

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, April 13, 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 sxwəbabč 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. Sexual Assault Awareness Month Proclamation
2. Gig Harbor Junior Sailing Update

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

1. City Council Minutes: March 9, 2026; March 12, 2026
2. Approval of Vouchers: AP check numbers 202113 thru 202199, PR check numbers 109126 thru 109129, and ACH payments in the amount of \$898,333.82
3. Approval of Payroll
4. Reappointment of Louise Tieman and Hanley Bonyng to the Parks Commission with terms expiring March 31, 2029
5. Approval of the 2026 Brandani Killilea Creative Endeavor Grant Expenditures

6. Approval of Ordinance 1560 Amending the City's Wage Schedule

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. Department Updates

BUSINESS ITEMS

1. Professional Services Contract with DOWL – Manganese Feasibility Study
2. Resolution 1355 Naming Richard H. Shaw Loop Trail

PUBLIC COMMENT ON NON-AGENDA ITEMS

COUNCIL REPORTS/ COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

1. Upcoming City Meetings

ADJOURN

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 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 or (253) 853-7613 at least 24 hours prior to the meeting.



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

Meeting Date: April 13, 2026

SUBJECT: Approval of the 2026 Brandani Killilea Creative Endeavor Grant Expenditures

SUBMITTED BY: Assistant City Clerk Tiffany Aliment

DEPARTMENT: Administration

PHONE: 253-851-6137

SUGGESTED MOTION: Move to authorize the mayor to execute the 2026 Brandani Killilea Creative Endeavor Grants.

BACKGROUND INFORMATION: Arts and cultural activities have long played an important role in establishing Gig Harbor’s visual identity and pride of place. Prior to 2001, there were no city-sponsored cultural art grants or monies for public art. In 1999, the idea for a memorial celebrating Gig Harbor’s maritime history spurred the formation of a group that championed the installation of such a feature and later became the city’s first Gig Harbor Arts Commission.

Over recent years, the commission has helped support a wide range of arts and cultural activities, including art fairs, festivals, concerts, theatrical and dance performances, and workshops through the Creative Endeavor Grant Program. The city announced the opening of the 2026 Creative Endeavor Grant application window on Thursday, January 8 via the city’s website. The announcement also appeared on the city’s Facebook page on Thursday, January 15, and via the city’s weekly newsletter on Friday, January 16 with an application deadline of Monday, March 2. The city received a total of 15 applications with funding requests totaling \$45,346.00.

With a budget of \$35,000.00, the arts commission held a meeting on Tuesday, March 24 to discuss the 15 applications, review commissioners’ application scores, and make a recommendation for funding. Attached is the funding recommendation as voted on and approved by the Gig Harbor Arts Commission.

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: \$ 35,000	Amount Budgeted: \$35,000	Appropriation Required: \$
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ATTACHMENTS:

1. 00Funding Recommendations

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

Applicant	Event/Project	Score	Ask	Allocation
B's Bagels LLC	Mothers Day Market	93	\$800.00	\$500.00
Davis Horton	Senior Citizen Event Companion	83	\$243.86	
Ghostlight PA	Shakespeare in the Park	121	\$3,500.00	\$3,500.00
Gig Harbor Open Studio Tour	Open Studio Tour	119	\$3,000.00	\$3,000.00
Harbor History Museum	Midway School Experience	133	\$3,500.00	\$3,500.00
Key Peninsula Farm Collective	Key Pen Farm Tour	89	\$9,000.00	\$2,200.00
Narrows Music Society	Harbor Winds Young Artists Concert	123	\$2,000.00	\$2,000.00
Peninsula Art League	National Fine Art Show	128	\$2,250.00	\$2,250.00
Peninsula Youth Orchestra	Summer Youth String Camp	121	\$3,200.00	\$3,200.00
Peninsula Hands on Art	Amazing Trees of Color	124	\$2,000.00	\$2,000.00
Peninsula Hands on Art	Piecing it Together	121	\$2,000.00	\$2,000.00
Skansie Netshed Foundation	Fishermen Feed the World	117	\$2,352.14	\$2,350.00
Spectrum Choral Academy	Gig Harbor Sings	113	\$5,000.00	\$3,000.00
Tacoma Art Museum	Up and Atom STEAM Library Events	109	\$3,000.00	\$2,000.00
Waterfront Alliance	Chalk the Harbor	121	\$3,500.00	\$3,500.00
Total			\$45,346.00	\$35,000.00



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

Meeting Date: April 13, 2026

SUBJECT: First Reading and Adoption of Ordinance 1560 Amending the City's Wage Schedule

SUBMITTED BY: Human Resources Director Shannon Costanti

DEPARTMENT: Human Resources

PHONE: 253-851-5039

SUGGESTED MOTION: Move to approve Ordinance 1560

BACKGROUND INFORMATION: The city has identified the need to reclassify one of the water operator positions to a water quality specialist.

In addition, the infrastructure systems engineer job description has been modified to more effectively meet the needs of the organization. The position now meets the duties test requiring a minimum salary defined by state law.

Ordinance 1560 amends the city's wage schedule to establish the pay range for the water quality specialist and reclassifies the infrastructure systems engineer.

FISCAL CONSIDERATION: No budget allocation amendments are required for this wage schedule adjustment.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A

ATTACHMENTS:

1. Ordinance 1560
 2. Ordinance 1560 Exhibit A
 3. Water quality specialist job description
 4. Infrastructure systems engineer job description
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STRATEGIC PLAN PRIORITY: Foster a health city organization

ORDINANCE 1560

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, AMENDING THE CITY'S PERSONNEL WAGE SCHEDULE; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council adopted the 2025-26 Budget and Wage Schedule through Ordinance 1532 on November 25, 2024 (subsequently amended by Ordinance 1556, Exhibit A); and

WHEREAS, it is necessary and appropriate to establish the wage schedule for employees of the City of Gig Harbor by ordinance; and

WHEREAS, pursuant to RCW 35A.11.020, the City Council has the budget authority to modify the compensation of its officers and employees; and

WHEREAS, the city council desires to reclassify one of the water operator positions to water quality specialist;

WHEREAS, the city council desires to reclassify the infrastructure systems engineer;

NOW THEREFORE, The City Council of the City of Gig Harbor, Washington, do ordain as follows:

Section 1. Exhibit B of Ordinance 1532 (as amended by Ordinance 1556, Exhibit A), which adopted the wage schedule shall be replaced with the wage schedule attached to this ordinance as Exhibit A.

Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 3. Correction of Errors. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Effective Date. This Ordinance shall take effect and be in full force five (5) days after passage and publication of an approved summary consisting of the title.

ADOPTED by the Council of the City of Gig Harbor at a regular meeting thereof, held this 13th day of April, 2026.

Mary K. Barber
Mayor

Approved as to form:

Attest:

Daniel Kenny
City Attorney

Tiffany Aliment
Assistant City Clerk

Exhibit A
City of Gig Harbor
Wage Schedule

Pay Grade	Job Title	Group	FLSA Status	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
53	Court Assistant (0.6 FTE)	GU - 117	Non-Exempt	Hourly	27.0674	27.9471	28.8554	29.7932	30.7615	31.7612	32.7934	33.8592
53	Custodian	GU - 117	Non-Exempt	Hourly	27.0674	27.9471	28.8554	29.7932	30.7615	31.7612	32.7934	33.8592
53	Laborer	GU - 117	Non-Exempt	Hourly	27.0674	27.9471	28.8554	29.7932	30.7615	31.7612	32.7934	33.8592
54	Currently Unassigned	N/A	N/A	Hourly	28.6953	29.6279	30.5908	31.585	32.6115	33.6714	34.7657	35.8956
55	Community Development Assistant	GU - 117	Non-Exempt	Hourly	30.9722	31.9788	33.0181	34.0912	35.1992	36.3432	37.5244	38.7439
55	Human Resources Assistant	Non-Rep	Non-Exempt	Hourly	30.9722	31.9788	33.0181	34.0912	35.1992	36.3432	37.5244	38.7439
55	Police Services Specialist	GU - 117	Non-Exempt	Hourly	30.9722	31.9788	33.0181	34.0912	35.1992	36.3432	37.5244	38.7439
55	Public Works Assistant	GU - 117	Non-Exempt	Hourly	30.9722	31.9788	33.0181	34.0912	35.1992	36.3432	37.5244	38.7439
56	Finance Technician	GU - 117	Non-Exempt	Hourly	34.0897	35.1976	36.3415	37.5226	38.7421	40.0012	41.3012	42.6435
56	Judicial Specialist	GU - 117	Non-Exempt	Hourly	34.0897	35.1976	36.3415	37.5226	38.7421	40.0012	41.3012	42.6435
56	Maintenance Technician	GU - 117	Non-Exempt	Hourly	34.0897	35.1976	36.3415	37.5226	38.7421	40.0012	41.3012	42.6435
56	Planning Technician	GU - 117	Non-Exempt	Hourly	34.0897	35.1976	36.3415	37.5226	38.7421	40.0012	41.3012	42.6435
56	Property & Evidence Technician	GU - 117	Non-Exempt	Hourly	34.0897	35.1976	36.3415	37.5226	38.7421	40.0012	41.3012	42.6435
56	Utility Billing Technician	GU - 117	Non-Exempt	Hourly	34.0897	35.1976	36.3415	37.5226	38.7421	40.0012	41.3012	42.6435
56	Wastewater Collection System Technician II	GU - 117	Non-Exempt	Hourly	34.0897	35.1976	36.3415	37.5226	38.7421	40.0012	41.3012	42.6435
55a	Wastewater Operator in Training	GU - 117	Non-Exempt	Hourly	35.2158							
55a	Water Operator in Training	GU - 117	Non-Exempt	Hourly	35.2158							
57	Assistant Planner	GU - 117	Non-Exempt	Hourly	38.1753	39.416	40.697	42.0197	43.3853	44.7953	46.2511	47.7543
57	Building Maintenance Technician	GU - 117	Non-Exempt	Hourly	38.1753	39.416	40.697	42.0197	43.3853	44.7953	46.2511	47.7543
57	Code Compliance Officer	GU - 117	Non-Exempt	Hourly	38.1753	39.416	40.697	42.0197	43.3853	44.7953	46.2511	47.7543
57	Engineering Technician	GU - 117	Non-Exempt	Hourly	38.1753	39.416	40.697	42.0197	43.3853	44.7953	46.2511	47.7543
57	Information Technology Services Support Technician	GU - 117	Non-Exempt	Hourly	38.1753	39.416	40.697	42.0197	43.3853	44.7953	46.2511	47.7543
57	Permit Coordinator	GU - 117	Non-Exempt	Hourly	38.1753	39.416	40.697	42.0197	43.3853	44.7953	46.2511	47.7543
57	Wastewater Operator I	GU - 117	Non-Exempt	Hourly	38.1753	39.416	40.697	42.0197	43.3853	44.7953	46.2511	47.7543
57	Water Operator I	GU - 117	Non-Exempt	Hourly	38.1753	39.416	40.697	42.0197	43.3853	44.7953	46.2511	47.7543
57	Water Quality Specialist	GU - 117	Non-Exempt	Hourly	38.1753	39.416	40.697	42.0197	43.3853	44.7953	46.2511	47.7543
58	Assistant City Clerk	Non-Rep	Non-Exempt	Hourly	41.995	43.3598	44.769	46.224	47.7263	49.2774	50.8789	52.5325
58	Associate Planner	GU - 117	Non-Exempt	Hourly	41.995	43.3598	44.769	46.224	47.7263	49.2774	50.8789	52.5325
58	Building Inspector / Plans Reviewer	GU - 117	Non-Exempt	Hourly	41.995	43.3598	44.769	46.224	47.7263	49.2774	50.8789	52.5325
58	Construction Inspector	GU - 117	Non-Exempt	Hourly	41.995	43.3598	44.769	46.224	47.7263	49.2774	50.8789	52.5325
58	Contract Administrator	GU - 117	Non-Exempt	Hourly	41.995	43.3598	44.769	46.224	47.7263	49.2774	50.8789	52.5325
58	GIS Coordinator	GU - 117	Non-Exempt	Hourly	41.995	43.3598	44.769	46.224	47.7263	49.2774	50.8789	52.5325
58	Human Resources / Payroll Specialist	Non-Rep	Non-Exempt	Hourly	41.995	43.3598	44.769	46.224	47.7263	49.2774	50.8789	52.5325
58	Mechanic	GU - 117	Non-Exempt	Hourly	41.995	43.3598	44.769	46.224	47.7263	49.2774	50.8789	52.5325
59	Assistant Building Official / Fire Marshal	GU - 117	Non-Exempt	Hourly	46.187	47.6881	49.238	50.8382	52.4904	54.1963	55.9577	57.7763
59	Construction Supervisor	GU - 117	Non-Exempt	Hourly	46.187	47.6881	49.238	50.8382	52.4904	54.1963	55.9577	57.7763
59	Engineering Project Manager	GU - 117	Non-Exempt	Hourly	46.187	47.6881	49.238	50.8382	52.4904	54.1963	55.9577	57.7763
59	NPDES Coordinator	GU - 117	Non-Exempt	Hourly	46.187	47.6881	49.238	50.8382	52.4904	54.1963	55.9577	57.7763
59	Wastewater Operator II	GU - 117	Non-Exempt	Hourly	46.187	47.6881	49.238	50.8382	52.4904	54.1963	55.9577	57.7763
59	Water Operator II	GU - 117	Non-Exempt	Hourly	46.187	47.6881	49.238	50.8382	52.4904	54.1963	55.9577	57.7763
60	Associate Engineer	GU - 117	Non-Exempt	Hourly	50.8153	52.4668	54.172	55.9326	57.7504	59.6273	61.5652	63.5661
60	Development Review Engineer	GU - 117	Non-Exempt	Hourly	50.8153	52.4668	54.172	55.9326	57.7504	59.6273	61.5652	63.5661
60	Wastewater Operator III	GU - 117	Non-Exempt	Hourly	50.8153	52.4668	54.172	55.9326	57.7504	59.6273	61.5652	63.5661
60	Water Operator III	GU - 117	Non-Exempt	Hourly	50.8153	52.4668	54.172	55.9326	57.7504	59.6273	61.5652	63.5661
61	Operations Supervisor - Parks & Facilities	SU - 313	Non-Exempt	Hourly	55.8905	57.7069	59.5824	61.5188	63.5182	65.5825	67.7139	69.9146
61	Operations Supervisor - Streets & Storm	SU - 313	Non-Exempt	Hourly	55.8905	57.7069	59.5824	61.5188	63.5182	65.5825	67.7139	69.9146
61	Parks Manager	SU - 313	Non-Exempt	Hourly	55.8905	57.7069	59.5824	61.5188	63.5182	65.5825	67.7139	69.9146
61	Senior Planner	GU - 117	Non-Exempt	Hourly	55.8905	57.7069	59.5824	61.5188	63.5182	65.5825	67.7139	69.9146
61	Wastewater Lead Operator	GU - 117	Non-Exempt	Hourly	55.8905	57.7069	59.5824	61.5188	63.5182	65.5825	67.7139	69.9146
62	Operations Supervisor - Water	SU - 313	Non-Exempt	Hourly	61.4763	63.4743	65.5372	67.6672	69.8664	72.1371	74.4816	76.9023
59	Communications Manager	Non-Rep	Exempt	Bi-Weekly	3,694.96	3,815.05	3,939.04	4,067.06	4,199.24	4,335.72	4,476.63	4,622.12
59	Payroll / Benefits Administrator	GU - 117	Exempt	Bi-Weekly	3,694.96	3,815.05	3,939.04	4,067.06	4,199.24	4,335.72	4,476.63	4,622.12
59	Risk & Safety Program Manager	Non-Rep	Exempt	Bi-Weekly	3,694.96	3,815.05	3,939.04	4,067.06	4,199.24	4,335.72	4,476.63	4,622.12
60	City Clerk	Non-Rep	Exempt	Bi-Weekly	4,065.22	4,197.34	4,333.75	4,474.60	4,620.02	4,770.17	4,925.20	5,085.27
60	Senior Accountant	GU - 117	Exempt	Bi-Weekly	4,065.22	4,197.34	4,333.75	4,474.60	4,620.02	4,770.17	4,925.20	5,085.27
61	Building Official / Fire Marshal	SU - 313	Exempt	Bi-Weekly	4,471.24	4,616.56	4,766.60	4,921.51	5,081.46	5,246.61	5,417.12	5,593.18
61	Court Administrator	SU - 313	Exempt	Bi-Weekly	4,471.24	4,616.56	4,766.60	4,921.51	5,081.46	5,246.61	5,417.12	5,593.18

Exhibit A
City of Gig Harbor
Wage Schedule

Pay Grade	Job Title	Group	FLSA Status	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
61	Housing, Health & Human Services Program Manager	Non-Rep	Exempt	Bi-Weekly	4,471.24	4,616.56	4,766.60	4,921.51	5,081.46	5,246.61	5,417.12	5,593.18
61	Human Resources Generalist	Non-Rep	Exempt	Bi-Weekly	4,471.24	4,616.56	4,766.60	4,921.51	5,081.46	5,246.61	5,417.12	5,593.18
61a	Infrastructure Systems Engineer	GU - 117	Exempt	Bi-Weekly	4,796.80	4,952.70	5,113.66	5,279.85	5,451.45	5,628.62	5,811.55	6,000.43
62	Senior Engineer	GU - 117	Exempt	Bi-Weekly	4,918.10	5,077.94	5,242.97	5,413.37	5,589.30	5,770.95	5,958.51	6,152.16
63	Assistant City Attorney	Non-Rep	Exempt	Bi-Weekly	5,312.20	5,484.85	5,663.11	5,847.16	6,037.19	6,233.40	6,435.99	6,645.16
63	Principal Planner	SU - 313	Exempt	Bi-Weekly	5,312.20	5,484.85	5,663.11	5,847.16	6,037.19	6,233.40	6,435.99	6,645.16
64	Information Technology Services Manager	SU - 313	Exempt	Bi-Weekly	5,576.92	5,758.17	5,945.31	6,138.53	6,338.03	6,544.02	6,756.70	6,976.29
64	Police Lieutenant	Non-Rep	Exempt	Bi-Weekly	5,576.92	5,758.17	5,945.31	6,138.53	6,338.03	6,544.02	6,756.70	6,976.29
64	Wastewater Superintendent	SU - 313	Exempt	Bi-Weekly	5,576.92	5,758.17	5,945.31	6,138.53	6,338.03	6,544.02	6,756.70	6,976.29
65	Assistant Public Works Director	Non-Rep	Exempt	Bi-Weekly	5,856.10	6,046.42	6,242.93	6,445.83	6,655.32	6,871.62	7,094.95	7,325.54
65	City Engineer	SU - 313	Exempt	Bi-Weekly	5,856.10	6,046.42	6,242.93	6,445.83	6,655.32	6,871.62	7,094.95	7,325.54
66	Community Development Director	Non-Rep	Exempt	Bi-Weekly	6,675.79	6,892.75	7,116.76	7,348.05	7,586.86	7,833.43	8,088.02	8,350.88
66	Finance Director	Non-Rep	Exempt	Bi-Weekly	6,675.79	6,892.75	7,116.76	7,348.05	7,586.86	7,833.43	8,088.02	8,350.88
66	Human Resources Director	Non-Rep	Exempt	Bi-Weekly	6,675.79	6,892.75	7,116.76	7,348.05	7,586.86	7,833.43	8,088.02	8,350.88
66	Public Works Director	Non-Rep	Exempt	Bi-Weekly	6,675.79	6,892.75	7,116.76	7,348.05	7,586.86	7,833.43	8,088.02	8,350.88
67	Chief of Police	Non-Rep	Exempt	Bi-Weekly	7,211.18	7,445.54	7,687.52	7,937.36	8,195.32	8,461.67	8,736.67	9,020.61
67	City Attorney	Non-Rep	Exempt	Bi-Weekly	7,211.18	7,445.54	7,687.52	7,937.36	8,195.32	8,461.67	8,736.67	9,020.61
AA	City Administrator	Non-Rep	Exempt	Bi-Weekly	8,364.52	8,636.37	8,917.05	9,206.85	9,506.07	9,815.02	10,134.01	10,463.37

2025 Police Personnel (Local 117) *Pending Negotiations for 2026*

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
Police Sergeant	\$121,265	\$127,329	\$133,695	\$140,379	
Police Officer	\$91,826	\$96,417	\$101,238	\$106,300	\$111,614



JOB DESCRIPTION

Position:	Water Quality Specialist	Union:	Teamsters Local Union No. 117
Department:	Public Works	Reports To:	Operations Supervisor Water
Pay Grade:	57	FLSA:	Non-Exempt

POSITION OVERVIEW

The water quality specialist performs a variety of technical and complex regulatory compliance duties including inspections of new and existing water service connections for compliance with contamination and cross connection control, administers the City's Cross Connection Backflow Program, testing and maintaining the city's backflow assemblies, water sampling and monitoring of distribution systems for chemical and bacteriological analysis, investigation and resolving of complaints of customers concerning water quality. Administers water quality monitoring programs, wellhead protection and public outreach efforts.

ESSENTIAL FUNCTIONS

The job duties and responsibilities represented in this job description do not imply that these are the only duties to be performed. Employees will be required to follow any other job-related instructions and to undertake other projects consistent with the role as requested by a supervisor.

- Administers the city's Cross Connection Control and Backflow program to ensure that all water service connections comply with the Washington State Department of Health and City of Gig Harbor cross connection and backflow requirements. This work will include investigation of existing and new commercial and residential water service to determine the level of risk pertaining to backflow and ensure that the appropriate backflow assemblies are installed to protect the public water supply. Work will also include managing the city's backflow assembly tracking system, Swift Comply and making sure that all backflow assemblies are being tested and tracked on an annual basis according to the Washington State Department of Health and City of Gig Harbor requirements. Test and maintain city's backflow assemblies and log test results in city's backflow data base. Receive and investigate customer complaints and trouble calls regarding water quality including complex issues, commercial and residential buildings, determine probable cause, recommends corrective action, and problem resolution;
- Complex cross connection inspection and plan review, including residential, commercial and industrial: review construction documents or plans to insure compliance with all cross connection control regulations, determine backflow assembly requirements, inspect new and existing premises for adherence to all applicable cross connection regulations; maintain database, compose correspondence, and advise customers and contractors on cross connection control regulations;
- Maintain accurate field records for water quality monitoring, collect water samples for water quality analysis, operate and maintains a variety of laboratory equipment and instrumentation, perform a variety of physical, chemical and biological analyses on drinking water samples, make chlorine residual, iron and manganese, turbidity or other water quality measurements;
- Use various computer programs, databases and spreadsheets to validate, analyze and manage data and to generate technical reports and related correspondence for water quality monitoring programs and cross connection control programs;
- Coordinate with other agencies and regulatory bodies on implementation and changes in programs affecting water quality;

- Operate a variety of equipment and machinery such as personal and laptop computer, radio, cell phone, digital camera, calculator and various water quality testing equipment;
- Coordinate with City department, personnel and customers concerning water quality operations;
- Prepare purchase requisitions for water quality program requirements;
- Completes water sampling.
- Operates and safely uses various hand and power tools.
- Operates equipment such as forklifts, cranes, portable generators, pumps, pressure washers, and related equipment.
- Stores, accounts for, and safely handles hazardous chemicals per Safety Data Sheets and safety practices.
- May perform duties across all disciplines of the public works operations division.
- Uses a computer or tablet to effectively utilize the city's asset management and maintenance program (Cartegraph).
- Accurately completes water service requests.
- Reviews plans and approves plumbing permits and business licenses pertaining to cross connection requirements.
- Participates in required continuing education and training programs related to public water systems.
- May assist in training of lesser-experienced staff.
- Performs administrative work as assigned.
- Supports water operators in the operation of the city's eductor truck.
- Maintains punctual and reliable attendance.

KEY COMPETENCIES

Knowledge of:

- Material, methods, practices, and techniques commonly used in construction, maintenance, and repair activities as related to water and road construction.
- General principles of water system operation, repair, and maintenance.
- Work hazards, safety standards and procedures, and OSHA/WISHA regulations.
- Asset management program, Cartegraph.
- Computer-based systems including telemetry systems, Supervisory Control Data Acquisition (SCADA) programs, and ability to adjust them with the supervision of public works superintendent's, or their designee's, supervision.
- Backflow assembly tracking program, Swift Comply.
- Confined space entry practices.
- Utilization and care of materials and equipment.

Ability to:

- Communicate effectively with other employees and the public, individually and in groups, verbally in-person and by phone, and in writing.
- Interact with the public in an effective, customer-friendly manner and establish and maintain effective working relationships with members of the community, co-workers, and people from other organizations.
- Work independently and make appropriate decisions regarding work methods and priorities, while demonstrating a strong sense of personal ethics and professional judgment and discretion.
- Assist others to comply with standards and/or contract terms.
- Quickly adjust priorities as new issues and/or assignments arise.
- Show initiative in performing job functions.

- Meet project deadlines may require working more than forty hours per week.
- Wear protective clothing and equipment such as rain and snow gear, hard hat, hearing protection, respirators, boots, goggles, and gloves.

Skill in:

- Operating compressors, pneumatic tools, hand tools, paint equipment, power tools, and other tools and equipment used in water utility maintenance.
- Operating flatbed, light duty trucks, backhoe, street sweeper, dump truck, skid steer, bucket truck, eductor truck, and other vehicles and heavy equipment as needed.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This job is performed in an indoor and outdoor environment. While performing the duties of this job, the employee is regularly exposed to discomforts such as adverse and sometimes extreme weather conditions. Work may involve moderate risks, discomfort, or unpleasantness such as dust, grease, mud, and moving vehicles or machines. The noise level in the work environment is moderate to high. This job will also require spending several hours a week in an office environment working at a desk on a computer and with other office equipment.

Schedule: Typical hours of work are Monday-Friday from 7am-3:30pm with a 30-minute meal break, though the employee may be called out on evenings, early mornings, and weekends. This position will need to respond with little or no notice to city emergencies and disasters and will likely work long and/or irregular hours during these times. The employee will also be part of the scheduled on-call rotation which will require weekend and occasional holiday work. Attendance at night meetings and community events may be required. This position is considered essential and will require an on-site presence. Alternative work arrangements may be available as decided by the assistant public works director following the probationary period.

Driving and Travel: Driving would typically be up to 15 hours a workweek within the city limits. Work requires traveling to a variety of locations to perform site work or to attend meetings. Travel is required to visit other work sites in the area and to attend meetings, trainings, and/or conferences as needed.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

Any combination of education, training, and experience that indicates the individual can successfully perform the job may be considered.

- High school diploma or GED.
- Experience working for a public works department at a government agency preferred.
- General experience with tools and equipment such as light duty or flat truck, shovel, rake, posthole digger, compactor, chainsaw etc.
- General experience with tools and equipment such as eductor truck, backhoe, dump truck preferred.
- Proficient in Microsoft Office Suite.

CERTIFICATES AND LICENSES

The following certifications and licenses are required for the position (or must be obtained within the timeframe stated) and must be maintained for the duration of employment.

- Washington State Department of Health Cross Connection Specialist Certification
- Washington State Department of Health Backflow Assembly Tester Certification.
- State flagging card or ability to obtain within six months of hire.
- First Aid/CPR card or ability to obtain within six months of hire.
- A valid Washington State driver’s license (or ability to obtain one within 30 days of hire) and two years of driving experience.
- Commercial Class A Washington State Driver’s License (CDL) with a Tanker endorsement or ability to obtain within 12 months following the end of probation preferred.
- Forklift Operators License or ability to obtain within six months of hire.

PHYSICAL CHARACTERISTICS

The physical attributes described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk, hear, and sit. The employee will use hands to finger, handle, feel, and keyboard; hand-eye coordination is necessary to operate various pieces of equipment. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

The employee is occasionally required to stand for long periods of time; walk, including over rough and uneven surfaces; engage in considerable activity including climbing ladders, balancing, bending, kneeling, stooping, squatting, crouching, crawling, and reaching; and lift moderately heavy items. An average level of physical agility and dexterity is required.

ADDITIONAL REQUIREMENTS

- A history of and ability to maintain safe and responsible driving that meets the city’s motor vehicle record minimum driving requirements.
- Ability to pass position relevant pre-employment screening.
- Ability to pass pre-employment medical exam and maintain a level of physical fitness necessary to perform the essential job functions.

The requirements outlined in this job description may be modified to reasonably accommodate individuals with disabilities who are otherwise qualified for employment.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

EMPLOYEE ACKNOWLEDGEMENT

Signature below constitutes the understanding of the requirements, expectations, essential functions, and duties of this position.

Employee

Date

JOB DESCRIPTION

Position:	Infrastructure Systems Engineer	Union:	Teamsters Local Union No. 117
Department:	Administration	Reports To:	Information Technology Services Manager
Pay Grade:	61a	FLSA:	Exempt

POSITION OVERVIEW

The infrastructure systems engineer manages the city's server farms and the broad range of software and systems therein and provides highly complex technical support and user consultation.

ESSENTIAL FUNCTIONS

The job duties and responsibilities represented in this job description do not imply that these are the only duties to be performed. Employees will be required to follow any other job-related instructions and to undertake other projects consistent with the role as requested by a supervisor.

- Provides highly complex technical support to users; responds to and resolves issues and questions related to software and hardware malfunctions; repairs or arranges for repairs related to software and hardware malfunctions.
- Updates and integrates computers, workstations, communications equipment, and peripherals.
- Performs ongoing hardware and software maintenance operations, installing and configuring software upgrades, enhancements, and revisions; verifies functionality, compatibility, and performance of computers and information systems.
- Directs and tests the installation of operating systems, network or application software, or computer or network hardware.
- Performs network troubleshooting to isolate and diagnose common hardware and software problems; corrects problems and follow up with users as necessary.
- Performs preventative equipment maintenance; designs and conducts hardware or software tests; monitors system operation to detect potential problems.
- Manages all server and application patching, updates, and upgrades in accordance with established procedures.
- Consults with users to determine and identify system data, hardware, software and system functionality, requirements, and specifications.
- Evaluates and tests existing systems to determine effectiveness and suggest changes to meet organizational requirements.
- Functions as a member of the information technology services team and works closely with the ITS Manager, ITS staff, city staff, and vendors to coordinate projects and systems integration in day-to-day activities.
- Assists the ITS Manager in long- and short-range planning relating to information technology policies, procedures, training, and new technology and solutions.
- Coordinates and performs ITS administration duties such as guiding development of the city's needs for data and voice communications between departments, recommending, purchasing, and installing of new or upgraded software and/or hardware, and training employees in technology related matters.
- Keeps current on advancing technology to maintain performance standards throughout the city and recommends changes to improve the operation of the city's information technology functions.

- Supports city-wide information technology systems architecture and works on projects integrating new technologies into existing configuration as assign by the ITS Manager.
- Recommends and implements security policies and procedures to protect against intruders and viruses and guards the integrity of transactions and records to ensure the security of data; analyzes backup and recovery scenarios and maintains all backup processes to assure protection, confidentiality, and retrieval.
- Trains system users in system operation or maintenance.
- May support in leading part-time, temporary, or intern personnel within the division.
- Maintains punctual and reliable attendance.

KEY COMPETENCIES

Knowledge of:

- Business English, including proper spelling and punctuation.
- Design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Enterprise backup systems and disaster recovery/business continuity procedures.
- Enterprise Fiber Optics, iSCSI/NFS SAN'S and NAS systems.
- Networking and security devices in a multi-site environment.
- Virtualization and server hardware configurations.
- Scripting (PowerShell, WMI, Python, Go, or VBScript).
- Active Directory environment and group policy.
- Domain Name System records management.
- SQL Server and/or SharePoint.
- Mobile Device Management (MDM) systems.
- Transmission, broadcasting, switching, control, and operation of telecommunications systems.
- Office 365 environment and ability to use and troubleshoot all associated products.

Ability to:

- Communicate effectively with technical and nontechnical staff, verbally in-person and by phone, and in writing.
- Partner with a variety of stakeholders, including various levels of senior staff.
- Provide customer service, including needs assessment, meeting quality standards, and evaluation of customer satisfaction.
- Apply organizational skills and handle multiple priorities with many interruptions.
- Perform tasks with accuracy and reasonable speed.
- Maintain confidentiality of sensitive information.
- Perform basic mathematical calculations including addition, subtraction, multiplication, and division.
- Develop concise technical documentation and diagrams.
- Perform mechanical and electronic equipment repair.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Wear protective clothing and equipment such as rain and snow gear, boots, goggles, gloves, knee pads, and ear protection as needed.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is primarily performed in a climate-controlled office environment with low noise levels and involves field site visits. Outdoor field work may involve low risks, discomfort, or unpleasantness such as adverse or extreme weather conditions, dust, grease, mud, moving vehicles or machines, and moderate to high noise levels.

Schedule: Typical business hours are Monday-Friday from 8am-5pm with a one-hour meal break. Work outside of defined hours is required to perform system updates and other out-of-band support/maintenance activities. This position may be part of the on-call rotation and be required to work occasional evenings, weekends, and holidays. This position is considered essential and will require an on-site presence. Alternative work arrangements may be available as decided by the city administrator following the probationary period.

Driving and Travel: Driving would typically be less than 5 hours a workweek. Travel is required to visit other work sites in the area and to attend meetings, trainings, and/or conferences as needed. Overnight travel is possible a few times per year, typically for annual conferences that relate to the position.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

Any combination of education, training and experience that indicates the individual can successfully perform the job may be considered.

- Two (2) year degree from an accredited college or university in computer science or closely related field.
- Four (4) years of full-time experience with systems or network administration and/or system engineering or closely related experience.
- Understanding of the Open Systems Interconnection (OSI) Model preferred.
- Experience with Mitel phone systems preferred.
- Experience working for a government agency (state, county, city, junior taxing district, etc.) to include police and court departments preferred.

CERTIFICATES AND LICENSES

The following certifications and licenses are required for the position (or must be obtained within the timeframe stated) and must be maintained for the duration of employment.

- A valid Washington State driver's license (or ability to obtain one within 30 days of hire).
- Criminal Justice Infor Systems (CJIS) Security certification within 2 weeks of hire.
- Certifications, such as Azure Administrator Associate, SSCP, ITIL, Microsoft 365 Enterprise Administrator Expert, ACSA and/or ACSP are preferred.

PHYSICAL CHARACTERISTICS

The physical attributes described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Regularly required to talk, hear, sit, or stand for extended periods, and use hands to finger, handle, feel, reach, and keyboard. Repetitive motion of hands and wrists. Must walk, at times over loose material or rough or uneven surfaces. Balance, bend, work in confined spaces, climb stairs and ladders, stoop, kneel, squat, crouch, or crawl. Specific vision abilities required by this job include close vision, distance

vision, peripheral vision, depth perception, and ability to adjust focus. Regularly required to lift and/or move up to 30 pounds. An average level of physical agility and dexterity is required.

ADDITIONAL REQUIREMENTS

- A history of and ability to maintain safe and responsible driving that meets the city’s motor vehicle record minimum driving requirements.
- Ability to pass position relevant pre-employment screening.

The requirements outlined in this job description may be modified to reasonably accommodate individuals with disabilities who are otherwise qualified for employment.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

EMPLOYEE ACKNOWLEDGEMENT

Signature below constitutes the understanding of the requirements, expectations, essential functions, and duties of this position.

Employee

Date

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.

Administration

City Administrator Katrina Knutson

Economic Development Board: Mayor Mary Barber, City Administrator Katrina Knutson, Community Development Director Eric Baker, and GH Chamber CEO Miriam Batson represented Gig Harbor at the Economic Development Board (EDB) Tacoma-Pierce County Annual Meeting and Luncheon on March 24 at the Greater Tacoma Convention Center. The event, led by new President and CEO Michael Catsi, focused on regional investments, community impact, and the unveiling of a new five-year strategic plan for 2026-2030.



Key event highlights

- **Leadership updates:** Michael Catsi provided insights from the EDB's 2025 annual report, noting strong ROI over the last five years while addressing how economic uncertainty, such as tariffs, presents both challenges and opportunities.
- **Mayoral vision:** New Tacoma Mayor Anders Ibsen shared his priorities and vision for the city's next chapter, which includes streamlined permitting and working directly with businesses.
- **World Cup 2026:** A central panel discussion explored the economic impact of the 2026 FIFA World Cup matches in Seattle, specifically focusing on Tacoma's role as a [Fan Zone destination](#) and opportunities for local businesses.

Major awards

The luncheon celebrated significant local projects and leadership through the EDB's annual awards:

- **Golden Shovel Award:** Presented to the Mary Bridge Children's Hospital expansion, recognizing a roughly \$500 million investment in the local community.
- **Excellent 10 Awards:** Honored 10 standout projects driving growth in the region, including:

- **Revalesio:** For expanding drug manufacturing for stroke and ALS trials.
- **Aquagga:** For its HALT technology used to destroy PFAS in wastewater.
- **Wilkeson’s Way Forward:** For historic preservation and recreation efforts in the Town of Wilkeson.
- Other recognized entities included Commencement Bank, Washington Trust Bank, Floor & Decor, Kowa, the Puyallup Tribe of Indians, and Sound Credit Union.

Future outlook

The EDB introduced its 2026-2030 Strategic Plan, which centers on three main pillars: 1) improving the local business environment, 2) attracting and retaining quality jobs, and 3) establishing a long-term economic vision for the county.

Community Development

Community Development Director Eric Baker

Planning: Last week, the planning department hosted a pre-application meeting for a proposed apartment complex at the intersection of Purdy and Goodnough Drive. The materials submitted for review described a 234-unit, six-story apartment building. While the meeting was preliminary and focused on assessing project feasibility, it also provided an opportunity to offer feedback and identify any major challenges that could arise during the permitting process (utilities, transportation, environmental protection).

In addition to the Pre-application meeting, the planning department took part in the BAM (Business Assistance Meeting) for a food truck proposal at 3117 Harborview Drive. The proposal is to replace the existing ‘Trolley’ with two food trucks, one serving mediterranean food and the other serving pizza. BAMs provide an opportunity for businesses to not only receive feedback on their proposals, but to engage directly with staff committed to providing excellent customer service. Thanks to Patty McGallian in the building division for coordinating these meetings.

Building: During this past reporting period the building & fire division received applications for 40 new permits, including three new homes at Summit Pointe. 41 permits were issued, including the expansion of Devoted Kiss Café. 34 were finalized, including the Olympic Sports and Spine Tenant Improvement on Kimball. The remainder of the building permits were issued for Phase 1A of the Sports Complex.

Code enforcement: With Jesse Savage now on the team (sorry again Public Works), staff are focusing on updating the status of existing cases and closing out those that have been addressed. This is an excellent learning experience for Jesse as he sees how code has been applied in the past and its many nuances. He is a quick study.

Additionally, we have increased the frequency of sign compliance sweeps to at least once every two weeks. Recently, this has yielded around 100 signs illegally installed in the right-of-way. We are advancing our outreach to common violators to help them better understand our codes and begin progressive enforcement (citations) only if necessary.

Court

[Court Administrator Stacy Colberg](#)

No updates this time but stay tuned!

Finance

[Interim Finance Director Scott Larson](#)

No updates this time but stay tuned!

Human Resources

[Human Resources Director Shannon Costanti](#)

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

Position	Type	Status
Seasonal Worker	FT	Open until filled
Utility Billing Technician	FT	Closed - Leanne Cornell started Mar. 31
Senior Accountant	FT	Closed - Melissa Hutchens starting Apr. 13
Maintenance Technician (streets and storm)	FT	Closed - Kyle Hartman starting Apr. 20
Maintenance Technician (parks)	FT	Closed - Buford Rock starting Apr. 27

Information Technology Systems

[ITS Manager Logan Rosenstiel](#)

Faces changing in ITS: Most of you have probably seen James Motsenbocker roaming the building. He joined us a couple of weeks ago as our Contract Infrastructure Systems Engineer. Make sure to say hello when you see him out and about!

Also, Jason Carrier has been helping us out for several weeks while our Support Technician has been on leave. Sadly, Jason's last day with us is April 8. Please be sure to wish him well before he leaves us.

Improved laptop connectivity for the PD: As the first step of improving connectivity for all city mobile devices, ITS has transitioned all the police department laptops from Verizon to FirstNet. We hope to start with cell phones and other devices within several weeks, just need to finish laying the groundwork.

IT 2.0 Update: ITS is continuing to work diligently behind the scenes to bring everyone big changes this year! By August, we plan to have a new email protection suite (good-bye, Sendio!!), upgraded anti-malware protection, improved device management, and other cybersecurity enhancements. By the end of the year, we should have everyone upgraded to Windows 11.

A friendly reminder when you need help: Now that we're returning to normal staffing levels in ITS, it's a good time to remind everyone of the best way to get help from the team. If your issue isn't causing an immediate work stoppage, please submit a Service Desk ticket to servicedesk@gigharborwa.gov. If you have an urgent need, please call HELP (Extension 4357) on your phone which will ring the entire ITS team.

Another friendly reminder about passwords: Please keep your passwords secure! This means don't **ever** write them down, put them in a Word, Excel, or text document, or store them ANYWHERE except in your head or LastPass.

If you would like to get set up with a LastPass account and be shown how to use it, please drop us a Service Desk ticket. We can even accommodate those pesky shared passwords there.

Police

[Police Chief Tray Federici](#)

Arrests made in early morning burglary investigation: Gig Harbor Police Officers arrested three individuals early Thursday morning following a reported burglary in progress near Rosedale Street and Skansie Avenue. At approximately 4:00 a.m. on April 2, officers responded after two individuals were seen on security cameras inside a fenced commercial property. An arriving officer located a suspicious vehicle leaving the area with a large cart and generator secured to the roof.

Officers stopped the vehicle and detained its three occupants. After reviewing surveillance footage and investigating further, officers determined the suspects had entered the property, removed items including a generator, cart, backpack, and tools, and forced entry into several trucks on the property.

A 30-year-old male, 34-year-old male, and 45-year-old male were arrested and booked into the Pierce County Jail for Burglary in the Second Degree and Vehicle Prowl in the Second Degree. Detectives continue to investigate whether any additional individuals were involved.



Traffic enforcement efforts continue to increase: Gig Harbor Police Department continues to see an increase in traffic-related concerns and complaints from citizens and neighborhoods throughout our community. We hear you, Gig Harbor. As one data point reflecting our commitment to addressing these concerns, officers conducted 512 traffic stops between January 1, 2025, and April 6, 2025. During that same period in 2026, officers conducted 1,081 traffic stops.

That represents an increase in traffic enforcement activity of more than 111%.

These numbers reflect a department that is listening, responding, and taking action, while continuing to provide fair, balanced, and equitable enforcement across all areas of our city.

Student Officer Palmore excels at the police academy: Student Officer Kelly Palmore continues to do exceptionally well at the police academy and remains highly engaged in all areas of training.



Over the last two weeks, Officer Palmore has received instruction in defensive tactics, including weapon retention, takedowns, OC spray exposure concepts, and practical midterm evaluations designed to identify areas for continued growth.

She continues to excel during firearms training, working through increasingly advanced shooting positions and techniques, including one-handed shooting, kneeling, prone positions, and transitioning to the use of a red dot optic system.

In the classroom, Officer Palmore has been learning about impaired driving investigations, traffic laws, traffic stop techniques, building searches, and officer safety concepts. She has also demonstrated a strong desire to prepare for real-world patrol work by seeking out additional information on common radio communication terminology and requesting extra practice time outside of academy hours.

Most importantly, Officer Palmore continues to display a positive attitude, a strong work ethic, and a commitment to improving every week. She is clearly taking her training seriously and continues to represent the Gig Harbor Police Department very well.

Officer Hulbrock completes field training: The Gig Harbor Police Department is proud to announce that Officer Dustin Hulbrock has successfully completed the department's Field Training and Evaluation Program and has advanced to solo officer status. The GHPD not only maintains a rigorous hiring process, but also an intensive field training program designed to thoroughly prepare officers for independent patrol responsibilities. Officers who successfully complete the program have demonstrated the skill, knowledge, judgement, and professionalism necessary to serve our community on their own. Following a complete review of Officer Hulbrock's field training performance, the department's training division recommended that he advance to solo officer status.



Congratulations to Officer Hulbrock on this important milestone in his career.

Retail theft suspect arrested: A 29-year-old male from the Gig Harbor area was recently arrested by the Gig Harbor Police Department for criminal trespass violations at a local business. The suspect had previously been arrested by GHPD in January 2025 for organized retail theft and was apprehended after his vehicle broke down in the Target parking lot while attempting to flee. Between August 2024 and March 2026, the suspect committed at least nine documented theft incidents targeting multiple retail stores in Gig Harbor. His primary targets included high-value over-the-counter medications and eye care products. Combined, the suspect successfully stole and/or attempted to steal more than \$11,500 worth of merchandise during these incidents. Through the efforts of store asset protection teams and law enforcement response, approximately \$6,325 worth of merchandise was recovered.



During an incident in late March, the suspect abandoned a cart containing approximately \$2,370 worth of allergy medications after receiving attention from store employees, and all merchandise was recovered.

Despite having five active trespass orders from multiple retail locations, the suspect continued his theft activity until Officer Hinzman recognized him during a routine business check and took him into custody. Detectives are currently coordinating with prosecutors and partner agencies from other jurisdictions to pursue accountability and appropriate charges.

Public Works

Public Works Director Jeff Langhelm

Gig Harbor Sports Fields: Although there are a few minor things to complete, the Gig Harbor Sports Fields at the Gig Harbor Sports Complex opened this week.

This project resulted from a partnership between the city and the YMCA of Pierce & Kitsap Counties. The city contributed the land, which the YMCA holds a long-term lease for, as well as \$2 million toward construction costs. This project has been in the works for many years and will mark the completion of Phase 1 of the Sports Complex. A grand opening celebration will be held at the fields on April 24 at 5:00 p.m.



Soundview Forest tree removal: Due to an arborist's report that found pathogens and decay in several trees in Soundview Forest, the city has contracted with a local tree removal company to take down the trees. 18 trees will be removed, including a couple that are dead. The work will take place April 23-24, and the park and adjacent parking will be closed during that time.

A few tall stumps will be left for possible use in future Harbor Arbor Art projects, and the removed trees will be replaced with new, more disease tolerant trees, donated by the Pierce Conservation District.

Streets and storm operations: (1) City crews have replaced the StormFilter cartridges in 96th Street between Burnham Drive and the Cushman Trail. These cartridges are used in multiple locations around the city and the region to treat stormwater runoff before it discharges into streams, creeks, or the Sound. Crews used the new maintenance truck with a crane to hoist the cartridges in and out of the vaults, making this maintenance activity safer and less strenuous for staff. Everything went smoothly! (2) Staff will be repairing damaged storm lids on Kimball Drive the week of April 6. There are two lids where the metal has worn so much, they won't allow the lid to come out of the frame. (3) The never-ending battle to replace the low-quality LED streetlight lamps from 2017 with new, high-quality LED lamps that meet city standards continues and staff are gaining on the number of lamps that have failed. (4) Crews completed the removal of locks on the Donkey Creek bridge. Approximately 400 lbs. of locks were removed. Staff installed temporary signage to discourage people from adding additional locks. New, permanent signs will be placed this spring. (5) Due to Peninsula Light Company's planned power outage for the city's 38th Avenue improvement project, operations crews worked with the police department to safely transfer the traffic signal at 56th Street to a backup generator. (6) Streets crews offered support for the Fools Day Run by setting out a large amount of traffic control devices and aiding in road closures. (7) Staff are continuing to surplus old vehicles that have been replaced. We are excited to start using Public Surplus, an online auction site, to surplus outdated and unused equipment. This should be available for all departments in the future.



Pilot Project to close crosswalk at Harborview Drive/Pioneer Way: The city is preparing to implement a pilot project that will close the Harborview Drive crosswalk on the west side of Pioneer Way. This crosswalk will be temporarily removed until at least fall 2026 to improve safety and improve the efficiency of this intersection. If the city sees improvements, staff will perform work to make this change permanent. The city anticipates removing this crosswalk as soon as April 14.

Wastewater operations: (1) Wastewater staff continue working to complete sewer main and manhole inspections throughout the city using the [SL-RAT technology](#). The goal for completing this work is April 17. (2) Staff have performed fats, oils, and grease removal at multiple lift stations over the last two weeks.

Water operations: (1) Spring water main flushing continues. Crews are currently working in the Skansie, Rosedale, North Creek, and 72nd Street areas. (2) Crews continue to work on water meter maintenance around our service area. Several meters that were completely buried by vegetation have been recovered. During this work, we are also updating information in our asset management system, Cartegraph, and ensuring that the water meters are accessible. (3) It's that time of year

again when crews will be getting the wells ready for the upcoming high-production season by performing annual maintenance on all the components that we rely upon to pump water during this time. (4) Water department staff are currently working on our annual Water Quality Report. This report, required by the Washington State Department of Health, is sent out annually before July and will be sent out to all water customers. It is a summary of the state of the city's water system in 2025 and describes the results of our water quality testing.

Parks and facility operations: (1) Our boating friends will be happy to hear the water to the dock at Jerisich has been turned on for the season. Water samples are taken before turning it on for the public. This water feeds the pedestals for potable water at each moorage slip, as well as water for the sewer pump out at the end of the dock. (2) Coupled with a mild winter and now some sunny warm days, all the grass in town is growing quickly. First mows of the season are being completed as well as some edging activities. (3) Interviews for backfilling an open maintenance technician position in the parks department have gone well. We hope to have an offer out soon. (4) The Civic Center building hours were updated last week. This required changes to signs at public entrances into the building and working with ITS to adjust the access control. (5) Staff continue to spend time escorting the HVAC contractor throughout the police department building as they continue to troubleshoot the heating issues that side has seen over the last year and half. (6) Pete has been working on replacing fixtures at Doris Heritage Park that were damaged by vandals. That park continues to see after-hours vandalism. The city is working to get a contract to install video security cameras.

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



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

Meeting Date: April 13, 2026

SUBJECT:

Professional Services Contract with DOWL – Manganese Feasibility Study

SUBMITTED BY: Jeff Langhelm, PE, Public Works Director

DEPARTMENT: Public Works

PHONE: 253-853-7630

SUGGESTED MOTION: Approve and authorize the mayor to execute Professional Services Contract with DOWL, LLC in an amount not to exceed \$268,173.00.

BACKGROUND INFORMATION: The city's water system operates six wells that vary in depth and production volume. These wells produce a concentration of manganese that creates aesthetic operational and water quality issues throughout the water system but is not considered a primary contaminant by the Washington State Department of Health.

This manganese feasibility study is intended to help the city prioritize the implementation of manganese treatment systems by well location and provide water treatment system options, conceptual treatment system layouts and conceptual cost estimates for each well location. The results of this study will provide the city with the information needed to make informed budget and strategic decisions on the design and construction of manganese treatment throughout the city's water system.

FISCAL CONSIDERATION: The Water Capital Fund in the 2025-26 Budget provides sufficient funds for this expenditure.

Expenditure Required: \$ 268,173.00	Amount Budgeted: \$ 350,000.00	Appropriation Required: \$
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ATTACHMENTS:

1. Manganese Feasibility Contract and Scope and Fee - DOWL

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

PROFESSIONAL SERVICES CONTRACT BETWEEN THE CITY OF GIG HARBOR AND

THIS AGREEMENT is made by and between the City of Gig Harbor, a Washington municipal corporation (the "City"), and DOWL, LLC, a Delaware limited liability corporation (the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in Manganese Treatment Feasibility Study and desires that the Consultant perform services necessary to provide the following consultation services; and

WHEREAS, the Consultant agrees to perform the services more specifically described in the Scope of Work including any addenda thereto as of the effective date of this Agreement, all of which are attached hereto as **Exhibit A – Scope of Work**, and are incorporated by this reference as if fully set forth herein;

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

TERMS

1. Retention of Consultant - Scope of Work. The City hereby retains the Consultant to provide professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as **Exhibit A** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. Payment.

A. The City shall pay the Consultant an amount based on time and materials, not to exceed Two Hundred Sixty-Eight Thousand One Hundred Seventy-Three Dollars and zero cents (\$268,173.00) for the services described in Section 1 herein. This is the maximum amount to be paid under this Agreement for the work described in **Exhibit A – Scope of Work**, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed supplemental agreement. The Consultant's staff and billing rates shall be as described in **Exhibit B – Schedule of Rates and Estimated Hours**. The Consultant shall not bill for Consultant's staff not identified or listed in **Exhibit A** or bill at rates in excess of the hourly rates shown in **Exhibit B**, unless the parties agree to a modification of this Contract, pursuant to Section 17 herein.

B. The Consultant shall submit monthly invoices to the City after such services have been performed, and a final bill upon completion of all the services described in this Agreement. The City shall pay the full amount of an invoice within 45 days of receipt. If the City objects to all or any portion of any invoice, it shall so notify the Consultant of the same within 15 days from the date of receipt and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

3. Duration of Work. The City and the Consultant agree that work will begin on the tasks described in **Exhibit A** immediately upon execution of this Agreement. The parties agree that the work described in **Exhibit A** shall be completed by December 31, 2026; provided however, that additional time shall be granted by the City for excusable days or extra work. Further, the parties may extend the duration of this Agreement consistent with the terms of Section 17 below.

4. Termination. The City reserves the right to terminate this Agreement at any time upon ten (10) days written notice to the Consultant. Any such notice shall be given to the address specified above. In the event that this Agreement is terminated by the City other than for fault on the part of the Consultant, a final payment shall be made to the Consultant for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the Consultant of the notice to terminate. In the event that services of the Consultant are terminated by the City for fault on part of the Consultant, the amount to be paid shall be determined by the City with consideration given to the actual cost incurred by the Consultant in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the City at the time of termination, the cost of the City of employing another firm to complete the work required, and the time which may be required to do so.

5. Non-Discrimination. The Consultant agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, sexual orientation, age or handicap, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any services for the City now or in the future.

6. Independent Status of Consultant. The parties to this Agreement, in the performance of it, will be acting in their individual capacities and not as agents, employees, partners, joint ventures, or associates of one another. The employees or agents of one party shall not be considered or construed to be the employees or agents of the other party for any purpose whatsoever.

7. Indemnification.

A. The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers, harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney's fees, arising out of or resulting from the negligent or wrongful acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees or volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Insurance.

A. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation. The Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City of Gig Harbor's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance. The Consultant shall obtain at no cost to the City and maintain said insurance in force for the duration of this agreement, insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named by endorsement as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Professional's profession.

D. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Employer's Liability, each accident \$1,000,000, Employer's Liability Disease - each employee \$1,000,000, and Employer's Liability Disease - Policy Limit \$1,000,000.
4. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim/aggregate.

E. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect to the City of Gig Harbor. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute to it.
2. The City of Gig Harbor will not waive its right to subrogation against the Consultant. The Consultant's insurance shall be endorsed acknowledging that the City of Gig Harbor will not waive its right to subrogation. The Consultant's insurance, except for Professional Liability insurance, shall be endorsed to waive the right of subrogation against the City of Gig Harbor, or any self-insurance, or insurance pool coverage maintained by the City of Gig Harbor.
3. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, unless thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. If any coverage is written on a "claims made" basis, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the City.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:V and licensed to conduct business in the State of Washington.

G. Verification of Coverage. The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the

Consultant before commencement of the work.

9. Ownership and Use of Work Product. Any and all documents, drawings, reports, and other work product produced by the Consultant under this Agreement shall become the property of the City upon payment of the Consultant's fees and charges therefore. The City shall have the complete right to use and re-use such work product in any manner deemed appropriate by the City, provided, that use on any project other than that for which the work product is prepared or modification of the work product shall be at the City's risk unless such use is agreed to by the Consultant.

10. City's Right of Inspection. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

11. Records.

A. The Consultant shall keep all records related to this Agreement for a period of three years following completion of the work for which the Consultant is retained. The Consultant shall permit any authorized representative of the City, and any person authorized by the City for audit purposes, to inspect such records at all reasonable times during regular business hours of the Consultant. Upon request, the Consultant will provide the City with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the Consultant, but the Consultant may charge the City for copies requested for any other purpose.

B. Consultant acknowledges that the City is an agency governed by the public records disclosure requirements set forth in chapter 42.56 RCW. Consultant shall fully cooperate with and assist the City with respect to any request for public records received by the City concerning any public records generated, produced, created and/or possessed by Consultant and related to the services performed under this Agreement. Upon written demand by the City, the Consultant shall furnish the City with full and complete copies of any such records within ten business days. Consultant's failure to timely provide such records upon demand shall be deemed a material breach of this Agreement. To the extent that the City incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, the Consultant shall indemnify and hold harmless the City as set forth in Section 7. For purposes of this section, the terms "public records" and "agency" shall have the same meaning as defined by chapter 42.56 RCW, as construed by Washington courts.

C. The provisions of this section shall survive the expiration or termination of this Agreement.

12. Work Performed at the Consultant's Risk. The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subconsultants in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

13. Non-Waiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not 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.

14. Resolution of Disputes and Governing Law.

A. 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 Engineer or Director of Operations and the City shall determine the term or provision's true intent or meaning. The City Engineer or Director of Operations shall also decide all questions which may arise between the parties relative to the actual services provided or to the sufficiency of the performance hereunder.

B. If any dispute arises between the City and the Consultant under any of the provisions of this Agreement which cannot be resolved by the City Engineer or Director of Operations determination in a reasonable time, or if the Consultant does not agree with the City's decision on the disputed matter, jurisdiction of any resulting litigation shall be filed in 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 in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

15. Written Notice. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person, electronically delivered receipt confirmed, or by mail to the addresses set forth below. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

CONSULTANT:
ATTN: Luke Tipton
DOWL, LLC
5510 Longley Lane
Reno, NV 98511
(775) 851-4788

City of Gig Harbor
ATTN: Jeff Langhelm
City of Gig Harbor
3510 Grandview Street
Gig Harbor, WA 98335
253-851-6170

16. Subcontracting or Assignment. The Consultant may not assign or subcontract any portion of the services to be provided under this Agreement without the express written consent of the City.


17. Standard of Care. Consultant will perform its Services using that degree of care and skill ordinarily exercised under the same conditions by Design Professionals practicing in the same field at the same time in the same or similar locality. Professional services are not subject to, and Consultant cannot provide any warranty or guarantee, express or implied, including warranties or guarantees contained in any uniform commercial code. Any such warrant or guarantee contained in any purchase order, requisition or notice to proceed issued by the City are specifically objected to.

18. Entire Agreement. This Agreement represents the entire integrated agreement between the City and the Consultant, superseding all prior negotiations, representations or agreements, written or oral. This Agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. If extending the duration of the Agreement only, the parties may agree to such duration extension by written instrument approved and signed by the Consultant and by the Department Director if all other terms of the Agreement are unchanged and remain in full force and effect for the entire new duration of the Agreement.

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

CONSULTANT

CITY OF GIG HARBOR

Signed by:

By: _____
Its: Market Sector Lead - water & wastewater

By: _____
Mayor Mary Barber

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney



EXHIBIT A SCOPE OF WORK

City of Gig Harbor Manganese Treatment Feasibility Study

INTRODUCTION

The City of Gig Harbor (City) has requested DOWL, LLC (DOWL) provide professional services to complete a manganese treatment feasibility study for the City's water system. The City's water system includes six wells, all of which currently produce water with relatively high concentrations of manganese, resulting in operational challenges and customer concerns. While manganese is currently classified by the Washington State Department of Health (DOH) as a secondary contaminant and treatment is not required; the City is proactively evaluating treatment options at each well site prior to water entering the distribution system.

In general, the feasibility study will include the following:

- Assessment of existing well conditions and water quality;
- Identification of recommended treatment types and treatment levels for manganese removal at each well site;
- Evaluation of chlorination to disinfection levels as part of the overall treatment and filtration process;
- Prioritization of treatment system implementation by well location;
- Development of conceptual treatment system layouts for each well site;
- Preparation of conceptual cost estimates for each location, including capital costs, operational costs, and manpower/staffing requirements; and
- Development of recommendations for treatment facility placement, including identification of site-specific constraints.

The following task breakdown structure outlines the project tasks and describes the work to be performed under each task.

Task 1 – Project Management

Task 2 – Data Collection and Review

Task 3 – Bench Testing

Task 4 – Alternatives Analysis

Task 5 – Subconsultants

Task 6 – Summary Report and Public Presentations

Task 7 – Management Reserve

SCOPES OF WORK

Task 1 – Project Management

Objective

To plan, organize, direct, control, and communicate all relevant activities set forth in this Scope of Work within the approved budget and schedule.

Approach

DOWL will routinely review project progress and communicate project status on a regular basis. Communication will occur via email, telephone, Teams meetings, and project coordination meetings with City and DOWL staff. This task will include the following activities:

- Project administration, including schedule management, cost control, monthly invoicing, filing, resource allocation, subconsultant management, and routine communications;
- Coordination with the project team and the City, including conference calls and in-person meetings; and
- Monitoring changes to the scope, budget, and schedule, and developing change management strategies in coordination with City.

Deliverables

The following deliverables will be submitted under this task:

- Project schedule (Exhibit B); and
- Monthly status reports will include a summary of work completed during the preceding month, planned activities for the upcoming month, progress toward project milestones, deliverable status, and schedule updates.

Assumptions

The following assumptions apply:

- This task includes one (1) project kickoff meeting between DOWL and City staff and attendance at the April 16, 2026 City Council Study Session to brief City Council on the project approach, anticipated schedule, deliverables, and future milestones. Both meetings will be held in person at City facilities on back-to-back days.
- Monthly progress status reports will be provided with monthly invoices.
- Project-related issues will be identified, communicated, and resolved.
- DOWL will make contact with up to three (3) external funding programs (e.g., DWSRF, EPA, etc.) to determine project eligibility and potential benefit to the City. Completion of funding applications and/or preparation of supporting documents (e.g., environmental reports, preliminary engineering reports, etc.) is not included in this scope of work and will require a modification to this scope of work.

Task 2 – Data Collection and Review

Objective

To collect and review all relevant background information related to the City’s water system including design of the groundwater wells, raw water quality data, and system operations.

Approach

DOWL will compile and review the comprehensive collection of data, studies, and figures provided by the City. DOWL will also conduct a site investigation of each well site and other critical City facilities to gain an understating of site/system components and constraints. A written data request for the following documents will be submitted to City.

- Water production data (2022 – Current);
- Water meter data (2022 – Current) for customers;
- Water chemistry data for each source well and any combined water quality data (e.g. raw water chemical analysis results, chlorine quantities injected, chlorine levels, disinfection byproduct levels, and treated water chemical analysis results);
- Well logs and pumping test results for all production and/or test wells;
- Sewer system capacity, inflow and outflow data (2022 – Current) and current sewer discharge permit information;
- 10-year Capital Improvement Plans (CIP) for each utility; and
- City land ownership information related to existing and potential water treatment sites.

Deliverables

- Data request letter

Assumptions

The following assumptions apply:

- The City will provide all existing data and documents in a digital format (e.g. .doc, .xls, .pdf, etc.)
- The City will escort DOWL to all well sites and critical facilities toured as part of the site visit.
- The site visit/tour will be conducted as part of the initial on-site trip (i.e., project kickoff meeting, City Council Study Session) in April 2026.
- This task includes one (1) 1.0-hour workshop with DOWL and City staff to review data and key findings. This meeting will be held virtually (i.e., Microsoft Teams)
- Additional information may be requested from the City as the study process is further developed.

Task 3 – Bench Testing

Objective

To develop a testing plan to collect additional water samples and perform additional analytical and/or bench scale tests to better understand water characterization, establish contaminant removal

efficiency, chlorine demand, chemical dosing requirements, and disinfection byproduct (DBP) formation potential.

Approach

DOWL will provide the following services (if necessary):

- Water sample collection
- Analytical lab coordination
- Bench Scale testing of water samples
- Test result analysis

Deliverables

The following deliverables will be submitted under this task:

- Technical Memorandum

Assumptions

The following assumptions apply:

- Technical memorandum will summarize water quality data for each well site.
- Bench testing limited to two wells.
- The City will provide a weatherproof area for DOWL to conduct bench scale tests.
- DOWL will provide all sampling and testing equipment to conduct bench scale testing.
- Any temporary plumbing required to accommodate discrete or composite sampling will be installed by the City.
- Bench scale results will inform design criteria and footprint estimates
- A formal Pilot Study (i.e., small scale evaluation of future treatment process verifying performance of a specific media or technology) will not be provided as part of this scope of services. A Pilot Study is defined as
- Any expense related to analytical testing will be approved as part of Task 7 – Management Reserve and will require City approval prior to incurring any laboratory analytical fees. DOWL has provided a budget of \$30,000 for lab fees which assumes a standard laboratory turnaround time/fee basis.

Task 4 – Alternatives Analysis

Objective

To perform a comprehensive analysis of each treatment option at one or more well sites.

Approach

Develop, screen, and compare treatment technologies at each well and at a central treatment location. It is anticipated that three (3) viable alternatives will make it through screening and undergo a more detailed cost-based and non-economic based assessment. Key components of this task include:

- Treatment Alternative Development – A single, preliminary treatment technology alternative will be developed for each site as well as for a potential centralized treatment facility treating supply from two or more wells.
- Preliminary Alternative Screening – Assess the suitability of a treatment facility at each well site against the following screening criteria:
 - Installation cost;
 - Constructability;
 - Effective removal of manganese;
 - Operational impacts; and
 - Net benefit to overall system water quality.

Screening criteria will be weighted and each alternative will be assigned a subjective score (i.e., excellent, good, fair, poor) for each criteria. The top three alternatives, plus a central treatment facility alternative, will progress to the detailed alternatives evaluation.

- Proposed Alternatives - For viable options, conceptual layouts with process flow diagrams, space allocation/constructability, chemical storage and dosing options, electrical/SCADA upgrades, hydraulic impacts, and backwash waste management evaluation will be evaluated.
- Multi-Criteria Decision Analysis - A matrix-based tool will be developed to evaluate the strengths and weaknesses of each viable alternative. Evaluation criteria and weighting will be developed prior to alternative scoring and will provide a qualitative assessment of each alternative’s relative impact to:
 - Long-term operations and maintenance activities;
 - Constructability;
 - System water quality impact;
 - ROW/Encroachment; and
 - Permitting/Regulatory Compliance.
- Lifecycle Cost Analysis - For each short-listed alternative, a lifecycle cost analysis will be performed using consistent assumptions (planning horizon, discount rate, electrical and chemical cost escalation, labor). A net present value comparison and sensitivity analysis for key cost drivers will be provided.

Deliverables

The following deliverables will be submitted under this task:

- Technical Memorandum
- Alternatives Evaluation Matrix

Assumptions

The following assumptions apply:

- The Technical Memorandum will document the alternative selection, screening, detailed evaluation process, and cost-based comparison. All cost estimates, evaluation matrices, and site layout figures will be included or attached to this document.

- This task includes one (1) 1.5-hour workshop with DOWL and City staff to review evaluation criteria, sub criteria, and determine matrix weighting. This meeting will be held virtually (i.e., Microsoft Teams)
- The detailed alternatives analysis will evaluate a central treatment facility alternative, an onsite treatment facility at up to three (3) well sites, and a no action alternative.
- The central treatment facility alternative will include required conveyance improvements. A preliminary hydraulic analysis will be performed, not full hydraulic design.
- Project alternatives will undergo a cost-based and non-economic assessment. Non-economic scores will be presented in combination with capital and life-cycle cost estimates to identify the preferred alternative.
- Conceptual layouts will be prepared for each viable project alternatives at an estimated 10% design level, sufficient for comparative evaluation and planning.
- The permitting/regulatory compliance evaluation does not include preparation of regulatory permit applications, DOH engineering reports, or construction-level approval documents.

Task 5 – Cost Estimating

Objective

Provide independent cost estimating services for up to four (4) project alternatives.

Approach

The following subconsultants are included in this task order:

- Ott-Sakai – Cost Estimating

Assumptions

The following assumptions apply:

- The City shall provide written approval of all subconsultants prior to DOWL executing a subconsultant contract;
- All subconsultants listed above will contract directly with DOWL;
- DOWL’s standard markup of 15 percent applies to all subconsultant costs; and
- Preliminary cost estimates are Class 4 cost estimates in accordance with AACE International Recommended Practice No. 18R (or equal). Class 4 represents ~1–15 percent project definition with an accuracy range of approximately -15 to -20 percent (low) and +20 to +50 percent (high).

Task 6 – Feasibility Study Report and Public Presentation

Objective

To document and present the findings and recommendations of the feasibility study.

Approach

DOWL will prepare a draft and final feasibility study report documenting the analysis and present the findings to the public and City Council. DOWL will combine critical information from individual

technical memoranda performed under other tasks into a single summary report which will include the following:

- Water systems review and evaluation;
- Bench testing results;
- Summary of alternatives evaluated and screening results;
- Life-cycle cost evaluation findings; and
- An executive summary presenting the key findings;

DOWL will also prepare project summary materials for a public workshop and provide a PowerPoint presentation of key study findings at a City Council meeting.

Deliverables

The following deliverables will be submitted under this task:

- Two (2) hard copies and one (1) digital copy of the draft report for City review and comment
- Two (2) hard copies and one (1) digital copy of the final report
- One (1) digital copy of all presentations

Assumptions

The following assumptions apply:

- This task includes costs for preparing for and attending the following public meetings:
 - Public Workshop Meeting
 - City Council Presentation
- City will review the draft report and issue all comments within three weeks of receiving the draft report.
- One (1) revision of the final report will be provided as part of this scope of work.

Task 7 – Management Reserve

Objective

Budget reserved to cover minor additional services which were unforeseen during project scoping and/or contingent expenses.

Assumptions

The following assumptions apply:

- DOWL will request approval of all additional services in writing prior to providing additional services or billing for additional labor or expenses.
- Initial labor budget is \$20,000 or approximately 10 percent of total contract cost.
- Task also includes a budget of \$34,500 (including 15% standard markup) for analytical lab testing expenses. If additional water quality testing is deemed unnecessary, the contract total will not exceed \$233,673.

- Significant changes to the scope of services, budget, or schedule will be presented to the City as formal requests to amend the contract and will not be associated with this task.
- Management Reserve will not be used to expand the scope of alternatives, testing, or reporting beyond that defined herein.

**EXHIBIT B
SCHEDULE**

Notice to Proceed	Following April 13 City Council Meeting
Data Request Letter	Within 3 days of receiving NTP
Project Kickoff Meeting/Site Tour	April 15-16, 2026
Data Review Workshop	Within 2 weeks of receiving all data
Bench Scale testing (if necessary)	May 2026
Project Alternative Screening	June 2026
Alternatives Analysis Criteria Workshop	June 2026
Project Alternatives Preliminary Cost Estimates	June 30, 2026
Draft Report	August 2026
City Comments Returned to DOWL	September 2026
Final Report	September 2026
Public Meeting #1: Public Workshop	October 2026
Public Meeting #2: City Council Meeting	October 26, 2026
Contract Ends	December 31, 2026

**EXHIBIT C
COST ESTIMATE**

Task 1	Project Management	\$ 13,114
Task 2	Data Collection and Review	\$ 25,371
Task 3	Testing	\$ 30,532
Task 4	Alternatives Analysis	\$ 90,482
Task 5	Cost Estimating	\$ 20,814
Task 6	Summary Report & Public Presentations	\$ 33,360
Task 7	Management Reserve	\$ 54,500
	TOTAL:	\$ 268,173



EXHIBIT D

Washington Fee Schedule
 Effective July 6, 2025
 Until Further Notice

WASHINGTON FEE SCHEDULE

Personnel Billing Rates

Personnel are identified on our invoices by name and/or labor category.

Labor Category	Rate	Labor Category	Rate
Accounting Manager	\$194	Engineer VI	\$226
Accounting Technician	\$126	Engineer VII	\$236
Administrative Assistant	\$116	Engineer VIII	\$247
Administrative Manager	\$131	Engineer IX	\$263
Biologist I	\$137	Engineer X	\$294
Biologist II	\$147	Engineering Technician I	\$116
Biologist III	\$158	Engineering Technician II	\$126
Biologist IV	\$168	Engineering Technician III	\$142
Biologist V	\$215	Engineering Technician IV	\$152
CAD Drafter I	\$110	Engineering Technician V	\$168
CAD Drafter II	\$126	Engineering Technician VI	\$187
CAD Drafter III	\$137	Environmental Specialist I	\$126
CAD Drafter IV	\$147	Environmental Specialist II	\$142
CAD Drafter V	\$158	Environmental Specialist III	\$152
Senior CAD Drafter	\$179	Environmental Specialist IV	\$173
Civil and Transportation Designer	\$142	Environmental Specialist V	\$189
Senior Civil and Transportation Designer	\$179	Environmental Specialist VI	\$205
Contract Administrator I	\$168	Environmental Specialist VII	\$221
Contract Administrator II	\$194	Environmental Specialist VIII	\$242
Corporate Development Manager	\$242	Environmental Specialist IX	\$257
Cultural Resources Specialist I	\$126	Environmental Specialist X	\$278
Cultural Resources Specialist II	\$147	Field Project Representative I	\$137
Cultural Resources Specialist III	\$152	Field Project Representative II	\$147
Cultural Resources Specialist IV	\$189	Field Project Representative III	\$179
Cultural Resources Specialist V	\$205	Field Project Representative IV	\$194
Cultural Resources Specialist VI	\$225	Field Project Representative V	\$215
Cultural Resources Specialist VII	\$236	Geologist I	\$142
Cultural Resources Specialist VIII	\$252	Geologist II	\$152
Document Production Supervisor	\$158	Geologist III	\$168
Engineer I	\$142	Geologist IV	\$184
Engineer II	\$152	Geologist V	\$215
Engineer III	\$179	GIS Coordinator	\$184
Engineer IV	\$200	GIS Manager	\$194
Engineer V	\$210	GIS Specialist	\$152



Labor Category	Rate	Labor Category	Rate
GIS Technician	\$116	Professional Land Surveyor I	\$126
Graphic Designer	\$158	Professional Land Surveyor II	\$137
Senior Graphic Designer	\$185	Professional Land Surveyor III	\$147
Hydrogeologist I	\$147	Professional Land Surveyor IV	\$158
Hydrogeologist II	\$173	Professional Land Surveyor V	\$168
Hydrogeologist III	\$205	Professional Land Surveyor VI	\$178
Sr. Hydrogeologist	\$240	Professional Land Surveyor VII	\$189
Intern I	\$95	Professional Land Surveyor VIII	\$205
Intern II	\$110	Professional Land Surveyor IX	\$221
Laboratory Manager	\$131	Professional Land Surveyor X	\$240
Laboratory Supervisor	\$110	Professional Land Surveyor XI	\$268
Landscape Architect I	\$137	Project Administrator	\$142
Landscape Architect II	\$152	Project Assistant I	\$121
Landscape Architect III	\$168	Project Assistant II	\$137
Landscape Architect IV	\$184	Project Controller	\$173
Landscape Architect V	\$200	Senior Project Controller	\$194
Landscape Architect VI	\$210	Project Manager I	\$168
Landscape Architect VII	\$221	Project Manager II	\$184
Landscape Designer I	\$100	Project Manager III	\$200
Landscape Designer II	\$121	Project Manager IV	\$215
Marketing Assistant	\$110	Project Manager V	\$231
Marketing Coordinator	\$147	Project Manager VI	\$247
Marketing & Administrative Manager	\$236	Project Manager VII	\$263
Materials Technician I	\$100	Proposal Manager	\$185
Materials Technician II	\$110	Senior Proposal Manager	\$225
Lead Materials Technician	\$121	Public Involvement Assistant	\$121
Senior Materials Technician	\$131	Public Involvement Coordinator	\$165
Materials Manager	\$137	Public Involvement Planner	\$142
Planner I	\$126	Public Involvement Program Manager	\$210
Planner II	\$152	Real Estate Services Manager	\$189
Planner III	\$168	Right of Way Agent I	\$131
Planner IV	\$184	Right of Way Agent II	\$147
Planner V	\$200	Right of Way Agent III	\$163
Planner VI	\$210	Right of Way Agent IV	\$179
Planner VII	\$221	Right of Way Agent V	\$194
Planner VIII	\$236	Right of Way Agent VI	\$235
Planner IX	\$252	Right of Way Assistant	\$121
Planner X	\$294	Risk Manager	\$210
Planning Technician	\$116	Senior Manager I	\$252



Labor Category	Rate	Labor Category	Rate
Senior Manager II	\$273	Survey Technician VIII	\$168
Senior Manager III	\$284	Survey Technician -- Supervisor	\$165
Senior Manager IV	\$310	Systems Administrator	\$163
Senior Manager V	\$331	Technical Coordinator	\$194
Senior Manager VI	\$352	Utility Operator	\$152
Survey Technician I	\$95	Water Resource Specialist	\$205
Survey Technician II	\$100	Water Rights Specialist I	\$168
Survey Technician III	\$105	Water Rights Specialist II	\$200
Survey Technician IV	\$121	Water Rights Specialist III	\$231
Survey Technician IX	\$179	Water Rights Technician I	\$110
Survey Technician V	\$126	Water Rights Technician II	\$121
Survey Technician VI	\$137	Water Rights Technician III	\$131
Survey Technician VII	\$152		

Survey Crews

One-Person Survey Crew	=	\$168 / hour
One-Person Survey Crew GPS/Robotics	=	\$189 / hour
Two-Person Survey Crew	=	\$252 / hour
Two-Person Survey Crew (PLS + LSIT)	=	\$294 / hour
Two-Person Survey Crew GPS/Robotics	=	\$268 / hour
Three-Person Survey Crew	=	\$368 / hour

Travel, Mileage, and Miscellaneous

Lodging	=	Cost per night
Airfare	=	Cost
Vehicle Usage – Passenger Cars	=	\$1.15/mile
Vehicle Usage – Trucks & SUV's	=	\$1.35/mile
Printing/Supplies/Phone/Fax/Postage	=	Note 3
In-House Usage Charges	=	Note 4

Per Diem

Unless otherwise specified contractually, per diem will be billed when travel is more than 50 miles from the office during a meal allowance period of three or more consecutive hours or involves an overnight stay. The three meal allowance periods are breakfast (midnight to 10:00 a.m.), lunch (10:00 a.m. to 3:00 p.m.), and dinner (3:00 p.m. to midnight).

Per diem will be charged using the most recently published federal travel rate for each location.

- Per diem rates by city: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Notes

1. DOWL's Professional Services Fee Schedule is subject to adjustment each year or at the end of a contract period, whichever is appropriate. Should adjustments be anticipated or required, such adjustments will not affect existing contracts without prior agreement between Client and DOWL.



Labor Category	Rate	Labor Category	Rate
<ol style="list-style-type: none">2. Straight-time rates are given. Multiply by 1.5 for overtime rates. Overtime rates will be applied at the rate prescribed by applicable state law.3. Direct reimbursable expenses such as travel, freight, subcontractors, and request beyond those requests considered reasonable by the project manager for phone/fax/postage, office supplies, reproduction and photography, and laboratory analysis will be billed at cost plus the negotiated markup.4. In-house equipment usage charges or specialized software/equipment that are not separately stated on the fee schedule will be negotiated at rates deemed fair and reasonable.5. Late charges will be assessed on the unpaid balance of all accounts not paid within 30 days of the billing date, at a rate of 1.0 percent per month (12% per year).			



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

Meeting Date: April 13, 2026

SUBJECT: Resolution 1355 Naming Richard H. Shaw Loop Trail

SUBMITTED BY: Jennifer Haro, Parks Manager

DEPARTMENT: Public Works

PHONE: 253-853-8253

SUGGESTED MOTION: Move to approve Resolution 1355, naming the trail in the txʷaalqəł Conservation Area the Richard H. Shaw Loop Trail.

BACKGROUND INFORMATION: The city acquired Phase 2 of the txʷaalqəł Conservation Area in 2022, with help from the Pierce County Conservation Futures program. As part of the purchase and sale agreement for the property, a part of the property was to be named after one of the former owners of the property, Richard H. Shaw. A naming agreement was executed in January 2023, agreeing to a naming right for the property for Mr. Shaw, who was also was a local businessman who owned Pleasurecraft Marina in Gig Harbor and was a builder, developer and farmer. Unfortunately, Mr. Shaw passed away in October 2023.

Resolution 717 outlines the policy for naming city parks and facilities. City staff provided the parks commission with the naming agreement at their April 1, 2026 meeting. They recommended supporting the naming request. The naming agreement is clear that the naming policy process should be followed, but also that some part of the Conservation Area be named for Mr. Shaw.

Staff recommends approval of Resolution 1355, naming the loop trail the Richard H. Shaw Loop Trail.

FISCAL CONSIDERATION:

ATTACHMENTS:

1. R-1355 Richard H. Shaw Loop Trail Naming
 2. Shaw naming agreement Jan 2023
-

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

RESOLUTION 1355

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, NAMING A TRAIL IN PHASE 2 OF THE tx^waalqəł CONSERVATION AREA THE RICHARD H. SHAW LOOP TRAIL

WHEREAS, the City of Gig Harbor is preparing to open a 0.6-mile loop trail in Phase 2 of the tx^waalqəł Conservation Area for public use; and

WHEREAS, the city purchased the nearly 24-acre property from the Shaw, Warren and Peschek families in 2022; and

WHEREAS, the purchase and sale agreement for the property included a provision that a portion of the park property should be named for Richard H. Shaw, and an agreement was executed in January of 2023 to name a portion of the property after Richard H. Shaw, as a result of the terms of the purchase and sale agreement; and

WHEREAS, Richard H. Shaw was a local builder, developer, farmer and businessman who served on the board of directors at Foss Waterway Seaport and owned Pleasurecraft Marina; and

WHEREAS, naming the first trail in the tx^waalqəł Conservation Area after Mr. Shaw is a way to honor the 2023 agreement; and

WHEREAS, at their April 1, 2026 meeting, the Parks Commission considered voted to recommend naming the trail the Richard H. Shaw Loop Trail in accordance with the 2023 naming agreement.

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

Section 1. The city council recommends naming the loop trail within Phase 2 of the tx^waalqəł Conservation Area the “Richard H. Shaw Loop Trail.”

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting

thereof, held this 13th day of April, 2026.

Mary K. Barber
Mayor

Attest:

Tiffany Aliment, CMC
City Clerk

NAMING RIGHTS AGREEMENT

This Naming Rights Agreement is made this 25th day of January 2023, by Richard H. Shaw ("Shaw") and the City of Gig Harbor ("City").

BACKGROUND

- A. Shaw sold property to the City in 2022. The Shaw property was sold in conjunction with other adjacent property. The two were sold as a package with cooperation between the two sellers. Both are described on Exhibit A and the two properties are referred to here as the "subject property". The subject property was sold to the City at a price less than the value established by MAI appraisals obtained by Shaw and the other seller with the difference treated as a gift. Without agreeing to the values set by the appraisals, the City accepted the gift.
- B. Under the terms of the purchase and sale agreements, the City agreed to give City naming rights to Shaw for the subject property and any future use of that property by the City as a park or open space area. Under the terms of the purchase and sale agreement, the City was to prepare an agreement to be signed at closing regarding the naming rights.
- C. No agreement was signed at closing and the parties wish to enter into this agreement now to memorialize the naming rights agreement.
- D. In light of this background, the parties agree as follows:

AGREEMENT

1. NAMING RIGHTS

Shaw shall have naming rights for the subject property as that property is used by the City and the public. Specifically, Shaw will use the name "Richard H. Shaw". Shaw and the City recognize that the subject property is a part of a larger City assemblage, and that the larger property will also have an overarching name that may be more geographical or historical in nature. Both names will be used for signage and other purposes when referring to the subject property. For example, and only to indicate the relationship between the names, the subject property could be designated the "Richard H. Shaw Forest [or Open Space or Other] within the North Creek Nature Reserve".

2. PROCESS

The City has an established naming process set forth in Resolution No. 717 and that requires Council action. That process makes provision for naming a facility after an individual where the naming is a condition of the donation or when the individual has made an unusually outstanding public service contribution. The City will follow its

process with the recognition that the commitment for naming rights here was a condition of the gift associated with the sale.

RICHARD H. SHAW

By: 

Date: 2/1/23

CITY OF GIG HARBOR

By: 

Tracie Markley, Mayor

Date: 1/25/23

SHAW

PARCEL A: (022106-1000)

THE SOUTH 330.1 FEET OF THAT PORTION OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 6, TOWNSHIP 21 NORTH, RANGE 2 EAST, W.M., IN PIERCE COUNTY, WASHINGTON, LYING WESTERLY OF THE GIG HARBOR-PURDY COUNTY ROAD; EXCEPT THE EAST 660 FEET BEING MEASURED ALONG THE SOUTH LINE OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 6; TOGETHER WITH THE SOUTH 330.1 FEET OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 6, TOWNSHIP 21 NORTH, RANGE 2 EAST, W.M., LYING EASTERLY OF THE TACOMA-LAKE CUSHMAN ELECTRIC TRANSMISSION LINE RIGHT-OF-WAY.

PARCEL B: (022106-1070 & 022106-1044)

THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 6, TOWNSHIP 21 NORTH, RANGE 2 EAST, W.M., IN PIERCE COUNTY, WASHINGTON, LYING WESTERLY OF THE WEST LINE OF STATE HIGHWAY NO. 14; EXCEPT THE SOUTH 550 FEET THEREOF; ALSO EXCEPT THAT PORTION CONVEYED TO JOANNE L. SHADBOLT BY DEED RECORDED AUGUST 18, 1971 UNDER AUDITOR'S FILE NO. 2406595, RECORDS OF PIERCE COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 6; THENCE NORTH $87^{\circ}28'56''$ EAST ALONG THE NORTH LINE OF SAID SUBDIVISION, 276.94 FEET TO THE TRUE POINT OF BEGINNING;
THENCE SOUTH 209 FEET;
THENCE NORTH $87^{\circ}28'56''$ EAST PARALLEL WITH THE NORTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 6, TO THE CENTER LINE OF NORTH CREEK;
THENCE NORTHWESTERLY ALONG THE CENTER LINE OF SAID CREEK TO THE NORTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 6;
THENCE SOUTH $87^{\circ}28'56''$ WEST ALONG SAID NORTH LINE 238.32 FEET TO THE TRUE POINT OF BEGINNING;
ALSO EXCEPT THAT PORTION DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 6;
THENCE NORTH $87^{\circ}28'56''$ EAST ALONG THE NORTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 6, A DISTANCE OF 764.63 FEET TO THE WEST LINE OF STATE HIGHWAY NO. 14, AND THE TRUE POINT OF BEGINNING;
THENCE SOUTHERLY ALONG SAID WEST LINE OF STATE HIGHWAY NO. 14, A DISTANCE OF 320.55 FEET;
THENCE SOUTH $87^{\circ}28'56''$ WEST 150 FEET, MORE OR LESS, TO THE CENTER OF NORTH CREEK;
THENCE NORTHWESTERLY ALONG THE CENTER OF SAID CREEK TO INTERSECT A LINE BEARING SOUTH $87^{\circ}28'56''$ WEST FROM THE TRUE POINT OF BEGINNING;
THENCE NORTH $87^{\circ}28'56''$ EAST TO THE TRUE POINT OF BEGINNING;
ALSO EXCEPT THAT PORTION INCLUDED WITHIN THE FOLLOWING DESCRIPTION:
COMMENCING AT THE INTERSECTIN OF THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER AND THE WEST LINE OF STATE HIGHWAY NO. 14 IN SECTION 6, TOWNSHIP 21 NORTH, RANGE 2 EAST, W.M.;
THENCE SOUTH 209 FEET TO THE TRUE POINT OF BEGINNING;
THENCE WEST 22 FEET, MORE OR LESS;

THENCE SOUTH 121 FEET;
THENCE EAST 29 FEET, M., TO THE WEST LINE OF SAID HIGHWAY;
THENCE NORTH ALONG SAID WEST LINE TO THE TRUE POINT OF BEGINNING;

PARCEL C: (022106-1113)

THE SOUTH 330.1 FEET OF THE EAST 660 FEET OF THAT PORTION OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 6, TOWNSHIP 21 NORTH, RANGE 2 EAST, W.M., LYING WESTERLY OF THE GIG HARBOR-PURDY COUNTY ROAD, SAID DISTANCE OF 660 FEET BEING MEASURED ALONG THE SOUTH LINE OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 6, IN PIERCE COUNTY, WASHINGTON;

EXCEPT THE SOUTH 270 FEET OF SAID DESCRIBED PROPERTY WHICH LIES EAST OF THE MAIN CHANNEL OF NORTH CREEK.

ALL PARCELS SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

DWP LLC

PARCEL A: (022106-2100)

THAT PORTION OF THE NORTH HALF OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 6, TOWNSHIP 21 NORTH, RANGE 2 EAST, W.M., IN PIERCE COUNTY, WASHINGTON, LYING EASTERLY OF THE EASTERLY LINE OF THE CITY OF TACOMA POWER RIGHT-OF-WAY APPROPRIATED BY THE CITY OF TACOMA IN PIERCE COUNTY SUPERIOR COURT CASE NO. 51234.

PARCEL B: (022106-1071)

THAT PORTION OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 6, TOWNSHIP 21 NORTH, RANGE 2 EAST, W.M., IN PIERCE COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 6;

THENCE NORTH $87^{\circ} 28'56''$ EAST ALONG THE NORTH LINE OF SAID SUBDIVISION, 276.94 FEET TO THE TRUE POINT OF BEGINNING;

THENCE SOUTH 209 FEET;

THENCE NORTH $87^{\circ} 28'56''$ EAST PARALLEL WITH THE NORTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 6, TO THE CENTER LINE OF NORTH CREEK;

THENCE NORTHWESTERLY ALONG THE CENTER LINE OF SAID CREEK TO THE NORTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 6;

THENCE SOUTH $87^{\circ} 28'56''$ WEST ALONG SAID NORTH LINE 238.32 FEET TO THE TRUE POINT OF BEGINNING.

SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

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
M	Apr. 13	5:30pm	City Council Meeting	see agenda
TH	Apr 16	5:30pm	Planning Commission Meeting	Critical Areas Ordinance
TH	Apr 16	3:00pm	City Council Study Session FULL	<ul style="list-style-type: none"> • Introduction of Arts Commission Appointees • Manganese Feasibility Study Discussion and Next Steps (30-min) • North Creek Culvert Replacement – RSI Next Steps (30 min) • City-Owned Residential Rentals Overview (30 min)
M	Apr 27	5:30pm	City Council Meeting	<p>Pledge of Allegiance: Girl Scout Troop 40137</p> <p>Consent:</p> <ul style="list-style-type: none"> • Appointment of Arts Commissioners <p>Business:</p> <ul style="list-style-type: none"> • Resolution 1357 Authorizing Grant Application for North Creek Culvert Replacement Project • Professional Services Contract with Parametrix – 7601 Soundview Dr Stormwater Park Feasibility Study • South Sound Military Community Partnership Representation • Artena Lane Non-User Statute Right of Way Vacation • Resolution 13XX – Harborview Drive Sidewalk Emergency Declaration
TH	Apr 30	3:00pm	City Council Study Session	<ul style="list-style-type: none"> • Gig Harbor North Projected Development Discussion (30-min) • Special Event Road Closure Considerations (15 min) • Sign Code Update (15 minutes) • Wastewater Comp Plan Technical Amendment – Gracie Place Plat (15 min) • Strategic Plan Finalization (45-min)
W	May 6	5:30pm	Parks Commission	
TH	May 7	3:00pm	Quarterly Civil Service Commission Meeting	
M	May 11	5:30pm	City Council Meeting	<p>Presentation:</p> <ul style="list-style-type: none"> • Mental Health Awareness Proclamation (Shea) • First Reading Critical Areas Ordinance XXXX <p>Consent:</p> <p>Business:</p>

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
				<ul style="list-style-type: none"> • Construction, Materials Testing, and Construction Support Contracts – 38th Avenue Improvement Project Phase 2 • Professional Services Contract Amendment No. 4 with Kennedy Jenks – Lift Station 1A Rehabilitation
TH	May 14	3:00pm	City Council Study Session	<ul style="list-style-type: none"> • Public Infrastructure and Risk discussion • Parking Study Presentation
TU	May 26	5:30pm	City Council Meeting	
TH	May 28	3:00pm	City Council Study Session	<ul style="list-style-type: none"> • 2027-2032 Six-Year Transportation Improvement Program (TIP) discussion
M	Jun 8	5:30pm	City Council Meeting	
TH	Jun 11	3:00pm	City Council Study Session	<ul style="list-style-type: none"> • Commercial Fishing Homeport Moorage Agreements and Regulations
M	Jun 22	5:30pm	City Council Meeting	<p>Presentations:</p> <ul style="list-style-type: none"> • Harbor Hill Sanctuary Joint Proclamation w/Pierce County <p>Business:</p> <ul style="list-style-type: none"> • Resolution 13XX – 2027-2032 Six-Year Transportation Improvement Program (TIP)
TH	Jun 25	3:00pm	City Council Study Session	

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