amounts must equal amounts in column 3 by type of work.
 - f. **State Services** – All authorized phases must have funding for state services. Enter the estimated amounts in columns 1 through 5 as described above.
- 12. Signatures** – An authorized official of the local agency signs the Supplemental Agreement and enters their title and date of signature (include month, day, and year). Note: Do NOT enter a date on the Date Executed line.



**Washington State
Department of Transportation**

Local Programs State Funding Agreement		Agency and Address Island County Public Works PO Box 5000 Coupeville WA 98239-5000
Work by Public Agencies		
Agreement Number MAP 9996	Maximum Amount Authorized \$860,000.00	Location and Description of Work (See also Exhibit "A") Preparation of Bid Ready Documents for Development of the Clinton to Ken's Corner Trail.
Participating Percentage 100%	Project Number HCP-2015(114)	

This AGREEMENT is made and entered into this **8TH** day of **OCTOBER**, 2020
between the STATE OF WASHINGTON, Department of Transportation, acting by and through the Secretary
of Transportation, hereinafter called the "STATE," and the above named organization, hereinafter call the
"AGENCY."

WHEREAS, the AGENCY is planning the work shown above, and in connection therewith, the AGENCY has
requested financial assistance for the project or program, and

WHEREAS, the AGENCY has requested funds for the above shown project or program, which has been
selected by the STATE for funding assistance.

NOW THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein,
or attached and incorporated and made a part hereof, IT IS MUTUALLY AGREE AS FOLLOWS:

Type of Work		Estimate of Funding		
		(1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated State Funds
PE	a. Agency	\$ 125,000	\$ 0	\$ 125,000
	b. Other Consultants	\$ 650,000	\$ 0	\$ 650,000
	c. Other			
	d. State	\$ 35,000	\$ 0	\$ 35,000
	e. Total PE Cost Estimate (a+b+c+d)	\$ 810,000	\$ 0	\$ 810,000
Right of Way	f. Agency	\$ 15,000	\$ 0	\$ 15,000
	g. Other Consultants	\$ 10,000		\$ 10,000
	h. Other			
	i. State	\$ 25,000		\$ 25,000
J. Total R/W Cost Estimate (f+g+h+i)		\$ 50,000	\$ 0	\$ 50,000
Construction	k. Contract	\$ 0	\$ 0	\$ 0
	l. Other			
	m. Other			
	n. Other			
	o. Agency			
	p. State			
	q. Total CN Cost Estimate (k+l+m+n+o+p)	\$ 0	\$ 0	\$ 0
	r. Total Project Cost Estimate (e+j+q)	\$ 860,000	\$ 0	\$ 860,000

I General

The AGENCY agrees to perform the above described work in accordance with the Project Application attached hereto as "Exhibit A" and made a part of this AGREEMENT.

Plans, specifications, and cost estimates shall be prepared by the AGENCY in accordance with the current State of Washington Standard Specifications for Road, Bridge, and Municipal Construction and adopted design standards, unless otherwise noted. The AGENCY will incorporate the plans and specifications into the AGENCY's project and thereafter advertise the resulting project for bid and, assuming bids are received and a contract is awarded, administer the contract, or if the project is of a size which the AGENCY is authorized to perform with its own forces under the laws of the State of Washington, the AGENCY may proceed with its own forces.

All work performed under this AGREEMENT shall comply with the applicable provisions of state law.

II Payment

The STATE, in consideration of the faithful performance of the work to be performed by the AGENCY, agrees to reimburse the AGENCY for the percentage of the actual direct and related indirect cost of the work shown above, up to the "MAXIMUM AMOUNT AUTHORIZED". The agency will comply with Governmental Accounting Auditing and Financial Reporting Standards and applicable state law and local regulations, policies and procedures. No payment will be made for work done prior to execution of this AGREEMENT.

Partial payments shall be made by the STATE, upon request of the AGENCY, to cover costs incurred. These payments are not to be more frequent than one (1) per month. It is agreed that any such partial payment will not constitute agreement as to the appropriateness of any item and that, at the time of the final audit, all required adjustments will be made and reflected in a final payment. The AGENCY agrees to submit a final bill to the STATE within forty-five (45) days after the AGENCY has completed work.

The AGENCY agrees that all costs in excess of the amount authorized and the AGENCY's matching funds shall be the responsibility of the AGENCY.

III Audit

The AGENCY agrees that an audit may be conducted by the STATE. During the progress of the work and for a period not less than three (3) years from the date of final payment to the AGENCY, the records and accounts pertaining to the work and accounting thereof are to be kept available for inspection and audit by the STATE and copies of all records, accounts, documents, or other data pertaining to the project will be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the three-year retention period.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the day and year last written below.

AGENCY

By:


Janet St. Clair, Chair

Title: Board of Island County Commissioners

Date: September 15, 2020

IV Legal Relations

No liability shall attach to the AGENCY or the STATE by reason of entering into this AGREEMENT except as expressly provided herein.

V Nondiscrimination

The AGENCY agrees to comply with all applicable state and federal laws, rules, and regulations pertaining to nondiscrimination and agrees to require the same of all subcontractors providing services or performing any work using funds provided under this AGREEMENT.

VI Venue

For the convenience of the parties to this AGREEMENT, it is agreed that any claims and/or causes of action which the AGENCY has against the STATE, growing out of this AGREEMENT or the project or program with which it is concerned, shall be brought only in the Superior Court for Thurston County.

VII Termination

The Secretary of the Department of Transportation may terminate this AGREEMENT if the funding becomes unavailable or if the Secretary determines that it is in the best interest of the STATE.

VIII Final Report and Final Inspection

Within ninety (90) days following the completion of the project and submission of the final billing for the project, a final report and/or final inspection shall be submitted to the Director, Highways & Local Programs containing the following information:

Non-Capital Projects

1. A description of the project or program.
2. A summary of actual costs of the project or program.
3. An evaluation of the project or program. This should address aspects such as transportation and/or other benefits to the public.

Capital Projects

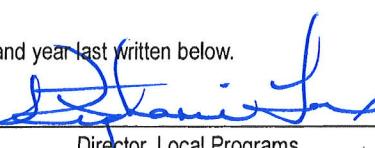
1. A final inspection is required.

IX Supplement

This agreement may be modified or supplemented only in writing by parties.

STATE

By:


Director, Local Programs

Date: OCT 08 2020



VICINITY MAP  NO SCALE

CLIENT:

ISLAND COUNTY PUBLIC WORKS
1 NE 6TH STREET
COUPEVILLE, WA 98277
306-678-7965
CONTACT: CATHERINE M. KELLEY, PROJECT MANAGER II

SHEET INDEX:

COVER – COVER SHEET
G1.0 – ABBREVIATIONS, NOTES AND LEGENDS
G2.0 – KEY PLAN
S1.1–S1.13 – SURVEY
D1.0 – DEMOLITION LEGEND AND NOTES
D1.1–D1.10 – DEMOLITION PLAN
D1.11–D1.12 – TREE REMOVAL INVENTORY
EC2.1–EC2.20 – TESC PLANS
L1.0 – SIGN SCHEDULE AND DETAILS
L1.1 – ALIGNMENT LINE AND CURVE TABLES
L2.0 – TRAIL PLAN AND PROFILE LEGEND AND NOTES
L2.1 – TRAIL PLAN AND PROFILE STA 0+00 TO STA 5+50
L2.2 – TRAIL PLAN AND PROFILE STA 5+50 TO STA 11+50
L2.3 – TRAIL PLAN AND PROFILE STA 11+50 TO STA 17+50
L2.4 – TRAIL PLAN AND PROFILE STA 17+50 TO STA 23+50
L2.5 – TRAIL PLAN AND PROFILE STA 23+50 TO STA 29+50
L2.6 – TRAIL PLAN AND PROFILE STA 29+50 TO STA 35+50
L2.7 – TRAIL PLAN AND PROFILE STA 35+50 TO STA 41+50
L2.8 – TRAIL PLAN AND PROFILE STA 41+50 TO STA 47+50
L2.9 – TRAIL PLAN AND PROFILE STA 47+50 TO STA 53+50
L2.10 – TRAIL PLAN AND PROFILE STA 53+50 TO STA 59+50
L2.11 – TRAIL PLAN AND PROFILE STA 59+50 TO STA 65+50
L2.12 – TRAIL PLAN AND PROFILE STA 65+50 TO STA 71+50
L2.13 – TRAIL PLAN AND PROFILE STA 71+50 TO STA 77+50
L2.14 – TRAIL PLAN AND PROFILE STA 77+50 TO STA 83+50
L2.15 – TRAIL PLAN AND PROFILE STA 83+50 TO STA 89+50
L2.16 – TRAIL PLAN AND PROFILE STA 89+50 TO STA 95+50
L2.17 – TRAIL PLAN AND PROFILE STA 95+50 TO STA 101+50
L2.18 – TRAIL PLAN AND PROFILE STA 101+50 TO STA 107+50
L2.19 – TRAIL PLAN AND PROFILE STA 107+50 TO STA 111+50
L2.20 – TRAIL PLAN AND PROFILE STA 111+50 TO STA 113+90
L3.0–L3.4 – TRAIL SECTIONS
L4.0–L4.3 – DRIVEWAY MODIFICATION PLANS
L4.4–TRANSIT STOP ENLARGEMENT PLANS
L5.0–L5.1 – CONSTRUCTION DETAILS
L5.2 – BOLLARD SCHEDULE AND DETAILS
L5.3 – LUMINAIRE WALL ENLARGEMENTS
L6.0 – PLANTING LEGEND, SCHEDULE AND NOTES
L6.1–L6.10 – PLANTING PLAN
L6.11–L6.12 – PLANTING DETAILS
LR1.1–LR1.4 – MITIGATION PLANTING PLANS
LR1.5 – MITIGATION PLANTING SCHEDULE AND DETAILS
LR1.6 – MITIGATION PLANTING NOTES
DR2.1–DR2.20 – DRAINAGE PLANS
DRP01–DRP06 – DRAINAGE PROFILES
DD01–DD04 – DRAINAGE DETAILS
UT2.1 – UT2.20 – UTILITY PLANS
SWN1 – GENERAL NOTES
SWN2 – LATERAL EARTH PRESSURE DIAGRAMS
SWP1 – CULVERT CROSSING & WALL 4900R PLAN AND PROFILE
SWP2 – WALL 4900R PLAN AND PROFILE
SWP3 – WALL 6900R PLAN AND PROFILE
SWP4 – WALL 8500L PLAN AND PROFILE
SWP5 – WALL 8500R PLAN AND PROFILE
SWP6 – WALLS 9200L & 9500L PLAN AND PROFILE
SWP7 – WALLS 8500R & 9600R PLAN AND PROFILE
SWP8 – WALL 9500L PLAN AND PROFILE
SWP9 – WALL 9800R PLAN AND PROFILE
SWX1–SWX2 – CROSS SECTIONS
SWB2 – BOARDWALK DETAILS
SWD1–SWD5 – WALL TRANSITIONS STANDARD DETAILS
SWD6–SWD8 – SOLDIER PILE & TIEBACK SCHEDULE
SWR1 – PREFABRICATED BRIDGE SPECIFICATIONS
SWR2 – PREFABRICATED BRIDGE LAYOUT
SWP3 – PREFABRICATED BRIDGE FOUNDATION

CONSULTANTS:

MACLEOD RECKORD, PLLC -
LANDSCAPE ARCHITECTS
110 PREFONTAINE PLACE SOUTH, SUITE 600
SEATTLE, WA 98104
CONTACT: CONNIE RECKORD
PHONE: 206-323-7919

KPFF CONSULTING ENGINEERS -
CIVIL AND STRUCTURAL ENGINEERS
1601 FIFTH AVENUE, SUITE 1600
SEATTLE, WA 98101
PHONE: 206-622-5822

ENVIRONMENTAL SCIENCES ASSOCIATES -
ENVIRONMENTAL CONSULTANTS
5309 SHILSHOLE AVENUE NW, SUITE 200
SEATTLE, WA 98107
PHONE: 206-789-9658

HWA GEOSCIENCES -
GEOTECHNICAL ENGINEERS
21312 30TH DRIVE SE, SUITE 110
BOTHELL, WA 98021
PHONE: 425-774-0106

PACE ENGINEERS, INC -
SURVEYORS
11255 KIRKLAND WAY, #300
KIRKLAND, WA 98033
PHONE: 425-827-2014

RES GROUP NORTHWEST LLC -
REAL ESTATE SERVICES
1913 6TH STREET
KIRKLAND, WA 98033
PHONE: 206-457-5681

CLINTON TO KEN'S CORNER TRAIL

ISLAND COUNTY

WASHINGTON

DRAFT 90% CONSTRUCTION DOCUMENTS 12/08/2025

Cost Opinion

MacLeod Reckord, PLLC

Landscape Architecture Planning Urban Design

Project Name: Clinton to Ken's Corner Trail

Project Phase: Phase 1 90% Preliminary Design

Prepared By: JD/CR

Checked By: CR

Date: 12/08/2025

NO.	SPEC SEC	ITEM TYPE	ITEM	UNIT	UNIT PRICE	QTY	COST
PREPARATION							
1	1-09.07	STD ITEM	Mobilization (10%)	LS		1	\$ 1,119,413
2	1-10	STD ITEM	Project Temporary Traffic Control	LS	\$ 575,000	1	\$ 575,000
3	1-05.4	STD ITEM	Roadway Surveying	LS	\$ 70,000	1	\$ 70,000
4	2-01	STD ITEM	Clearing and Grubbing	AC	\$ 18,000	6.26	\$ 112,723
5	2-02.3(3)	SP	Removal of Structures and Obstructions	LS	\$ 10,000	1	\$ 10,000
6		GSP	Removing HMA and Concrete Pavement	SY	\$ 18	2,120	\$ 38,160
7		GSP	Removing Concrete Curb	LF	\$ 15	100	\$ 1,500
8	8-22.3(6)	STD ITEM	Removing Paint Line	LF	\$ 2	239	\$ 478
EARTHWORK							
9	2-03	STD ITEM	Roadway Excavation Incl. Haul	CY	\$ 50	2,683	\$ 134,150
10	2-03.3(14)J	STD ITEM	Common Borrow Incl. Haul	CY	\$ 40	6,970	\$ 278,800
11	2-03.3(14)C	STD ITEM	Embankment Compaction (Method B)	CY	\$ 15	9,653	\$ 144,795
BASES							
12	4-04	STD ITEM	Crushed Surfacing Base Course	TN	\$ 55	1,894	\$ 104,190
13	4-04	STD ITEM	Crushed Surfacing Top Course	TN	\$ 55	54	\$ 2,988
PAVING							
14	5-04	GSP	HMA CL. 3/8 in. PG 58H-22	TN	\$ 175	967	\$ 169,263
15	5-05	STD ITEM	Cement Concrete Pavement	CY	\$ 350	12	\$ 4,107
STRUCTURES							
16	2-09		Structure Excavation Class A Incl. Haul	CY	\$ 45	4,987	\$ 224,423
17	2-09		Shoring Or Extra Excavation Class A	LS	\$ 200,000	1	\$ 200,000
18	6-02		Gravel Borrow incl. Haul	TN	\$ 60	4,067	\$ 244,000
19	6-02		St. Reinf. Bar For Bridge	LB	\$ 3	1,160	\$ 2,899
20	6-02		Conc. Class 4000 For Bridge	CY	\$ 2,000	8	\$ 16,305
21	6-03		Contractor Designed Pedestrian Bridge	LS	\$ 300,000	1	\$ 300,000
22	6-16		Furnishing Soldier Pile - W10x22 Piling	LF	\$ 22	65	\$ 1,434
23	6-16		Furnishing Soldier Pile - W10x39 Piling	LF	\$ 39	244	\$ 9,499
24	6-16		Furnishing Soldier Pile - W10x45 Piling	LF	\$ 45	44	\$ 1,998
25	6-16		Furnishing Soldier Pile - W12x35 Piling	LF	\$ 35	124	\$ 4,344
26	6-16		Furnishing Soldier Pile - W12x40 Piling	LF	\$ 40	333	\$ 13,304
27	6-16		Furnishing Soldier Pile - W12x50 Piling	LF	\$ 50	243	\$ 12,134
28	6-16		Furnishing Soldier Pile - W12x58 Piling	LF	\$ 58	133	\$ 7,695
29	6-16		Furnishing Soldier Pile - W12x72 Piling	LF	\$ 72	1243	\$ 89,491
30	6-16		Furnishing Soldier Pile - W12x96 Piling	LF	\$ 96	62	\$ 5,930
31	6-16		Furnishing Soldier Pile - W14x74 Piling	LF	\$ 74	693	\$ 51,246
32	6-16		Furnishing Soldier Pile - W14x99 Piling	LF	\$ 99	1316	\$ 130,317
33	6-16		Furnishing Soldier Pile - W16x77 Piling	LF	\$ 77	605	\$ 46,613
34	6-16		Furnishing Soldier Pile - W16x89 Piling	LF	\$ 89	428	\$ 38,088
35	6-16		Furnishing Soldier Pile - W16x100 Piling	LF	\$ 100	268	\$ 26,752
36	6-16		Furnishing Soldier Pile - W18x97 Piling	LF	\$ 97	157	\$ 15,210
37	6-16		Furnishing Soldier Pile - W18x106 Piling	LF	\$ 106	262	\$ 27,723
38	6-16		Furnishing Soldier Pile - W18x119 Piling	LF	\$ 119	1582	\$ 188,213
39	6-16		Shaft - 24" Diameter	LF	\$ 175	3191	\$ 558,398
40	6-16		Shaft - 30" Diameter	LF	\$ 225	4815	\$ 1,083,302
41	6-16		Lagging	SF	\$ 25	17100	\$ 427,498

Cost Opinion

MacLeod Reckord, PLLC

Landscape Architecture Planning Urban Design

Project Name: Clinton to Ken's Corner Trail

Project Phase: Phase 1 90% Preliminary Design

Prepared By: JD/CR

Checked By: CR

Date: 12/08/2025

NO.	SPEC SEC	ITEM TYPE	ITEM	UNIT	UNIT PRICE	QTY	COST
42	6-16		Prefabricated Drainage Mat	SY	\$ 50	939	\$ 46,938
43	6-16		Concrete Fascia Panel	SF	\$ 80	20750	\$ 1,660,004
44	6-17		Permanent Ground Anchor	EA	\$ 8,000	84	\$ 672,000
45	6-16		Removing Soldier Pile Shaft Obstructions	LS	\$ 30,000	1	\$ 30,000
46	6-13		Sew Wall	SF	\$ 85	11860	\$ 1,008,130
47	6-13		Gravel Borrow for Sew Incl. Haul	CY	\$ 80	3195	\$ 255,586
DRAINAGE, UTILITIES AND TESC							
48	2-02	SP	Potholing	EA	\$ 1,200	30	\$ 36,000
49	2-02	SP	Abandon Pipe	LF	\$ 25	265	\$ 6,625
50	2-09	STD	Structure Excavation Class B incl Haul	CY	\$ 15	1525	\$ 22,875
51	2-09	STD	Shoring or Extra Excavation Class B	SF	\$ 3	10050	\$ 30,150
52	2-09	STD	Structure Excavation Class A incl Haul	CY	\$ 45	1540	\$ 69,300
53	2-09	STD	Shoring or Extra Excavation Class A	LS	\$ 31,500	1	\$ 31,500
54	7-02	STD	Schedule A Culv. Pipe 12 in. Dia.	LF	\$ 125	130	\$ 16,250
55	7-02	SP	Ductile Iron Culvert Pipe 12 in. Dia.	LF	\$ 200	335	\$ 67,000
56	7-05	STD	Catch Basin Type 1	EA	\$ 3,000	18	\$ 54,000
57	7-05	STD	Catch Basin Type 2 48 in. Dia.	EA	\$ 4,000	7	\$ 28,000
58	7-04	STD	Schedule A Storm Sewer 12 in. Dia.	LF	\$ 75	1925	\$ 144,375
59	7-04	STD	Testing Storm Sewer Pipe	LF	\$ 5	2260	\$ 11,300
60	7-05	STD	Connection to Drainage Structure	EA	\$ 1,500	4	\$ 6,000
61	7-05	SP	Detention Vault Structures	LS	\$ 350,000	1	\$ 350,000
62	7-05	SP	12 in. X 24 in. Grate	EA	\$ 3,000	9	\$ 27,000
63	8-01	STD	SWPPP Preparation and Maintenance	LS	\$ 7,000	1	\$ 7,000
64	8-01	STD	ESC Lead	DAY	\$ 100	40	\$ 4,000
65	8-01	STD	Inlet Protection	EA	\$ 100	8	\$ 800
66	8-01	STD	High Visibility Silt Fence	LF	\$ 10	15000	\$ 150,000
67	8-20	SP	Remove and Install Electrical Handhole	EA	\$ 5,000	1	\$ 5,000
68	8-20	SP	COM/UFO Protection and Relocation	LS	\$ 450,000	1	\$ 450,000
69	8-01	STD	Wattle	LF	\$ 6	420	\$ 2,520
EROSION CONTROL AND ROADSIDE PLANTING							
70	8-02	SP	Topsoil Type A (2" Depth)	CY	\$ 40	1,130	\$ 45,215
71	8-02	SP	Seeding, Fertilizing, and Mulching	SY	\$ 3	20,234	\$ 60,702
72	8-02	STD ITEM	PSIPE Tree 2 Gal. Cont. - deciduous	EA	\$ 80	282	\$ 22,560
73	8-02	STD ITEM	PSIPE Tree 2 Gal. Cont. - coniferous	EA	\$ 80	140	\$ 11,200
74	8-02	STD ITEM	PSIPE Shrub 1 Gal. Cont.	EA	\$ 54	68	\$ 3,672
MITIGATION							
75	2-01	STD ITEM	Clearing and Grubbing	SF	\$ 1.50	23,000	\$ 34,500
76	8-02	SP	Fine Compost	CY	\$ 40	145	\$ 5,800
77	8-02	SP	Topsoil Type A	CY	\$ 40	452	\$ 18,080
78	8-02	STD ITEM	PSIPE 1 Gal Containers	EA	\$ 54	1,125	\$ 60,750
79	8-02	SP	Wood Chip Mulch Rings	EA	\$ 9	1,125	\$ 10,125
80	8-02	SP	Seeding and Mulching	AC	\$ 13,000	0.5	\$ 6,500

Cost Opinion

MacLeod Reckord, PLLC

Landscape Architecture Planning Urban Design

Project Name: Clinton to Ken's Corner Trail

Project Phase: Phase 1 90% Preliminary Design

Prepared By: JD/CR

Checked By: CR

Date: 12/08/2025

NO.	SPEC SEC	ITEM TYPE	ITEM	UNIT	UNIT PRICE	QTY	COST
MISCELLANEOUS CONSTRUCTION							
81	8-04	STD ITEM	Cement Concrete Traffic Curb and Gutter	LF	\$ 55	1,490	\$ 81,950
82		STD ITEM	Cement Concrete Traffic Curb	LF	\$ 40	75	\$ 3,000
83	8-21	STD ITEM	Permanent Signing	LS	\$ 10,000	1	\$ 10,000
84	8-22	STD ITEM	Painted Line - Transverse Crossing, Bollard Striping	LF	\$ 3	616	\$ 1,848
85	8-22	STD ITEM	Painted Crosswalk Line	SF	\$ 8	698	\$ 5,584
86		SP	Trail Bollard	EA	\$ 1,500	73	\$ 109,500
87		SP	Guardrail - In Ground	LF	\$ 70	282	\$ 19,740
88		SP	Guardrail - Top of Wall	LF	\$ 65	986	\$ 64,090
89		SP	Field Fence	LF	\$ 40	300	\$ 12,000
90	8-14.4	STD ITEM	Detectable Warning Surface	SF	\$ 50	490	\$ 24,500
91		SP	Transit Stop Shelter Relocation	LS	\$ 6,000	1	\$ 6,000
92			Force Account	FA	\$ 10,000	1	\$ 10,000
93			Record Drawings (min. bid \$1,500)	LS	\$ 1,500	1	\$ 1,500

SUBTOTAL	=	12,313,547
WSST (TBD)	0.00%	0
CONSTRUCTION CONTINGENCY	10%	1,231,355
ESTIMATING CONTINGENCY	5%	615,677
TOTAL CONSTRUCTION COST OPINION	=	14,160,579

Items not included

Monitoring required for mitigation site	YEAR	\$	15,000	5	\$	75,000
Fair Market Value of Merchantable Timber			TBD			
Monitoring required for Tree Replacement			TBD			
Utility franchise fees for relocation			TBD			
WSST			TBD			
Construction Administration Fees			TBD			



Clinton to Ken's Corner Trail 90% Update & Supplemental No. 1 to Local Agency Agreement



INTRODUCTION CLINTON TO KEN'S CORNER TRAIL

- Location
- Description
- 30% & 60% CN Cost Estimate
- State Grant Funding for PS&E
- Construction Funding
- Higher Construction Costs Multipliers
- 90% Draft Construction Plans
- 90% Cost Opinion
- Supplement No. 1 – LAA
- Trail Photos
- Connectivity, Safety, and Environmental Value
- Transit & Ferry
- Shared Use Path Connections
- Conclusion



CLINTON TO KEN'S CORNER TRAIL

Location/Length

- State Route 525, Clinton/Langley
- Length – 2.14 Miles

Description

- A 2.14 Mile, Multi-Modal Non-Motorized 10-foot-wide paved trail adjacent to the NE Side of SR-525 from Deer Lake Rd to Langley Rd. in Langley

Total Construction (CN) Cost Estimate

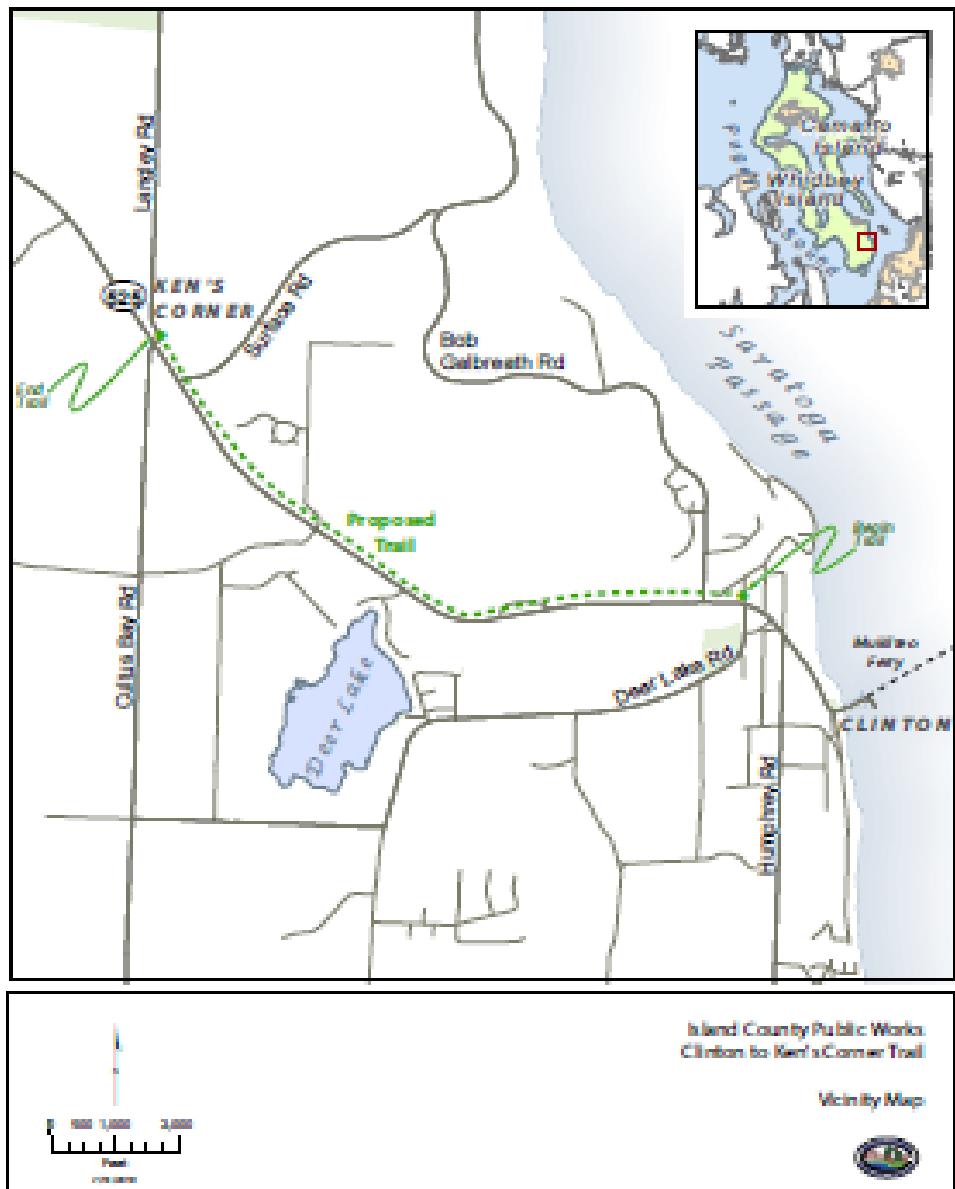
- 90% Cost Estimate: \$14,160,579.00
- 60% Cost Estimate: \$13,206,611.72
- 30% Cost Estimate: \$11,727.033.72
- Cost Estimates Include Contingencies

State Grant: Local Funding Agency Grant

- PS&E: \$860,000.00
- Local Funds: \$40,000.00
- Management Reserve: \$90,000.00
- Total LAA: \$990,000.00

Climate Commitment Act State Grant

- 3,520.000.00 for CN



CONSTRUCTION FUNDING

2020 Cost Estimate
\$4,520,000 (Including PE
& Contingencies)

2022 CCA Funding
Award: \$3,520,000 (CN)
• 2019 State Local Programs
Funding Award: \$860,000 (PE)

Local Agency Funds

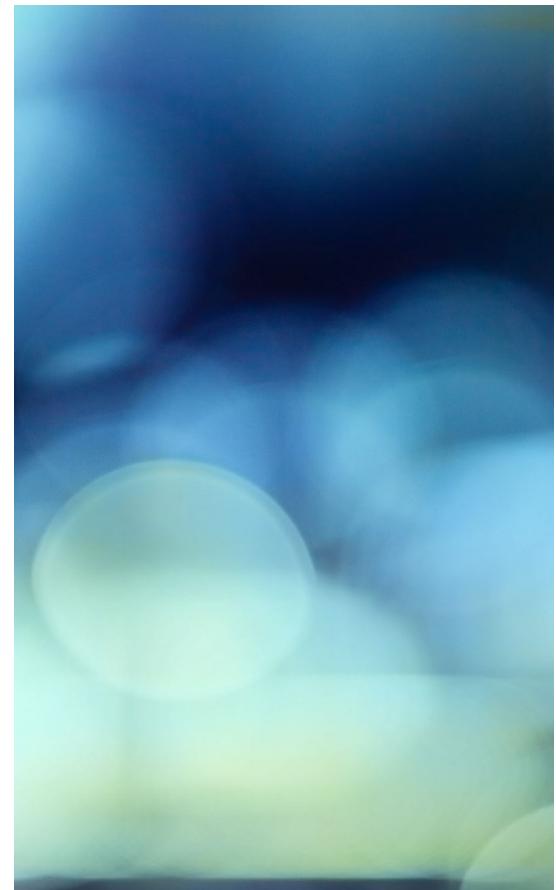
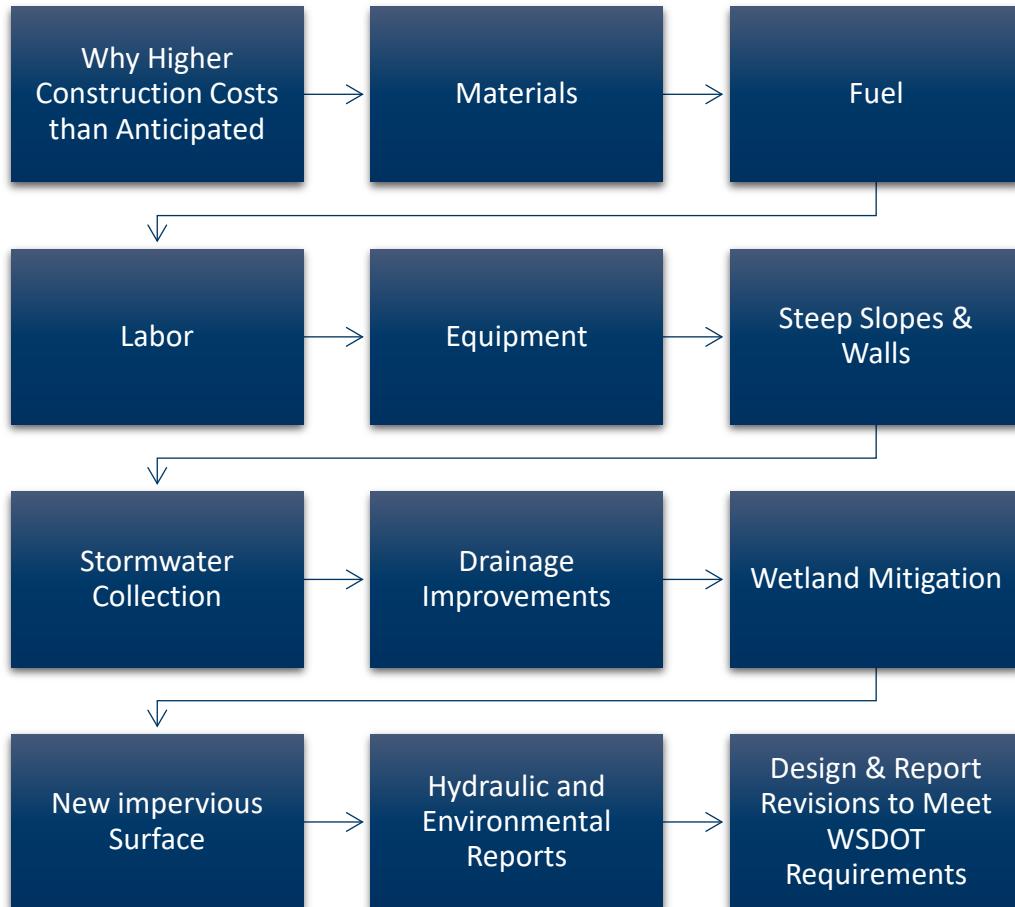
- Local Funds: \$40,000
- Management Reserve: \$90,000
- Total PE: Funding: \$990,000.00
(Local Agency Agreement)

**Total Funding
Awarded: \$4,510,000.00
(Including PE)**

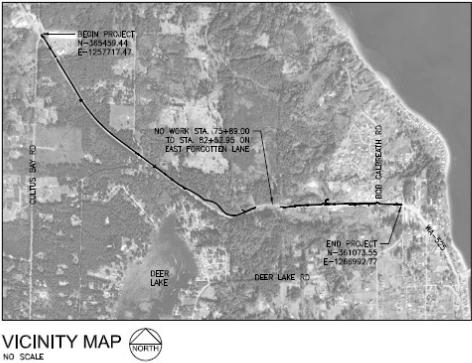
2025 90% CN Cost
Estimate (Including CN
Contingency &
Estimating Contingency)
\$14,160,579.00

**Total Funding Needed
for CN:**
\$10,640,579.00

CLINTON TO KEN'S CORNER TRAIL COST MULTIPLIERS



CLINTON TO KEN'S CORNER DRAFT 90% CONSTRUCTION PLANS



VICINITY MAP NO SCALE

CLIENT:

ISLAND COUNTY PUBLIC WORKS
1001 5TH AVENUE
COMPILED, WA 98277
306-478-7965
CONTACT: CATHERINE M. KELLEY, PROJECT MANAGER II

CONSULTANTS:

MACLEOD RECKORD, PLLC -
LANDSCAPE ARCHITECTS
111 REINTERIOR PLACE SOUTH, SUITE 600
SEATTLE, WA 98101
CONTACT: CONNIE RECKORD
PHONE: 206-323-7919

KPF CONSULTING ENGINEERS -
CIVIL AND STRUCTURAL ENGINEERS
1601 FIFTH AVENUE, SUITE 1600
SEATTLE, WA 98101
PHONE: 206-622-3222

ENVIRONMENTAL SCIENCES ASSOCIATES -
ENVIRONMENTAL CONSULTANTS
5309 SHIPLEY AVENUE NW, SUITE 200
SEATTLE, WA 98107
PHONE: 206-785-9558

HWA GEOSCIENCES -
GEOLOGICAL ENGINEERS
1001 5TH AVENUE SE, SUITE 110
BETHEL, WA 98021
PHONE: 425-774-0106

PACE ENGINEERS, INC -
SURVEYORS
1001 5TH AVENUE, #300
MILKLAND, WA 98333
PHONE: 425-827-2014

RES GROUP NORTHWEST LLC -
REAL ESTATE SERVICES
1001 5TH AVENUE
MILKLAND, WA 98333
PHONE: 206-457-5681

SHEET INDEX:

COVER - COVER SHEET
G1.0 - ABBREVIATIONS, NOTES AND LEGENDS
G2.0 - GENERAL NOTES
S1.1-S1.13 - SURVEY
D1.0 - DEMOLITION ZONE AND NOTES
D1.1 - DEMOLITION PLAN
D1.11-D1.12 - TREE REMOVAL INVENTORY
D2.0 - DEMOLITION
L1.0 - SIGN SCHEDULE AND DETAILS
L1.1 - ALIGNMENT LINE AND CURVE TABLES
L2.0 - TRAIL PLAN AND PROFILE STA 0+00 TO STA 10+50
L2.1 - TRAIL PLAN AND PROFILE STA 0+00 TO STA 5+50
L2.2 - TRAIL PLAN AND PROFILE STA 0+50 TO STA 10+50
L2.3 - TRAIL PLAN AND PROFILE STA 0+50 TO STA 17+50
L2.4 - TRAIL PLAN AND PROFILE STA 17+50 TO STA 23+50
L2.5 - TRAIL PLAN AND PROFILE STA 23+50 TO STA 26+50
L2.6 - TRAIL PLAN AND PROFILE STA 26+50 TO STA 30+50
L2.7 - TRAIL PLAN AND PROFILE STA 30+50 TO STA 34+50
L2.8 - TRAIL PLAN AND PROFILE STA 34+50 TO STA 38+50
L2.9 - TRAIL PLAN AND PROFILE STA 4+00 TO STA 53+50
L2.10 - TRAIL PLAN AND PROFILE STA 53+50 TO STA 58+50
L2.11 - TRAIL PLAN AND PROFILE STA 58+50 TO STA 63+50
L2.12 - TRAIL PLAN AND PROFILE STA 63+50 TO STA 71+50
L2.13 - TRAIL PLAN AND PROFILE STA 71+50 TO STA 77+50
L2.14 - TRAIL PLAN AND PROFILE STA 77+50 TO STA 83+50
L2.15 - TRAIL PLAN AND PROFILE STA 83+50 TO STA 89+50
L2.16 - TRAIL PLAN AND PROFILE STA 89+50 TO STA 95+50
L2.17 - TRAIL PLAN AND PROFILE STA 95+50 TO STA 101+50
L2.18 - TRAIL PLAN AND PROFILE STA 101+50 TO STA 107+50
L2.19 - TRAIL PLAN AND PROFILE STA 107+50 TO STA 113+50
L2.20 - TRAIL PLAN AND PROFILE STA 113+50 TO STA 119+50
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SWP8 - WALL 9600 PLAN AND PROFILE
SWP9 - WALL 9600 PLAN AND PROFILE
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CLINTON TO KEN'S CORNER TRAIL

ISLAND COUNTY

WASHINGTON

DRAFT 90% CONSTRUCTION DOCUMENTS 12/08/2025

Cost Opinion

MacLeod Reckord, PLLC

Landscape Architecture Planning Urban Design

Project Name: Clinton to Ken's Corner Trail
 Project Phase: Phase 1 90% Preliminary Design
 Prepared By: JD/CR
 Checked By: CR
 Date: 12/06/2025

NO.	SPEC SEC	ITEM TYPE	ITEM	UNIT	UNIT PRICE	QTY	COST
PREPARATION							
1	1-09.07	STD ITEM	Mobilization (10%)	LS		1	\$ 1,119,413
2	1-10	STD ITEM	Project Temporary Traffic Control	LS	\$ 575,000	1	\$ 575,000
3	1-05.4	STD ITEM	Roadway Surveying	LS	\$ 70,000	1	\$ 70,000
4	2-01	STD ITEM	Clearing and Grubbing	AC	\$ 18,000	6.26	\$ 112,723
5	2-02.3(3)	SP	Removal of Structures and Obstructions	LS	\$ 10,000	1	\$ 10,000
6		GSP	Removing HMA and Concrete Pavement	SY	\$ 18	2,120	\$ 38,160
7		GSP	Removing Concrete Curb	LF	\$ 15	100	\$ 1,500
8	8-22.3(6)	STD ITEM	Removing Paint Line	LF	\$ 2	239	\$ 478
EARTHWORK							
9	2-03	STD ITEM	Roadway Excavation Incl. Haul	CY	\$ 50	2,883	\$ 134,150
10	2-03.3(14)J	STD ITEM	Common Borrow Incl. Haul	CY	\$ 40	6,970	\$ 278,800
11	2-03.3(14)C	STD ITEM	Embankment Compaction (Method B)	CY	\$ 15	9,653	\$ 144,795
BASES							
12	4-04	STD ITEM	Crushed Surfacing Base Course	TN	\$ 55	1,894	\$ 104,190
13	4-04	STD ITEM	Crushed Surfacing Top Course	TN	\$ 55	54	\$ 2,988
PAVING							
14	5-04	GSP	HMA CL. 3/8 in. PG 58H-22	TN	\$ 175	967	\$ 169,263
15	5-05	STD ITEM	Cement Concrete Pavement	CY	\$ 350	12	\$ 4,107
STRUCTURES							
16	2-09		Structure Excavation Class A Incl. Haul	CY	\$ 45	4,987	\$ 224,423
17	2-09		Shoring Or Extra Excavation Class A	LS	\$ 200,000	1	\$ 200,000
18	6-02		Gravel Borrow Incl. Haul	TN	\$ 60	4,067	\$ 244,000
19	6-02		St. Reinf. Bar For Bridge	LB	\$ 3	1,160	\$ 2,899
20	6-02		Conc. Class 4000 For Bridge	CY	\$ 2,000	8	\$ 16,305
21	6-03		Contractor Designed Pedestrian Bridge	LS	\$ 300,000	1	\$ 300,000
22	6-16		Furnishing Soldier Pile - W10x22 Piling	LF	\$ 22	65	\$ 1,434
23	6-16		Furnishing Soldier Pile - W10x39 Piling	LF	\$ 39	244	\$ 9,499
24	6-16		Furnishing Soldier Pile - W10x45 Piling	LF	\$ 45	44	\$ 1,998
25	6-16		Furnishing Soldier Pile - W12x35 Piling	LF	\$ 35	124	\$ 4,344
26	6-16		Furnishing Soldier Pile - W12x40 Piling	LF	\$ 40	333	\$ 13,304
27	6-16		Furnishing Soldier Pile - W12x50 Piling	LF	\$ 50	243	\$ 12,134
28	6-16		Furnishing Soldier Pile - W12x58 Piling	LF	\$ 58	133	\$ 7,695
29	6-16		Furnishing Soldier Pile - W12x72 Piling	LF	\$ 72	1243	\$ 89,491
30	6-16		Furnishing Soldier Pile - W12x96 Piling	LF	\$ 96	62	\$ 5,930
31	6-16		Furnishing Soldier Pile - W14x74 Piling	LF	\$ 74	693	\$ 51,246
32	6-16		Furnishing Soldier Pile - W14x99 Piling	LF	\$ 99	1316	\$ 130,317
33	6-16		Furnishing Soldier Pile - W16x77 Piling	LF	\$ 77	605	\$ 46,613
34	6-16		Furnishing Soldier Pile - W16x89 Piling	LF	\$ 89	428	\$ 38,088
35	6-16		Furnishing Soldier Pile - W16x100 Piling	LF	\$ 100	268	\$ 26,752
36	6-16		Furnishing Soldier Pile - W18x97 Piling	LF	\$ 97	157	\$ 15,210
37	6-16		Furnishing Soldier Pile - W18x106 Piling	LF	\$ 106	262	\$ 27,723
38	6-16		Furnishing Soldier Pile - W18x119 Piling	LF	\$ 119	1582	\$ 188,213
39	6-16		Shaft - 24" Diameter	LF	\$ 175	3191	\$ 558,398
40	6-16		Shaft - 30" Diameter	LF	\$ 225	4815	\$ 1,083,302
41	6-16		Lagging	SF	\$ 25	17100	\$ 427,498

Cost Opinion

MacLeod Reckord, PLLC
Landscape Architecture Planning Urban Design

Project Name: Clinton to Ken's Corner Trail
Project Phase: Phase 1 90% Preliminary Design
Prepared By: JD/CR
Checked By: CR
Date: 12/08/2025

NO.	SPEC SEC	ITEM TYPE	ITEM	UNIT	UNIT PRICE	QTY	COST
42	6-16		Prefabricated Drainage Mat	SY	\$ 50	939	\$ 46,938
43	6-16		Concrete Fascia Panel	SF	\$ 80	20750	\$ 1,660,004
44	6-17		Permanent Ground Anchor	EA	\$ 8,000	84	\$ 672,000
45	6-16		Removing Soldier Pile Shaft Obstructions	LS	\$ 30,000	1	\$ 30,000
46	6-13		Sew Wall	SF	\$ 85	11860	\$ 1,008,130
47	6-13		Gravel Borrow for Sew Incl. Haul	CY	\$ 80	3195	\$ 255,588
DRAINAGE, UTILITIES AND TESC							
48	2-02	SP	Potholing	EA	\$ 1,200	30	\$ 36,000
49	2-02	SP	Abandon Pipe	LF	\$ 25	265	\$ 6,625
50	2-09	STD	Structure Excavation Class B incl Haul	CY	\$ 15	1525	\$ 22,875
51	2-09	STD	Shoring or Extra Excavation Class B	SF	\$ 3	10050	\$ 30,150
52	2-09	STD	Structure Excavation Class A incl Haul	CY	\$ 45	1540	\$ 69,300
53	2-09	STD	Shoring or Extra Excavation Class A	LS	\$ 31,500	1	\$ 31,500
54	7-02	STD	Schedule A Culv. Pipe 12 in. Dia.	LF	\$ 125	130	\$ 16,250
55	7-02	SP	Ductile Iron Culvert Pipe 12 in. Dia.	LF	\$ 200	335	\$ 67,000
56	7-05	STD	Catch Basin Type 1	EA	\$ 3,000	18	\$ 54,000
57	7-05	STD	Catch Basin Type 2 48 in. Dia.	EA	\$ 4,000	7	\$ 28,000
58	7-04	STD	Schedule A Storm Sewer 12 in. Dia.	LF	\$ 75	1925	\$ 144,375
59	7-04	STD	Testing Storm Sewer Pipe	LF	\$ 5	2260	\$ 11,300
60	7-05	STD	Connection to Drainage Structure	EA	\$ 1,500	4	\$ 6,000
61	7-05	SP	Detention Vault Structures	LS	\$ 350,000	1	\$ 350,000
62	7-05	SP	12 in. X 24 in. Grate	EA	\$ 3,000	9	\$ 27,000
63	8-01	STD	SWPPP Preparation and Maintenance	LS	\$ 7,000	1	\$ 7,000
64	8-01	STD	ESC Lead	DAY	\$ 100	40	\$ 4,000
65	8-01	STD	Inlet Protection	EA	\$ 100	8	\$ 800
66	8-01	STD	High Visibility Silt Fence	LF	\$ 10	15000	\$ 150,000
67	8-20	SP	Remove and Install Electrical Handhole	EA	\$ 5,000	1	\$ 5,000
68	8-20	SP	COMUFO Protection and Relocation	LS	\$ 450,000	1	\$ 450,000
69	8-01	STD	Wattle	LF	\$ 6	420	\$ 2,520
EROSION CONTROL AND ROADSIDE PLANTING							
70	8-02	SP	Topsoil Type A (2" Depth)	CY	\$ 40	1,130	\$ 45,215
71	8-02	SP	Seeding, Fertilizing, and Mulching	SY	\$ 3	20,234	\$ 60,702
72	8-02	STD ITEM	PSIPE Tree 2 Gal. Cpt. - deciduous	EA	\$ 80	282	\$ 22,560
73	8-02	STD ITEM	PSIPE Tree 2 Gal. Cont. - coniferous	EA	\$ 80	140	\$ 11,200
74	8-02	STD ITEM	PSIPE Shrub 1 Gal. Cont.	EA	\$ 54	68	\$ 3,672
MITIGATION							
75	2-01	STD ITEM	Clearing and Grubbing	SF	\$ 1.50	23,000	\$ 34,500
76	8-02	SP	Fine Compost	CY	\$ 40	145	\$ 5,800
77	8-02	SP	Topsill Type A	CY	\$ 40	452	\$ 18,080
78	8-02	STD ITEM	PSIPE 1 Gal Containers	EA	\$ 54	1,125	\$ 60,750
79	8-02	SP	Wood Chip Mulch Rings	EA	\$ 9	1,125	\$ 10,125
80	8-02	SP	Seeding and Mulching	AC	\$ 13,000	0.5	\$ 6,500

Cost Opinion

MacLeod Reckord, PLLC
Landscape Architecture Planning Urban Design

Project Name: Clinton to Ken's Corner Trail
Project Phase: Phase 1 90% Preliminary Design
Prepared By: JD/CR
Checked By: CR
Date: 12/08/2025

NO.	SPEC SEC	ITEM TYPE	ITEM	UNIT	UNIT PRICE	QTY	COST
MISCELLANEOUS CONSTRUCTION							
81	8-04	STD ITEM	Cement Concrete Traffic Curb and Gutter	LF	\$ 55	1,490	\$ 81,950
82		STD ITEM	Cement Concrete Traffic Curb	LF	\$ 40	75	\$ 3,000
83	8-21	STD ITEM	Permanent Signing	LS	\$ 10,000	1	\$ 10,000
84	8-22	STD ITEM	Painted Line - Transverse Crossing, Bollard Striping	LF	\$ 3	616	\$ 1,848
85	8-22	STD ITEM	Painted Crosswalk Line	SF	\$ 8	698	\$ 5,584
86		SP	Trail Bollard	EA	\$ 1,500	73	\$ 109,500
87		SP	Guardrail - In Ground	LF	\$ 70	282	\$ 19,740
88		SP	Guardrail - Top of Wall	LF	\$ 65	986	\$ 64,090
89		SP	Field Fence	LF	\$ 40	300	\$ 12,000
90	8-14.4	STD ITEM	Detectable Warning Surface	SF	\$ 50	490	\$ 24,500
91		SP	Transit Stop Shelter Relocation	LS	\$ 6,000	1	\$ 6,000
92			Force Account	FA	\$ 10,000	1	\$ 10,000
93			Record Drawings (min. bid \$1,500)	LS	\$ 1,500	1	\$ 1,500

SUBTOTAL	=	12,313,547
WSST (TBD)	0.00%	0
CONSTRUCTION CONTINGENCY	10%	1,231,355
ESTIMATING CONTINGENCY	5%	615,677
TOTAL CONSTRUCTION COST OPINION	=	14,160,579

Items not included

Monitoring required for mitigation site	YEAR	\$ 15,000	5	\$ 75,000
Fair Market Value of Merchantable Timber		TBD		
Monitoring required for Tree Replacement		TBD		
Utility franchise fees for relocation		TBD		
WSST		TBD		
Construction Administration Fees		TBD		



Washington State
Department of Transportation

Supplement - Local Programs
State Funding Agreement

Agency Island County Public Works	Supplement Number
Project Number HLP-2015(114)	Agreement Number LA 9998

All provisions in the AGREEMENT identified above remain in effect except as expressly modified by this supplement.
The changes to the agreement are described as follows:

Project Title: Clinton to Ken's Corner Trail

Termini: Begin Termini MP 9.54 - End Termini MP 11.58

Description of Work: No Change

Reason for Supplement

Move Right of Way Agency and Consultants Funds to PE Agency Funds.

Type of Work	Estimate of Funding				
	(1) Previous Agmt. / Suppl. Funds	(2) Supplement Funds	(3) Estimated Total Funds	(4) Estimated Agency Funds	(5) Estimated State Funds
PE or Planning	a. Agency	\$ 125,000.00	\$ 47,614.00	\$ 172,614.00	\$ 0.00
	b. Other Consultants	\$ 650,000.00	\$ 0.00	\$ 650,000.00	\$ 650,000.00
	c. Other				
	d. State Services	\$ 35,000.00	\$ 0.00	\$ 35,000.00	\$ 35,000.00
	e. Total PE Cost Estimate	\$ 810,000.00	\$ 47,614.00	\$ 857,614.00	\$ 0.00
RW	f. Agency	\$ 15,000.00	-\$ 14,281.00	\$ 719.00	\$ 0.00
	g. Other Consultant	\$ 10,000.00	-\$ 8,433.00	\$ 1,566.00	\$ 0.00
	h. Other				
	i. State Services	\$ 25,000.00	-\$ 24,900.00	\$ 100.00	\$ 0.00
	j. Total R/W Cost Estimate	\$ 50,000.00	-\$ 47,614.00	\$ 2,386.00	\$ 0.00
CN	k. Contract				
	l. Other				
	m. Other				
	n. Other				
	o. Agency				
	p. State Services				
	q. Total CN Cost Estimate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	r. Total Project Cost Estimate	\$ 860,000.00	\$ 0.00	\$ 860,000.00	\$ 0.00

AGENCY
BY: STATE
BY: Director, Local Programs

Title: Project Manager II
Agency Date: Date Executed:

CLINTON TO KEN'S CORNER TRAIL

WSDOT SUPPLEMENT NO. 1 STATE FUNDING AGREEMENT:

To transfer Right of Way funds to
PE funds to continue to 100% Bid
Documents for Construction

Page 1 of 2

Instructions – Supplement Local Programs State Funding Agreement

1. **Agency** – Enter the agency name as entered on the original agreement.
2. **Supplement Number** – Enter the number of the supplement. Supplement numbers will be assigned in sequence beginning with Number 1 for the first supplement to the original agreement.
3. **Project Number** – Enter the project number assigned by WSDOT on the original agreement.
4. **Agreement Number** – Enter the agreement number assigned by WSDOT on the original agreement.
5. **Project Title** – Enter the project's title.
6. **Termini** – Enter the begin and end points of the project.
7. **Description of Work** – Clearly describe if there is a change in work such as the addition or deletion of work elements and/or changes to the termini. If the work has not changed since the previous supplement, or original agreement if Supplement Number 1, put a check mark in the "No Change" box.
8. **Reason for Supplement** – Enter the reason for this supplement. Examples: Increase PE to current estimate; authorize construction phase; adjust construction to award amount.
9. **Advertisement Date** – At construction phase authorization only, enter the proposed construction contract advertisement date.
10. **Indirect Cost Rate**
 - a. Check the Yes box if the agency will be claiming indirect costs on the project. For those projects claiming indirect costs, supporting documentation that clearly shows the indirect cost rate being utilized by the agency must be provided with the Local Programs State Funding Agreement. Indirect cost rate approval by your cognizant agency or through your agency's self-certification and supporting documentation is required to be available for review by WSDOT and/or State Auditor.
 - b. Check the No box if the agency will not be claiming indirect costs on the project.
11. **Type of Work and Funding** (Round all amounts to the nearest whole dollar).
 - a. **Column 1** – Enter the amounts by type of work from column 1 of the original Local Programs State Funding Agreement. If the agreement has already been supplemented, enter the amounts by type of work from column 3 of the last Supplement – Local Programs State Funding Agreement.
 - b. **Column 2** – Enter increase/decrease to total amounts requested by type of work.
 - c. **Column 3** – Add the amounts in columns 1 and 2.
 - d. **Column 4** – Enter the amount of agency funds by type of work. Note: Column 4 amounts plus column 5 amounts must equal amounts in column 3 by type of work.
 - e. **Column 5** – Enter the amount of state funds by type of work. Note: Column 4 amounts plus column 5 amounts must equal amounts in column 3 by type of work.
 - f. **State Services** – All authorized phases must have funding for state services. Enter the estimated amounts in columns 1 through 5 as described above.
12. **Signatures** – An authorized official of the local agency signs the Supplemental Agreement and enters their title and date of signature (include month, day, and year). Note: Do NOT enter a date on the Date Executed line.

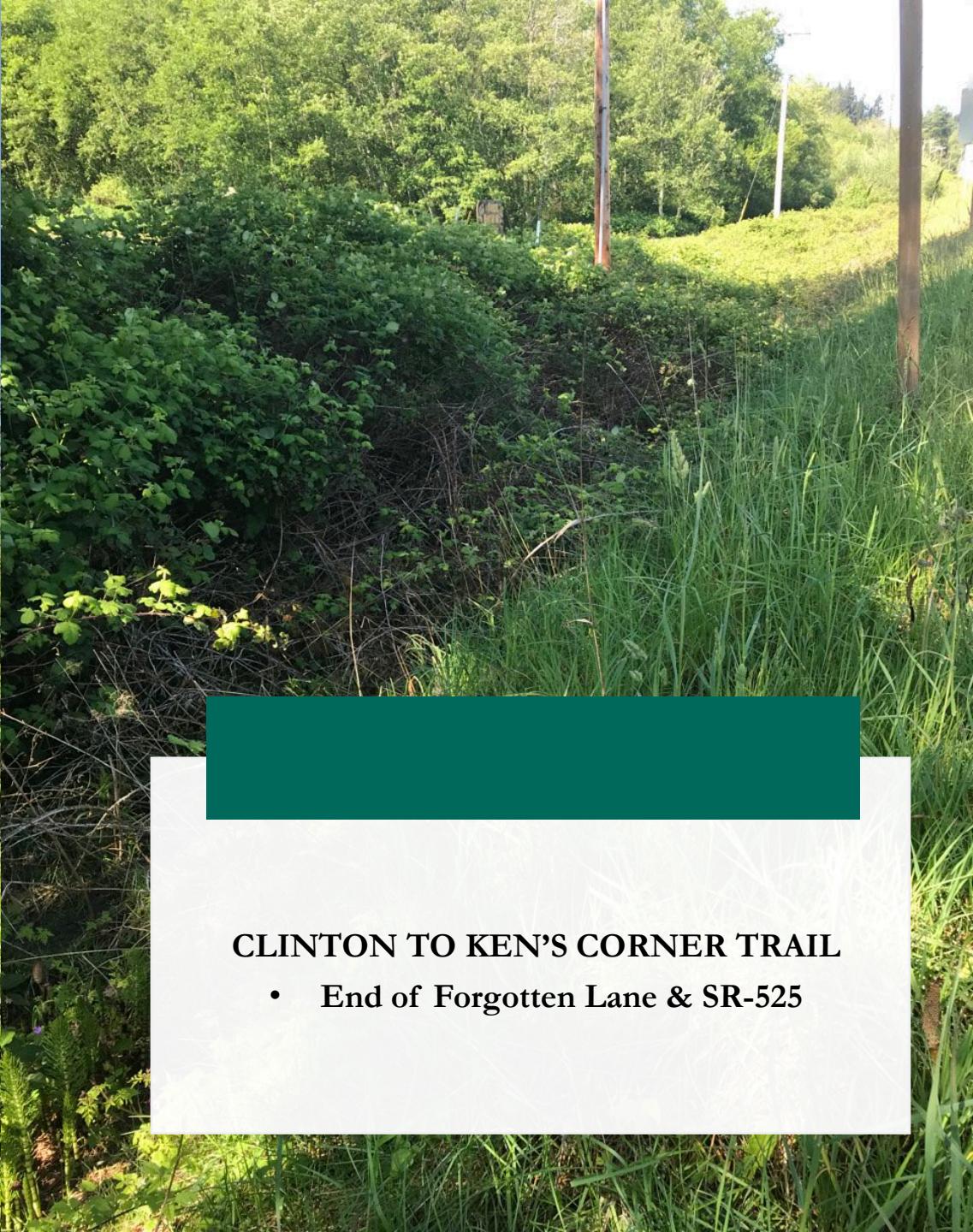
WSDOT
Supplement
No. 1 State
Funding
Agreement
Page 2 of 2

CLINTON
TO KEN'S
CORNER
TRAIL
BOB
GALBREATH
ROAD & SR
20 LOOKING
NORTH





CLINTON TO KEN'S CORNER TRAIL SR 20 LOOKING NORTH



CLINTON TO KEN'S CORNER TRAIL

- End of Forgotten Lane & SR-525



CLINTON TO KEN'S CORNER TRAIL HONG KONG GARDEN'S ACCESS

CLINTON TO KEN'S CORNER TRAIL FORGOTTEN LANE

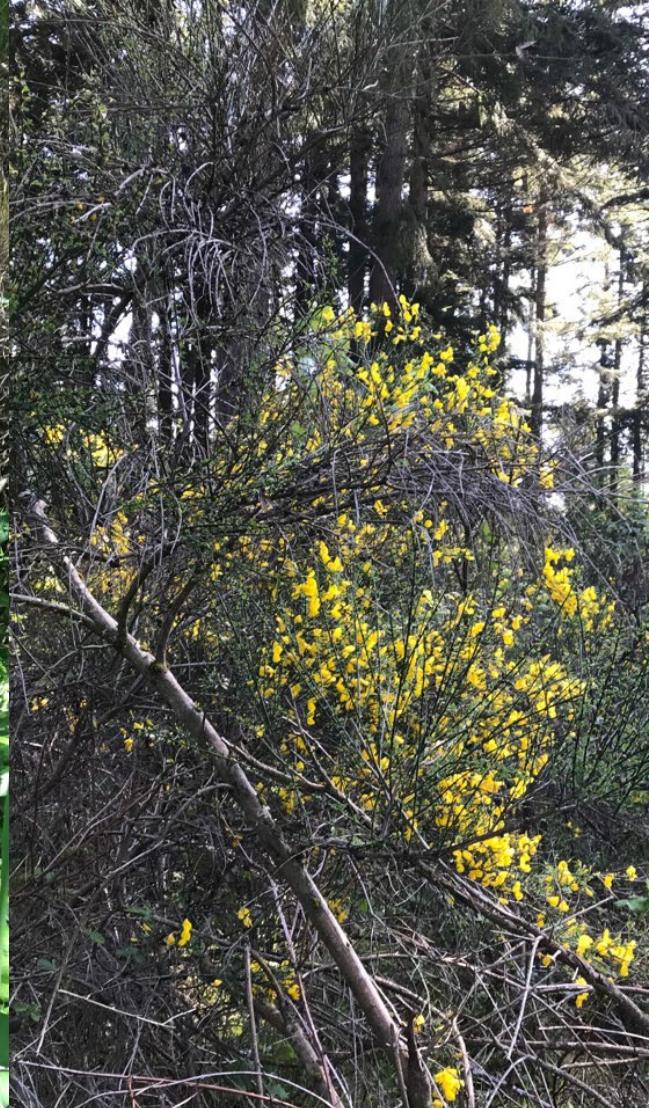
- Forgotten Lane is part of the planned trail. The trail continues past Dalton Realty's driveway onto the old WSDOT highway into a wetland area which requires wetland mitigation. Permitting requirements that will include wetland mitigation and other elements will be included in the permit.





CLINTON TO KEN'S CORNER TRAIL

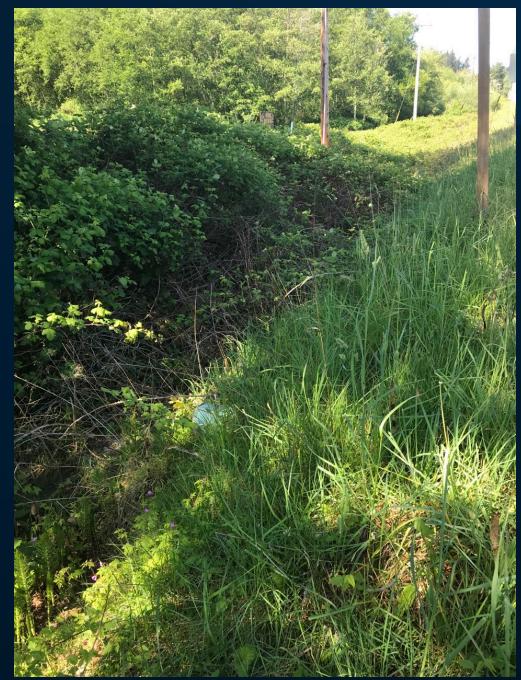




CLINTON TO KEN'S CORNER TRAIL - OLD HIGHWAY

The Old Highway Roadbed in WSDOT Right-of-Way will be used as a portion of the trail.

Non-Motorized Trail Crossing Over Wetland





**CLINTON TO KEN'S CORNER TRAIL
ENDS AT LANGLEY ROAD &
KEN'S CORNER**

CLINTON TO KEN'S CORNER TRAIL

LOOKING SOUTH



LOOKING NORTH



CLINTON TO KEN'S CORNER TRAIL

Connectivity, Safety, and Environmental Value

- **Stewardship** – Improves transportation system efficiency by adding a non-motorized mode.
- **Access** – Provides direct pedestrian and bicyclist access to Island Transit bus stops to reach employment and recreational destinations on and off Island. provides non-motorized access to scenic vistas.
- **Mobility** – The trail supports use by bicyclists and pedestrians and will meet ADA requirements.
- **Economic Vitality** – Good trails attract a multitude of users and have the potential to spur tourists to visit the area and in turn support the local economy.
- **Equity** – Provides non-motorized access for underserved communities in and north of Clinton and Langley.
- **Safety** – Separates bicyclists and pedestrians from traffic to avoid serious injury.
- **Environment** – Provides opportunities for healthy activities; Has minimal construction impacts; reduces impacts on air quality and noise. Walking and biking instead of driving a car help reduce air pollution and support clean transportation.
- **The Climate Commitment Act (CCA) Bill** – Passed by the Washington Legislature in 2021 directed Ecology to develop and implement a statewide cap-and-invest program to cut carbon pollution. The CCA Sets limits on overall carbon emissions therefore reducing carbon pollution and greenhouse gas omissions:
<https://ecology.wa.gov/Blog/Posts/February-2022/The-Climate-Commitment-Act-Washington-s-Path-to-Ca>; <https://www.youtube.com/watch?v=oUIEASHrnt0> (copy and paste these two web links into your web browser for more information).
- **Planning Consistency** – 2018 Island County Non-Motorized Transportation Plan, 2016-2036 Island County Comprehensive Plan Transportation Element; Whidbey Scenic Isle Way Corridor Management Plan.

INTERMODEL CONNECTIVITY ENHANCEMENTS

Transit & Ferry



Project adds value for both Island and Snohomish Counties due to intermodal connectivity enhancements. Trail connects to designed highway crossing improvements in Clinton and other planned and funded non-motorized improvements that enhance access to the Clinton Ferry Terminal. This segment is part of a long-range concept for a trail extending along the full length of Whidbey Island, the Whidbey Isle Trail called the Bridge to Boat Trail. Portions of the concept trail exist in the communities of Freeland and Coupeville. A segment in Oak Harbor could be added in the future.

Transit: Clinton to Ken's Corner Trail also connects to transit stops. Construction included transit stop improvements at two locations – Entrance to Dairy Queen and between Cedar Vista and Campbell Road.



CLINTON TO KEN'S CORNER TRAIL

~ Shared Use Path Connections ~



Connects to the Town of Clinton's sidewalk network and future Clinton Improvement Plan to develop safe crossings and improve sidewalks in WSDOT's right of way, resulting in improved non-motorized access to businesses and recreation facilities.



Connects to the South Whidbey Bicycle Tour Route (SWBR) for Alternative Connections to the City of Langley Businesses, Post Office, Island County Fairgrounds.



Provides a Gateway to Scenic Vistas from the Trail and the SWBR route.

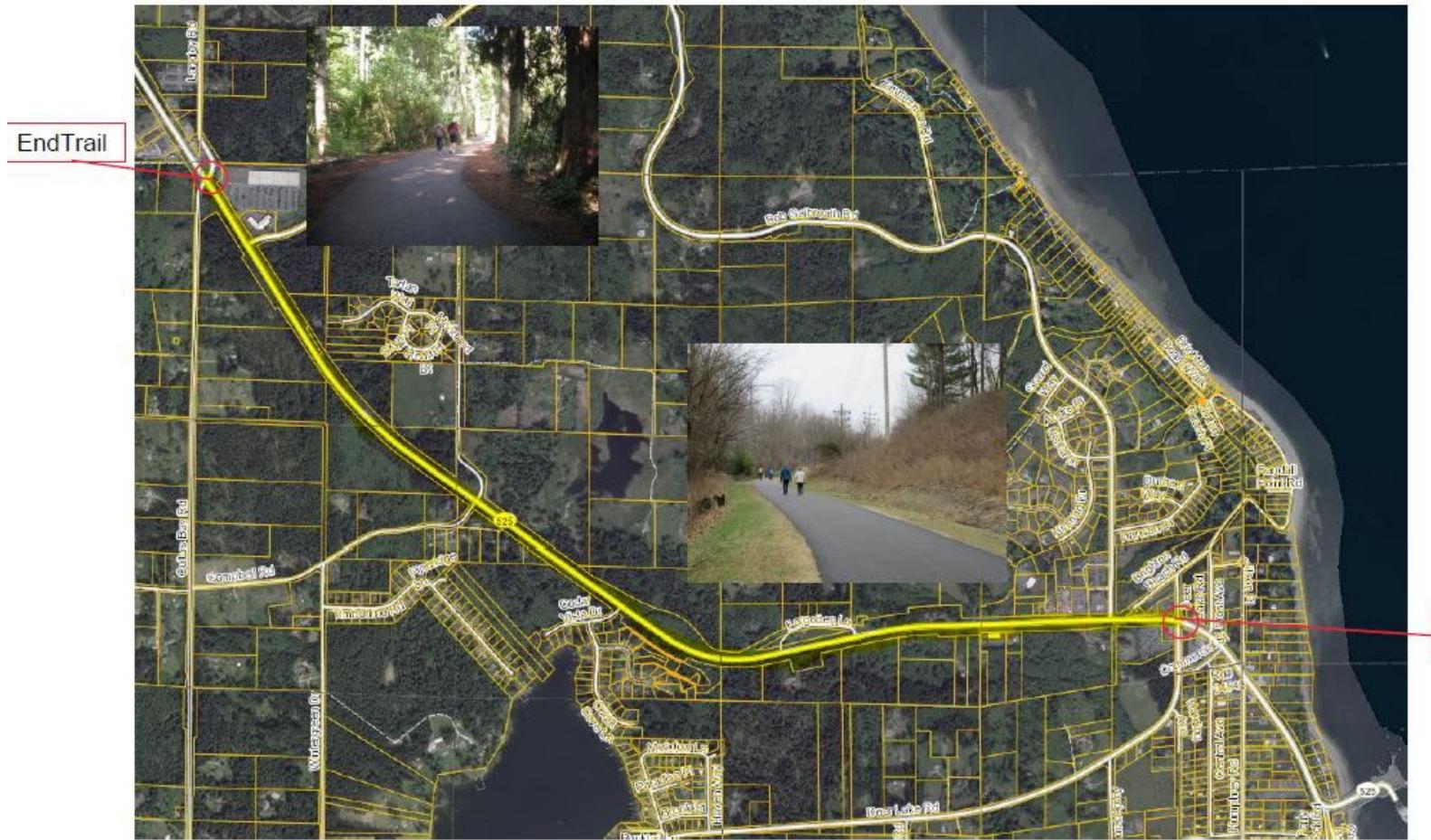


Potential for incorporation into the "Bridge to Boat Trail" concept outlined in the Island County 2018 Non-Motorized Transportation Plan.



Provides a Non-Motorized Facility and Connections for the Underserved Communities of Clinton and Langley.

CLINTON TO KEN'S CORNER TRAIL CONCLUSTION – ANY QUESTIONS?





ISLAND COUNTY HUMAN RESOURCES/GSA

WORK SESSION AGENDA

MEETING DATE: 1/7/2026

To: **Melanie Bacon, Chair**
Board of Island County Commissioners
From: **Catherine Reid, Director**

Amount of time requested for agenda discussion. 15 minutes

DIVISION: Administrative

Agenda Item No.: 1

Subject: Job Recruitment

Description: Discussion regarding recruitment with job requisitions.

Attachment: **None**

Request: *(Check boxes that apply)*

<input type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input type="checkbox"/> None/Informational	<input type="checkbox"/> Schedule a Public Hearing
<input type="checkbox"/> Signature Request	<input checked="" type="checkbox"/> Other: <u>Board Direction</u>

IT Review: Not Applicable

Budget Review: Not Applicable

P.A. Review: Not Applicable

DIVISION: Administrative

Agenda Item No.: 2

Subject: Interlocal Agreement

Description: Interlocal Agreement with Ebey's Trust Board to Lease an Employee

Attachment: **Interlocal Agreement with Ebey's Trust Board**

Request: *(Check boxes that apply)*

<input checked="" type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input type="checkbox"/> None/Informational	<input type="checkbox"/> Schedule a Public Hearing
<input type="checkbox"/> Signature Request	<input type="checkbox"/> Other:

IT Review: Not Applicable

Budget Review: Complete

P.A. Review: Complete

Return to:
Island County Board of County Commissioners
1 NE 7th Street, Coupeville, Washington 98239

INTERLOCAL AGREEMENT

This Interlocal Agreement ("Agreement") is between ISLAND COUNTY, a Washington State political subdivision whose business address is 1 NE 7th Street, Coupeville, Washington 98239, herein referred to as "County", and the TRUST BOARD OF EBNEY'S RESERVE, whose business address is 162 Cemetery Road, Coupeville, Washington 98239, herein referred to as "Trust Board".

WHEREAS, the Trust Board operates the business of Ebey's Landing National Historical Reserve ("Reserve"); and

WHEREAS, Island County is one of the governmental partners of the Reserve; and

WHEREAS, the County desires to assist in refining the operations of the Reserve with the Trust Board; and

WHEREAS, the County's employment of the Reserve Manager and the leasing of that employee to the Trust Board is in the best interests of both parties; and

WHEREAS, the parties desire to enter into an agreement wherein the Trust Board shall lease the Reserve Manager employee for an agreed upon sum and that the funding received by the Trust Board from the County for Planning activities be used to fund the Reserve Manager position; and

WHEREAS, the parties agree that they have fully negotiated the terms of the three-year term of this agreement.

Now, therefore,

The parties agree as follows:

1. Term. The term of this Agreement shall begin January 1, 2026, and continue in effect until December 31, 2028. This Agreement may remain in full force and effect in perpetuity for one (1) year terms, until replaced by a new agreement executed by the parties or otherwise terminated in accordance with the provisions set forth herein.

2. Performance. The County agrees to employ the Reserve Manager and lease that employee to the Trust Board. The Reserve Manager shall be responsible for activities related to the operations of the Reserve. The Trust Board shall conduct the Reserve Manager's annual performance evaluation.
3. Compensation. The Trust Board shall pay to the County \$110,000. The Trust Board agrees that the \$15,000 annual contribution historically received for Planning activities be used to help fund the position (salary and benefits). The Trust Board shall pay annual increases of up to 2.5% per year for the three-year term of this agreement to be used for pay increases to the Reserve Manager in accordance with Island County policy.
4. Payment. The Trust Board shall pay the County on a quarterly basis within thirty (30) days after approval of the County's written request for payment. Application for payment shall be made to the Trust Board, P.O. Box 774, Coupeville, Washington 98239.
5. Notice. Any notice under this Agreement shall be in writing and either personally served or sent by certified mail, return receipt requested, to the following persons:

Island County:	Board of County Commissioners Island County Commissioners' Office 1 NE 7 th Street Coupeville, Washington 98239
Trust Board:	Trust Board Chair Trust Board of Ebey's Reserve P.O. Box 774 Coupeville, Washington 98239

6. Miscellaneous.
 - A. Non-waiver. No waiver by either party of any of the terms of this Agreement shall be construed as a waiver of the same or other rights of that party in the future.
 - B. Paragraph titles. The paragraph titles herein are inserted for convenience of references only and are not to be deemed part of or to be used in construing this agreement.
 - C. Modification. No modification or amendment to this Agreement shall be valid until put in writing and signed with the same formalities as this agreement.
7. Indemnification. The Reserve Manager shall be considered an employee of the County.

The County and the Trust Board shall each hold harmless, defend, and indemnify the other from and against any claim, demand or action involving the Reserve Manager's activities to the extent arising from their own sole negligence, including payment of all attorney's fees and costs. The Trust Board shall include Island County as an additional insured on all Commercial General Liability and Employment Practices Liability policies and provide proof of such additional insurance annually.

In the event of joint negligence of more than one party, each party shall be responsible for its proportionate share of damages and/or other award attributable to that party. In the event of negligence or other wrongful acts asserted against more than one party in a lawsuit, any damages awarded shall be levied in proportion to the percentage of fault attributable to each party as determined in a separate proceeding with the same trial judge that presided over the main lawsuit. It being further agreed by the parties to reserve their crossclaims until after the main issue of liability has been resolved.

In the event of negligence or other wrongful acts asserted against more than one party, which is resolved prior to the commencement of a lawsuit, then, should the parties involved in such claims fail to agree among themselves as to the apportionment of fault, then the parties involved agree to use binding arbitration for a determination of each party's fault, if any, as specified hereinafter (Section 8, Arbitration).

The parties hereby covenant to use their best efforts to maintain a united defense to any claims made against the Trust Board and the County and to meet and negotiate in good faith as soon as practicable after notice of any claim or action for the purpose of determining how to proceed in such defense. The parties hereto shall designate a spokesperson responsible for all information to be released to the public. They shall also determine which party is obligated to provide any necessary legal defense. Reimbursement for costs of legal defense may be as agreed between the parties or may be determined at such time and by the forum which makes the determination of proportionate liability, if applicable.

8. **Arbitration.** Any dispute between the parties concerning the application of or violation of the express terms of this Agreement shall be resolved through arbitration. For purposes of arbitration, each party shall pick its own arbitrator and the two arbitrators within ten (10) days shall pick a third arbitrator. If the two arbitrators do not agree within ten (10) days to pick a third arbitrator, either party may apply to the Superior Court of Island County to select a third arbitrator. A majority decision of the arbitrators shall be final and conclusive.

Except where expressly provided in this Agreement, the arbitration shall be governed by Ch. 7.04A RCW. The cost of arbitration shall be borne by each party paying for its own arbitrator and its attorney fees and costs. Should all parties participate in an arbitration, those parties' arbitrators shall meet and choose an arbitrator who shall join in deciding the matters in the dispute in the manner set forth above. The arbitrator will be compensated by the parties as follows:

Each Party shall pay one half the costs of all arbitration including the compensation for the third arbitrator. Each party shall pay the cost for the arbitrator it selects.

9. **Records.** The County shall keep true and auditable records to account for expenses charged the Trust Board under this Agreement. The Trust Board's authorized representative shall have the right to inspect, at reasonable times and in a reasonable manner, all pertinent County records and to make copies thereof.

10. Administration. No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
11. Real and Personal Property. All real and personal property used in the performance of this Agreement will be acquired, held, and disposed of by the County under its usual and ordinary procedures, except for Real and Personal Property provided by the Trust Board.
12. Annual Budget. The County agrees to advise the Trust Board prior to its yearly regular budget hearings on the proposed budget for the Reserve Manager for Ebey's Reserve in the coming year.
13. Disclaimer. This Agreement is made solely for the purpose of compensating the County for its employment of the Reserve Manager for Ebey's Reserve. This Agreement shall not be construed in any manner that would limit either parties' authority or powers under law in any other respect.
14. Termination. This Agreement may be terminated by either party by giving 90 days written notice or by mutual agreement.
15. Severability.
 - A. If, for any reason, any part, term, or provision of this Agreement is held by a court of the United States to be illegal, void, or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
 - B. If it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, said provision that may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provisions.
16. Entire Agreement. The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement.
17. RCW 39.34 Required Clauses
 - a. Purpose. To provide for the employment of a Reserve Manager for the Reserve.
 - b. Duration. See Section 1 above.
 - c. Organization of separate entity and its powers. See Section 10.

- d. Responsibilities of the Parties. See provisions above.
- e. Agreement to be filed with auditor. This agreement shall be filed with the Island County Auditor.
- f. Financing. See Section 3 above.
- g. Termination. See Sections 1 and 14, above.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first hereinabove written.

SIGNED by the Trust Board of Ebey's Reserve on the _____ day of _____, 2026.

TRUST BOARD OF EBEY'S RESERVE

Lynda Austin, Board Chair

SIGNED by Island County on the _____ day of _____, 2026.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Melanie Bacon, Chair

Janet St. Clair, Member

Jill Johnson, Member

ATTEST:

Jennifer Roll, City of the Board



ISLAND COUNTY PLANNING & COMMUNITY DEV.

WORK SESSION AGENDA

MEETING DATE: 1/7/2026

To: **Melanie Bacon, Chair**
Board of Island County Commissioners
From: **Jonathan Lange, Director**

Amount of time requested for agenda discussion. 60 minutes

Agenda Item No.: 1

Subject: **2025 Comprehensive Plan Periodic Update – Housing**

Description: In December, Planning staff have released the draft elements, development regulations, and SEPA documents for the 2025 Comprehensive Plan Update. Planning will present an overview of housing related changes in the draft Housing and Land Use Elements, and the draft development regulations.

Attachments: **Staff Memo, Presentation**

Request: *(Check boxes that apply)*

<input type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input checked="" type="checkbox"/> None/Informational	<input type="checkbox"/> Schedule a Public Hearing
<input type="checkbox"/> Signature Request	<input type="checkbox"/> Other: _____

IT Review: Not Applicable

Budget Review: Not Applicable

P.A. Review: Not Applicable



Island County Planning and Community Development

Jonathan Lange, AICP, CFM
Director

1 NE 7th St., Coupeville, WA 98239

Ph: Whidbey 360-679-7339 | Camano 360-387-3443 | Fax: 360-679-7306

Email: PlanningDept@islandcountywa.gov | <https://www.islandcountywa.gov/207/Planning-Community-Development>

~ MEMORANDUM ~

TO: **Board of County Commissioners**
FROM: **Long Range Planning**
DATE: **January 7, 2026**
SUBJECT: **2025 Comprehensive Plan Update – Housing Work Session**

Planning and Community Development released the draft comprehensive plan and development regulation updates in December 2025. At this work session, Planning will discuss all housing related changes in the Housing and Land Use Elements, and the draft development regulations.

Documents related to this discussion:

- [Draft Housing Element](#)
- [Draft Land Use Element](#)
- [Draft Development Regulations](#)

Attachment: Presentation.

For more information, please contact:

Emily Neff (360) 678 - 7807 or e.neff@islandcountywa.gov



Island County 2045 Comprehensive Plan

Housing

Long Range Planning
January 7, 2026

Work Session Reminders

Purpose: Hear Input on Housing Policy and Code Changes

Reminders:

- Goals and Policies are guiding principals that will frame current and future code updates.
- Focus on the “what” not the “how” during these conversations.
- Keep in mind the need to balance competing priorities.
- Consider what our future communities could look like and how to support growth in ways that reflect our unique islands.

What topic lives where (Housing)?

Housing

- Goals and policies that support preservation of existing housing, development of new housing and housing types, and supportive housing strategies.

Land Use

- Goals and policies that guide the land use code and provide a framework for what types of uses are allowed in different zones.

Development Regulations

- Code changes to support housing allocations and provide greater flexibility in housing types to increase capacity and affordability.

Housing Requirements

- In 2021, House Bill 1220 amended the Growth Management Act (GMA) to instruct local governments to “plan for and accommodate housing affordable to all income levels.”
- Purpose of State’s affordable housing mandate is to highlight where jurisdictions are not meeting the housing needs of their community and make adequate provisions.
- Requirement: Demonstrate capacity for housing at all income levels to accommodate Housing for All Planning Tool (HAPT) allocations.

Approach to Housing

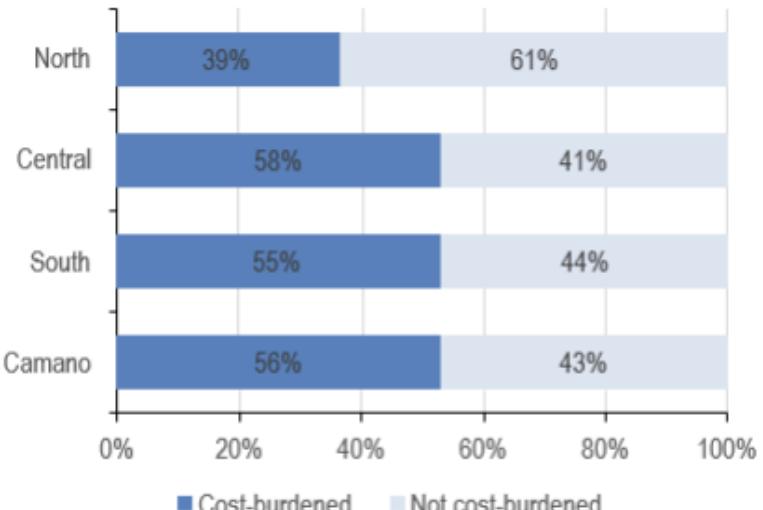
Overarching Goal: Increase density where density already exists and keep rural lands rural.

- Cities took a larger share of growth than previous Comp Plans (67%).
- Density changes and planning for infrastructure to support housing development.
- More flexibility for housing types to increase affordability.

Key Findings in Housing Needs Assessment

- **Big increase in cost burdened households (from 35% to 52%).**
- **Median rent has increased \$600 per month since 2017.**
- **Housing prices have increased 50% since 2017.**
- **Vacancy rates remain high, above state average.**
- **Very few multi-family units are being built.**

Figure 4-7. Housing Cost Burden by Area 2023

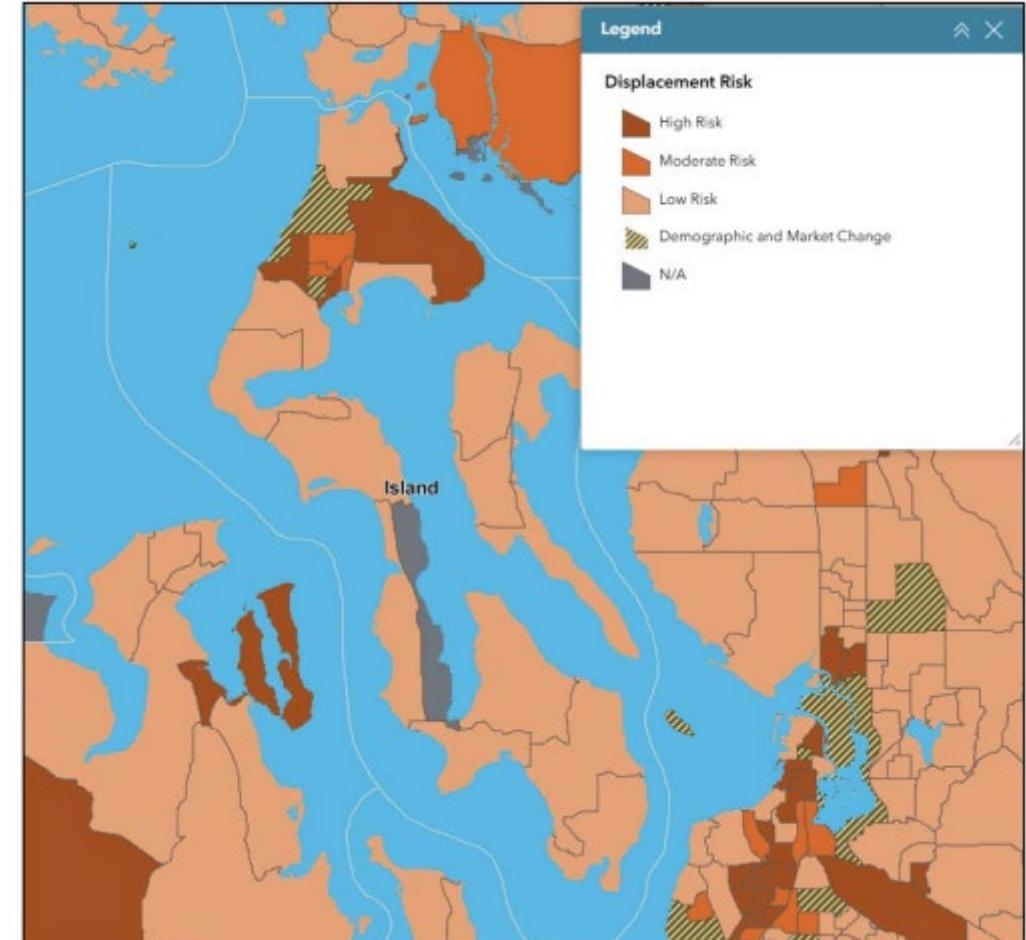


Source: U.S. Census Bureau, 2023 ACS 5-Year Estimate

Key Findings in Housing Needs Assessment Cont.

- Population continues to age.
- Households with higher incomes continues to increase.
- Many communities lack ethnic and racial diversity.
- Home ownership rates are 20% higher than state average.
- Displacement risks are highest in the north Whidbey area.

Figure 4-14. Displacement Risk Map for Island County (Dept. of Commerce)



Displacement risk means residents who lose their housing due to factors outside their control and cannot find commensurate housing options in their community.

Creating Capacity

Income Levels	Zone Categories	Projected Need	% from HAPT	Total Zone Capacity	Capacity Surplus/Deficit
0-30%	Multifamily	500	4%	26	- 474
30-50%		486	7%	44	- 442
50-80%	Moderate Density	414	13%	212	-202
80-100%		196	14%	565	369
100-120%	Low Density	187	14%	2,225	2,038
120%+		604	47%	4,833	4,229

Key Changes

- Increased density in mixed-use Limited Areas of More Intensive Rural Development (LAMIRDs).
- Planning for infrastructure in the LAMIRDs and the County's Non-Municipal Urban Growth Area (NMUGA), e.g., Freeland.
- More flexibility in housing types: Rural Clusters, Accessory Dwelling Units (ADUs), Recreational Vehicles (RVs).
- Updates to comply with new State requirements: Co-Living Housing, and Supportive Housing.
- Policy work on Short Term Rentals (STRs).

Policy Changes

Summary of Policy Changes for Housing

Mixed-use LAMIRDs

- Land Use policies to encourage multi-family and mixed-use housing development in LAMIRDs (LU 5.4, LU 5.7).
- Land Use policy to incentivize and support the development of community septic and LOSS systems to support more intensive uses in LAMIRDs (LU 5.5).
- Housing policies to accommodate infill development in LAMIRDs through minimum density requirements and increased height limits (H 1.7, H 2.6).

Short Term Rentals

- Housing policy to support regulations on short-term rentals to reduce impacts on long-term housing (H 1.6).

ADUs

- Housing policies to support development of ADUs as an affordable housing type (H 2.10, H 2.16).

Policy Changes

Summary of Policy Changes for Housing

Summary of Policy Changes for Housing	
Rural Clusters	<ul style="list-style-type: none">• Land Use policy to provide flexibility for clustered housing developments, with density bonuses for affordable housing (LU 6.1).• Land Use policy to support open space preservation through cluster developments (LU 7.1).• Housing policies to support a variety of housing types to increase affordability of housing in rural areas (H 2.3, 2.4, H 2.9).
Infrastructure to support density	<ul style="list-style-type: none">• Land Use policies to provide flexibility for community sewer solutions (LU 2.3, LU 3.13.1).• Land Use policy to require new developments to connect to community water and wastewater systems (LU 5.13).• Housing policies to support innovative septic solutions (H 2.1, H 2.9, H 2.17, H 4.3).
Supportive Housing	<ul style="list-style-type: none">• Housing policies to support the development of more affordable and supportive housing types (Housing Goals 3, 4 and 5).• Land Use policies to support the development of more affordable and supportive housing types (LU 1.4, LU 1.7, LU 5.6, LU 5.8)

Development Regulations Changes

Summary of Code Changes for Housing

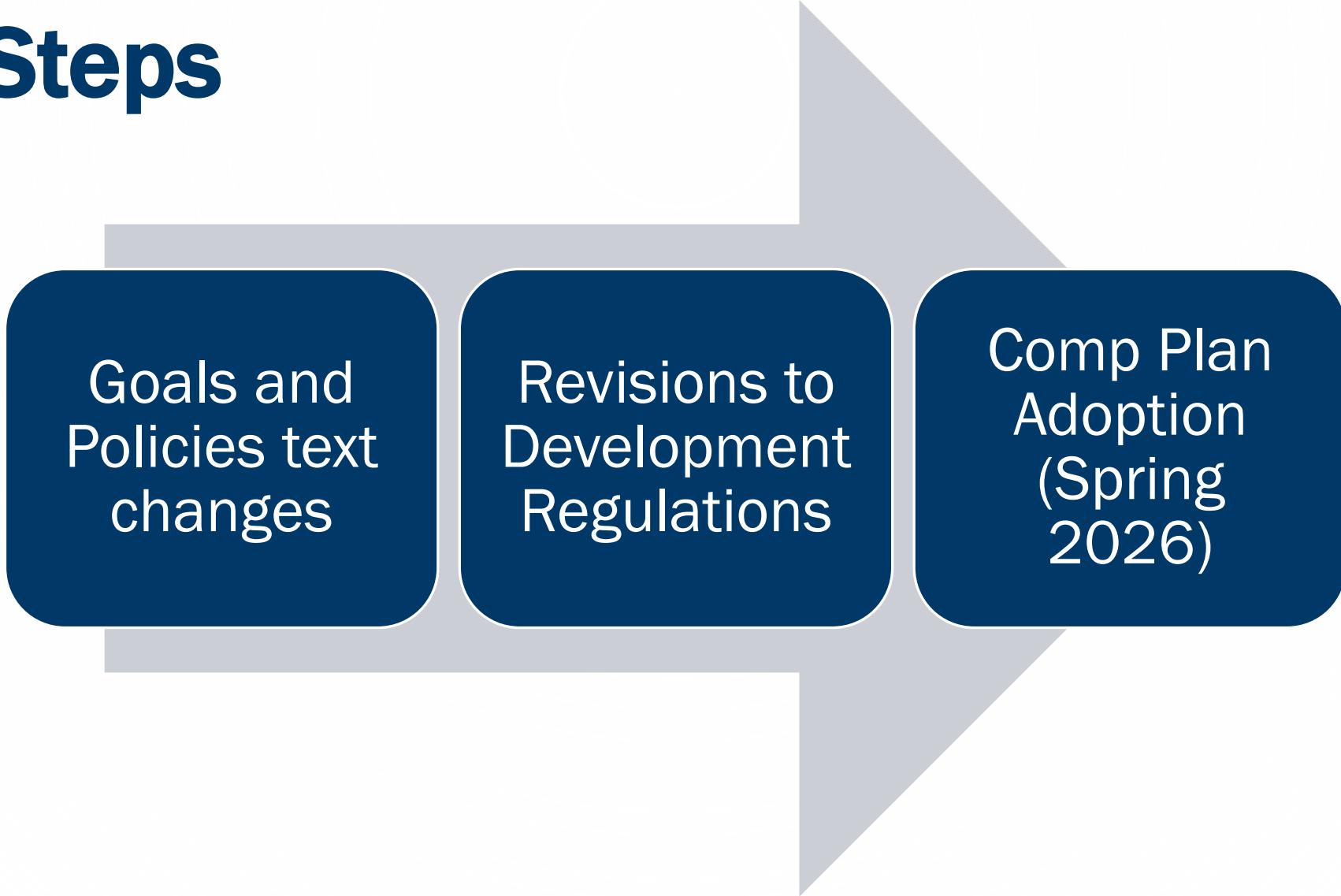
Mixed-Use LAMIRDs

- Minimum lot size one-half acre
- Minimum density 4 du/acre, maximum density 8 du/acre
- Up to 12 du/acre available to affordable housing developments
- Existing non-conforming lots allow for a duplex/triplex/fourplex
- Allow for multi-family development in Mixed-use LAMIRDs
- Prohibit certain space intensive uses: Mini storage, outdoor storage, warehouses, Single Family Residences
- Height Increases

Decisions Needed

- Overall approach to meeting housing allocations: density in already dense areas
- LAMIRD changes: density, height limits, and minimum housing requirements
- ADUs: affordable units
- STRs: commitment to study and future policy/regulations
- Rural Clusters: more flexibility in housing types and density bonus for affordable developments
- Infrastructure changes to support housing: commitments to fund, partner, and study to find solutions

Next Steps



Goals and
Policies text
changes

Revisions to
Development
Regulations

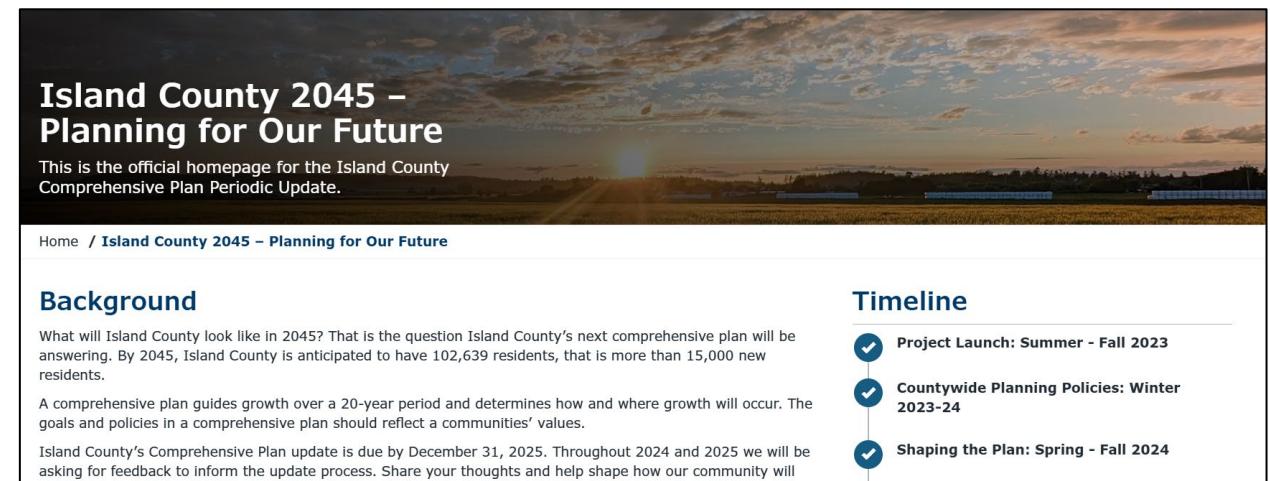
Comp Plan
Adoption
(Spring
2026)

Public Engagement Reminders

Comment Period: Dec. 10 to Feb. 9

How to Comment:

- **Website:**
www.islandcounty2045.com
- **Email:**
CompPlan@islandcountywa.gov
- **Snail Mail:** Attn PCD, 1 NE 7th Street, Coupeville, WA 98239
- **In Person:** at Board or Planning Commission meeting



Island County 2045 – Planning for Our Future
This is the official homepage for the Island County Comprehensive Plan Periodic Update.

Home / Island County 2045 – Planning for Our Future

Background

What will Island County look like in 2045? That is the question Island County's next comprehensive plan will be answering. By 2045, Island County is anticipated to have 102,639 residents, that is more than 15,000 new residents.

A comprehensive plan guides growth over a 20-year period and determines how and where growth will occur. The goals and policies in a comprehensive plan should reflect a communities' values.

Island County's Comprehensive Plan update is due by December 31, 2025. Throughout 2024 and 2025 we will be asking for feedback to inform the update process. Share your thoughts and help shape how our community will

Timeline

- Project Launch: Summer - Fall 2023
- Countywide Planning Policies: Winter 2023-24
- Shaping the Plan: Spring - Fall 2024

[Subscribe to our Email Updates!](#)

Meeting Opportunities

Public Meetings:

- Oak Harbor – The Center:
Thursday, January 15, 5 to 6:30 pm
- South Whidbey – Clinton Comm Hall: Tuesday, January 20, 5 to 6:30 pm
- Camano – County Annex Bldg:
Saturday, January 24, 10 to 11:30 am

Board and Planning Commission Mtgs:

Coupeville:

- Wednesday, January 7 (Housing)
- Wednesday, January 14 (Environment)
- Wednesday, January 21 (Infrastructure)
- Wednesday, February 4 (Econ Development & Clinton)



Questions?

Long Range Planning
CompPlan@islandcountywa.gov
www.islandcounty2045.com

Housing For All Planning Tool (HAPT)

Figure 8 – HAPT Allocations (Following reassessment November 2025)

Island County	
User Input - % Share of County Population Growth. Values must sum to 100%	
33.27 %	
4.88 %	
6.22 %	
55.63 %	

Projection Year: 2045

Population Target = 99,202

	Permanent Housing Needs by Income Level (% of Area Median Income)							Emergency Housing Needs (Temporary)
	Total	0-30%		>30-50%	>50-80%	>80-100%	>100-120%	
Countywide Estimated Housing Supply (2020)	37,272	1,210	18	2,915	7,479	5,878	4,734	15,038
Countywide Additional Units Needed (2020-2045)	7,176	846	762	1,560	1,266	560	527	1,655
Sum of Allocation to Jurisdictions (from User Inputs)	7,176	846	762	1,560	1,266	560	527	1,655

100.00%	Met Target	<-- Sum of user inputs for jurisdiction shares of county future net housing need. If below 100%, increase shares. If above 100%, decrease shares.						
	Permanent Housing Needs by Income Level (% of Area Median Income)							Emergency Housing Needs (Temporary)
	Total	0-30%		>30-50%	>50-80%	>80-100%	>100-120%	
Unincorporated Island County	25,445	598	8	1,580	3,311	3,676	3,788	12,484
Allocation Method A (2020-2045)	2,388	270	230	486	414	196	187	604
Coupeville town	1,017	73	0	191	162	77	118	396
Allocation Method A (2020-2045)	350	40	34	71	61	29	27	89
Langley city	743	74	0	34	90	125	107	313
Allocation Method A (2020-2045)	446	50	43	91	77	37	35	113
Oak Harbor city	10,057	465	0	1,110	3,916	2,000	721	1,845
Allocation Method A (2020-2045)	3,992	486	455	912	714	298	278	849

* The location of 10 existing permanent supportive housing units within Island County is unknown. Therefore, they are not included in the jurisdiction table below.

**Note: Oak Harbor's allocations include 257 units that represent the capacity of a proposed annexation area that is planned to be completed through an Interlocal Agreement as a part of the City's and County's Comprehensive Plan updates. If the annexation does not proceed, the 257 units will be accommodated elsewhere in the city and county.*

County's Housing Allocations

By Area Median Income Level (AMI)

	Total Housing Units	0-30% (PSH and non-PSH)	30-50%	50-80%	80-100%	100-120%	120+	Emergency Housing
Existing Stock	25,445	606	1,580	3,311	3,676	3,788	12,484	28
2045 Allocations	2,388	500	486	414	196	187	604	73