

**AGENDA**  
**GIG HARBOR CITY COUNCIL MEETING**  
**Monday, February 23, 2026 - 5:30 PM**  
**Council Chambers**

*This meeting may also be accessed through Zoom at <https://zoom.us/j/93216056382> or by calling (253) 215-8782 and entering Meeting ID 932 1605 6382. Please see the public comment & decorum section at the end of this agenda for information on options for making public comments.*

**CALL TO ORDER/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**LAND ACKNOWLEDGMENT**

Before we begin this council meeting we would like to recognize that we are gathered on not only the ancestral and traditional lands of the sx̣wəbabč band of the Puyallup Tribe of Indians, but also on the site of one of the largest and longest standing historic villages of their people, the original inhabitants of the Gig Harbor area.

**CHANGES TO THE AGENDA**

**PRESENTATIONS**

1. Black History Month Proclamation
2. Retirement of Lieutenant Fred Douglas
3. Swearing-in of Lieutenant Weston King

**PUBLIC COMMENT ON CONSENT AGENDA ITEMS**

**CONSENT AGENDA**

1. City Council Minutes: January 12, 2026
2. Approval of Vouchers: AP check numbers 201780 through 201887, PR check numbers 109101 through 109113, and ACH payments in the amount of \$1,386,539.71
3. Approval of Payroll
4. Professional Services Contract Amendment #3 for Peacock Hill Half-Width Improvements

5. **Resolution 1353 Authorizing Investment in the Local Government Investment Pool**
6. **Resolution 1354 Updating Signors on the City's Banking Services**
7. **Purchase and Sales Agreement with Smith & Loveless, Inc. for Lift Station #5A Equipment Package**

#### **MAYOR'S REPORT**

#### **CITY ADMINISTRATOR'S REPORT**

1. **Department Updates**

#### **BUSINESS ITEMS**

#### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

#### **COUNCIL REPORTS/ COMMENTS**

#### **ANNOUNCEMENT OF UPCOMING MEETINGS**

1. **Upcoming City Meetings**

#### **ADJOURN**

#### **EXECUTIVE SESSION: To discuss the potential acquisition of real estate per RCW 42.30.110(1)(b)**

### **PUBLIC COMMENT & DECORUM**

#### **PUBLIC COMMENT & DECORUM**

The city council wants to hear from the public as much as possible. However, the business of the city must proceed in an orderly, timely manner. The primary purpose of council meetings is to conduct the city's business so we have created a variety of ways the community can make their voices heard. Monday city council meetings are just one opportunity. These guidelines are designed to make sure every person who wants to be heard has both the opportunity to be heard and feels welcome to do so.

We receive comments three ways:

1. During council meetings
2. During council study sessions.



3. Email [mayorandcouncil@gigharborwa.gov](mailto:mayorandcouncil@gigharborwa.gov) at any time about any issue. This email goes to the elected officials and leadership at the city.

#### Public Comment at City Council Meetings

We welcome comment at Council meetings during three specific times: 1) prior to approval of the consent agenda (about the consent agenda); 2) prior to deliberation on each business item and 3) at the end of each business session (about any item that concerns you).

When the mayor calls for public comment, please come to the front of the room (or raise your hand on Zoom). When it's your turn, we'll ask you to tell us your name and connection to the issue you want to discuss. You'll then have a maximum of three minutes to speak.

Unfortunately, this isn't a time for dialogue, but a staff person or councilmember may be available to talk with you at a break or after the meeting.

#### Additional guidelines

- Anyone making "out of order" comments may be subject to removal from the meeting.
- Please address your remarks to the city council as a body and not to any specific individual.
- Please be courteous and not engage in derogatory remarks or insinuations.
- No demonstrations, including clapping, are allowed.

#### Email

You are welcome to email the mayor and councilmembers about any issue facing the city by writing to the address above. Do remember that council sets the policy direction while city departments execute those decisions. A series of online reporting tools might help you resolve an issue more quickly, so check them out too: <https://www.gigharborwa.gov/146/Submit>

### **AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS**

ADA accommodations can be provided upon request. Those requiring special accommodations should contact the city clerk at [cityclerk@gigharborwa.gov](mailto:cityclerk@gigharborwa.gov) or (253) 853-7613 at least 24 hours prior to the meeting.



City of Gig Harbor  
City Council Agenda Bill

Meeting Date: February 23, 2026

**SUBJECT:** Professional Services Contract Amendment #3 for Peacock Hill Half-Width Improvements

**SUBMITTED BY:** Chloe Wiser, Associate Engineer

**DEPARTMENT:** Public Works

**PHONE:** 253-853-8182

**SUGGESTED MOTION:** Approve and authorize the mayor to execute Professional Services Contract Amendment 3 with 3J Consultants, Inc in an amount not to exceed \$2,680.

**BACKGROUND INFORMATION:** The amendment will provide arborist services to assess a potentially dangerous tree at the north corner of 102<sup>nd</sup> Street and Peacock Hill. The city will be improving the intersection at 102<sup>nd</sup> Street to add a crosswalk and bring the grade of 102<sup>nd</sup> Street to standard. This action will create a fill condition at Tree 233 (see arborists report for tree location). Putting soil over a tree's root flare can potentially cause harm to a tree's health. The tree is currently showing indication of internal structural defects, health defects, and is in range of hitting targets (property). The city's consultant is recommending an increased level of assessment to evaluate the impact of the proposed design to Tree 233. The assessment will result in a recommendation to remove the tree or design recommendations to protect the tree.

**FISCAL CONSIDERATION:** In the city's 2025-26 Budget, a total of \$720,000 was allocated for the Peacock Hill Half-Width Improvement Project and Peacock Hill Watermain Loop.

**2025-26 Budget Project Funding:**

|                                          |            |
|------------------------------------------|------------|
| Peacock Hill ½ Width Improvement Project | \$ 620,000 |
| Peacock Hill Watermain Loop              | \$ 100,000 |

**Total 2025-26 Budget:** **\$720,000**

**Project Expenses:**

|                                                |              |
|------------------------------------------------|--------------|
| Professional Services Contract (February 2024) | \$424,980.10 |
| Amendment #1                                   | \$195,110.20 |
| Amendment #2                                   | \$70,414.00  |

**Total Expensed** **\$690,504.20**

**Available budget:** **\$29,495.80**

|                                        |                                |                                 |
|----------------------------------------|--------------------------------|---------------------------------|
| Expenditure<br>Required:<br>\$2,680.00 | Amount Budgeted:<br>\$ 720,000 | Appropriation Required:<br>\$ 0 |
|----------------------------------------|--------------------------------|---------------------------------|

**ATTACHMENTS:**

1. Arborist\_Prelim\_Report\_Peacock\_Hill\_5.22.2024
2. CSP-2325\_PSC AMEND 3\_3J CONSULTING\_corrected

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**STRATEGIC PLAN PRIORITY:** Maintain smalltown character and historic preservation while growing responsibly

## **Preliminary Arborist Report – Peacock Hill**

To: 3J Consulting – Brian Feeney  
Site: Peacock Hill Ave. Gig Harbor, WA 98332  
Re: Peacock Hill Ave - Half Street Improvements  
Date: May 22, 2024  
Project Arborist: Sean Dugan, Registered Consulting Arborist # 457  
ISA Board Certified Master Arborist #PN-5459B  
ISA Qualified Tree Risk Assessor  
Reference Documents: Peacock Hill Avenue Improvements – Tree Exhibit (3J Consulting, 05/02/2024)  
Right-Of-Way Topographic Survey (Lanktree Land Surveying, Inc., 04/22/2024)  
Attached: Tree Inventory - Table of Trees  
Site Map - Marked up Tree Exhibits

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### **Recommendations**

- Provide construction plans to the project arborist for review, when available.
- Apply the tree protection specification to trees of large stature, high value trees, and trees with a poor tolerance to root zone disturbance.
- Protect the stand of Douglas-fir trees on Tree Exhibit 5 as a single unit.
- Final landscape construction plans shall include tree protection measures.<sup>1</sup>
- Determine if trees that have been topped for power line clearance are appropriately located for long-term viability.
- Mitigate risk from Tree survey point number 300459, on Tree Exhibit 1
- Perform further evaluation on trees 224, 227, 233, and 236 to determine if they are structurally sound and appropriate for retention.

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<sup>1</sup> Gig Harbor Municipal Code Chapter 17.78 Trees, Landscaping and Screening.

## Summary

This report documents the site visit by Sean Dugan, of Tree Solutions Inc. on May 8, 2024 to the above referenced site. We were asked by Brian Feeney of 3J Consulting to complete a tree inventory and assessment in preparation for the Peacock Hill Half Street Improvements.

The Gig Harbor Municipal Code (GHMC) requires that significant trees be assessed for development projects<sup>2</sup>. I inventoried, assessed, and tagged 61 trees located within the right-of-way (ROW) and trees adjacent with the ROW that could potentially be negatively impacted from proposed improvements. I found 46 trees to be in good health condition; 12 are in fair health; 3 are in poor health condition. I observed the structural condition of each tree and found 54 trees are in fair or good condition and 7 trees are in poor condition. Seven trees have been proposed for removal based on poor health and/or structural condition.

The west side of Peacock Hill Avenue is proposed for redevelopment including grading, curbs, sidewalk, retaining walls, and landscape. We were asked to evaluate potential tree impacts based on construction plans and provide tree protection recommendations based on proposed improvements. General tree protection requirements and a tree protection specification have been included within this report, which can be refined when construction plans are available for review. Additional trees may need to be removed if they cannot be adequately protected during development activities.

Other notable observations are included in the report, Tree Inventory, and on the Site Map.

## Assignment and Scope of Work

This report documents the site visit by Sean Dugan, of Tree Solutions Inc., on May 8, 2024 to the above referenced site. We were asked to visit the site to inventory and assess trees that can potentially be negatively impacted by a proposed half-street widening along the west side of Peacock Hill Ave. (from just south of 107th Street NW to just north of Ringgold Street).

We were asked to collect data for all significant size trees, equal to or greater than 6 inches in diameter, and include the tree species, DSH (Diameter at Standard Height), health and structural condition, and driplines. We were asked to tag all trees in the ROW and within 10 feet of the ROW. We were asked to evaluate construction plans, when available, to assist the design phase and provide tree protection recommendations for proposed improvements. Brian Feeney, of 3J Consulting, requested these services for project planning purposes.

## Observations and Discussion

### Site

The inventory area is located on the west side of Peacock Hill Ave., from just south of 107th Street NW to just north of Ringgold Street. The approximate area of the assessment can be seen in Appendix C – Scoped Area, Figure 1. A detailed view of the area can be found in the attached Site Map - Marked up Tree Exhibits.

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<sup>2</sup> GHMC Section 17.99.590 Significant Trees A tree having a trunk diameter of at least six inches as measured 54 inches above grade. A tree growing with multiple stems shall be considered significant if at least one of the stems, measured at a point six inches from the point where the stems digress from the main trunk, is at least four inches in diameter.

We were asked to tag all trees in the ROW and within 10 feet of the west side of the ROW. A limited visual assessment was completed for trees beyond 10 feet and where access was restricted. Increased attention was provided to trees with a greater likelihood of being negatively impacted or showing symptoms of defects.

### Proposed Plans

Tree Solutions Inc. was provided with the identified reference documents to assist in our inventory. A general plan of what is being proposed was provided to us verbally. A comprehensive evaluation of potential negative impacts from proposed infrastructure changes will occur when demo, civil, grading, utility, and landscape plans are provided.

### Trees

I inventoried, assessed, and tagged 61 trees located within the scoped area. Significant tree species identified include Douglas-fir (DF; *Pseudotsuga menziesii*), western red cedar (WRC; *Thuja plicata*), western hemlock (WH; *Tsuga heterophylla*), Pacific dogwood (PD; *Cornus nuttallii*), Pacific madrone (PM; *Arbutus menziesii*), and Vine maple (VM; *Acer circinatum*). Information specific to each tree can be found in the attached Tree Inventory – Table of Trees and the Marked up Tree Exhibit.

I tagged each tree with an aluminum tree tag that corresponds to the number shown in the attachments. For this project, the tag series runs from:

- #201 through #261.

Trees within 10 feet of the ROW where access was restricted, such as behind fences, were provided with a tree number within the series but no tag was placed on the tree. This is indicated in the Table of Trees. The restricted access tree's DSH and drip line were estimated from the closest point to the tree that was available.

The following are notable observations:

- Trees to be removed due to poor health/structure – 213, 216, 220, 222, 223, 229, 251.
- Trees that have been topped for power line clearance – 204, 213, 222, 223, 229, 235, 237, 239, 240, 241, 242, 249.
- Additional protection/evaluation due to size and structure – 221, 224, 227, 233, 236.
- Tree survey point number 300459, on Tree Exhibit 1, has a large dead section that is located over a residential structure creating an elevated risk potential that should be mitigated.
- Tree Exhibit 5 contains a grove of Douglas-fir trees in good overall health/structure.

Several trees were topped for power line clearance including tree 213 (Appendix D - Photo 1). The tree species includes Douglas-fir and western red cedar, both of these are tall growing trees and are a poor choice to be located below power lines. Topped trees in poor health and/or structure have been recommended for removal. Based on my knowledge, training, and experience, it is my opinion that the remaining topped trees should be considered for removal as they are the wrong tree for the location.

There are several small multi-stem trees located on Tree Exhibits 5 and 6. These trees could easily be overlooked as being significant due to their small stature but meet the city's definition of significant (Appendix D - Photo 2). The remaining vegetation are non-significant trees or shrubs.

I inventoried six western hemlock trees including a large specimen tree 221 (Appendix D - Photo 3). Western hemlock trees generally have a poor tolerance to root zone disturbance. Any hemlock tree that is near proposed development should have additional protection measures applied as indicated in the tree protection specification.

The tree protection specification should also be applied to trees of large stature, which includes trees 224 and 227 (Appendix D - Photos 4, 5, & 6). These trees will require oversight to ensure the root systems are not compromised during site work activities. Based on my knowledge, training, and experience, it is my opinion that these two trees, along with trees 233 & 236 (Appendix D - Photos 7 & 8), should be further evaluated to determine if there are any internal defects that may negatively impact the tree's safe useful life expectancy. If these trees are found to have significant internal defects, removal may be an appropriate management action.

Tree Exhibit 5 includes a stand of significant Douglas-fir trees (Appendix D - Photo 9). The trees here are in good overall health/structure. Ideally, this stand should be protected as a single unit. Removal of a few trees along the edge of the stand could have a negative impact on the remaining trees.

Trees 259 through 261 appear to be newly establishing trees planted as mitigation for the adjacent development project (Appendix D - Photo 10). These are young trees that are expressing some health and structural issues.

### **Discussion—Construction Impacts**

This report is preliminary as we have not reviewed construction plan set for this area.

Tree protection requirements per municipal code are cited in Appendix G - GHMC 17.78.092 - Protection of significant trees and existing native vegetation to be used for planning purposes. This general tree protection should be implemented for all of the trees near and around the proposed development. Depending on the level of disturbance near a tree the general protection requirement may be adequate. Additionally, I have included Appendix G – Tree Protection Specification, which should be implemented for any trees requiring additional protection measures and high value trees.

It was discussed that there is likely to be fill used for the project and less of a need to cut grades near trees. Negative issues can develop in trees when using native fill soils, generated on site, when at a depth greater than 12 inches. When these soils are moved around it compromises the soil structure, which results in poor water/air exchange with the soil below. Where fill is required within a tree protection area, the use of large angular aggregate with no fines is a better alternative to place over a tree root system. This material allows for improved water and air exchange.

A retaining wall may be necessary to hold fill soil in place. The deeper a cut is needed to install a footing for a wall, the greater the likelihood of requiring roots to be cut. Structural roots of trees are typically found within the top 4-feet of the soil profile, with the greatest density in the top 2-feet.

## Recommendations

- Provide construction plans to the project arborist for review, when available.
- Apply the tree protection specification to trees of large stature, high value trees, and trees with a poor tolerance to root zone disturbance.
- Protect the stand of Douglas-fir trees on Tree Exhibit 5 as a single unit.
- Final landscape construction plans shall include tree protection measures.<sup>3</sup>
- Determine if trees that have been topped for power line clearance are appropriately located for long-term viability.
- Mitigate risk from Tree survey point number 300459, on Tree Exhibit 1
- Perform further evaluation on trees 224, 227, 233, and 236 to determine if they are structurally sound and appropriate for retention.

Respectfully submitted,



Sean Dugan,  
Principal Consulting Arborist  
Tree Solutions Inc.

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<sup>3</sup> Gig Harbor Municipal Code Chapter 17.78 Trees, Landscaping and Screening.



## Appendix A Glossary

**advanced assessment:** an assessment performed to provide detailed information about specific tree parts, defects, targets, or site conditions. Specialized equipment, data collection and analysis, and/or expertise are usually required (ISA 2013)

**ANSI A300:** American National Standards Institute (ANSI) standards for tree care

**basic assessment:** detailed visual inspection of a tree and surrounding site that may include the use of simple tools. It requires that a tree risk assessor walk completely around the tree trunk looking at the site, aboveground roots, trunk, and branches (ISA 2013)

**chlorotic:** foliage with whitish or yellowish discoloration caused by lack of chlorophyll.

**codominant stems:** stems or branches of nearly equal diameter, often weakly attached (Matheny *et al.* 1998)

**cracks:** defects in trees that, if severe, may pose a risk of tree or branch failure (Lilly 2001)

**crown:** the aboveground portions of a tree (Lilly 2001)

**crown cleaning:** selective pruning to remove one or more of the following parts: dead, diseased, and/or broken branches (ANSI A300)

**DBH or DSH:** diameter at breast or standard height; the diameter of the trunk measured 54 inches (4.5 feet) above grade (Council of Tree and Landscape Appraisers 2019)

**deciduous:** tree or other plant that loses its leaves sometime during the year and stays leafless generally during the cold season (Lilly 2001)

**evergreen:** tree or plant that keeps its needles or leaves year round; this means for more than one growing season (Lilly 2001)

**force:** any action or influence causing an object to accelerate/decelerate. Calculated as mass multiplied by acceleration. Is a vector quantity (ISA 2013)

**ISA:** International Society of Arboriculture

**included bark:** bark that becomes embedded in a crotch between branch and trunk or between codominant stems and causes a weak structure (Lilly 2001)

**level(s) of assessment:** categorization of the breadth and depth of analysis used in an assessment (ISA 2013)

**lever arm:** the distance between the applied force (or center of force) and the point where the object will bend or rotate (ISA 2013)

**limited visual assessment:** a visual assessment from a specified perspective such as foot, vehicle, or aerial (airborne) patrol of an individual tree or a population of trees near specified targets to identify specified conditions or obvious defects (ISA 2013)

**mitigation:** process of reducing damages or risk (Lilly 2001)

**monitoring:** keeping a close watch; performing regular checks or inspections (Lilly 2001)

**owner/manager:** the person or entity responsible for tree management or the controlling authority that regulates tree management (ISA 2013)

**pathogen:** causal agent of disease (Lilly 2001)

**phototropic growth:** growth toward light source or stimulant (Harris *et al.*1999)

**micro-resistance or Resistograph drill:** a drilling instrument used to determine the density of wood by measuring the amount of resistance presented to the drilling needle as it is driven into the wood. The drilling resistance profiles show clearly where compression wood, annual rings, rot in various stages and other defects have been encountered by the drilling needle.

**retain and monitor:** the recommendation to keep a tree and conduct follow-up assessments after a stated inspection interval (ISA 2013)

**Safe Useful Life Expectancy (SULE):** Safe Useful Life Expectancy (SULE) is the life expectancy of the tree modified first by its age, health, condition, safety and location (to give safe life expectancy), then by economics, effects on better trees and sustained amenity (Barrell 1993)

**Significant Tree:** Significant Trees A tree having a trunk diameter of at least six inches as measured 54 inches above grade. A tree growing with multiple stems shall be considered significant if at least one of the stems, measured at a point six inches from the point where the stems digress from the main trunk, is at least four inches in diameter. (GHMC)

**snag:** a tree left partially standing for the primary purpose of providing habitat for wildlife.

**soil structure:** the arrangement of soil particles (Lilly 2001)

**structural defects:** flaws, decay, or other faults in the trunk, branches, or root collar of a tree, which may lead to failure (Lilly 2001)

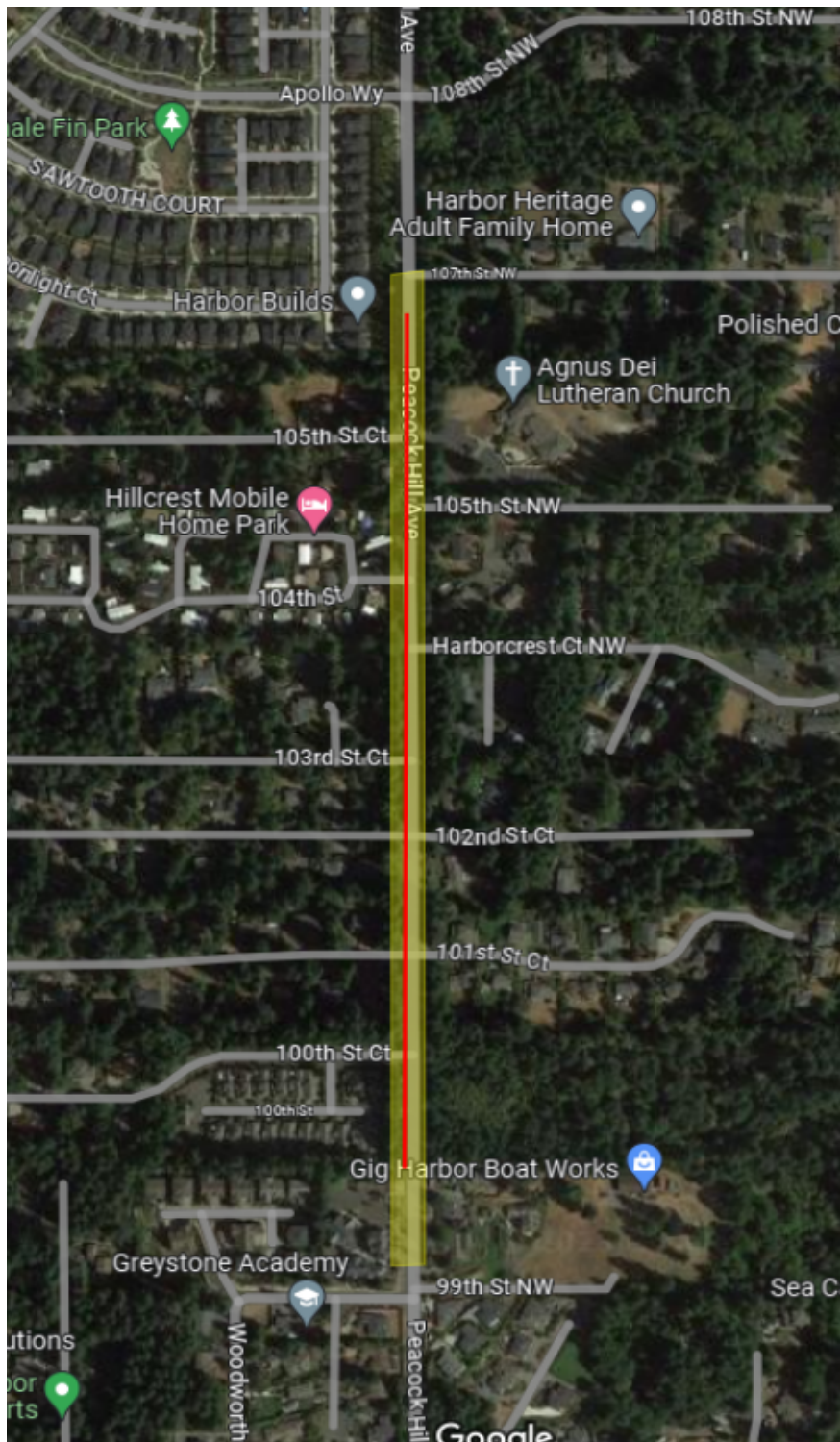
**tomography:** a technique for obtaining 2-D cross sections or 3-D pictures of the interior of an object by passing sound waves through the object and measuring the travel times of the acoustic signals as the object absorbs or scatters them on ray paths between source and receiver.

**Visual Tree Assessment (VTA):** method of evaluating structural defects and stability in trees by noting the pattern of growth (Mattheck & Breloer 1994)

## Appendix B References

- ANSI A300 (Part 1) – 2017 American National Standards Institute. American National Standard for Tree Care Operations: Tree, Shrub, and Other Woody Plant Maintenance: Standard Practices (Pruning). New York: Tree Care Industry Association, 2017.
- ANSI A300 (Part 1) – 2017 American National Standards Institute. American National Standard for Tree Care Operations: Tree, Shrub, and Other Woody Plant Maintenance: Standard Practices (Pruning). New York: Tree Care Industry Association, 2017.
- Council of Tree and Landscape Appraisers, Guide for Plant Appraisal, 10<sup>th</sup> Edition Second Printing. Atlanta, GA: The International Society of Arboriculture (ISA), 2019.
- Dunster & Associates Environmental Consultants Ltd. Assessing Trees in Urban Areas and the Urban-Rural Interface, US Release 1.0. Silverton: Pacific Northwest Chapter ISA, 2006.
- Dunster, Julian A., E. Thomas Smiley, Nelda Matheny, and Sharon Lilly. Tree Risk Assessment Manual. Champaign, Illinois: International Society of Arboriculture, 2013.
- E. Smiley, N. Matheny, S. Lilly. Best Management Practices: TREE RISK ASSESSMENT. ISA 2011.
- Lilly, Sharon. Arborists' Certification Study Guide. Champaign, IL: The International Society of Arboriculture, 2001.
- Matheny, Nelda and James R. Clark. Trees and Development: A Technical Guide to Preservation of Trees During Land Development. Champaign, IL: International Society of Arboriculture, 1998.
- Mattheck, Claus and Helge Breloer, The Body Language of Trees.: A Handbook for Failure Analysis. London: HMSO, 1994.

## Appendix C Scoped Area



**Figure 1:** Map of scope area, with trees to be assessed indicated by red line, provided by Brian Feeney.



## Appendix D Photographs



Photograph 1. Tree 213 has been poorly pruned and topped for power line clearance. This tree has a poor structure due to the pruning and should be removed.



Photograph 2. Small multi-stem trees that met the definition of significant. The trunk of tree 216 has split and this tree is proposed to be removed. The remaining plants are shrubs.





Photograph 3. Tree 221 is a large healthy western hemlock. This tree may require additional protection, depending on proposed development plans.



Photograph 4. Tree 224 is a large Douglas-fir. This tree may require additional protection, depending on proposed development plans. An evaluation of the base may be warranted.





Photograph 5. Tree 227 is a large Douglas-fir. Additional protection will be required. The tree has an unusual bark pattern (possible seam) extending up the trunk.





Photograph 6. Tree 227 - An additional evaluation of the tree's trunk may be warranted given the size of the tree and distance to proposed improvements.





Photograph 7. Tree 233 is a large Douglas-fir. Resin streamer on lower trunk. A chain is enveloped within the tree's base. An additional evaluation of the base may be warranted.



Photograph 8. View of tree 233. There is minor deadwood throughout the canopy.





Photograph 9. Forest stand indicated on Tree Exhibit 5. Overall, the trees are in good health and structure.



Photograph 10. Trees 259 through 261 have recently been planted as part of a previous improvement project.



## Appendix E Methods

### Measuring

I measured the diameter of each tree based on the requirements established within the Gig harbor Municipal Code Section 17.99.590 Significant Trees: A tree having a trunk diameter of at least six inches as measured 54 inches above grade. A tree growing with multiple stems shall be considered significant if at least one of the stems, measured at a point six inches from the point where the stems digress from the main trunk, is at least four inches in diameter.

### Tagging

I tagged each tree with a circular aluminum tag at eye level. I assigned each tree a numerical identifier on our map and in our tree table, corresponding to this tree tag. I used alphabetical identifiers for trees off-site.

### Evaluating

I evaluated tree health and structure utilizing visual tree assessment (VTA) methods. The basis behind VTA is the identification of symptoms, which the tree produces in reaction to a weak spot or area of mechanical stress. A tree reacts to mechanical and physiological stresses by growing more vigorously to re-enforce weak areas, while depriving less stressed parts. An understanding of the uniform stress allows the arborist to make informed judgments about the condition of a tree.

### Rating

When rating tree health, I took into consideration crown indicators such as foliar density, size, color, stem and shoot extensions. When rating tree structure, I evaluated the tree for form and structural defects, including past damage and decay. Tree Solutions has adapted our ratings based on the Purdue University Extension formula values for health condition (*Purdue University Extension bulletin FNR-473-W - Tree Appraisal*). These values are a general representation used to assist arborists in assigning ratings.

#### Health

Excellent - Perfect specimen with excellent form and vigor, well-balanced crown. Normal to exceeding shoot length on new growth. Leaf size and color normal. Trunk is sound and solid. Root zone undisturbed. No apparent pest problems. Long safe useful life expectancy for the species.

Good - Imperfect canopy density in few parts of the tree, up to 10% of the canopy. Normal to less than  $\frac{3}{4}$  typical growth rate of shoots and minor deficiency in typical leaf development. Few pest issues or damage, and if they exist, they are controllable, or trees react appropriately. Normal branch and stem development with healthy growth. Safe useful life expectancy typical for the species.

Fair - Crown decline and dieback up to 30% of the canopy. Leaf color is somewhat chlorotic/necrotic with smaller leaves and "off" coloration. Shoot extensions indicate some stunting and stressful growing conditions. Stress cone crop clearly visible. Obvious signs of pest problems contributing to lesser condition, control might be possible. Some decay areas were found in main stem and branches. Below average safe useful life expectancy

Poor - Lacking full crown, more than 50% decline and dieback, especially affecting larger branches. Stunting of shoots is obvious with little evidence of growth on smaller stems. Leaf size and color reveals overall stress in the plant. Insect or disease infestation may be severe and uncontrollable. Extensive decay or hollows in branches and trunk. Short safe useful life expectancy.

## Structure

Excellent - Root plate undisturbed and clear of any obstructions. Trunk flare has normal development. No visible trunk defects or cavities. Branch spacing/structure and attachments are free of any defects.

Good - Root plate appears normal, with only minor damage. Possible signs of root dysfunction around trunk flare. Minor trunk defects from previous injury, with good closure and less than 25% of bark section missing. Good branch habit; minor dieback with some signs of previous pruning. Codominant stem formation may be present, requiring minor corrections.

Fair - Root plate reveals previous damage or disturbance. Dysfunctional roots may be visible around the main stem. Evidence of trunk damage or cavities, with decay or defects present and less than 30% of bark sections missing on trunk. Co-dominant stems are present. Branching habit and attachments indicate poor pruning or damage, which requires moderate corrections.

Poor - Root plate disturbance and defects indicate major damage, with girdling roots around the trunk flare. Trunk reveals more than 50% of bark section missing. Branch structure has poor attachments, with several structurally important branches dead or broken. Canopy reveals signs of damage or previous topping or lion-tailing, with major corrective action required.



## Appendix F **GHMC 17.78.092 - Protection of significant trees and existing native vegetation<sup>4</sup>.**

A. Areas of native vegetation which are designated as landscape or buffer areas, or which are otherwise retained under the provisions of Chapter [17.99](#) GHMC, shall be subject to a 10-foot-wide no-construction zone and shall be protected by a barricade as defined in subsection [D](#) of this section. Clearing, grading or contour alteration is not permitted within this no-construction area unless a qualified arborist provides written documentation that proposed construction activity within the 10-foot setback will not harm existing vegetation within the designated landscape or buffer area.

B. *Encroachment into Drip Line.* No construction activities shall take place within the drip line of a tree to be retained without extra precautions as recommended by a qualified arborist. The applicant may install impermeable or compactible surface within the area defined by the drip line if it is demonstrated by a qualified arborist that such activities will not endanger the tree or trees. (See the definition of “drip line” in GHMC [17.99.590](#).)

C. *Grading.* If the grade level adjoining a tree to be retained is to be altered to a degree that would endanger the viability of a tree or trees, then the applicant shall construct a dry rock wall or rock well around the tree. The diameter of this wall or well must be capable of protecting the tree beyond a no-construction zone or as approved by a qualified arborist.

D. *Tree Protection Barricade.* All significant trees to be retained must be protected during construction by installation of a protective barricade. This will require preliminary identification of the proposed area of disturbance for staff inspection and approval, then installation of a protective barricade before major excavation with heavy equipment begins. The barricade must be made of cylindrical steel posts or four-inch by four-inch wood posts with chain link fence attached. Fence posts shall be eight feet on center connected with two-inch by four-inch top rails or equivalent support system. Fence height must be a minimum of four feet high. (Ord. 1347 § 53, 2016).

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<sup>4</sup> <https://gigharbor.municipal.codes/GHMC/17.78.092> (accessed May 21, 2024)

## Appendix G Tree Protection Specifications

*The following is a list of protection measures that must be employed before, during and after construction to ensure the long-term viability of retained trees.*

1. **Project Arborist:** The project arborists shall at minimum have an International Society of Arboriculture (ISA) Certification and ISA Tree Risk Assessment Qualification.
2. **Tree Protection Zone (TPZ):** The tree protection zone (TPZ) shall be defined but should be no less than 10-ft measured radially from the face of the tree trunk. In some cases, the TPZ may extend outside tree protection fencing. Work within the TPZ must be approved and monitored by the project arborist.
3. **Tree Protection Fencing:** Tree protection shall consist of 6-foot chain-link fencing installed at the TPZ as approved by the project arborist. Fence posts shall be anchored into the ground or bolted to existing hardscape surfaces.
  - a. Where trees are being retained as a group the fencing shall encompass the entire area including all landscape beds or lawn areas associated with the grove.
  - b. Per arborist approval, TPZ fencing may be placed at the edge of existing hardscape within the TPZ to allow for staging and traffic.
  - c. Where work is planned within the TPZ, install fencing at edge of TPZ and move to limits of disturbance at the time that the work within the TPZ is planned to occur. This ensures that work within the TPZ is completed to specification.
  - d. Where trees are protected at the edge of the project boundary, construction limits fencing shall be incorporated as the boundary of tree protection fencing.
4. **Access Beyond Tree Protection Fencing:** In areas where work such as installation of utilities is required within the TPZ, a locking gate will be installed in the fencing to facilitate access. The project manager or project arborist shall be present when tree protection areas are accessed.
5. **Tree Protection Signage:** Tree protection signage shall be affixed to fencing every 20 feet. Signage shall be fluorescent, at least 2' x 2' in size, with 3" tall text. Signage will note: "Tree Protection Area – Do Not Enter: Entry into the tree protection area is prohibited unless authorized by the project manager." Signage shall include the contact information for the project manager and instructions for gaining access to the area.
6. **Filter / Silt Fencing:** Filter / silt fencing within the TPZ of retained trees shall be installed in a manner that does not sever roots. Install so that filter / silt fencing sits on the ground and is weighed in place by sandbags or gravel. Do not trench to insert filter / silt fencing into the ground.
7. **Monitoring:** The project arborist shall monitor all ground disturbance at the edge of or within the TPZ, including where the TPZ extends beyond the tree protection fencing.
8. **Soil Protection:** No parking, foot traffic, materials storage, or dumping (including excavated soils) are allowed within the TPZ. Heavy machinery shall remain outside of the TPZ. Access to the tree protection area will be granted under the supervision of the project arborist. If project arborists allow, heavy machinery can enter the area if soils are protected from the load. Acceptable methods of soil protection include applying 3/4-inch plywood over 4 to 6 inches of wood chip mulch or use of AlturnaMats® (or equivalent product approved by the project arborist). Retain existing paved surfaces within or at the edge of the TPZ for as long as possible.
9. **Soil Remediation:** Soil compacted within the TPZ of retained trees shall be remediated using pneumatic air excavation according to a specification produced by the project arborist.
10. **Canopy Protection:** Where fencing is installed at the limits of disturbance within the TPZ, canopy management (pruning or tying back) shall be conducted to ensure that vehicular traffic does not

damage canopy parts. Exhaust from machinery shall be located five feet outside the dripline of retained trees. No exhaust shall come in contact with foliage for prolonged periods of time.

11. **Duff/Mulch:** Apply 6 inches of arborist wood chip mulch or hog fuel over bare soil within the TPZ to prevent compaction and evaporation. TPZ shall be free of invasive weeds to facilitate mulch application. Keep mulch 1 foot away from the base of trees and 6 inches from retained understory vegetation. Retain and protect as much of the existing duff and understory vegetation as possible.
12. **Excavation:** Excavation done at the edge of or within the TPZ shall use alternative methods such as pneumatic air excavation or hand digging. If heavy machinery is used, use flat front buckets with the project arborist spotting for roots. When roots are encountered, stop excavation and cleanly sever roots. The project arborist shall monitor all excavation done within the TPZ.
13. **Fill:** Limit fill to 1 foot of uncompacted well-draining soil, within the TPZ of retained trees. In areas where additional fill is required, consult with the project arborist. Fill must be kept at least 1 foot from the trunks of trees.
14. **Root Pruning:** Limit root pruning to the extent possible. All roots shall be pruned with a sharp saw making clean cuts. Do not fracture or break roots with excavation equipment.
15. **Root Moisture:** Root cuts and exposed roots shall be immediately covered with soil, mulch, or clear polyethylene sheeting and kept moist. Water to maintain moist condition until the area is back filled. Do not allow exposed roots to dry out before replacing permanent back fill.
16. **Hardscape Removal:** Retain hardscape surfaces for as long as practical. Remove hardscape in a manner that does not require machinery to traverse newly exposed soil within the TPZ. Where equipment must traverse the newly exposed soil, apply soil protection as described in section 8. Replace fencing at edge of TPZ if soil exposed by hardscape removal will remain for any period of time.
17. **Tree Removal:** All trees to be removed that are located within the TPZ of retained trees shall not be ripped, pulled, or pushed over. The tree should be cut to the base and the stump either left or ground out. A flat front bucket can also be used to sever roots around all sides of the stump, or the roots can be exposed using hydro or air excavation and then cut before removing the stump.
18. **Irrigation:** Retained trees with soil disturbance within the TPZ will require supplemental water from June through September. Acceptable methods of irrigation include drip, sprinkler, or watering truck. Trees shall be watered three times per month during this time.
19. **Pruning:** Pruning required for construction and safety clearance shall be done with a pruning specification provided by the project arborist in accordance with American National Standards Institute ANSI-A300 2017 Standard Practices for Pruning. Pruning shall be conducted or monitored by an arborist with an ISA Certification.
20. **Plan Updates:** All plan updates or field modifications that result in impacts within the TPZ or change the retained status of trees shall be reviewed by the senior project manager and project arborist prior to conducting the work.
21. **Materials:** Contractor shall have the following materials onsite and available for use during work in the TPZ:
  - Sharp and clean bypass hand pruners
  - Sharp and clean bypass loppers
  - Sharp hand-held root saw
  - Reciprocating saw with new blades
  - Shovels
  - Trowels
  - Clear polyethylene sheeting
  - Burlap
  - Water



## Appendix H Assumptions & Limiting Conditions

- 1 Consultant assumes that the site and its use do not violate, and is in compliance with, all applicable codes, ordinances, statutes or regulations.
- 2 The consultant may provide a report or recommendation based on published municipal regulations. The consultant assumes that the municipal regulations published on the date of the report are current municipal regulations and assumes no obligation related to unpublished city regulation information.
- 3 Any report by the consultant and any values expressed therein represent the opinion of the consultant, and the consultant's fee is in no way contingent upon the reporting of a specific value, a stipulated result, the occurrence of a subsequent event, or upon any finding to be reported.
- 4 All photographs included in this report were taken by Tree Solutions, Inc. during the documented site visit, unless otherwise noted. Sketches, drawings and photographs (included in, and attached to, this report) are intended as visual aids and are not necessarily to scale. They should not be construed as engineering drawings, architectural reports or surveys. The reproduction of any information generated by architects, engineers or other consultants and any sketches, drawings or photographs is for the express purpose of coordination and ease of reference only. Inclusion of such information on any drawings or other documents does not constitute a representation by the consultant as to the sufficiency or accuracy of the information.
- 5 Unless otherwise agreed, (1) information contained in any report by consultant covers only the items examined and reflects the condition of those items at the time of inspection; and (2) the inspection is limited to visual examination of accessible items without dissection, excavation, probing, climbing, or coring.
- 6 These findings are based on the observations and opinions of the authoring arborist, and do not provide guarantees regarding the future performance, health, vigor, structural stability or safety of the plants described and assessed.
- 7 Measurements are subject to typical margins of error, considering the oval or asymmetrical cross-section of most trunks and canopies.
- 8 Tree Solutions did not review any reports or perform any tests related to the soil located on the subject property unless outlined in the scope of services. Tree Solutions staff are not and do not claim to be soils experts. An independent inventory and evaluation of the site's soil should be obtained by a qualified professional if an additional understanding of the site's characteristics is needed to make an informed decision.
- 9 Our assessments are made in conformity with acceptable evaluation/diagnostic reporting techniques and procedures, as recommended by the International Society of Arboriculture.

**Table of Trees**  
**Peacock Hill Ave. Improvements**  
City of Gig Harbor, WA

Arborist: S. Dugan  
Date of Inventory: 5.8.24  
Table Prepared: 5.9.24

Additional notes:

*DSH (Diameter at Standard Height) is measured 4.5 feet above grade.*

*Multi stem trees are noted, and a single stem equivalent is calculated using the method defined in the GHMC*

*Dripline is measured from the center of the tree to the outermost limb of the canopy*

| Tree ID | Survey Point Number | Tree Name Code | Common Name       | DSH (inches) | DSH (Multi-stem)          | Health Condition | Structural Condition | Drip line radius (ft) | Recommended Action | Notes                                                                                          |
|---------|---------------------|----------------|-------------------|--------------|---------------------------|------------------|----------------------|-----------------------|--------------------|------------------------------------------------------------------------------------------------|
| 201     | 301539              | thpl           | Western red cedar | 7            |                           | good             | fair                 | 12                    |                    | suppressed top; no tag                                                                         |
| 202     | 301538              | thpl           | Western red cedar | 31.7         | 22, 6, 14, 12, 12         | good             | good                 | 20                    |                    | multiple stems; no tag                                                                         |
| 203     | 301534              | thpl           | Western red cedar | 26           |                           | good             | good                 | 19                    |                    | significant madrone directly behind; no tag                                                    |
| 204     | 301529              | thpl           | Western red cedar | 11           |                           | fair             | fair                 | 11                    |                    | topped for power line clearance                                                                |
| 205     | 301525              | psme           | Douglas-fir       | 6            |                           | good             | good                 | 10                    |                    | no tag                                                                                         |
| 206     | 301520              | psme           | Douglas-fir       | 28           |                           | good             | good                 | 17                    |                    |                                                                                                |
| 207     | 301519              | thpl           | Western red cedar | 16           |                           | good             | fair                 | 15                    |                    | intermediate canopy                                                                            |
| 208     | 301518              | thpl           | Western red cedar | 24.7         | 22.5, 10.2                | good             | good                 | 10                    |                    | Vaults on the east side within ROW, a few feet from the base                                   |
| 209     | 301586              | psme           | Douglas-fir       | 32           |                           | good             | good                 | 24                    |                    | Some lower canopy dieback maybe from internal stand shading                                    |
| 210     | 301450              | psme           | Douglas-fir       | 30.5         |                           | good             | good                 | 29                    |                    | Trunk flat on east roadside may indicate lack of basal roots.                                  |
| 211     | 301449              | arme           | Pacific madrona   | 13           |                           | good             | good                 | 13                    |                    |                                                                                                |
| 212     | 301435              | psme           | Douglas-fir       | 41           |                           | good             | good                 | 25                    |                    | Tree behind fence. Diameter size estimated, Fence is bolted into tree                          |
| 213     | 301404              | thpl           | Western red cedar | 25           |                           | fair             | poor                 | 12                    | Remove             | Substantial poor pruning and topped for power line clearance                                   |
| 214     | 301433              | thpl           | Western red cedar | 25           |                           | good             | good                 | 18                    |                    | Tree behind fence diameter size estimated; no tag                                              |
| 215     | 301417              | acci           | Vine maple        | 7.6          | 4, 3.5, 3, 2.5, 2.5, 2, 2 | good             | good                 | 9                     |                    |                                                                                                |
| 216     | 301412              | acci           | Vine maple        | 8.6          | 7, 6                      | fair             | poor                 | 11                    | Remove             | Leaf size is stunted compared to other trees of the same species. South trunk is split in half |

**Table of Trees**  
**Peacock Hill Ave. Improvements**  
City of Gig Harbor, WA

Arborist: S. Dugan  
Date of Inventory: 5.8.24  
Table Prepared: 5.9.24

| Tree ID | Survey Point Number | Tree Name Code | Common Name       | DSH (inches) | DSH (Multi-stem)    | Health Condition | Structural Condition | Drip line radius (ft) | Recommended Action | Notes                                                                                                                                                                                                                                                                                                                                                       |
|---------|---------------------|----------------|-------------------|--------------|---------------------|------------------|----------------------|-----------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 217     | 301410              | thpl           | Western red cedar | 36           |                     | good             | good                 | 24                    |                    | Tree on private property diameter estimated; no tag                                                                                                                                                                                                                                                                                                         |
| 218     | 301180              | acci           | Vine maple        | 6            |                     | good             | good                 | 12                    |                    | Trunk leans to the East. Multiple small diameter sprouts rising from the base                                                                                                                                                                                                                                                                               |
| 219     | 301181              | acci           | Vine maple        | 14.2         | 7, 6, 6, 5, 5, 4, 4 | good             | good                 | 12                    |                    |                                                                                                                                                                                                                                                                                                                                                             |
| 220     | 301182              | acci           | Vine maple        | 14.5         | 8, 6, 6, 5, 5, 5    | poor             | poor                 | 3                     | Remove             | Almost dead                                                                                                                                                                                                                                                                                                                                                 |
| 221     | 301193              | tshe           | Western hemlock   | 40           |                     | good             | good                 | 22                    |                    | <b>Tree may require additional protection due to size and distance from disturbance</b>                                                                                                                                                                                                                                                                     |
| 222     | 301231              | thpl           | Western red cedar | 17           |                     | fair             | poor                 | 14                    | Remove             | Tree has been poorly pruned and topped for power lines                                                                                                                                                                                                                                                                                                      |
| 223     | 301230              | thpl           | Western red cedar | 15           |                     | fair             | poor                 | 14                    | Remove             | Tree has been poorly pruned and top for power lines                                                                                                                                                                                                                                                                                                         |
| 224     | 301226              | psme           | Douglas-fir       | 42           |                     | good             | good                 | 30                    |                    | Set back from construction area but very large tree that may require additional protection measures; <b>Possible level three assessment given the base appears to have resin streamers and other indicators of defects near base</b>                                                                                                                        |
| 225     | 301224              | prem           | Bitter cherry     | 9            |                     | good             | good                 | 11                    |                    |                                                                                                                                                                                                                                                                                                                                                             |
| 226     | 301198              | psme           | Douglas-fir       | 30           |                     | good             | good                 | 17                    |                    |                                                                                                                                                                                                                                                                                                                                                             |
| 227     | 301118              | psme           | Douglas-fir       | 48           |                     | good             | good                 | 25                    |                    | Tree has a tortional seem around the trunk that includes burls and possible cankers. Not sure how it is related but extends more than halfway up the trunk. <b>Level three assessment may be warranted given the size of the tree and proximity to improvements.</b> Minor branch die back throughout lower canopy. Provide additional protection measures. |
| 228     | 301115              | thpl           | Western red cedar | 20           |                     | good             | good                 | 14                    |                    | East side of canopy has been pruned back for power line clearance                                                                                                                                                                                                                                                                                           |
| 229     | 301110              | psme           | Douglas-fir       | 14           |                     | poor             | poor                 | 10                    | Remove             | Three has been poorly pruned and topped for power lines                                                                                                                                                                                                                                                                                                     |
| 230     | 301108              | psme           | Douglas-fir       | 32           |                     | good             | good                 | 22                    |                    |                                                                                                                                                                                                                                                                                                                                                             |
| 231     | 300945              | thpl           | Western red cedar | 9            |                     | good             | good                 | 9                     |                    |                                                                                                                                                                                                                                                                                                                                                             |
| 232     | 300944              | tshe           | Western hemlock   | 14           |                     | fair             | fair                 | 13                    |                    | Dieback throughout lower canopy of tree, has been pruned back for power line clearance, heavy cone crop                                                                                                                                                                                                                                                     |



**Table of Trees**  
**Peacock Hill Ave. Improvements**  
City of Gig Harbor, WA

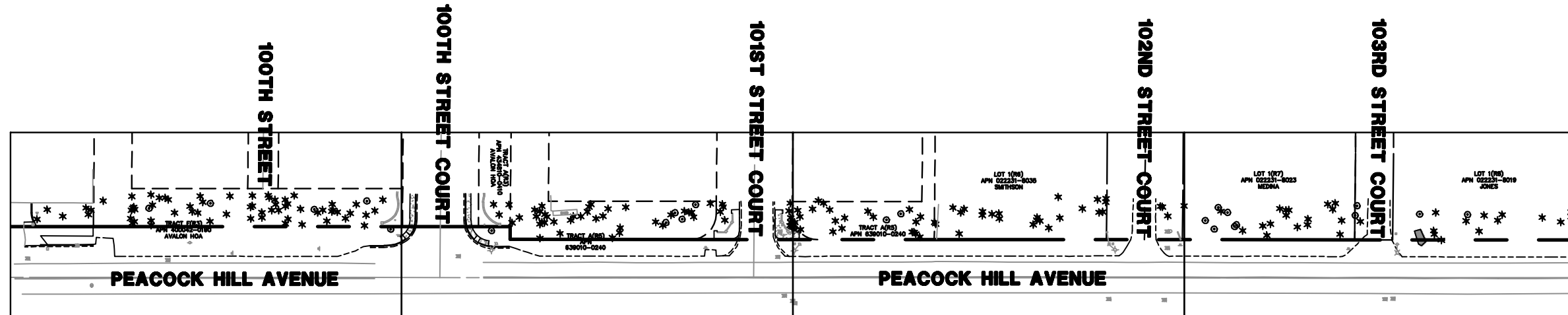
Arborist: S. Dugan  
Date of Inventory: 5.8.24  
Table Prepared: 5.9.24

| Tree ID | Survey Point Number | Tree Name Code | Common Name       | DSH (inches) | DSH (Multi-stem) | Health Condition | Structural Condition | Drip line radius (ft) | Recommended Action | Notes                                                                                                                                                                                                          |
|---------|---------------------|----------------|-------------------|--------------|------------------|------------------|----------------------|-----------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 233     | 300933              | psme           | Douglas-fir       | 38           |                  | good             | good                 | 23                    |                    | Large tree with minor deadwood throughout canopy. Resin streamer on lower trunk; chain enveloped within and extending from base of tree; <b>Recommend a level three assessment</b>                             |
| 234     | 300858              | thpl           | Western red cedar | 7            |                  | good             | good                 | 9                     |                    |                                                                                                                                                                                                                |
| 235     | 300846              | psme           | Douglas-fir       | 6.3          |                  | good             | fair                 | 9                     |                    | topped for power line clearance                                                                                                                                                                                |
| 236     | 300879              | psme           | Douglas-fir       | 20           |                  | good             | fair                 | 18                    |                    | Canopy of the tree looks good; however, the basal flare is exaggerated, which is a potential indicator of internal defects, <b>a level three assessment should be considered if the tree is to be retained</b> |
| 237     | 300881              | thpl           | Western red cedar | 6            |                  | fair             | fair                 | 8                     |                    | topped for power line clearance                                                                                                                                                                                |
| 238     | 300712              | thpl           | Western red cedar | 16           |                  | good             | fair                 | 12                    |                    | Co dominant trunk with a narrow angle of attachment appears to currently be stable                                                                                                                             |
| 239     | 300713              | thpl           | Western red cedar | 6            |                  | good             | fair                 | 11                    |                    | topped for power line clearance                                                                                                                                                                                |
| 240     | 300714              | thpl           | Western red cedar | 7            |                  | good             | fair                 | 8                     |                    | topped for power line clearance                                                                                                                                                                                |
| 241     | 300370              | thpl           | Western red cedar | 9            |                  | good             | fair                 | 12                    |                    | topped for power line clearance                                                                                                                                                                                |
| 242     | 300369              | thpl           | Western red cedar | 8.2          |                  | fair             | fair                 | 9                     |                    | Topped for power line clearance, low live crown ratio                                                                                                                                                          |
| 243     | 300382              | thpl           | Western red cedar | 23           |                  | good             | good                 | 19                    |                    |                                                                                                                                                                                                                |
| 244     | 300457              | thpl           | Western red cedar | 31           |                  | good             | good                 | 20                    |                    |                                                                                                                                                                                                                |
| 245     | 300456              | tshe           | Western hemlock   | 12.5         |                  | good             | good                 | 16                    |                    |                                                                                                                                                                                                                |
| 246     | 300463              | tshe           | Western hemlock   | 7.5          |                  | good             | fair                 | 10                    |                    | Surpress top                                                                                                                                                                                                   |
| 247     | 300462              | arme           | Pacific madrona   | 24           |                  | fair             | fair                 | 24                    |                    | Asymmetrical canopy to the west moderate size dead parts over structure                                                                                                                                        |
| 248     | 300470              | thpl           | Western red cedar | 9            |                  | fair             | fair                 | 11                    |                    | Suppressed canopy                                                                                                                                                                                              |

**Table of Trees**  
**Peacock Hill Ave. Improvements**  
City of Gig Harbor, WA

**Arborist: S. Dugan**  
**Date of Inventory: 5.8.24**  
**Table Prepared: 5.9.24**

| <b>Tree ID</b> | <b>Survey Point Number</b> | <b>Tree Name Code</b> | <b>Common Name</b> | <b>DSH (inches)</b> | <b>DSH (Multi-stem)</b> | <b>Health Condition</b> | <b>Structural Condition</b> | <b>Drip line radius (ft)</b> | <b>Recommended Action</b> | <b>Notes</b>                               |
|----------------|----------------------------|-----------------------|--------------------|---------------------|-------------------------|-------------------------|-----------------------------|------------------------------|---------------------------|--------------------------------------------|
| 249            | 300517                     | psme                  | Douglas-fir        | 15                  |                         | good                    | good                        | 12                           |                           | topped for power line clearance            |
| 250            | 300514                     | tshe                  | Western hemlock    | 11.3                |                         | good                    | good                        | 14                           |                           |                                            |
| 251            | 300512                     | tshe                  | Western hemlock    | 8                   |                         | poor                    | poor                        | 8                            | Remove                    | almost dead                                |
| 252            | 300502                     | psme                  | Douglas-fir        | 8                   |                         | good                    | good                        | 9                            |                           | access issues, no tag                      |
| 253            | 300495                     | arme                  | Pacific madrona    | 7.2                 | 6, 5                    | fair                    | fair                        | 14                           |                           | Typical twig and foliar issues for arbutus |
| 254            | 300483                     | psme                  | Douglas-fir        | 9.7                 |                         | good                    | good                        | 12                           |                           |                                            |
| 255            | 300180                     | psme                  | Douglas-fir        | 15                  |                         | good                    | good                        | 10                           |                           |                                            |
| 256            | 300181                     | psme                  | Douglas-fir        | 9.5                 |                         | good                    | good                        | 14                           |                           |                                            |
| 257            | 300179                     | psme                  | Douglas-fir        | 20                  |                         | good                    | good                        | 16                           |                           |                                            |
| 258            | 300168                     | psme                  | Douglas-fir        | 8                   |                         | good                    | good                        | 9                            |                           |                                            |
| 259            | 300167                     | psme                  | Douglas-fir        | 7                   |                         | good                    | good                        | 9                            |                           |                                            |
| 260            | 300160                     | thpl                  | Western red cedar  | 7                   |                         | fair                    | good                        | 7                            |                           | Chlorotic coloration                       |
| 261            | 300159                     | cule                  | Leyland cypress    | 8                   |                         | good                    | fair                        | 8                            |                           | Top damaged, split into the main trunk     |

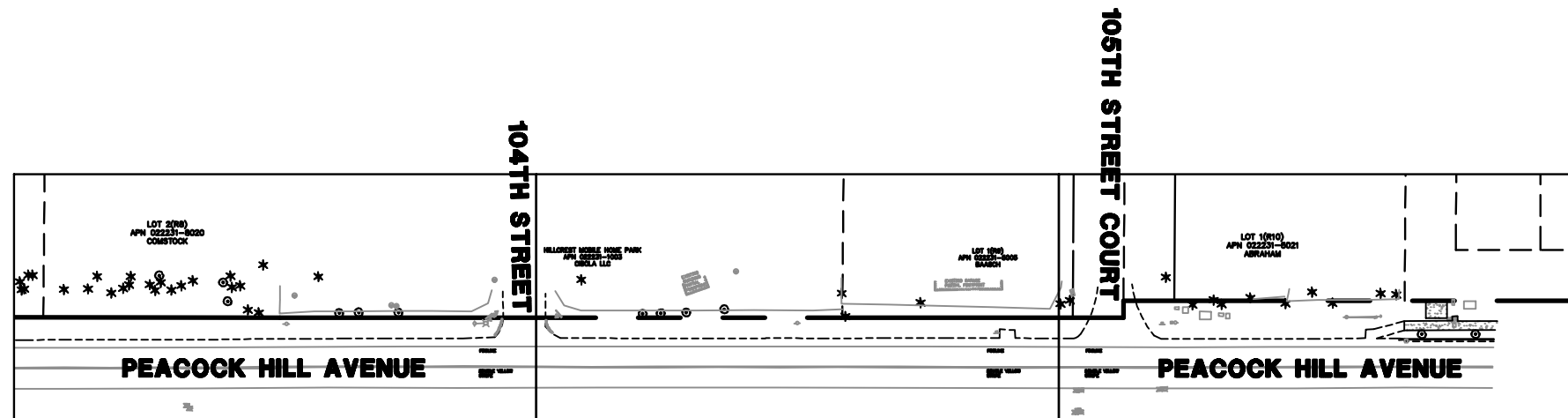


EX 1

EX 2

EX 3

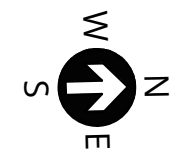
EX 4



EX 5

EX 6

EX 7



SCALE: 1" = 100'  
0 100

# **PEACOCK HILL AVENUE IMPROVEMENTS**

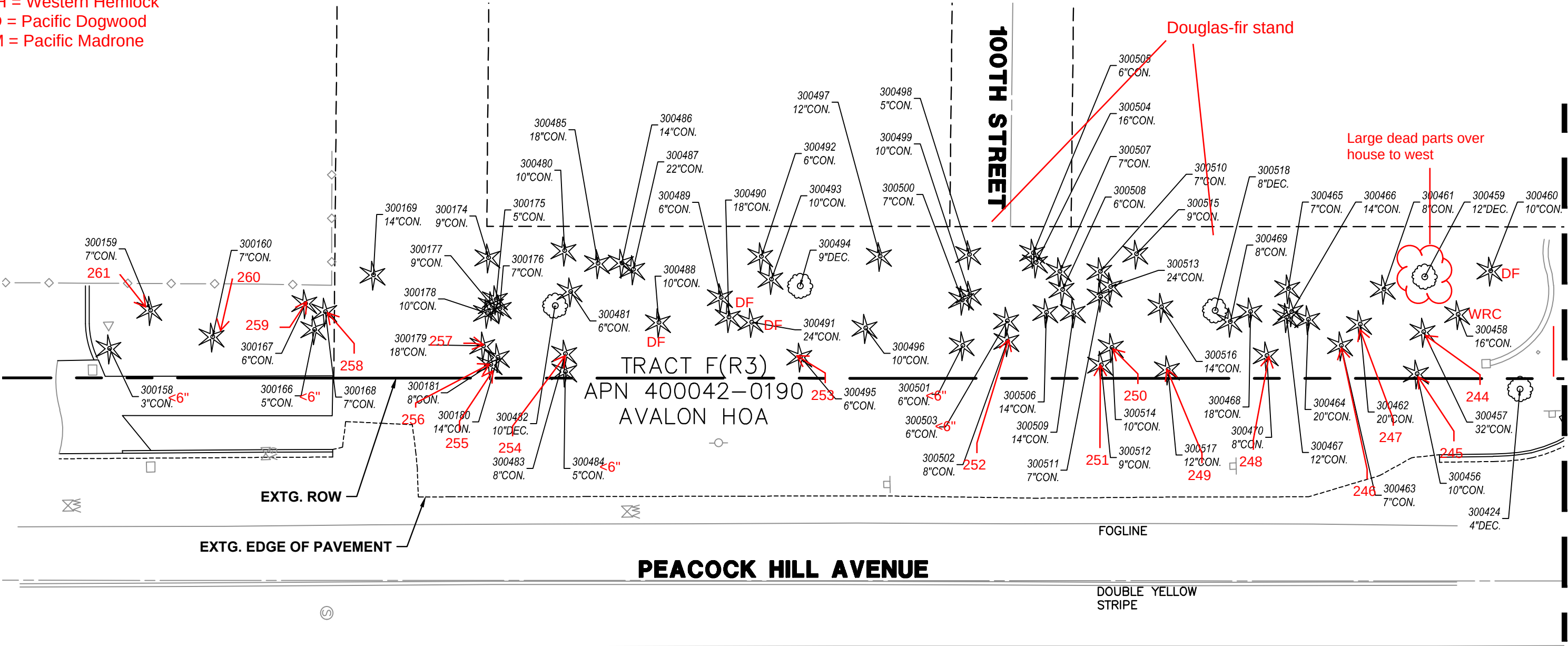
CITY OF GIG HARBOR

05/02/2024

TREE EXHIBIT SHEET LAYOUT

**3J CONSULTING**  
CIVIL ENGINEERING . WATER RESOURCES . COMMUNITY PLANNING

<6" = not significant  
DF = Douglas-fir  
WRC = Western Red Cedar  
WH = Western Hemlock  
PD = Pacific Dogwood  
PM = Pacific Madrone



**PEACOCK HILL AVENUE IMPROVEMENTS**  
CITY OF GIG HARBOR

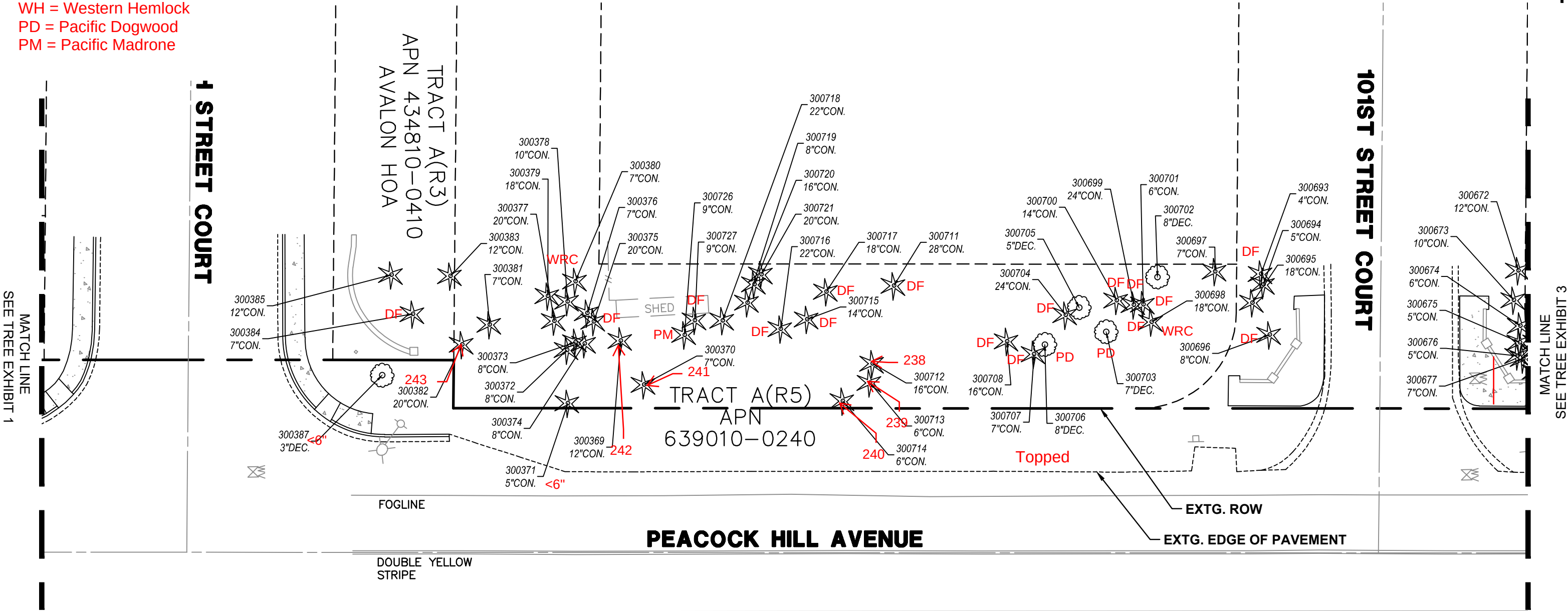
**TREE EXHIBIT 1**

**3J CONSULTING**  
CIVIL ENGINEERING . WATER RESOURCES . COMMUNITY PLANNING

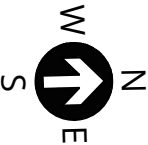
05/02/2024



<6" = not significant  
DF = Douglas-fir  
WRC = Western Red Cedar  
WH = Western Hemlock  
PD = Pacific Dogwood  
PM = Pacific Madrone



**TREE LABEL**  
[POINT NUMBER]  
[TRUNK DIAMETER] [CON/DEC]



SCALE: 1" = 20'  
0 20

WH = Western Hemlock  
PD = Pacific Dogwood  
PM = Pacific Madrone

LOT 1(R6)  
APN 022231-8035  
SMITHSON

TRACT A(R5)  
APN 639010-0240

102ND STREET COURT

PEACOCK HILL AVENUE

Western Hemlock Stand

EXTG. ROW

EXTG. EDGE OF PAVEMENT

DOUBLE YELLOW STRIPE

MATCH LINE SEE TREE EXHIBIT 3

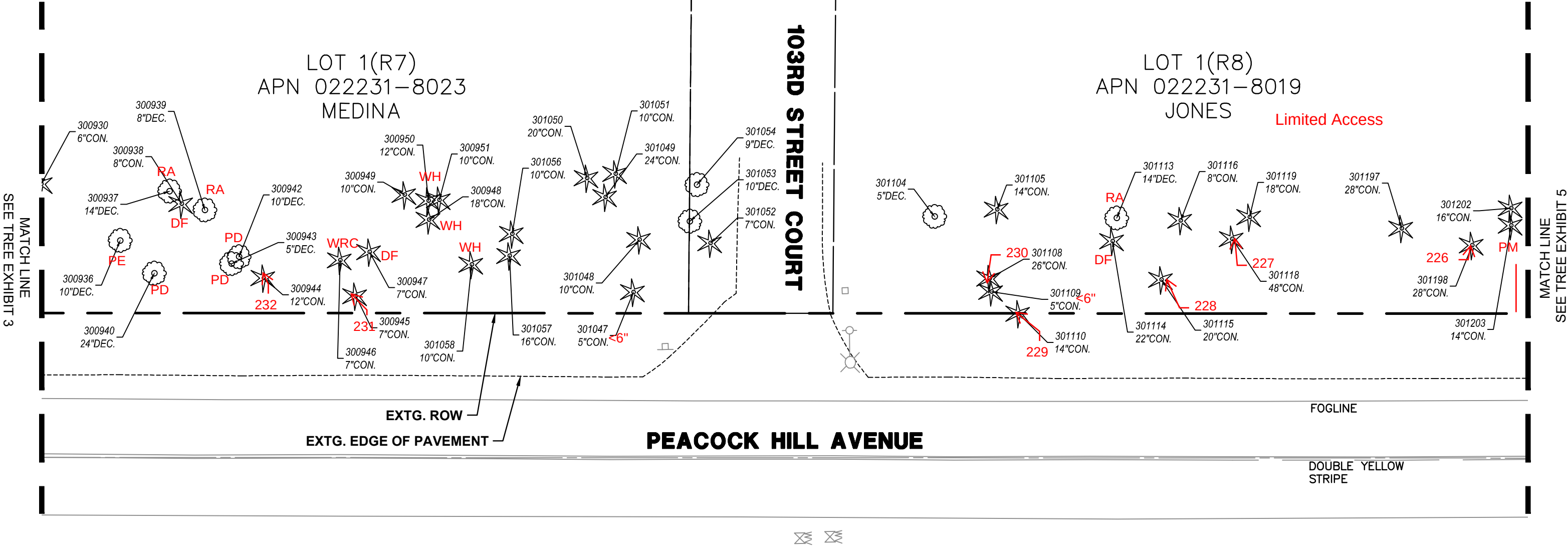
MATCH LINE SEE TREE EXHIBIT 4

Tree labels include: 300685 6"CON., 300684 18"CON., 300683 12"CON., 300686 12"CON., 300687 23"CON., 300688 10"CON., 300689 7"CON., 300690 7"CON., 300682 8"CON., 300679 5"CON., 300678 6"CON., 300681 24"CON., 300680 9"CON., 300890 24"CON., 300891 27"CON., 300889 12"DEC., 300888 5"DEC. <6", 300887 13"CON., 300886 8"CON., 300885 10"CON., 300884 6"CON., 300883 6"CON., 300882 6"CON., 300881 6"CON., 300880 12"CON., 300879 26"CON., 300876 6"CON., 300875 16"CON., 300873 16"CON., 300874 32"CON., 300869 6"CON., 300867 28"CON., 300866 30"CON., 300868 8"CON., 300860 12"CON., 300862 7"CON., 300861 8"CON., 300859 12"CON., 300858 6"CON., 300855 16"CON., 300856 26"CON., 300857 6"CON., 300854 32"CON., 300853 12"CON., 300852 16"CON., 300851 16"CON., 300850 24"CON., 300931 7"CON., 300932 5"CON., 300933 34"CON., 233, 234, 235, 236, 237.

Tree species labels: WRC, PM, DF.

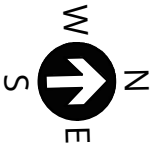
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<6" = not significant  
DF = Douglas-fir  
WRC = Western Red Cedar  
WH = Western Hemlock  
PD = Pacific Dogwood  
PM = Pacific Madrone



**TREE LABEL**

[POINT NUMBER]  
[TRUNK DIAMETER] [CON/DEC]



SCALE: 1" = 20'  
0 20

**PEACOCK HILL AVENUE IMPROVEMENTS**

CITY OF GIG HARBOR

05/02/2024

**TREE EXHIBIT 4**

**3J CONSULTING**  
CIVIL ENGINEERING . WATER RESOURCES . COMMUNITY PLANNING

<6" = not significant  
DF = Douglas-fir  
WRC = Western Red Cedar  
WH = Western Hemlock  
PD = Pacific Dogwood  
PM = Pacific Madrone

Douglas-fir Stand: Good general health/structure. Average drip line to east is 21 feet.

LOT 2(R8)  
APN 022231-8020  
COMSTOCK

MATCH LINE  
SEE TREE EXHIBIT 4

MATCH LINE  
SEE TREE EXHIBIT 6

104TH STREET

PEACOCK HILL AVENUE

EXTG. ROW

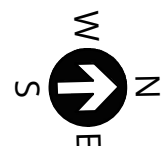
EXTG. EDGE OF PAVEMENT

FOGLINE

DOUBLE YELLOW STRIPE

**TREE LABEL**

[POINT NUMBER]  
[TRUNK DIAMETER] [CON/DEC]



SCALE: 1" = 20'  
0 20

**PEACOCK HILL AVENUE IMPROVEMENTS**

CITY OF GIG HARBOR

05/02/2024

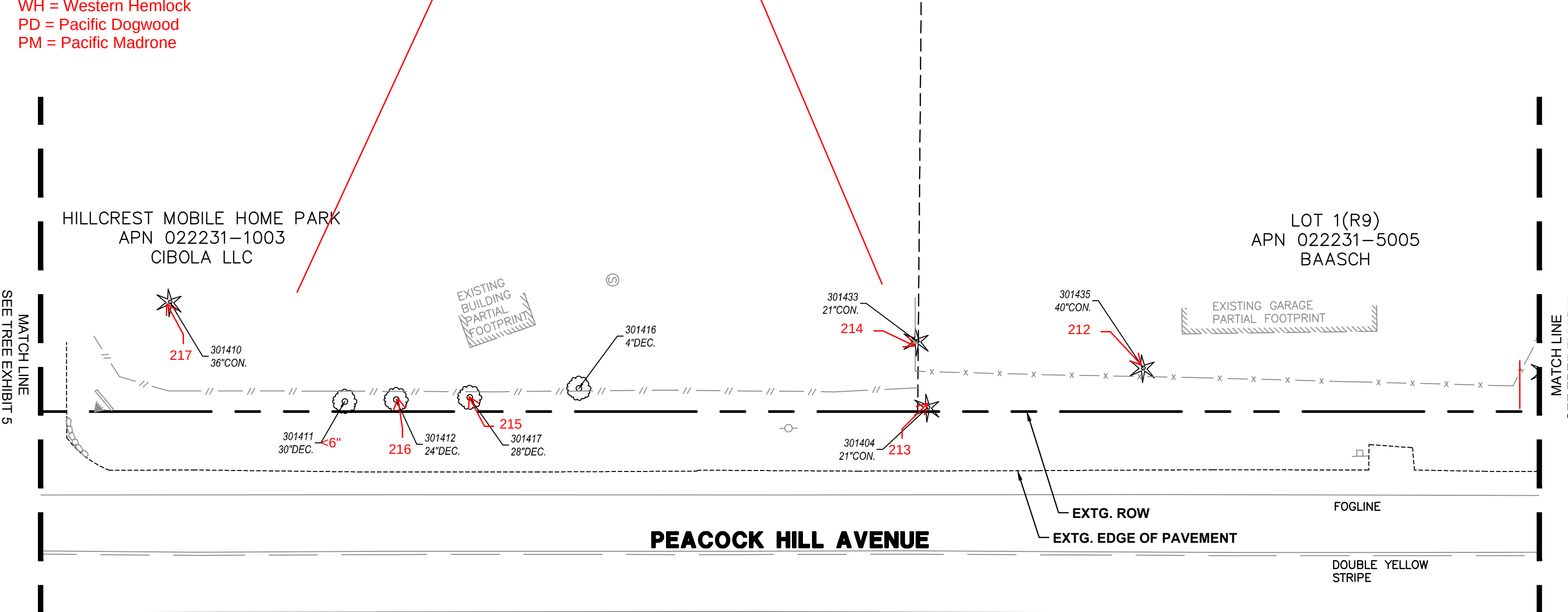
TREE EXHIBIT 5

**3J CONSULTING**  
CIVIL ENGINEERING . WATER RESOURCES . COMMUNITY PLANNING



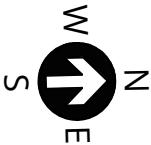
<6" = not significant  
DF = Douglas-fir  
WRC = Western Red Cedar  
WH = Western Hemlock  
PD = Pacific Dogwood  
PM = Pacific Madrone

Shrubs or trees <6" using multi stem formula



**TREE LABEL**

[POINT NUMBER]  
[TRUNK DIAMETER] [CON/DEC]



SCALE: 1" = 20'  
0 20

**PEACOCK HILL AVENUE IMPROVEMENTS**

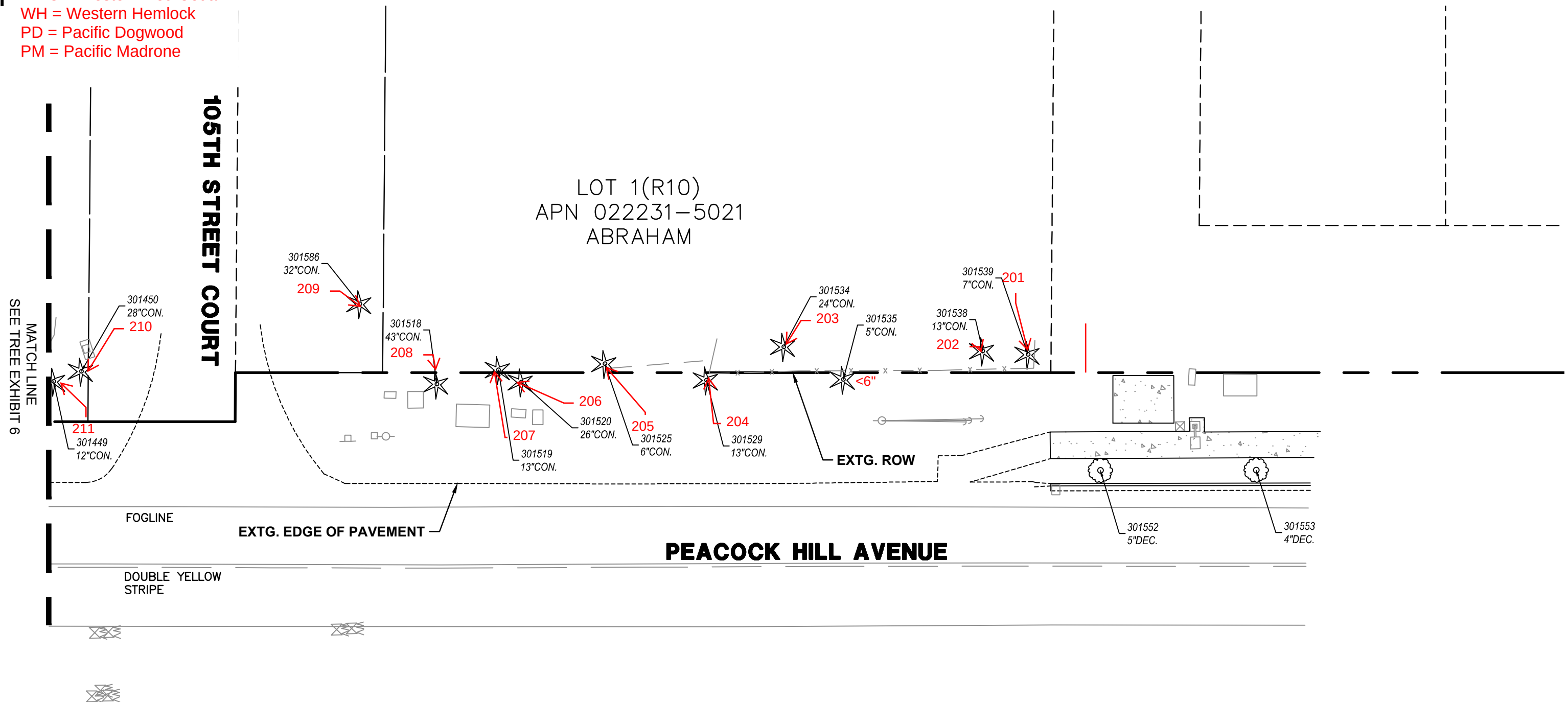
CITY OF GIG HARBOR

TREE EXHIBIT 6

**3J CONSULTING**  
CIVIL ENGINEERING . WATER RESOURCES . COMMUNITY PLANNING

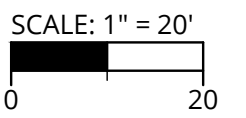
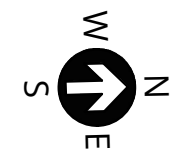
05/02/2024

<6" = not significant  
 DF = Douglas-fir  
 WRC = Western Red Cedar  
 WH = Western Hemlock  
 PD = Pacific Dogwood  
 PM = Pacific Madrone



**TREE LABEL**

[POINT NUMBER]  
 [TRUNK DIAMETER] [CON/DEC]



**PEACOCK HILL AVENUE IMPROVEMENTS**

CITY OF GIG HARBOR

TREE EXHIBIT 7

**3J CONSULTING**  
 CIVIL ENGINEERING . WATER RESOURCES . COMMUNITY PLANNING

05/02/2024

**THIRD AMENDMENT  
TO  
PROFESSIONAL SERVICES CONTRACT  
BETWEEN THE CITY OF GIG HARBOR AND  
3J CONSULTING INC.**

THIS THIRD AMENDMENT is made to that certain Professional Services Contract dated February 14, 2024 (the “Agreement”), by and between the City of Gig Harbor, a Washington municipal corporation (hereafter the “City”), and 3J Consulting Inc., an Oregon corporation organized under the laws of the State of Washington (hereafter the “Consultant”).

**RECITALS**

WHEREAS, the City is presently engaged in completing the design of Peacock Hill Half Street Improvements, CSP-2325 and desires to extend consultation services in connection with the project; and

WHEREAS, section 17 of the Agreement requires the parties to execute an amendment to the Agreement in order to modify the scope of work to be performed by the Consultant and to amend the amount of compensation paid by the City;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties in this Amendment as follows:

**1. Scope of Work.** Section 1 of the Agreement is further amended to add the work as shown in **Exhibit A**, attached to this Amendment and incorporated herein.

**2. Payment.** Section 2(A) of the Agreement is amended to increase compensation to the Consultant for the work to be performed as described in **Exhibit A** in an amount not to exceed Two Thousand Six Hundred Eighty Dollars and Zero Cents (\$2,680.00), as shown in **Exhibit A**, attached to this Amendment and incorporated herein for a total contract amount of \$693,184.30.

**3. Duration of Work.** Section 3 of the Agreement remains unchanged.

[Remainder of page intentionally left blank]

EXCEPT AS EXPRESSLY MODIFIED BY THIS AMENDMENT, ALL TERMS AND CONDITIONS OF THE AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the parties have executed this Agreement on \_\_\_\_\_.

CONSULTANT

CITY OF GIG HARBOR

By: \_\_\_\_\_  
Its Principal

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney



## Proposal/Authorization to Proceed

January 21, 2026

**Client:** City of Gig Harbor c/o 3J Consulting  
**Project:** Level 3 Advanced Tree Assessment  
**Site Address:** Peacock Hill Ave, Gig Harbor, WA 98332  
*Specific Project Scope Location:* West side of Peacock Hill from just south of 107th Street NW to just north of Ringgold Street

### **Overview:**

---

Level 3 (advanced) assessment of one Douglas-fir tree using sonic tomography.

### **Scope of Work:**

#### **Project Management**

- Internal coordination (scheduling, tracking, logistics, contract administration).

#### **Site Visit**

- Site visit preparation, including review of correspondence and provided photos.
- Round trip travel to site.
- Arborist will assess and perform level 3 testing with sonic tomography of one Douglas-fir tree identified as having the following:
  - a) Indicators of potential internal structural defects and health.
  - b) Embedded chain potentially leading to structural issues.
  - c) Large stature and in proximity to targets.
- Documentation of tree identifier, species, Diameter at Standard Height (DSH), health and structural condition, risk to surrounding targets, and a proposed action for the tree based on findings.

#### **Deliverables**

- Arborist Memo summarizing findings and management recommendations, with photos and results of all testing performed, risk assessment, and ISA Basic Tree Risk Assessment Forms.

### **Correspondence and Meetings:**

- 
- External communication (meetings, emails and phone calls with client and project team).

**Estimated costs –**

|                                                           | <i>Rate</i> | <i>Hours/Units</i> | <i>Cost</i> |
|-----------------------------------------------------------|-------------|--------------------|-------------|
| Project Management                                        | 180         | 2                  | 360         |
| Administrative support / Expenses                         | 140         | 1                  | 140         |
| Site visit ( <i>includes round-trip travel time</i> )     | 180         | 6                  | 1080        |
| Testing fee ( <i>As needed, billed per fee schedule</i> ) |             |                    | 200         |
| Deliverables                                              | 180         | 4                  | 720         |
| Correspondence and Meetings                               | 180         | 1                  | 180         |
| <b>TOTAL</b>                                              |             |                    | <b>2680</b> |

**Assumptions:**

- Notice to proceed will be provided at least two weeks prior to site visit.

This proposal is for services provided by Tree Solutions Inc. It is an estimate only, based on the information provided and scope of work as described above. We charge for time spent and materials used on site. If significant revisions are requested following delivery of the initial report, additional billing time will be required. Services requested either verbally or in writing outside of this initial scope will be completed as directed by the client and billed accordingly. This proposal is only valid for 30 days.

All site work, including construction monitoring requests, must be submitted, and confirmed 3 business days in advance. We set our schedule by the end of the day Thursday of the preceding week and cannot guarantee an arborist will be available if requests are received after this time.

Any cancellations for monitoring within 3 business days will be charged the ½ day rate.

Any cancellations for initial site visits within 3 business days will be charged the administrative support fee or mobilization fee, which will be applied to a postponed site visit if applicable.

If you agree with the scope of work and estimated cost above, contract terms and schedule of fees on the following pages, please indicate your authorization to proceed by signing below.

**Fee Schedule 2026**

**STANDARD RATES**

|                             |              |
|-----------------------------|--------------|
| Principal / Senior Arborist | \$180 / hour |
| Arborist                    | \$160 / hour |
| CAD Specialist, Technician  | \$140 / hour |
| Administrative Support      | \$140/ hour  |

**LEGAL RATES\***

|                         |              |
|-------------------------|--------------|
| Expert Witness/Arborist | \$350 / hour |
| Legal Retainer:         | \$2100       |

*\*Legal work includes site work, appraisals, deliverables, and expert witness testimony*



**City of Gig Harbor  
City Council Agenda Bill**

**Meeting Date: February 23, 2026**

**SUBJECT:** Resolution 1353 Authorizing Investment in the Local Government Investment Pool

---

**SUBMITTED BY:** Scott Larson

**DEPARTMENT:** Finance

**PHONE:** ###-####

---

**SUGGESTED MOTION:** Motion to approve Resolution 1353, re-authorizing use of the State Treasurer's Local Government Investment Pool and designating an authorized individual.

---

**BACKGROUND INFORMATION:**

The City invests its cash through the Washington State Treasurer's Local Government Investment Pool (LGIP), a money market fund administered by the State Treasurer's Office that primarily invests in U.S. Treasury bills and notes.

The individual currently designated as the City's Authorized Individual—who has the authority to amend the LGIP Authorization Form and to add or remove individuals authorized to make deposits and withdrawals—is no longer employed by the City. As a result, the City must update both the resolution designating the Authorized Individual and the LGIP Authorization Form.

Staff recommend designating the City Administrator as the Authorized Individual and updating the Authorization Form to include the Interim Finance Director and the Senior Accountant as authorized account representatives.

---

**FISCAL CONSIDERATION:** This section details the financial issues involved in the issue before Council, if applicable. It can include only the information contained in the table below or it can include additional financial information.

|                             |                        |                               |
|-----------------------------|------------------------|-------------------------------|
| Expenditure Required:<br>\$ | Amount Budgeted:<br>\$ | Appropriation Required:<br>\$ |
|-----------------------------|------------------------|-------------------------------|

---

**ATTACHMENTS:**

1. LGIP Authorization Form
2. R-1353 Authorizing Investment in LGIP

---

**STRATEGIC PLAN PRIORITY:** N/A

## LOCAL GOVERNMENT INVESTMENT POOL AUTHORIZATION FORM

Please fill out this form completely, including any existing information, as this form will **replace** the previous form.

|                                 |                                             |
|---------------------------------|---------------------------------------------|
| Entity Name:                    | City of Gig Harbor                          |
| Physical Address:               | 3510 Grandview Street, Gig Harbor, WA 98335 |
| Mailing Address (if different): |                                             |

Email for Statement Delivery: jauclair@gigharborwa.gov

Note: Statements can only be emailed to **ONE** address due to system restrictions

Bank account where funds will be wired when a withdrawal is requested.

(Note: Funds **will not** be transferred to any account other than the one listed below)

|                      |                                                                                  |
|----------------------|----------------------------------------------------------------------------------|
| Bank Name:           | To be completed by staff after passage for safeguarding of sensitive information |
| Branch Full Address: |                                                                                  |
| Bank Routing Number: |                                                                                  |
| Account Number:      |                                                                                  |
| Account Name:        |                                                                                  |

ACH Authorization: ☒ Yes ☐ No

Account Type: ☒ Checking ☐ Savings ☐ General Ledger

By selecting "Yes" and by signing this form, I hereby authorize the WA Local Government Investment Pool to initiate credit entries to the account listed above. I acknowledge that the origination of ACH transactions to our account must comply with the provisions of U.S. law.

Persons authorized to make deposits and withdrawals for entity listed above.

| Name:           | Title:                   | Phone Number: | Signature: |
|-----------------|--------------------------|---------------|------------|
| Katrina Knutson | City Administrator       |               |            |
| Scott Larson    | Interim Finance Director |               |            |
| Jaci Auclair    | Senior Accountant        |               |            |
|                 |                          |               |            |
|                 |                          |               |            |
|                 |                          |               |            |
|                 |                          |               |            |
|                 |                          |               |            |
|                 |                          |               |            |

## TM\$ Online Web Access

Note: Online access is optional. Each person requesting full online access must be listed as authorized to initiate transactions on page 1.

|                                 | Select one of the following:        |                          |                          |                                     | Access Type:                        |                          |
|---------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|
|                                 | Add                                 | Delete                   | Modify                   | No Change                           | Full                                | View Only                |
| Name: Katrina Knutson           |                                     |                          |                          |                                     |                                     |                          |
| Email: kknutson@gigharborwa.gov | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Name: Scott Larson              |                                     |                          |                          |                                     |                                     |                          |
| Email: slarson@gigharborwa.gov  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Name: Jaci Auclair              |                                     |                          |                          |                                     |                                     |                          |
| Email: jauclair@gigharborwa.gov | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Name:                           |                                     |                          |                          |                                     |                                     |                          |
| Email:                          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Name:                           |                                     |                          |                          |                                     |                                     |                          |
| Email:                          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Name:                           |                                     |                          |                          |                                     |                                     |                          |
| Email:                          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Name:                           |                                     |                          |                          |                                     |                                     |                          |
| Email:                          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |

**By signing below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.**

|                         |                          |             |
|-------------------------|--------------------------|-------------|
|                         | City Administrator       |             |
| (Authorized Signature)  | (Title)                  | (Date)      |
| Katrina Knutson         | kknutson@gigharborwa.gov |             |
| (Print Authorized Name) | (E-mail address)         | (Phone no.) |

**Any changes to these instructions must be submitted in writing to the Office of the State Treasurer.**

OFFICE OF THE STATE TREASURER

[STACI.ASHE@TRE.WA.GOV](mailto:STACI.ASHE@TRE.WA.GOV)

PHONE: (360) 902-9017

Date Updated: \_\_\_\_\_

Account Number: \_\_\_\_\_

Updated by: \_\_\_\_\_

(For OST use only)

State of Washington )  
 County of \_\_\_\_\_) ss.  
 Signed or attested before me by \_\_\_\_\_  
 Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 Signature of Notary

SEAL OR STAMP \_\_\_\_\_  
 \_\_\_\_\_  
 Typed or printed name of Notary  
 Notary Public in and for the State of Wash.

My appointment expires: \_\_\_\_\_





## RESOLUTION 1353

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, AUTHORIZING INVESTMENT OF CITY OF GIG HARBOR MONIES IN THE LOCAL GOVERNMENT INVESTMENT POOL.

---

**WHEREAS**, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

**WHEREAS**, from time to time it may be advantageous to the authorized governmental entity, City of Gig Harbor, the “governmental entity”, to contribute funds available for investment in the LGIP; and

**WHEREAS**, the investment strategy for the LGIP is set forth in its policies and procedures; and

**WHEREAS**, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the City of Gig Harbor City Council, the “governing body” or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

**WHEREAS**, the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

**WHEREAS**, the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

**WHEREAS**, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Gig Harbor, Washington does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

**BE IT FURTHER RESOLVED** that the governing body has approved the Local Government Investment Pool Authorization Form (Form) as completed by Katrina Knutson, City Administrator, and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

**BE IT FURTHER RESOLVED** that the governmental entity designates the City Administrator, the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

**BE IT FURTHER RESOLVED** that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

**BE IT FURTHER RESOLVED** that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

**BE IT FURTHER RESOLVED** that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.:

**ADOPTED** by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 23rd day of February, 2026.

---

Mary K. Barber  
Mayor

Attest:

---

Joshua Stecker, CMC  
City Clerk



**City of Gig Harbor  
City Council Agenda Bill**

**Meeting Date: February 23, 2026**

**SUBJECT:** Resolution 1354 Updating Signors on the City's Banking Services

---

**SUBMITTED BY:** Scott Larosn

**DEPARTMENT:** Finance

**PHONE:** ###-####

---

**SUGGESTED MOTION:** Motion to approve Resolution 1354, approving signors on the city's banking services.

---

**BACKGROUND INFORMATION:** The city maintains a number of accounts at financial institutions and desires to update signors to account for staff that have left employment with the city and staff that are now employed by the city. The resolution's exhibit lays out who is authorized to sign for the city's various accounts and acts as the record to the financial institution that these individuals have the authority to act on the city's behalf.

---

**FISCAL CONSIDERATION:** N/A

---

|                             |                        |                               |
|-----------------------------|------------------------|-------------------------------|
| Expenditure Required:<br>\$ | Amount Budgeted:<br>\$ | Appropriation Required:<br>\$ |
|-----------------------------|------------------------|-------------------------------|

---

**ATTACHMENTS:**

1. Designated Signing Authority Res - Exh A
  2. R-1354 Updating Signors on the City's Banking Services
- 

**STRATEGIC PLAN PRIORITY:** N/A

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Exhibit A

Authorized Account Signers (by account)

**Kitsap Bank Checking (Primary)**

Name/Title

Katrina Knutson, City Administrator

Scott Larson, Interim Finance Director

**Kitsap Bank ZBAs (Payroll, PR/AP Checks, PR/AP ACH, AP Checks, AP ACH)**

Name/Title

Katrina Knutson, City Administrator

Scott Larson, Interim Finance Director

**Kitsap Bank Checking (Payment Kiosks at Jerisich Dock, Jerisich Showers & EV Charging Stations)**

Name/Title

Katrina Knutson, City Administrator

Scott Larson, Interim Finance Director

**Kitsap Bank Checking (Gig Harbor Municipal Court)**

Name/Title

Katrina Knutson, City Administrator

Scott Larson, Interim Finance Director

**Kitsap Bank Checking (Gig Harbor Police Dept.)**

Name/Title

Katrina Knutson, City Administrator

Scott Larson, Interim Finance Director

**Kitsap Bank Savings (Retainage Accounts-Contractors)**

Name/Title

Katrina Knutson, City Administrator

Scott Larson, Interim Finance Director



## **US Bank Trust Account (Investments)**

### Name/Title

Katrina Knutson, City Administrator

Scott Larson, Interim Finance Director

## RESOLUTION 1354

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, AUTHORIZING THE DESIGNATION OF BANK SIGNATORIES.

---

**WHEREAS**, pursuant to RCW 35A.40.020 payment of claims or obligations of the city shall be by check; and

**WHEREAS**, the City Council has authorized certain officers and employees to sign all checks and warrants of the city or, in case of his/her absence or inability to act, by his/her representative designated by him/her in writing; and

**WHEREAS**, the City has received a request from its financial institutions to memorialize this designation in a Resolution, adopted by the City Council.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Gig Harbor, Washington:

**Section 1. Recitals.** The foregoing recitals are incorporated herein by this reference.

**Section 2. Authorization.** Exhibit A shows the authorized signors for the various city financial accounts.

**Section 3. Corrections.** The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's errors, references, numbering, section/subsection numbers, and any references thereto.

**Section 4. Effective date.** This Resolution shall become effective immediately upon adoption and signature as provided by law.

**ADOPTED** by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 23rd day of February, 2026.

---

Mary K. Barber  
Mayor

Attest:

---

Joshua Stecker, CMC  
City Clerk



**City of Gig Harbor  
City Council Agenda Bill**

**Meeting Date: February 23, 2026**

**SUBJECT:** Purchase and Sales Agreement with Smith & Loveless, Inc. for Lift Station #5A Equipment Package

---

**SUBMITTED BY:** Senior Engineer Steven Demmer

**DEPARTMENT:** Public Works

**PHONE:** 253-530-7076

---

**SUGGESTED MOTION:** Approve and authorize the Mayor to execute a Purchase and Sales agreement with Smith & Loveless, Inc. for the purchase of the Lift Station 5 Pump Station in an amount not to exceed \$711,350.55.

---

**BACKGROUND INFORMATION:** On February 9, 2026, City Council authorized the sole-source purchase of a factory-built automatic rectangular recessed pump station from Smith & Loveless, Inc. for the Lift Station 5 Basin Improvements project (CIP-2313). Through finalizing the procurement, staff recognized that the vendor did not include the applicable sales tax of 9.1% in the previously authorized expenditure of \$652,017. In addition, staff determined that execution of the City's standard purchase agreement is appropriate due to the value of this procurement and to ensure consistency with City contracting standards, including modified warranty provisions.

This agenda bill returns to Council to reauthorize the execution of the attached Sole Source Purchasing Agreement, rescind the lift station expenditure as approved at the February 9<sup>th</sup> meeting, and authorize the revised expenditure of Lift Station 5, inclusive of sales tax. This results in a net increased expenditure of \$59,333.55.

No changes are proposed to the equipment, vendor, procurement method, or project scope previously approved by Council.

---

**FISCAL CONSIDERATION:** In the City's 2025-26 Budget, Wastewater Capital Objective #1 identifies \$2,980,000 to complete the design, permitting, and construction of Lift Station #5. A total of \$418,909.03 is authorized via the original professional services contract, Amendment #1, and Amendment #2. The lift station purchase request of \$711,350.55 will bring the total project authorized spending to \$1,130,259.58. No appropriation is required for the lift station purchase.

---

**2025-26 Budget Project Funding:**

|                       |             |
|-----------------------|-------------|
| Design and Permitting | \$380,000   |
| Construction          | \$2,600,000 |

|                                                                        |                    |
|------------------------------------------------------------------------|--------------------|
| <b>Total 2025-26 Funding for Design, Permitting, and Construction:</b> | <b>\$2,980,000</b> |
|------------------------------------------------------------------------|--------------------|

**2025-26 Project Expenses:**

|                                            |              |
|--------------------------------------------|--------------|
| Professional Services Contract (July 2024) | \$374,459.14 |
| Amendment #1 (September 2025)              | \$33,548.89  |
| Amendment #2 (February 2026)               | \$10,901.00  |

---

|                                                                                                |                       |
|------------------------------------------------------------------------------------------------|-----------------------|
| Rescinded Purchase of Lift Station –Sales Tax Not Included (February 9, 2026)                  | <b>(\$652,017.00)</b> |
| Revised Expenditure - Purchase of Lift Station 5 – 9.1% Sales Tax Included (February 23, 2026) | <b>\$711,350.55</b>   |
| <b>Total 2025-26 Expenses Requested</b>                                                        | <b>\$1,130,259.58</b> |
| <b>Appropriation Required</b>                                                                  | <b>\$0.00</b>         |

|                       |                  |                         |
|-----------------------|------------------|-------------------------|
| Expenditure Required: | Amount Budgeted: | Appropriation Required: |
| \$711,350.55          | \$ 2,980,000     | \$ 0                    |

#### **ATTACHMENTS:**

1. Lift Station 5A Purchase and Sales Agreement

**STRATEGIC PLAN PRIORITY:** Ensure sustainable future for public services and facilities

**AGREEMENT FOR PURCHASING MATERIALS  
BETWEEN CITY OF GIG HARBOR  
AND SMITH & LOVELESS INC.**

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the City of Gig Harbor, a Washington municipal corporation (the "City"), and Smith & Loveless Inc., a Kansas company ("Vendor").

WHEREAS, the City agrees to purchase one (1) Factory-Built Automatic Rectangular Recessed Pump Station from the Vendor, as described in the attached Exhibit A, for CIP-2313 Lift Station #5 Basin Improvements Project ("Project"), and the Vendor agrees to sell and/or deliver such items under the terms set forth in this Agreement; and

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the City and the Vendor agree as follows:

**I. Description of Products, Materials, Supplies, Tools or other items.**

The Vendor shall sell and deliver to the City one (1) Factory-Built Automatic Rectangular Recessed Pump Station and/or deliver all products, materials, supplies, tools or other items described in Exhibit A, which is attached hereto and incorporated herein by this reference (the "Products and Materials"), and the City shall purchase the Products and Materials, subject to the terms of this Agreement.

The Factory-Built Automatic Rectangular Recessed Pump Station shall comply with all applicable requirements and specifications set forth in the Project Manual.

The Vendor shall provide one (1) day of on-site startup supervision, which will include contractor coordination, and training and system demonstration to the City's operating personnel. Training and demonstration shall include, but not be limited to, operations and maintenance of pumps and associated appurtenances, specialty valves, instrumentation, and controls. The training and demonstration schedule shall be subject to prior approval by the City.

The Vendor shall provide the City with four (4) hard copies of the Operations and Maintenance Manual, also on a CD (.pdf format).

**II. Payment.**

A. The City shall pay the Vendor the total sum of Seven Hundred Eleven Thousand Three Hundred Fifty Dollars and Fifty-Five Cents (\$711,350.55), inclusive of 9.1% sales tax (the "Purchase Price"), for the Products and Materials. This is the maximum amount to be paid under this Agreement, and shall not be exceeded without prior written authorization from the City in the form of a negotiated and executed contract amendment.

B. Upon delivery of the Products and Materials, the City shall inspect the same, and if acceptable, shall pay the Vendor's invoice for the full amount of the Purchase Price. If the Products and Materials are not acceptable to the City for any reason or are delivered in a damaged or unusable condition, the City shall not be obligated to accept delivery or to make any payment.



C. If the one (1) day of included supervision is inadequate due to the system not being in a demonstrable and/or operational condition, the Vendor shall, upon request by the City, provide a factory-trained supervisor at a rate of Nine Hundred Fifty Dollars and Zero Cents (\$950.00) per additional day of training and supervision, exclusive of mileage expenses.

D. Hard copies of the Operations and Maintenance Manual, in excess of the four (4) hard copies provided by Vendor, may be purchased from the Vendor for Fifty Dollars (\$50.00) each.

### **III. Deadline for Delivery.**

The City and the Vendor agree that the Products and Materials described in Exhibit A will be delivered by the Vendor to the City either at 2825 Harborview Drive, Gig Harbor, WA or at their Wastewater Treatment Plant, 4216 Harborview Drive, Gig Harbor, WA per the following delivery schedule.

- Delivery of submittals 5-7 weeks from receipt of purchase agreement.
- Delivery of equipment 28-34 weeks from date of submittal approval and release to production.

The Vendor shall contact the City prior to shipping the product to coordinate final delivery location.

The Vendor shall not be liable for damages or for delays in the performance of orders or contracts, or in the delivery or shipment of products, or for any damages suffered by the City by reason of such delay, due to circumstances beyond the Vendor's reasonable control including without limiting the generality of the foregoing, any priority system established by any agency of the United States Government, fires, floods, storms, and other acts of God, accidents, strikes, insurrections, war, shortage of materials, lack of transportation and failure of performance of subcontractors and/or suppliers for similar reason.

### **IV. Indemnification.**

The Vendor shall indemnify, defend and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or lawsuits, including costs and attorney's fees, arising from injuries to property or bodily injuries to persons (including the City's employees), to the extent such injuries arising from any act or omission of negligence of the Vendor, its officers, agents, employees or servants in connection with the performance of this Agreement.

### **V. Insurance.**

The Vendor shall procure and maintain for the duration of this Agreement commercial general liability insurance to cover claims for product liability and injuries to persons or damage to property which may arise from or in connection with the Products and Materials supplied by the Vendor to the City, with policy limits of \$1,000,000 per occurrence, and \$2,000,000 aggregate the Vendor shall assume the risk of damage or loss of the Products and Materials prior to delivery to the City.

The Vendor shall procure and maintain, at its own expense, commercial automobile liability insurance covering all owned, hired, and non-owned vehicles used in connection with the delivery of the Products and Materials under this Agreement. Such insurance shall be written with a minimum Combined Single Limit of \$1,000,000 per occurrence.

## **VI. Warranty.**

For a period of 24 months after Project Substantial Completion, for a period not to exceed 36 months after product delivery, the Vendor warrants that the Products and Materials sold to the City are in accordance with its current applicable Seller's Product warranty against defects in workmanship and materials. Substantial Completion is defined as the time at which the Project is complete and operable for the intended purpose, with only corrective work of a minor, non-critical nature remaining to be completed.

THERE ARE NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND ANY PRIOR WRITTEN OR ORAL REPRESENTATIONS REGARDING THE PRODUCTS AND MATERIALS MADE BY THE VENDOR, ITS EMPLOYEES, AGENTS OR REPRESENTATIVES.

## **VII. Limitation of Liability**

No claim made hereunder by the City, whether as to the Products and Materials delivered or for non-delivery shall be greater than the Purchase Price. IN NO EVENT SHALL THE VENDOR BE LIABLE FOR INDIRECT, SPECIAL INCIDENTAL OR CONSEQUENTIAL PUNITIVE OR PENAL DAMAGES OF ANY KIND WHATSOEVER (INCLUDING BUT NOT LIMITED TO LOSS OF USE, LOST PROFITS OR REVENUES, INVENTORY OR USE CHARGES CAPITAL COSTS INCURRED BY THE CITY, OR ANY THIRD PARTY.

## **VIII. Written Notice.**

All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

To the Vendor:

APSCO, LLC  
Attn: Joshua Clark  
P.O. Box 2639  
Kirkland, WA 98083-2639  
Facsimile: 425-822-3335

To the City:

City of Gig Harbor  
Attn: Steven Demmer  
3510 Grandview Street  
Gig Harbor, WA 98335  
Facsimile: 253-858-5027

## **IX. Modification**

No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and the Vendor.

## **X. Assignment**

Any assignment of this Agreement by the Vendor without the written consent of the City shall be void.

## **XI. Non-Waiver of Breach**

The failure be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.

## **XII. Resolution of Disputes**

Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall first be referred to the City Administrator, and the City Administrator shall determine the term or provisions' true intent or meaning. If any dispute arises between the City and the Vendor under any of the provisions of this Agreement which cannot be resolved by the City's determination in a reasonable time, or if the Vendor does not agree with the City's decision on the disputed matter, jurisdiction of any resulting litigation shall be with the Pierce County Superior Court, Pierce County, Washington. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The prevailing party shall be reimbursed by the other party for its costs, expenses, and reasonable attorney's fees incurred in any litigation arising out of the enforcement of this Agreement.

## **XIII. Entire Agreement**

The written provisions and terms of this Agreement, together with all exhibits attached hereto, shall supersede any and all prior oral and written agreements, understandings, and representations. There have been no representations or warranties made or relied upon by any Party other than the representations and warranties contained herein.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year above written.

VENDOR

THE CITY OF GIG HARBOR

By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
Mayor Mary Barber

ATTEST:

\_\_\_\_\_  
Tiffany Aliment, Acting City Clerk

Approved as to form:  
Office of the City Attorney

\_\_\_\_\_  
City Attorney



## EXHIBIT A

February 19, 2026

**To: Chuck Roy**  
**City of Gig Harbor, WA**

**Re: Scope Letter**  
**City of Gig Harbor, WA**  
**Lift Station 5**  
Scope No. JC062725S Revision No. 5

To Whom It May Concern:

APSCO, LLC. will be offering the following equipment for the above referenced project:

**Factory-Built Automatic Rectangular Recessed Pump Station**

Manufacturer – Smith & Loveless

|                                      |                      |
|--------------------------------------|----------------------|
| <b>Total Cost for Equipment.....</b> | <b>\$ 652,017.00</b> |
| <b>Sales Tax (9.1%).....</b>         | <b>\$ 59,333.55</b>  |
| <b>Total Cost.....</b>               | <b>\$ 711,350.55</b> |

Please refer to the attached detailed scope letter from the manufacturer. Please contact our office if you have any questions.

Yours very truly,

Josh Clark  
APSCO LLC  
425-822-3335  
jclark@apsco-llc.com



**Smith & Loveless, Inc.**

14040 Santa Fe Trail Drive  
Lenexa, Kansas 66215  
913/888-5201

Name and Address:

Quotation Date: January 15, 2026  
Inquiry Number: 37118  
Engineer: Parametrix  
Project Name: Lift Station №5  
Job Location: Gig Harbor, WA

Smith & Loveless, Inc., having an office at 14040 Santa Fe Trail Drive, Lenexa, Kansas 66215 (hereinafter referred to as "Seller"), hereby agrees to sell to the buyer designated below (hereinafter referred to as "Buyer"), the following equipment subject to all of the provisions set forth in this Sales Agreement. *The Sales Representative is not an agent or employee of Seller and is not authorized to enter into any agreement on Seller's behalf or bind Seller in any way.*

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**SMITH & LOVELESS®**, INC. is pleased to offer our quotation for the following:

**Lift Station №5**

**ONE** Smith & Loveless Factory-Built Automatic Rectangular Recessed Wet Well-Mounted Pumping Station, complete with a structural steel base and shell, a two-piece hinged H-20 load rated cover, and separate entrances to the machinery chamber and wet well opening. The pumping station shall be suitable for installation on top of a 3'-6" x 4'-6" dry well with factory-sized opening to the dry well. The principal items of equipment include two vertical, close-coupled, vacuum-primed, 4", 4B2B\*1 Smith & Loveless non-clog pumps, each capable of delivering 125 GPM at 41' TDH with a maximum static suction lift of 20', and each driven by 5 HP, 1200 RPM, 3-phase, 60-cycle, 460-volt motor, valves, 4" internal piping, control panel with circuit breakers, and automatic pumping level controls; priming pumps, ventilator, and all internal wiring.

Station provided with 4" plain-end suction connections and 4" plain-end discharge connection with compression coupling.

**Standard Equipment Included:**

**QUICKSMART™** PLC digital control package with color touch-screen with the following display functions:

- High water alarm
- Field selectable pump alternation sequence (timed or sequential)
- Individual and totalizing running time meters
- Alarm silence switch with automatic reset
- Prime mode selector – Constant or On-Demand

U.L. NEMA 4X-316 Station Control Panel – Shipped loose for remote mounting  
Opti-Float back-up level detectors

- Surge protection device
- Hand-off-automatic selector switches
- Vacuum priming system
- Pump failure/prime failure via common alarm contact
- Duplex GFI convenience receptacle
- Aluminum Ladder into Equipment Chamber
- Aluminum Ladder into Manway Chamber
- Two (2) Auxiliary 10" x 36" Steel Shelves
- Two (2) 17 lb. Magnesium Anode Packs
- Compound Pressure Gauges
- Spare S&L Mechanical Seal and Volute Gasket
- 10 year Enhanced Warranty on pump volute, impeller, base and fiberglass covers
- 5-Year enhanced warranty on **QUICKSMART™** PLC control system

**Optional Equipment Included:**

**DURO-LAST®** Stainless Steel Base Plate with 25-Year enhanced warranty on base plate

**WAVESTART™** Priming System w/ Q-Sense

**REMOTEVIEW™**

Power Monitoring

Main Disconnect Switch

SCADA Module

Transducer Signal Splitter

Intrinsically Safe Transducer Barrier

Station mounted NEMA 4 junction box w/ HMI and H-O-A switches

Transformer (10 KVA)

Station Flooding Alarm

Dedicated Pump Failure Alarm Relays

Dedicated Prime Failure Alarm Relays

Magnetic Flowmeter

Vacuum Pumps w/ MELTRIC Plugs for quick disconnect

Trickle Charger

Auxiliary Heater

Yaskawa iQpump1000 Variable Frequency Drives (VFDs) w/ harmonic filtering device

Mission MyDro 850 RTU

LED Status Indicating Light

Dehumidifier

Sump Pump

Ladder Safety Extension Device

Anode Test Meter

LED Lighting w/ Battery Backup

Station Monitoring Package:

- Pump Overload Power Failure
- Time Delay Relay
- Phase Monitor Relay
- QUICKSMART™ Digital Flow Rate

Enhanced Alarm Package:

- Intrusion Alarm
- Operator Assistance Alarm
- Low Water Alarm
- HHW Alarm
- LLW Alarm

Ship Loose Spare Parts:

- Two (2) vacuum pumps
- Two (2) dome assemblies with solenoid valves
- One tool kit

VEGA Ultrasonic Level Sensor

**Warranty:** 24 months from startup does not exceed 36 months from date of shipment that equipment will be free of defects in material and workmanship. Does not include labor.

**Specifically Excluded:**

Wet well access to the wet well

Precast concrete wet well

Concrete manhole sections, access hatches, and manhole covers

Unloading, hauling from nearest unloading area and storage

Excavation, backfilling, grading and all field labor

Concrete, concrete work, grout or grouting

Concrete embedded items/anchor bolts

Piping connections or any piping outside the pump station

Electrical wiring and conduit outside the pump station

Unpacking and installation of accessory items, including touch-up painting

Videotaping of startup or training sessions.

Field vibration testing

Any items not specifically included in this Sales

Agreement are specifically excluded from the

Smith & Loveless scope of supply

PLC Program Copy (if applicable)

~~Seller will provide Buyer with four hard copies of the O&M Manual, also on CD (.pdf format). Additional copies can be provided for \$50 per copy.~~

**PRICE, SUBMITTAL DATA, AND DELIVERY:**

\$ \_\_\_\_\_

~~F.O.B. factory plus any taxes, which may apply. Truck/Rail freight allowed to the job site, rail siding or nearest unloading area-unloading to be by Buyer. Due to the spike in gas prices, which is beyond the control of Smith & Loveless at the time of our quotation/bid, a fuel surcharge may need to be assessed at time of shipment.~~





**Smith & Loveless, Inc.**

14040 Santa Fe Trail Drive  
Lenexa, Kansas 66215  
913/888-5201

January 23, 2026

To Whom It May Concern:

Smith & Loveless, Inc., is the manufacturer of several types of sewage treatment and transfer equipment.

This is to certify that APSCO LLC is the exclusive municipal representative of Smith & Loveless products for transfer projects in the State of Washington. In this capacity, they function as our local sole source supplier for all new and replacement Smith & Loveless pumping equipment. Product contractual agreements would be between the purchasing entity and Smith & Loveless directly, with Purchase Orders / Sales Agreements made out directly to Smith & Loveless, Inc.

We certify that the quoted equipment, Smith & Loveless Inquiry #37118, is at the same price, for similar equipment, as any other municipality.

We do thank you for considering Smith & Loveless products.

Best regards,

A handwritten signature in black ink, appearing to read 'Alex Tabb', is written over a light blue horizontal line.

Alex Tabb  
Manager, Municipal Pumping Systems

cc: APSCO, LLC



DATE: January 27, 2026

TO: Memo for the Record

FROM: Chuck Roy, WWTP Superintendent

SUBJECT: Sole Source Purchase LS5A Replacement Pump and Pump Control System.

### PURPOSE

The intent of this memo is to provide information related to the sole source purchase of a Smith & Loveless Factory-Built Automatic Rectangular Recessed Wet Well-Mounted Pumping Station, complete with a structural steel base and shell, a two-piece hinged H-20 load rated cover, and separate entrances to the machinery chamber and wet well opening. The pumping station shall be suitable for installation on top of a 3'-6" x 4'-6" dry well with factory-sized opening to the dry well. The principal items of equipment include two vertical, close-coupled, vacuum-primed, 4", 4B2B\*1 Smith & Loveless non-clog pumps, each capable of delivering 125 GPM at 41' TDH with a maximum static suction lift of 20', and each driven by 5 HP, 1200 RPM, 3-phase, 60-cycle, 460-volt motor, valves, 4" internal piping, control panel with circuit breakers, and automatic pumping level controls; priming pumps, ventilator, and all internal wiring.

### BACKGROUND

Lift Station 5A located @ 2823 Harborview, is currently at 90% of the design stage for rehabilitation and construction. The Smith & Loveless equipment being requested for sole source purchase in this memo is the equipment designed for this particular application. Additionally, the project design is based on this specific and unique piece of equipment. Due to the long lead times for delivery (approx. 28-34 weeks after submittals), city staff are requesting procurement of these materials to meet construction timelines in 2026.

### CURRENT STATUS

APSCO is providing the city with the lowest available pricing to municipal customers.

### CONCLUSION

The City of Gig Harbor Wastewater Department recommends this sole source purchase based upon an objective review.



Public Works Director

Signed by:

A handwritten signature in blue ink, appearing to be "H. Lyden", written over a horizontal line.

74A6C7C58B674DB...

1/28/2026

Date

City Administrator

Signed by:

A handwritten signature in black ink, "katrina knutson", written in a cursive style over a horizontal line.

31F4A21E2BB541E...

1/28/2026

Date



# DEPARTMENT UPDATES

Wednesday, February 18, 2026

## A TWICE-MONTHLY SUMMARY FROM YOUR CITY OF GIG HARBOR LEADERSHIP TEAM

These department updates are an effort to increase our internal and external communication initiatives, to provide the mayor and city councilmembers with the information they need to serve the public and make informed decisions, and just as importantly, to share citywide information and updates with all staff and residents. Please feel free to send any questions, suggestions, or concerns about this document to [communications@gigharborwa.gov](mailto:communications@gigharborwa.gov).

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### ADMINISTRATION

#### City Administrator Katrina Knutson

**Gig Harbor's Citizen of the Year:** Our very own City Administrator, Katrina Knutson, has been named a finalist for Citizen of the Year. This prestigious recognition highlights her outstanding leadership, dedication to public service, and the positive impact she continues to make in the Gig Harbor community.

The [award ceremony](#) will take place Mar. 7, and we couldn't be more proud to see her hard work and commitment celebrated in this way. Please join us in congratulating her on this incredible honor. We're grateful for her continued service to Gig Harbor and wish her the very best of luck at the ceremony!

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### COMMUNITY DEVELOPMENT

#### Community Development Director Eric Baker

**Planning:** We are excited to welcome Cory Ragan as the city's newest senior planner, beginning Mar. 2. Cory brings more than 15 years of planning experience with Pierce County, where he developed extensive expertise in land use review, regulatory interpretation, and project coordination. Many in the community may also remember Cory from his time as a City of Gig Harbor intern earlier in his career, making this a meaningful return to Gig Harbor.

Cory's depth of experience and familiarity with the region will be a tremendous asset to the community development team and the residents we serve. We are thrilled to have him back and look forward to the knowledge, leadership, and collaborative spirit he will bring to our work. Please join us in welcoming Cory to the team!

**Building:** During this past reporting period, the building and fire division received applications for 18 new permits, including those for the expansion of the Devoted Kiss Cafe.

The division issued 31 permits, including those for three new homes and for Ericson Building A. This is the first of three new office buildings located next to the Hanger Clinic on Ericson Street and abutting the backyard of the Civic Center.

Demolition began at 6711 Kimball Drive, and the Fire Station is no more. We are very excited for a new, modern facility proposed for completion in the Summer of 2027.

**Code Enforcement:** We are excited to share that we have successfully filled the code enforcement officer position. Please join us in welcoming Jesse Savage to the community development team. Jesse will officially begin in his new role on Mar. 2.

Many of you already know Jesse from his time with the public works operations team. He brings with him a strong understanding of city operations, infrastructure, and the needs of our residents. Jesse's positive attitude, approachability, and commitment to professional growth make him a great fit for this role.

We are thrilled to have him join community development and look forward to the experience and energy he will bring to the team.



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## COURT

### [Court Administrator Stacy Colberg](#)

No updates this time but stay tuned!

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## FINANCE

### [Interim Finance Director Scott Larson](#)

**Finance team hard at work:** Staff are working with the State Auditor to wrap up the city's 2024 audit, which we expect to be completed in March.

The finance team is working on cleaning up year-end transactions so work can begin in earnest on the 2025 financial statements.

The team has also started meeting with department directors to discuss the next biennium budget process and explore opportunities to improve the usability of the document for both internal and external customers.

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## HUMAN RESOURCES

### [Human Resources Director Shannon Costanti](#)

**Advance your career:** Looking to grow in your career? Check out [current job opportunities](#) here at the city!

| Position                   | Type | Status                                |
|----------------------------|------|---------------------------------------|
| Experienced Police Officer | FT   | Continuous                            |
| Maintenance Technician     | FT   | Closes Feb. 23                        |
| Senior Accountant          | FT   | Open until filled                     |
| Code Compliance Officer    | FT   | Closed - Jesse Savage starting Mar. 2 |
| Senior Planner             | FT   | Closed - Cory Ragan starting Mar. 2   |
| Judicial Specialist        | FT   | Closed - selection pending            |
| Utility Billing Technician | FT   | Closed - selection pending            |

**WellCity award:** The Association of Washington Cities (AWC) recently released a list of the cities, towns, and other local governments that have earned the distinguished WellCity designation. The City of Gig Harbor is among this year's recipients. This recognition is bestowed to entities that meet the AWC Employee Benefit Trust's stringent WellCity standards and demonstrate a commitment to employee health.

WellCity recipients are all part of the AWC Employee Benefit Trust (Trust), Washington State's largest local government employee health benefit pool for cities, towns, and other local governments. The Trust provides health benefits to more than 280 public entities and more than 40,000 employees and family members across the state.

Employers that meet the WellCity standards earn a 2% discount on their medical premiums. Efforts to achieve this award are championed by the city's wellness committee. They coordinate meaningful health and wellness engagement and education events throughout each year. Wellness committee members in 2025 included:

*Tiffany Aliment*  
*Rebecca Blinkinsop (co-chair)*  
*Adam Blodgett*  
*Kelly Brooks (co-chair)*  
*Stacy Colberg*  
*Jami Hoffman-Perron*  
*Kerri Rowan*  
*Jesse Savage*  
*Nick Warter*  
*Chloe Wiser*



"In 2026, we have a record number of WellCities. The program continues to grow in popularity and participation because it works. Year over year—in addition to receiving a 2% savings on their premiums—WellCities consistently have lower medical and pharmacy costs, and the program benefits all Trust members by moderating premium rates for the pool." - Deanna Dawson, AWC CEO

A complete list of the cities and public entities that earned this year's award can be found [here](#).





**Best Commuter Business award:** Pierce County's Commute Trip Reduction program - Ride Together Pierce - recently announced the City of Gig Harbor as one of the county's Best Commuter Businesses of 2025. This designation recognizes Gig Harbor's commitment to reducing car congestion, fuel consumption, and air and water pollution in our region.

This was accomplished through providing commuter benefits to our employees, engaging with our employees to promote sustainable transportation options, and successfully reducing the number of employees driving to work alone.

The City of Gig Harbor is one of 36 worksites across Pierce County to receive this award for the year 2025. Since the program's inception in 2019, Ride Together Pierce's Best Commuter Business leadership program has recognized over 38 unique employers and over 56 worksites across Pierce County with a bronze, silver, or gold level designation.

Ride Together Pierce works with local jurisdictions, employers, and schools to develop transportation solutions through programming and marketing strategies. The Best Commuter Business leadership program recognizes employers' efforts to reduce drive-alone rates and provides employers with a roadmap to improving their commuter benefits. Strong commuter benefits attract and retain top talent, reduce employee parking demand, and demonstrate environmental responsibility. Supporting sustainable transportation options also assists with employers' equity efforts and aids the local economy. [Learn more](#) about the Ride Together Pierce's Best Commuter Business program.

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## INFORMATION TECHNOLOGY SYSTEMS

### ITS Manager Logan Rosenstiel

**Some help...finally:** Jason Carrier joined the ITS team last week. He'll be here helping us out for a while as we work to get caught up! Please join us in welcoming him aboard.

**More speed is on the way for the city's network:** On the 12th, public works and ITS completed a site survey at city facilities with Comcast. While the process of getting fast speeds certainly seems slow, it'll be worth the wait once we're done! Stay tuned for more updates.

**Scaling down for big savings:** Last week, we were able to shut down several unnecessary virtual servers to reduce the city's total server count. By consolidating and relocating services, we'll be able to achieve significant savings as our systems come up for renewal in the coming months.

**A big THANK YOU to city staff:** I would like to again thank all of you for your patience and grace as ITS has been short staffed these past several weeks.

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## POLICE

### Police Chief Tray Federici

**Blue lights, bright smiles:** On the evening of Feb. 13, Gig Harbor Police Department command staff had the privilege of supporting the *Night to Shine* event hosted at the Gig Harbor YMCA.

*Night to Shine* is an international prom-style celebration, sponsored by the Tim Tebow Foundation, designed specifically for individuals with special needs ages 14 and older. The event focuses on dignity, inclusion, and recognition, ensuring every guest is celebrated and treated as the honored individual they are.

GHPD officers were also joined by other City of Gig Harbor representatives, including Mayor Mary Barber and Assistant City Clerk Tiffany Aliment.

Events such as this provide a meaningful opportunity for officers and city staff to connect with residents outside of traditional law-enforcement interactions. Engagements like *Night to Shine* strengthen relationships and allow our personnel to serve the community in ways that extend well beyond our normal duties.



**Gaining STEAM:** On Feb. 6, detectives participated in the local Science, Technology, Engineering, Arts, and Mathematics (STEAM) event, educating and introducing young community members to the tools and investigative techniques used in law enforcement.

The Gig Harbor Police Department has taken part in this event for several years, and it continues to be a valuable opportunity to build relationships and strengthen partnership with the youngest of our community.

**FBI-LEEDA Media & Public Relations Training:** This week, the city's Communications Manager and the Chief of Police traveled to Yakima, Washington to attend the FBI-LEEDA Media & Public Relations (MPR) Seminar.



The four-and-a-half-day course is designed for public safety professionals seeking to strengthen public trust and improve how agencies communicate with the communities they serve. The training emphasizes maintaining a consistent, professional, and ethical public image while ensuring accurate and timely information sharing during both routine operations and critical incidents.

Course topics included public perception and the role of media, effective media relations, crisis communications, social media communication strategies, and coordinated messaging during high-stress events.

As modern policing increasingly involves real-time information sharing and community engagement, developing these communication skills helps ensure the department can effectively inform, reassure, and serve the community during both day-to-day operations and emergency situations.

**Retirement of Lieutenant Fred Douglas:** This week the department, along with the City of Gig Harbor, began preparations for the retirement of Lieutenant Fred Douglas.

Lieutenant Douglas faithfully served the City of Gig Harbor and the Gig Harbor Police Department for more than 28 years. During his career he held numerous roles, including patrol officer, detective, sergeant, and lieutenant. He also served as Acting Chief of Police in the Chief's absence.

Lieutenant Douglas's impact on the organization has been significant. His leadership, experience, and steady presence have helped guide the department through years of change and growth. The absence he leaves behind will certainly be felt throughout the department.



We wish Lieutenant Douglas every happiness and fulfillment in a well-earned retirement. The City of Gig Harbor will formally recognize Lieutenant Douglas for his service at the Feb. 23 city council meeting.





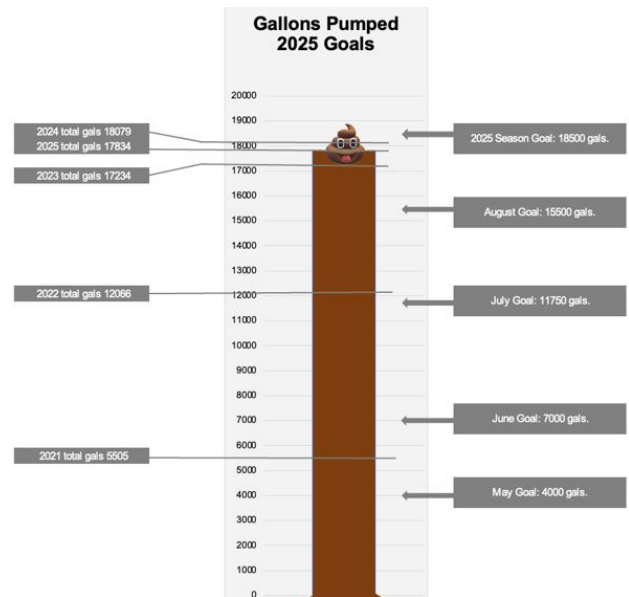
## PUBLIC WORKS

### Public Works Director Jeff Langhelm

**2025 Mobile Vessel Pumpout Report:** Since 2018, Pierce County, in partnership with the city of Gig Harbor and other entities, have worked collectively to lead a [mobile pumpout program for vessels moored in the south Puget Sound](#).

This program protects shellfish and the overall water quality of the Puget Sound by collecting and appropriately disposing of sewage from vessels in the south Sound.

The city's 2025-26 budget continues to provide funding to support this program. At the February 12 city council study session, Pierce County and Harbor WildWatch presented the 2025 report on the success of the program, including a summary of the total gallons pumped.



**Water operations:** (1) Maintenance of city water meters and meter boxes is taking place as time allows. Because the city reads water meters remotely and do not routinely physically visit the water meters, this maintenance is needed to clear back vegetation, unbury meter boxes in planter areas, and ensure that the meters are accessible in the event of an emergency. (2) The water crew is working to remove a “pump to waste” feature from the operation on Well #6. This feature was part of the original well design to remove sand from the pumping operation when the well first starts up. In 2024, the city performed a study that concluded this feature was no longer necessary and that it could be eliminated. Removing this “pump to waste” feature will save approximately 1.2 million gallons of water that would normally be wasted. (3) Crews attended a chlorine analyzer class to better understand the limits and expand their knowledge and ability to troubleshoot our chlorine analyzers.

**Street/storm operations:** (1) Crews are installing a traffic signal battery back-up at the intersection of 32<sup>nd</sup> Ave and Olympic Dr. This is a similar battery back-up system that the city recently installed at the intersection of Point Fosdick Drive/Olympic Drive. (2) Staff are performing stormwater treatment facility inspections and performing repairs as necessary. (3) The new hybrid Maverick for Engineering has arrived and is currently being upfitted for service. (4) Staff are performing traffic signal inspections and traffic signal repairs city wide. (5) Crews are updating streets and storm assets in Cartegraph to include new facilities due to completion of city capital projects.

**Parks/facilities operations.** (1) Crews are working on seasonal cleanup of parks and restrooms. They are currently finishing up Kenneth Leo Marvin Veterans Memorial Park and moving onto Crescent Creek Park. Tasks include repainting some spaces, pressure washing play structures, and fence repairs. (2) Staff are entering the city irrigation system assets into Cartegraph for tracking future maintenance tasks. (3) Staff are replacing flushometers (tankless toilet flushing mechanisms)

at Maritime Pier and Crescent Creek Park. (4) Facilities have received a slew of internal requests that have kept Pete moving. These have included painting and wall repairs in PD to plumbing requests.

**Capital improvement project status updates:** For the most recent updates on the city's design and construction projects, see our online [CIP StoryMap](#).

**UPCOMING GIG HARBOR CITY MEETINGS**  
**ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE**

Please see the meeting agenda for specific details on how to attend: <https://www.gigharborwa.gov/811/Agendas-Minutes>

| Day      | Date           | Time          | Group                       | Agenda Items                                                                                                                                                                                                                                                                                                                                                    |
|----------|----------------|---------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>M</b> | <b>Feb. 23</b> | <b>5:30pm</b> | <b>City Council Meeting</b> | <b>see agenda</b>                                                                                                                                                                                                                                                                                                                                               |
| TH       | Feb. 26        | 3:00pm        | City Council Study Session  | <ul style="list-style-type: none"> <li>• Manganese Feasibility Study Discussion and Next Steps (30-min)</li> <li>• South Sound Military and Communities Partnership (SSMCP) Presentation (30-min)</li> </ul>                                                                                                                                                    |
| TU       | Mar. 3         | 1:30 pm       | Hearing Examiner            | <ul style="list-style-type: none"> <li>• Lift Station 5 Basin Improvements Shoreline Development Permit</li> </ul>                                                                                                                                                                                                                                              |
| <b>M</b> | <b>Mar. 9</b>  | <b>5:30pm</b> | <b>City Council Meeting</b> | <b>Presentation:</b> <ul style="list-style-type: none"> <li>• GGHF – GH Senior Center Building Update (Joyce Schultz)</li> <li>• Eddon Boatyard House/BoatShop Update (Guy Hoppen/Matea Eastland)</li> </ul> <b>Consent:</b> <ul style="list-style-type: none"> <li>• Resolution/Ordinance XXXX Adopting Revised Business Hours for the Civic Center</li> </ul> |
| TH       | Mar. 12        | 3:00pm        | City Council Study Session  |                                                                                                                                                                                                                                                                                                                                                                 |
| <b>M</b> | <b>Mar. 23</b> | <b>5:30pm</b> | <b>City Council Meeting</b> |                                                                                                                                                                                                                                                                                                                                                                 |
| TH       | Mar. 26        | 3:00pm        | City Council Study Session  |                                                                                                                                                                                                                                                                                                                                                                 |
| <b>M</b> | <b>Apr. 13</b> | <b>5:30pm</b> | <b>City Council Meeting</b> | <b>Presentation:</b> <ul style="list-style-type: none"> <li>• GH Junior Sailing Update (Joan Storkman)</li> </ul>                                                                                                                                                                                                                                               |