



Mountlake Terrace City Council
Regular Meeting Agenda
Thursday, August 6, 2026, 7:00 PM
City Hall and via Telephone or Teleconference

AGENDA

1. Call to Order – Flag Salute – Roll Call
2. Late Changes to Agenda
3. General Public Comment
4. Consent Agenda
 - a. Payment of Claims
 - b. Meeting Minutes
 - c. Interlocal Agreement With Snohomish County PUD for Main Street
5. Presentation on Station Melodies
6. Presentation by Youth Commissioners
7. Review and Vote on Ordinance Adopting MTMC Chapter 2.25, Violations Bureau
8. City Manager's Report
9. Council Liaison Reports
10. New Business
11. Adjournment

To listen to the meeting via telephone, call 1-253-215-8782. To watch the meeting online: 1) Go to <https://zoom.us/join>; 2) Enter meeting ID 810 1113 9518 and click "join." No passcode needed.

To provide public comment or testimony remotely (via Zoom or telephone), please refer to the Public Comment and Public Hearing Testimony Protocol on the city website <https://www.cityofmlt.com/129/Agendas-and-Minutes>.

To submit written public comment or hearing testimony, mail to/drop off at City Hall (23204 58th Avenue W., Mountlake Terrace, WA 98043) or email remarks to Jennifer Joki, jjoki@mltwa.gov, no later than 4 p.m. on the public hearing date.

No person shall make personal attacks or threatening remarks while addressing the Council which disrupts,

disturbs, or otherwise impedes the orderly conduct of the meeting. All hate speech will be construed as threatening remarks.



STAFF REPORT

To: Mountlake Terrace City Council

From:

Meeting Date: August 6, 2026

Subject: Payment of Claims

Required Reviews:

Lan Nguyen

Jeff Niten

Sirke Salminen

Hillary Evans

Created -

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-

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Council Goal(s):

Legislative History:

Subject Summary:

Financial/Budget Impacts:

Budget Amendment Required? _____

Budget and Sources:	
Expenditure:	
New Appropriation Required + Sources:	

Additional Financial Information:

Community Notifications:

If "Other," please specify:

Board/Commission Recommendation:

Staff Recommendation:

Council Motion:

Attachments:

None



STAFF REPORT

To: Mountlake Terrace City Council

From:

Meeting Date: August 6, 2026

Subject: Meeting Minutes

Required Reviews:

Lan Nguyen

Jeff Niten

Sirke Salminen

Hillary Evans

Created -

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Council Goal(s):

Legislative History:

Subject Summary:

Financial/Budget Impacts:

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Budget and Sources:	
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New Appropriation Required + Sources:	

Additional Financial Information:

Community Notifications:

If "Other," please specify:

Board/Commission Recommendation:

Staff Recommendation:

Council Motion:

Attachments:

1. Minutes 07.02.2026 Regular Meeting (Draft)
2. Minutes 07.09.2026 Work Session (Draft)
3. Minutes 07.16.2026 Regular Meeting (Draft)
4. Minutes 07.23.2026 Regular Meeting (Draft)



MOUNTLAKE TERRACE CITY COUNCIL
REGULAR MEETING MINUTES

July 2, 2026
7:00 p.m.

Mountlake Terrace City Hall and
via Telephone and Teleconference

Councilmembers Present

Councilmember Doyle
Councilmember Matsumoto Wright
Councilmember Paige
Councilmember Sonmore
Mayor Pro Tem Wahl
Mayor Woodard

Councilmembers Absent

Councilmember Murray

Staff Members Present

City Attorney Hillary Evans (via Teleconference)
City Manager Jeff Niten
Civil Engineer II Lucas Kragt
Community Development Director Brooke Eidem
Deputy City Manager Carolyn Hope
Executive Assistant Lan Nguyen

Guests

Community Ambassador Sophia Englmaier
Diversity, Equity and Inclusion Commissioner Teresa Courtney
Diversity, Equity and Inclusion Commissioner Vonita Francisco
Edmonds School District Special Education PTSA President Alex Leggett
Edmonds School District Special Education PTSA Secretary Chad Hansen
Edmonds School District Special Education PTSA Treasurer Cody Haight
Edmonds School District Special Education PTSA Vice President Silvia Ferreira
Mountlake Terrace High School Graduate Tyler Ekse
Planning Commissioner Chris Finch
Planning Commissioner Denene Thompson
Recreation and Park Advisory Commissioner Ellen Lavoie
Recreation and Park Advisory Commissioner Forrest Reda
Recreation and Park Advisory Commissioner Keith Edholm

1. Call to Order – Flag Salute – Roll Call

Mayor Woodard called the meeting to order at 7:02 p.m.

Executive Assistant Lan Nguyen called roll.

A motion to excuse Councilmember Murray was made by Mayor Pro Tem Wahl and seconded.

Motion carried 6-0.

2. Late Changes to Agenda

The City Manager reported two late changes to the agenda:

- A recognition of a resident approaching their 100th birthday was added as Item 5. The remaining agenda items were renumbered accordingly, with the recognition of Tyler Ekse moved to Item 6.
- For Item 11, the City received correspondence from the Washington State Department of Commerce identifying a minor revision needed to one of the ordinance provisions to align with Department guidance. Staff advised that the proposed amendment would be presented during the agenda item discussion, with the revised ordinance to be placed on the July 16 Consent Agenda for Council consideration.

Council expressed agreement with the proposed agenda changes.

3. Public Comment

All written public comments received were forwarded to Council.

- MLT resident Taylor Wolf commented in opposition to threshold for complying with 2021 international residential code for additions to existing homes.
- MLT resident Brian Hildebrandt commented in favor of national semi quincentennial.

4. Consent Agenda

A motion to approve the Consent Agenda, items a-c, was made by Mayor Pro Tem Wahl and seconded.

- a. Payment for 2026 claims
- b. Meeting Minutes for 06/18/2026
- c. Agreement for Westside Water Main Phase II Construction Management

Motion carried 6-0.

5. Recognition of Centenarian Birthday Elsie Symonds

Mayor Woodard recognized Elsie Symonds in honor of her 100th birthday on July 4, 2026. A Certificate of Lifetime Achievement was to be personally presented to Symonds during her upcoming birthday celebration.

6. Recognition of Tyler Ekse

Mayor Woodard highlighted Ekse's achievements, leadership, and dedication to serving the community and the nation and presented him with a Certificate of Appreciation.

Ekse thanked the City Council for the recognition and expressed his appreciation for the Mountlake Terrace community and the City's leadership.

7. Proclamation for Disability Pride Month

Councilmember Matsumoto Wright read the proclamation aloud and presented it to Edmonds School District Special Education PTSA President Alex Leggett who spoke a few words.

8. Proclamation for Parks and Recreation Month

Mayor Pro Tem Wahl read the proclamation aloud and presented it to Recreation and Park Advisory Commissioner Forrest Reda.

9. Recognition of Board Members and Commissioners

Mayor Woodard recognized and expressed appreciation to the following departing Commissioners for their volunteer service, contributions to the community, and dedication in advising the City Council.

- Diversity, Equity and Inclusion Commissioners Teresa Courtney, Scott Masuda and Kermet Apio
- Arts Advisory Commissioner Bonnie Mercer
- Recreation and Park Advisory Commissioner Laurie Berger
- Planning Commissioners Denene Thompson and Clark Morgan

Councilmembers Doyle, Paige, Sonmore and Masumoto Wright highlighted each Commissioners' contributions and thanked them for their service to the City.

Certificates of Appreciation were presented to the departing members. Commissioners Thompson and Courtney, who were present, accepted the Certificates in person and briefly thanked the Council.

10. Review Ordinance Adopting Code Amendments to Chapters 19.95 and 15.05 for Public Infrastructure Improvements
Civil Engineer II Lucas Kragt

Kragt presented on this item to include revisions to frontage improvement requirements for residential development, updates to exemption thresholds, and modifications to underground utility requirements by limiting mandatory undergrounding to the Town Center area aligning with the City's middle housing regulations while helping reduce infrastructure costs for certain developments.

Kragt heard and responded to questions and comments from council regarding the proposed frontage improvement exemptions, the distinction between frontage improvement requirements and building code requirements, existing underground utility requirements, the rationale for limiting underground utility requirements to the Town Center area, and the history and intent of the City's underground utility policy.

11. Review and Vote on Ordinance Adopting Code Amendments to Chapters 19.30 and 19.32 for Residential Districts

Community Development Director Brooke Eidem

Eidem presented on this item to include purpose of the amendments to clarify existing residential development regulations, improve organization and readability, codify recent code interpretations, and ensure consistency with state middle housing requirements, the legislative history and Planning Commission unanimous recommendations for approval.

Council discussion: None

A motion to approve the code amendments to Chapters 19.30 and 19.32 for residential districts as presented was made by Mayor Pro Tem Wahl and seconded.

Motion carried 6-0

12. Review and Vote on Ordinances Adopting Code Amendments to Chapters 18.05, 18.25 19.110, 19.120 and 18.10 for Community Development Administrative Procedures

Community Development Director Brooke Eidem

Eidem presented on this item to include purpose, the legislative history, the summary of the amendments and Planning Commission unanimous recommendations for approval.

The ordinance Adopting Code Amendments to Chapters 18.05, 18.25 19.110, and 19.120 was moved to the July 16, 2026, Consent Agenda per approved late changes above.

Council discussion: None

A motion to approve the code amendments to Mountlake Terrace Municipal Code Chapter 18.10 for administrative procedures and development agreements as presented was made by Mayor Pro Tem Wahl and seconded.

Motion carried 6-0.

13. Review and Vote on Appointment of Planning Commission Council Liaison

City Manager Jeff Niten

Niten presented on this item following the recent adoption of amendments to the City's Boards and Commissions chapter, each advisory body is required to have at least one Council liaison.

Councilmember Paige nominated himself to serve as the Planning Commission liaison. Mayor Woodard nominated himself to serve as the alternate liaison.

A motion to appoint Councilmember Paige as the Planning Commission liaison and Mayor Steve Woodard as the alternate liaison was made by Councilmember Doyle, and seconded

Motion carried 6-0.

14. City Manager's Report
City Manager Jeff Niten

Niten's report included:

- July 3 Family Celebration at Ballinger Park
- July 17 Parade hosted by Mountlake Terrace Chamber of Commerce
- July 3 Launch of a new "How to Permitting Process" informational video
- July 9 Kickoff of Terrace Summer Nights program and Farmers Market event starting

15. Council Liaison Reports

Councilmember Matsumoto Wright's report included:

- June 24 -26 AWC Annual Conference
- June 27 Lynnwood Neighborhood Center Fundraising Event
- July 2 Community Transit Board meeting

Councilmember Doyles's report included:

- June 18 Council meeting
- June 19 One-on-one meeting with City Manager
- June 19 Edmonds' Juneteenth Celebration

Councilmember Sonmore's report included:

- Recognition of the passing of former AWC President Paul Roberts
- Recognition of a local youth, Racelee McCoy, for her participation in the national Amateur Motocross Championship
- Upcoming LEOFF and RPAC meetings
- Discussion of an e-bike related traffic accident and overview of recent state e-bike legislation and safety thresholds

Councilmember Paige's report included:

- June 19 Participation in several Juneteenth events across the region
- June 23-26 AWC Annual Conference
- June 29 Completion of the MLT Passport Program, visiting local businesses and engaging with community members
- June 30 Chamber of Commerce networking event at The Evergreen Bottle Shop

Mayor Pro Tem Wahl's report included:

- June 24 Snohomish County Tomorrow meetings
- June 25 Puget Sound Regional Council meetings

Mayor Woodard's report included:

- May 25 Lynnwood Memorial Day service
- May 26 Fiscal Townhall at Lake Ballinger Center
- May 27 Snohomish County Charter Review
- May 28 Finance Committee with Mayor Pro Tem and leadership
- May 30 Latino Education Training Institute graduation
- June 2 Snohomish County Update at Boeing Future of Flights
- June 3 Puget Sound Kidney Center tour
- June 9 Juneteenth Proclamation in Edmonds
- June 11 City Hall tour with children from Terrace Park Elementary and Juneteenth at Edmonds Community College
- June 15 One-on-one meeting with City Manager
- June 16 Mix-Used Visioning Event at Lake Ballinger Center
- June 17 Snohomish County Cities Collaboration and Kenmore Juneteenth Ceremony
- June 18 Edmonds College Graduation
- June 19 Juneteenth at Edmonds, Lynnwood and Shoreline
- June 22 Snohomish County Mayors Meeting
- June 30 Urban Native Education Alliance
- July 1 Snohomish County Mayors Lunch

16. New Business

- Mayor Pro Tem Wahl followed up on public comment regarding residential remodeling standards, with interest expressed in potentially revisiting thresholds and allowing more flexibility in code application.
- Mayor Pro Tem Wahl followed up on public comment regarding national semi quincennial America 250th Birthday and the World Cup, emphasizing community pride, democratic values, and cultural exchange.
- Councilmember Matsumoto Wright commented on microtransit and conservation futures for parks in Melody Hill area.
- Councilmember Matsumoto Wright commented on safety concerns raised about increasing use of e-scooters and e-bikes, particularly involving youth behavior in roadways.
- Mayor Woodard commented on formal recognition process for centurions—residents turning 100 years old.
- Mayor Woodard commented on the idea of establishing an “emeritus” status to honor board members and commissioners for their extended service.
- Mayor Woodard reflected on maintaining respectful dialogue and balancing recognition of both long-term and newer community contributors while maintaining engagement.

17. Adjournment

Mayor Woodard adjourned the meeting at 9:04 p.m.

These minutes are subject to approval at the next City Council meeting.

DRAFT



MOUNTLAKE TERRACE CITY COUNCIL WORK SESSION MINUTES

July 9, 2026
7:00 p.m.

Mountlake Terrace City Hall and
via Telephone and Teleconference

Councilmembers Present

Councilmember Murray
Councilmember Paige
Councilmember Sonmore
Mayor Pro Tem Wahl

Councilmembers Absent

Mayor Woodard
Councilmember Matsumoto Wright
Councilmember Doyle

Guests

None

Staff Members Present

City Manager Jeff Niten
City Attorney Hillary Evans (via Teleconference)
Civil Engineer II Lucas Kragt
Community Development Director Brooke Eidem
Deputy City Manager Carolyn Hope
Economic Development Manager Ryan Doss
Executive Assistant Lan Nguyen
Finance Technician Caitland Reinke
Recreation and Parks Director Jeff Betz

1. Call to Order

Mayor Pro Tem Wahl called the meeting to order at 7:02 p.m.

2. Attendance Roll Call

Executive Assistant Lan Nguyen called roll.

A motion to excuse Mayor Woodard, Councilmember Doyle and Councilmember Matsumoto Wright was made by Councilmember Murray and seconded.

Motion carried 4-0.

3. General Public Comment

All written public comments received were forwarded to Council.

- MLT resident Dennis Soltis commented in opposition to RV parking on 58th Ave W.
- MLT resident David O'Suna commented in opposition to the proposed mixed-use zoning changes in certain residential areas.
- MLT resident Dale Jeremiah commented in favor of immediate vegetation maintenance and enhanced fire prevention efforts at Ballinger Park.
- MLT resident George Stanton commented in favor of the Council's ongoing budget discussions, collaborative approach, and encouraged a formal framework for evaluating significant purchases and programs to improve future budgeting and spending decisions.
- MLT resident Cory Cross commented in favor of stronger consideration for pedestrians and cyclists in City transportation decisions.

4. Review Ordinance and Resolution Adopting Development Agreement with Sierra Construction and Concurrent Zoning (Terrace Station 5)
Senior Planner Sara Pizzo and Economic Development Manager Ryan Doss

Pizzo and Doss presented on this item to include a planned multifamily residential development on two properties at the southeast corner of 236th Street SW and Van Ry Boulevard, the legislative history, the site development alignment with the City's Comprehensive Plan, the proposed development standards, the building design, parking, open space, public improvements, access requirements, project timelines, public notification process and upcoming Planning Commission public hearing.

Pizzo, Ross, Eidem and Niten heard and responded to questions and comments regarding the purpose of the development agreement, parking requirements, implementation of the City's Comprehensive Plan, state legislation affecting parking near major transit stations, the project's proposed transportation demand management (TDM) program, traffic impact analysis requirements, the City's limited ability to require additional parking, multifamily tax exemption eligibility, public art requirements, and future neighborhood parking management strategies.

5. Review Interlocal Agreement with WA State Department of Social and Health Services for Respite Care
Recreation and Parks Director Jeff Betz

Betz presented on this item to include the purpose of the three-year interlocal agreement, reimbursement from DSHS of the recreation program fees for eligible participants, the number of participants benefited from the program and the reimbursement amounts received last year.

Betz heard and responded to questions and comments from council regarding how the respite care program operates, who benefits from it, the potential impact of future state budget reductions on services for vulnerable residents.

6. Review Ordinance Adopting Amendment to 2026 Budget
City Manager Jeff Niten and Finance Technician Caitland Reinke

Niten and Reinke presented on this item to include the major changes across multiple funds, the key amendments, the timing adjustments rather than new spending, with higher-than-expected revenues and lower-than-anticipated expenditures contributing to improved beginning fund balances.

Niten and Reinke heard and responded to questions and comments from council to clarify the budget amendment figures.

7. City Manager's Report

City Manager Jeff Niten

Niten's report included:

- July 3 Family Celebration
- July 17 MLT Community Parade
- July 9 Terrace Summer Night Music programs and Farmer Market
- Resolution supporting the Sno-Isle Libraries ballot measure at next council meeting

Niten heard and responded to questions and comments from Council regarding the parade start time.

8. Review July 16, 2026 Meeting Agenda

The agenda was reviewed and approved by council.

9. Council Comments

- None

10. Adjournment

Mayor Pro Tem Wahl adjourned the meeting at 8:30 p.m.

These minutes are subject to approval at the next City Council meeting.



MOUNTLAKE TERRACE CITY COUNCIL
REGULAR MEETING MINUTES

July 16, 2026
7:00 p.m.

Mountlake Terrace City Hall and
via Telephone and Teleconference

Councilmembers Present

Councilmember Doyle
Councilmember Matsumoto Wright
Councilmember Murray
Councilmember Paige
Mayor Woodard

Councilmembers Absent

Councilmember Sonmore
Mayor Pro Tem Wahl

Staff Members Present

City Attorney Hillary Evans (via Teleconference)
City Manager Jeff Niten
Deputy City Manager Carolyn Hope (via Telephone)
Community Development Director Brooke Eidem
Economic Development Manager Ryan Doss
Executive Assistant Lan Nguyen
Finance Technician Caitland Reinke
Senior Planner Sara Pizzo

Guests

Habitat for Humanity of Snohomish County Executive Director Steven Li
Habitat for Humanity of Snohomish County Development Director Pratima Stanton
Habitat for Humanity of Snohomish County Community Engagement Manager Ana-Sofia Lahovary

1. Call to Order – Flag Salute – Roll Call

Mayor Woodard called the meeting to order at 7:00 p.m.

Executive Assistant Lan Nguyen called roll.

A motion to excuse Mayor Pro Tem Wahl and Councilmember Sonmore was made by Councilmember Murray and seconded.

Motion carried 5-0.

2. Late Changes to Agenda

The City Manager reported two late changes to the agenda:

- Item 4b: A wording change was made to the proposed code amendment in Section 19.95.030(B). The exemption from frontage improvement requirements was broadened from applying only to interior remodels to applying to development, to avoid unintentionally triggering frontage improvement requirements for minor projects, such as backyard accessory structures.
- Item 8: The applicant for the Diversity, Equity, and Inclusion Commission withdrew their application prior to the meeting. As a result, no appointment to that commission was considered, while the Lodging Tax Advisory Committee appointment remained on the agenda as scheduled.

Council expressed agreement with the proposed agenda changes.

3. Public Comment

All written public comments received were forwarded to Council.

- MLT resident Dennis Soltis thanked the City and Council for resolving the RV parking blockage issue and commented in favor of an ordinance prohibiting RV parking on residential streets to prevent similar issues in the future.
- MLT resident George Stanton commented in favor of the resolution endorsing the Sno-Isle Libraries levy.

4. Consent Agenda

A motion to approve the Consent Agenda, items a-e, was made by Councilmember Murray and seconded.

Motion carried 5-0.

- a. Payment for claims
- b. Ordinance Adopting Code Amendments to Chapters 19.95 and 15.05 for Public Infrastructure Improvements
- c. Interlocal Agreement with WA State Department of Social and Health Services for Respite Care
- d. Ordinance Adopting Amendment to 2026 Budget
- e. Ordinance Adopting Code Amendments to Chapters 18.05, 18.25 19.110, and 19.120 for Community Development Administrative Procedures

5. Presentation by Habitat for Humanity of Snohomish County

Habitat for Humanity of Snohomish County Executive Director Steven Li, Development Director Pratima Stanton, and Community Engagement Manager Ana-Sofia Lahovary

Li presented on this item to include an overview of the organization's mission, the growing need for attainable homeownership in Snohomish County, strategies to address housing affordability through innovative development approaches, the Willow Path Cottages project in Lynnwood, the project's design, partnerships, funding,

timeline, and Habitat's goal of creating a scalable model that could be replicated in other communities, including Mountlake Terrace.

Li heard and answered questions and comments regarding the cottage housing model, new contractor-led construction approach, the challenges of developing affordable housing, the permanently affordable homeownership model, land trusts, and the project's location.

City Manager Jeff Niten clarified cottage housing project would generally be allowed under Mountlake Terrace's current development regulations.

6. Resolution Supporting Sno-Isles Libraries Levy

City Manager Jeff Niten

Niten presented on this item to include the regular levy rate to \$0.47 per \$1,000 of assessed property value, the current levy, approved by voters in 2018 to be expiring, is expiring, and the library services provided to the Mountlake Terrace community.

A motion to adopt the resolution supporting Sno-Isle intercounty rural library district proposition no. 1 on the August 4, 2026 ballot was made by Councilmember Doyle and seconded.

Motion carried 5-0.

7. Review and Vote on Ordinance and Resolution for Development Agreement with Sierra Construction and Concurrent Zoning (Terrace Station 5)

Senior Planner Sara Pizzo and Economic Development Manager Ryan Doss

Pizzo and Doss presented on this item to include the zoning amendment aligning with the Comprehensive Plan, zoning boundaries, development standards for a proposed 65-unit, six-story multifamily residential building, the project timelines, the traffic access, critical area considerations, and community notification.

Pizzo and Doss heard and responded to questions and comments regarding the size and public accessibility of the shared open space, pedestrian connectivity, transportation demand management (TDM) programs, traffic circulation, and long-term parking management, and the Multifamily Tax Exemption (MFTE) program eligibility.

A motion to adopt the Ordinance that amends the City's Official Zoning Map Amendment for properties located at 6002 237th St SW and 5906 236th St SW changing their designations from Town Center 1 (TC-1), Single-household Residential (RS 4800), and Freeway Tourist (F/T) to Town Center 1 (TC-1), Neighborhood Mixed Use (NMU), and Gateway Mixed Use (GMU) was made by Councilmember Murray and seconded.

Motion carried 5-0.

A motion to authorize the City Manager to sign the development agreement with Whiskey 6, LLC for the development of Terrace Station 5 located at 6002 237th St SW was made by Councilmember Murray and seconded.

Motion carried 5-0.

8. Appointment for Lodging Tax Advisory Committee and Diversity, Equity and Inclusion Commission Member Vacancies

City Manager Jeff Niten

Niten reported Council Interview Committee recommended Ariel King, a member of Mountlake Terrace Chamber of Commerce, for appointment to the Lodging Tax Advisory Committee following the interview conducted on July 9 and the withdrawal of the Diversity, Equity and Inclusion Commission (DEIC) applicant.

Councilmember Murray noted that the appointment also satisfied the committee's statutory composition requirements, as the Mountlake Terrace Chamber of Commerce is an organization eligible to receive Lodging Tax Advisory Committee (LTAC) funding and has applied for such funding in the past.

A motion to approve the City Council Board and Commission Interview Committee Recommendation for the Lodging Tax Committee was made by Councilmember Murray and seconded.

Motion carried 5-0.

9. City Manager's Report

City Manager Jeff Niten

Niten's report included:

- July 17 MLT Community Parade
- August 4 National Night Out
- July 16 Deputy City Manager Carolyn Hope's presentation on the City's Financial Sustainability Task Force at the Snohomish County Cities Dinner

10. Council Liaison Reports

Councilmember Murray's report included:

- Appreciation for the successful July 3rd community celebration
- July 9 Board and Commission interviews
- July 15 DEIC meeting
- September 19 Constitution Reading

Councilmember Doyles's report included:

- July 3 A centenarian birthday celebration at the Mountlake Terrace Plaza and Family Celebration at Lake Ballinger
- July 9 Mountlake Terrace Farmers Market at City Hall
- July 10 Lake Ballinger Center tour
- July 16 Monthly 1:1 with City Manager Jeff Niten

Councilmember Paige's report included:

- July 3 Family Celebration
- July 9 Mountlake Terrace Farmers Market and Board and Commission interviews
- July 10 grand opening of the Washington West African Center
- July 12 International Village Marketplace in Shoreline
- July 13 Planning Commission meeting
- July 15 Discussion with Senior Planner to better understand planning topics and development issues discussed by Council

Councilmember Matsumoto Wright's report included:

- July 3 Family Celebration
- July 15 Community Transit Strategic Alignment and Capital Development Committee and the Community Transit Executive Committee
- Walla Walla's citywide Multifamily Tax Exemption (MFTE) approach and cottage housing development

Mayor Woodard's report included:

- July 3 A Centenarian birthday celebration at the Plaza and Family Celebration at Lake Ballinger
- July 14 Disability Board meeting

11. New Business

- Councilmember Matsumoto Wright commented on RV parking and Commission term limits and member retention.
- Mayor Woodard commented on concerns raised by Beth and Howard Laney related to a section of 64th Street, and the availability of community resources, including the Lynnwood Neighborhood Center.

12. Adjournment

Mayor Woodard adjourned the meeting at 8:30 p.m.

These minutes are subject to approval at the next City Council meeting.



MOUNTLAKE TERRACE CITY COUNCIL WORK SESSION MINUTES

July 23, 2026
7:00 p.m.

Mountlake Terrace City Hall and
via Telephone and Teleconference

Councilmembers Present

Councilmember Doyle (Remote Attendance)
Councilmember Matsumoto Wright
Councilmember Murray
Councilmember Sonmore
Mayor Woodard

Councilmembers Absent

Councilmember Paige
Mayor Pro Tem Wahl

Guests

None

Staff Members Present

City Clerk Jennifer Joki
City Manager Jeff Niten
Communications and Community Engagement Manager Sienna Spencer-Markles
Community Development Director Brooke Eidem
Deputy City Manager Carolyn Hope
Economic Development Manager Ryan Doss
Police Chief Pete Caw
Public Works Director Gary Schimek
Recreation and Parks Director Jeff Betz

1. Call to Order

Mayor Woodard called the meeting to order at 7:00 p.m.

2. Attendance Roll Call

City Clerk Jennifer Joki called roll.

A motion to excuse Mayor Pro Tem Wahl and Councilmember Paige was made by Councilmember Murray and seconded.

Motion carried 5-0.

3. General Public Comment

All written comments for Council have been forwarded to them.

- MLT resident Jackie Trillo commented on pedestrian safety.
- MLT resident George Stanton commented on the resolution to support the aquatics resolution tonight.

4. Review Ordinances Adopting Code Modifications for Land Use Tables
Community Development Director Brooke Eidem

Eidem presented on this item to include the purpose, legislative history, summary of a proposal, commission recommendation, and next steps.

Eidem heard and responded to questions and comments regarding appreciation for the work on this.

5. Review Ordinances Adopting Code Modifications for Zoning Phase II
Community Development Director Brooke Eidem

Eidem presented on this item to include the purpose, legislative history, project summary, and next steps.

Eidem heard and responded to questions and comments regarding adult businesses, mobile homes, and appreciation for the work on this.

6. Review Ecology Stormwater Grant for 220th/70th Water Quality Project
Environment Programs Manager Patrick Hutchins

Hutchins presented on this item to include the purpose, facts about the grant, and the design.

Hutchins heard and responded to questions and comments from council regarding materials lifespan and maintenance, and grateful for the grants and work on this.

7. Presentation on Performance Measures for Strategic Plan
City Manager Jeff Niten

Niten presented on this item to include the purpose, strategic plan goals, progress indicators, and Citywide performance measures.

Staff presented on Economic Development, Community Development, Recreation, Human Resources, City Clerk, Finance, IT, Code Compliance, Police, Property Management, Recreation and Parks, and Communications/Community Engagement, and Public Works department performance measures.

Niten and staff heard and responded to questions and comments from council regarding the Polco survey statistics, showing goals for more than one year, relevant Community Development statistics, improvements since using the electronic agenda and meeting management system, bond rating, three years of clean up by the

Finance Director and department, positive relationship with the auditors, staff cybersecurity trainings, police response times, impact of light rail for Police Department, trespassing on 236th near Transit Center, correlation between pool closures and public swim numbers, dollar amount of the cost recovery for parks and recreation, costs of vandalism, statistics on custodial services, importance of reaching residents online, traffic safety plans, appreciation for the public works crews working in stressful situations, appreciation for the work of the staff, performance measures dashboard, adjusting goals, and action items.

8. Discussion on Countywide Growth Centers
Community Development Director Brooke Eidem

Eidem presented on this item to include the purpose, meaning of growth centers, hierarchy, and current project.

Eidem heard and responded to questions and comments regarding funding, intended consequences, responsibilities, and examples of growth centers.

9. Review Joint Resolution Requesting Snohomish County Funding for Regional Aquatics
Deputy City Manager Carolyn Hope and Recreation and Parks Director Jeff Betz

Hope and Betz presented on this item to include the background, purpose, a memorandum of understanding, and ask of council.

Hope and Betz heard and responded to questions and comments from council regarding clarification of the request, county funding of \$150,000, appreciation for staff working to find solutions for the pool and for the public comment on this matter, and the pool is part of this city's identity.

10. City Manager's Report
City Manager Jeff Niten

Niten's report included:

- Short online meeting next Thursday to vote on the last item presented.
- The Community Parade was successful.
- The Community Parade and Tour de Terrace were not and are not city events.
- Next year the parade route will be under construction.
- National Night Out on Tuesday, August 4.

11. Review August 6 Meeting Agenda
The agenda was reviewed and approved by council.

Councilmember Sonmore asked the City Manager about the August 6 presentation on station melodies.

12. Council Comments

- Councilmember Matsumoto Wright thanked all the staff that worked on the council float for the parade.
- Check out the Summer Terrace Nights hats.
- Upcoming Dragon Boat races.

13. Adjournment

Mayor Woodard adjourned the meeting at 9:47 p.m.

These minutes are subject to approval at the next City Council meeting.

DRAFT



STAFF REPORT

To: Mountlake Terrace City Council

From: Gary Schimek, Public Works Director

Meeting Date: August 6, 2026

Subject: Interlocal Agreement With Snohomish County PUD for Main Street

Required Reviews:

Jennifer Joki	Created/Initiated - 06/16/2026
Gary Schimek	Approved - 06/24/2026
Sirke Salminen	Approved - 06/24/2026
Hillary Evans	Approved - 06/24/2026
Carolyn Hope	Final Approval - 07/30/2026

Council Goal(s):

Responsible Governance to Ensure Desired Level of Service

Legislative History:

This was brought to City Council on June 11, 2026 Work Session.

Subject Summary:

The City is close to starting construction of Phase II of the Main Street Reconstruction Project, located along 56th Avenue W, from 236th Street SW to 232nd Street SW. The Project will include roadway reconstruction and widening, as well as the construction of wider sidewalks. As part of the Project, the City requires Snohomish County Public Utilities District and other utilities present within the Project limits to replace their existing overhead utility systems with underground utility systems. This agreement defines the terms for which the City shall pay the District's costs to complete the conversion of its overhead system to an underground system. Regarding the overall costs of the conversion, the District shall credit the City for the estimated costs of an overhead-to-overhead relocation of its electric system and District Betterments.

Financial/Budget Impacts:

Budget Amendment	No
Required?	_____

Budget and Sources:	Main Street Phase 2 Construction Project
Expenditure:	\$948,000 (See Attachment)
New Appropriation Required + Sources:	Main Street Phase 2 Construction Project

Additional Financial Information:

N/A

Community Notifications:

City Council Agenda

If "Other," please specify:

Board/Commission Recommendation:

N/A

Staff Recommendation:

Staff recommends the City Council vote to adopt the Interlocal Agreement with Snohomish County PUD.

Council Motion:

N/A

Attachments:

1. Interlocal Agreement with Snohomish County PUD for Main Street Cost Estimates
2. Interlocal Agreement with Snohomish County PUD for Main Street (Draft)



Providing quality water, power and service at a competitive price that our customers value

May 8, 2026

Gary Schimek
City of Mountlake Terrace
6100 219th Street SW, Suite 200
Mountlake Terrace, WA 98043

RE: Cost Estimate for Relocating/Undergrounding District Facilities for Main Street Revitalization Project, Phase II

Dear Mr. Schimek:

Thank you for your inquiry concerning District's costs associated with relocating and undergrounding our electrical facilities along 56th Ave W to accommodate Phase II of the City's Main Street Revitalization Project. The District and the City are currently in the process of developing an Interlocal agreement for this work.

We estimate the cost for the District's undergrounding effort to be approximately \$1,425,000. This amount represents an estimate of the costs of relocating the aerial electrical distribution system and converting it to an underground electrical distribution system including PUD support for service conversions. Please note, per the language in the Interlocal Agreement, the City will pay the actual cost for this work on a time and materials basis.

Please note, per the language in Section 5.1.A of the draft Interlocal Agreement, I am also providing an estimated amount (\$477,000) to be credited against the City's costs. This fixed credited amount represents the estimated cost that the District would pay for a like-for-like relocation of its electrical distribution system along this same corridor. Given this credit, the City should estimate its cost from the District to be approximately **\$948,000**.

In addition, the District will be responsible for costs associated with any betterments to its electrical system not associated with undergrounding the existing system. The City will be responsible for providing the District with a detailed cost estimate for those improvements. The cost of these betterments will be applied as an additional credit to the City in accordance with the terms of the Interlocal Agreement.

I recommend referring to the draft Interlocal agreement for additional information on the scopes of work, requirements, and role/responsibilities for each party.

If you have any questions, or if I can offer further assistance, please e-mail me at jcdahlbeck@snopud.com or call me at 425-783-4489 between 6:00 a.m. and 4:30 p.m. Tuesday through Friday

Sincerely,

J.C. Dahlbeck
Project Manager III
Snohomish County PUD #1

Cost Estimates — MLT Main Street Phase 2

Prepared from attached estimating spreadsheets (UG Install and OH Like-for-Like Credit).

Exhibit A — Underground Relocation Project

Project: MLT Main St Phase 2 | W.O. #: 100090585 | Estimate Date: 05/08/2026

Summary

Cost Element	Amount
Construction Labor (loaded)	\$212,723.48
Engineering Labor (loaded)	\$30,451.04
Materials (incl. Stores O/H)	\$793,961.36
Transportation / Equipment	\$113,133.44
Miscellaneous	\$500.00
SUBTOTAL (before A&G)	\$1,150,769.32
Capital A&G (15.8%)	\$144,534.56
GRAND TOTAL	\$1,295,303.89
Contingency (10%)	\$129,530.39
QUOTE AMOUNT	\$1,424,834.28

Labor Detail (Construction)

Loaded labor rates include: 5% supervisory overhead, 61% labor overhead (straight time), and 16% overtime overhead (overtime).

Labor Classification	Reg Hrs	Reg Base \$/Hr	Reg Loaded \$/Hr	Reg \$	OT Hrs	OT Base \$/Hr	OT Loaded \$/Hr	OT \$	Total \$
Five-man crew	288	\$356.31	\$591.47	\$170,344.68	20	\$712.62	\$862.27	\$17,245.40	\$187,590.09
Crew Coordinator	20	\$89.99	\$149.38	\$2,987.67	0	—	—	\$0.00	\$2,987.67
Inspector	80	\$89.99	\$149.38	\$11,950.67	0	—	—	\$0.00	\$11,950.67
Serviceman	40	\$84.25	\$139.85	\$5,594.20	0	—	—	\$0.00	\$5,594.20
Journey Meterman	40	\$69.29	\$115.02	\$4,600.86	0	—	—	\$0.00	\$4,600.86
TOTAL CONSTRUCTION LABOR				\$195,478.08				\$17,245.40	\$212,723.48

Engineering Detail

Role	Reg Hrs	Reg Base \$/Hr	Reg Loaded \$/Hr	Reg \$	Total \$
Engineer	200	\$69.30	\$115.04	\$23,007.60	\$23,007.60
Drafter	40	\$51.33	\$85.21	\$3,408.31	\$3,408.31
Real Estate Agent	40	\$60.77	\$100.88	\$4,035.13	\$4,035.13

Materials Detail

Materials Component	Amount
Stock Materials	\$650,788.00
Special Purchase	\$0.00
Stores Overhead (22%)	\$143,173.36
TOTAL MATERIALS	\$793,961.36

Transportation / Equipment Detail

Activity	Hours	Rate	Cost
Pickup Trk/Flagging Tk	308	\$48.61	\$14,971.88
Pole Trailer	8	\$14.41	\$115.28
DBL Prsnl Lift	80	\$68.03	\$5,442.40
Digger Derrick	16	\$112.84	\$1,805.44
Flatbed Truck	308	\$88.03	\$27,113.24
UG Mud Truck	308	\$71.91	\$22,148.28
UG Puller	80	\$13.36	\$1,068.80
UG Digger Truck	308	\$131.39	\$40,468.12
TOTAL TRANSPORTATION			\$113,133.44

Miscellaneous Detail

Item	Amount
Easement Costs	\$0.00
Permits	\$500.00
TOTAL MISC	\$500.00

Exhibit B — Like-for-Like Credit

Project: MLT Main St Phase 2 | W.O. #: 100090585 | Estimate Date: 05/08/2026

Summary

Cost Element	Amount
Construction Labor (loaded)	\$126,396.50
Engineering Labor (loaded)	\$10,691.73
Materials (incl. Stores O/H)	\$85,400.00
Transportation / Equipment	\$59,946.52
Miscellaneous	\$100,500.00
SUBTOTAL (before A&G)	\$382,934.75
Capital A&G (15.8%)	\$50,447.81
GRAND TOTAL	\$433,382.56
Contingency (10%)	\$43,338.26
QUOTE AMOUNT	\$476,720.81

Labor Detail (Construction)

Loaded labor rates include: 5% supervisory overhead, 61% labor overhead (straight time), and 16% overtime overhead (overtime).

Labor Classification	Reg Hrs	Reg Base \$/Hr	Reg Loaded \$/Hr	Reg \$	OT Hrs	OT Base \$/Hr	OT Loaded \$/Hr	OT \$	Total \$
Five-man crew	150	\$356.31	\$591.47	\$88,721.19	30	\$712.62	\$862.27	\$25,868.11	\$114,589.30
Crew Coordinator	8	\$89.99	\$149.38	\$1,195.07	0	—	—	\$0.00	\$1,195.07
Flagger	120	\$42.86	\$71.15	\$8,537.71	20	\$85.72	\$103.72	\$2,074.42	\$10,612.14
TOTAL CONSTRUCTION LABOR				\$98,453.97				\$27,942.53	\$126,396.50

Engineering Detail

Role	Reg Hrs	Reg Base \$/Hr	Reg Loaded \$/Hr	Reg \$	Total \$
Engineer	80	\$69.30	\$115.04	\$9,203.04	\$9,203.04
Drafter	8	\$51.33	\$85.21	\$681.66	\$681.66
Real Estate Agent	8	\$60.77	\$100.88	\$807.03	\$807.03

Materials Detail

Materials Component	Amount
Stock Materials	\$70,000.00
Special Purchase	\$0.00
Stores Overhead (22%)	\$15,400.00
TOTAL MATERIALS	\$85,400.00

Transportation / Equipment Detail

Activity	Hours	Rate	Cost
Personnel Lift 50–60ft	180	\$62.86	\$11,314.80
Pole Trailer	8	\$14.41	\$115.28
Digger Derrick	180	\$112.84	\$20,311.20
Flatbed Truck	180	\$88.03	\$15,845.40
UG Mud Truck	40	\$71.91	\$2,876.40
UG Digger Truck	40	\$131.39	\$5,255.60
Pump/Clean Vactor	24	\$99.66	\$2,605.60
Wire String/Puller Trailer	16	\$13.36	\$213.76
OH Wire Puller Trk	16	\$101.39	\$1,622.24
TOTAL TRANSPORTATION			\$59,946.52

Miscellaneous Detail

Item	Amount
Easement Costs	\$100,000.00
Permits	\$500.00
TOTAL MISC	\$100,500.00

Exhibit C — Overhead Summary (Reference)

These estimates include multiple overhead and adders: (1) loaded labor overhead embedded in labor rates, (2) Stores overhead on materials (22%), (3) Capital A&G (15.8%), and (4) contingency (10%).

Overhead Component	UG Install	OH Credit
Embedded Construction Labor Overhead (loaded – base)	\$80,713.20	\$43,993.88
Embedded Engineering Labor Overhead (loaded – base)	\$12,107.04	\$4,250.93
Stores Overhead (22%)	\$143,173.36	\$15,400.00
Capital A&G (15.8%)	\$144,534.56	\$50,447.81
Contingency (10%)	\$129,530.39	\$43,338.26

Breakdown of Estimated Construction

- **Underground Installation**

The PUD shall furnish all labor, materials, and equipment necessary to install the primary cable backbone, complete vault terminations, and set switches and pad-mounted transformers within the City-installed JUT and vault system. This work is estimated at approximately 260 crew hours, equivalent to 6.5 weeks (32.5 working days).

- **Overhead-to-Underground Secondary Service Conversions**

The PUD shall assist the City with the conversion of twelve (12) existing secondary services from overhead to underground. Each service conversion is estimated at approximately 4 crew hours, for a total of 48 crew hours. The PUD shall coordinate with the City's contractor and/or electrician, who shall be responsible for all customer-side modifications, including underground trench and conduit required to complete each conversion.

- **Overhead Removal**

The PUD shall remove existing overhead conductors, framing, overhead transformers, and risers associated with twelve (12) poles. Upon completion of system cutover, the PUD will top and abandon existing poles with communication attachments in place. Communication companies are responsible for the removal and disposal of existing poles and their facilities after completion of their respective work. This PUD portion of this work is estimated at approximately 3 crew hours per pole, for a total of 36 crew hours (4.5 working days).

INTERLOCAL AGREEMENT BETWEEN
PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY
AND THE CITY OF MOUNTLAKE TERRACE, GOVERNING PHASE II OF THE
MAIN STREET RECONSTRUCTION PROJECT

THIS INTERLOCAL AGREEMENT (“Agreement”) is made and entered into by and between the Public Utility District No. 1 of Snohomish County, a Washington municipal corporation (“District”), and the City of Mountlake Terrace, a Washington municipal corporation (“City”). The District and the City are also referred to herein individually as “Party” and collectively as “Parties.”

RECITALS

- A. The City is close to completing the design for Phase II of the Main Street Reconstruction Project (“Project” or “Main Street Reconstruction Project”), located along 56th Avenue W, from 236th Street SW to 232th Street SW, Mountlake Terrace, Washington. The Project will include roadway reconstruction and widening, as well as the construction of wider sidewalks.
- B. As part of the Project, the City requires the District and other utilities present within the Project limits to replace their existing overhead utility systems with underground utility systems (“Utility Replacement”).
- C. Additionally, and in exchange for the services provided by the District, the City shall pay the District’s costs to complete the conversion of its overhead system to an underground system. Regarding the overall costs of the conversion, the District shall credit the City for the estimated costs of an overhead-to-overhead relocation of its electric system and District Betterments.

NOW, THEREFORE, in consideration of the respective agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the District and the City agree as follows:

1. Requirements of Interlocal Cooperation Act

1.1 Authority for Agreement. This Agreement is authorized by and entered into pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

1.2 Purpose of Agreement. The purpose and intent of this Agreement is to facilitate the construction and coordination of Phase II of the Main Street Reconstruction Project. This Agreement establishes the City as the entity primarily responsible for all aspects of the planning, design, and construction of the Project.

1.3 No Separate Entity. The Parties agree that no separate legal or administrative entities are necessary to carry out this Agreement.

1.4 Ownership of Property. Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either Party in connection with the performance of this Agreement will remain the sole property of such Party, and the other Party shall have no interest therein.

1.5 Administrators. Each Party to this Agreement shall designate an individual (“Administrator”), which may be designated by title or position, to oversee and administer such Party’s participation in this Agreement. The Parties’ initial Administrators shall be the following individuals:

District’s Initial Administrator:
Mr. J.C. Dahlbeck
Project Engineer
1802 75th Street SW
Everett, WA 98206

City’s Initial Administrator:
Gary Schimek
Public Works Director
6100 219th Street SW, Suite 200
Mountlake Terrace, WA 98043

Either Party may change its Administrator at any time by delivering written notice of such Party’s new Administrator to the other Party.

2. Effective Date and Duration

This Agreement shall take effect when it has (i) been duly executed by both Parties, and (ii) as provided by RCW 39.34.040, either filed with the County Auditor or posted on the City’s Interlocal Agreements website. This Agreement shall remain in effect until all obligations of the Parties are discharged unless earlier terminated pursuant to the provisions of Section 11 of this Agreement.

3. General Provisions

The Parties agree to the following general provisions:

3.1 Record Retention. Each Party following completion of the Project shall maintain accurate records related to the Project for a period equal to the minimum required pursuant to either state or federal requirements, whichever is applicable.

3.2 Independent Contractor. The Parties will perform all work under this Agreement as an independent contractor and not as an agent, employee, or servant of the other Party. Each Party has the express right to direct and control its activities in providing the agreed work in accordance with the specifications set out in this Agreement. Each Party shall only have the right to ensure performance.

3.3 Sub-Contracting. Each Party may, in its sole discretion, hire one or more contractors and/or sub-contractors to perform some or all of its respective services.

3.4 City Cost Allocation.

- A. The City will be responsible for the costs and expenses related to and necessary to carry its responsibilities and obligations under this Agreement as set forth herein.
- B. The City shall also reimburse the District for all actual costs on a time and materials basis to complete the Utility Replacement in accordance with District's Construction Cost Estimate provided in accordance with Section 5.1(A). Said Construction Cost Estimate includes a credit in favor of the City for both an overhead-to-overhead relocation cost and the value of District betterments.

4. **City Responsibilities**

4.1 Plans and Specifications: The City has prepared and provided the District with plans and specifications for Phase II of the Main Street Reconstruction Project (Project Contract Documents") that include the design and specifications for installation of the joint trench and vault and conduit system to be utilized by the District for its underground electrical utility system. A copy of the Project Contract Documents is attached as Exhibit "A."

4.2 Construction Phase:

4.2.1 The City Project Contractor shall:

- A. Provide at the Preconstruction Meeting a schedule to the City and the District to complete the construction of the joint trench and installation of the joint trench and vault and conduit system in accordance with the Project Contract Documents.
- B. Excavate and create a joint trench to accommodate vaults and conduits to be utilized by the District for its underground electrical utility system all in accordance with the Project Contract Documents.
- C. Furnish and install, including all necessary excavation, trenching backfill and restoration, electric system switch vaults (including grounding) and conduits per the District's construction and materials standards and as specified in the Project Contract Documents. All conduit and vault installations shall be inspected by the District's inspector per section 5.3(C) prior to backfill.
- D. To the extent that any or any portion of an electric system switch vault is installed within City right-of-way pursuant to the Project and the Utility Replacement, the City expressly agrees that if the City later requires relocation of the electric system switch vault, the City shall reimburse the District for all reasonable costs and expenses incurred by the District in connection with the relocation and reinstallation of the electric system switch vault. The City and the District shall enter into a switch vault relocation agreement upon execution of this Agreement and prior to installation of the electric system switch vault.

- E. Proof all conduits in accordance with District standards and specifications. “Proof” as used herein is defined as verification using a mandrel that the conduit system is clear and free of damage, installed to the proper grade and to the proper locations, fitted with temporary duct plugs, and contains pulling lines. Conduit proofing shall be performed in the presence of the District inspector, or other approved District representative.
- F. Modify, as appropriate and in accordance with Contract Project Documents, all existing overhead customer utility service lines and equipment to be converted to underground, including coordinating and facilitating all modifications to customer utility service lines and equipment and providing new conduit and conductors to District handholes, transformers and other secondary service connection points as agreed upon by the Parties.

4.2.2 The City shall:

- A. Facilitate weekly (or as otherwise agreed by the City and District) construction coordination meetings that include the City’s Project Contractor and all relevant parties participating in the joint trench.
- B. Acquire at its cost and expense all of the access rights, temporary construction easements and permanent easements, and right of way rights necessary for the District to replace existing overhead utility systems with underground utility systems as required by the City for the Main Street Reconstruction Project.
- C. Issue the District a right-of-way permit within two (2) weeks of the District submitting a complete permit application (including any supporting documentation reasonably required by the City). The City shall waive the permit and inspection fees.
- D. Provide the District not less than five (5) business days’ notice to inspect: (a) the requested area of the joint trench for placement of their vaults and conduits and (b) the vaults and conduits.
- E. Coordinate with the District whenever any utility pole(s) are required to be temporarily supported due to excavation in proximity to such poles to provide such support a minimum of five (5) business days prior to the date of work. The scheduling of District labor for the pole holds will be limited to the District’s regular business hours.
- F. Provide the District with a bill of sale or other appropriate documentation to transfer ownership of all facilities, including vaults and conduit system, installed by the City’s Project Contractor and intended to become part of the District’s electrical utility system in accordance with this Agreement and the Contract Project Documents. The format for the bill of sale or other documentation will be coordinated with the District and shall be submitted within forty (40) calendar days

of the District's acceptance of the completed installation as set forth in Section 5.3(D).

5. **District Responsibilities**

5.1 **Construction Cost Estimate:**

- A. The District shall provide the City with a Construction Cost Estimate for the District's cost to complete the Utility Replacement. The District's Construction Cost Estimate shall include but not be limited to the following:
 - i. Inspect the installation of all vault and conduit installation work by a District inspector (contractor installed);
 - ii. Furnish and install all cables, conductors and electrical equipment for the conversion to underground, and for the removal of other equipment no longer needed;
 - iii. Perform cut-over and transfer of existing customers and facilities to the new underground system where applicable; and
 - iv. Remove that portion of the overhead electrical system superseded by the new underground system. This includes removal of associated poles except those locations where the poles are still occupied by other utilities (Removal of poles is the responsibility of the last utility to transfer from the pole.).
 - v. A credit in the amount of \$476,720.81 for the District's estimated construction costs to relocate the overhead electrical utility system within the Project area on an overhead-to-overhead basis.
 - vi. A credit in the amount of \$265,888.00 for the value of the Betterments (See Section 5.2).
- B. The District shall provide the City with the estimated number of business days to complete the installation of cables, conductors and remove District's overhead system and shall do so in a timely manner.
- C. The District shall provide written notification to the City if additional construction costs in excess of the Construction Cost Estimate are necessary to complete District's construction phase. The written notification shall specify the additional amount required and justification for District's increased cost and be submitted to the City in a timely manner and prior to commencement of work.

5.2 **Betterments.** Betterments are improvements to the District's utility facilities included in the Utility Replacement by the District that are not necessary to restore the operational capabilities of the relocated utility facilities or provide like-kind replacements. Examples of Betterments include the addition of more conduits for future service or increasing cable size or improvements to the utility facilities that are not necessary to functionally restore the operational capabilities of the utility facilities or provide like-kind replacements. The Betterments included in the Utility Replacement are identified in the Project Contract Documents and are listed on Exhibit "E," attached hereto and incorporated by this reference.

5.3 Construction Phase. The District shall maintain continued coordination with the City's Contractor regarding installation of the District's facilities. This coordination shall include, but not be limited, to the following:

- A. The District shall attend the Preconstruction Meeting.
- B. Subject to the schedule required in the Project Contract Documents, the City's Contractor shall prepare a schedule of work in accordance with the plans and specifications for City review. The District shall review and provide comments within ten (10) business days of receipt. If the District does not provide the City with comments within ten (10) business days, the schedule shall be considered accepted by the District unless the delay is due to one of the reasons stated in Subsection (K) and/or constitutes Excusable Delay as defined in Section 6. The District shall complete its work in accordance with the City's Contractor's schedule unless delayed due to one of the reasons stated in Subsection (K) and/or Excusable Delay as defined in Section 6.
- C. The District will provide an inspector on-site, on five (5) business days' notice, to inspect the installation of all vault and conduit installation work. The District will not provide a daily on-site inspector, but will within five (5) business days' notice provide an inspector to inspect the requested area of the joint trench for the placement of their vaults and conduits. The District's inspector shall not direct the City's Contractor in any manner; the District inspector shall communicate all requirements and requests to the City's inspector the day of observation.
- D. The District shall, within ten (10) business days after receipt of written notification of completion of installation of the District's conduit and vault system, issue written notification of any deficiencies or issue written notification of acceptance unless delayed due to one of the reasons stated in Subsection (J) and/or Excusable Delay as defined in Section 6. The City's Contractor will correct the deficiencies upon approval by the City of the requested work. If notification from the District is not received by the City within the ten (10) business day period, then the District conduit and vault system shall be considered complete and accepted by the District unless the lack of notice is due to one of the reasons stated in Subsection (J) and/or constitutes to Excusable Delay as defined in Section 6.
- E. Once all sections of vault and conduit installation are completed by the City and accepted by the District, the City shall issue a Notice to Proceed to the District to commence installation of the conductors and equipment. The District or its contractor's crews may need to accommodate another utility that is trying to work in the same area. The City shall minimize any conflict and the need for the District to accommodate other utilities working in the same area. The District, or its contractor, will complete installation of the conductors and equipment in accordance with the approved schedule referenced in Subsection 5.3(B); provided that reasonable access to the project is given by the City's Contractor or a

subcontractor in the area where the City is requesting the District to begin work. The District shall notify the City in writing when the new underground system is energized. This work shall include but not be limited to furnishing and installing all primary cables, conductors and electrical equipment for the conversion to underground, and for the removal of other equipment no longer needed.

- F. The District, or its contractor, will perform cut-over and transfer of existing customers and facilities to the new underground system where applicable. Any secondary cut-overs and transfers requested by the City will need to be sent in writing at least ninety-six (96) hours in advance. The District or its contractor will notify affected customers at least forty-eight (48) hours in advance of the pending outage.
- G. Once transfer of existing customers and facilities to the new underground system is complete, the District, or its contractor, will remove all overhead systems in accordance with the approved schedule referenced in Section 5.3(B). Utility poles with other utility provider's overhead systems will be stripped, topped and abandoned to the remaining utilities.
- H. Temporary support (holding) of District Utility Poles: The need to temporarily support such poles (due to excavation in their proximity) shall be verified by District, and if required, such support shall be provided by the District during the District's regular business hours. If work is needed outside of regular business hours, the City shall compensate the District for the difference in cost between straight time and overtime crew hours.
- I. The District shall maintain any utility facilities constructed under this Agreement from the date of acceptance of the facilities by the District. The cost of any future improvements and/or maintenance, repairs, or corrections to any utility facilities covered under the terms of this Agreement shall be the exclusive responsibility of the District in accordance with this Agreement.
- J. The District shall have no obligation or liability to the City, its contractor(s) or any other party, in the event of any delay in performance of the construction work under this Agreement due to: (a) reasonable actions taken by the District which are necessary or consistent with prudent utility practices to protect the performance, integrity, reliability or stability of the District's utility systems or any systems to which such District systems are connected; (c) actions and/or inactions of the City, the City's contractor(s), other utilities and/or third parties; (d) discovery of archeological materials; (e) other unanticipated subsurface conditions whether natural or man-made; or (f) other Excusable Delay (see Section 6).
- K. In the event that the District is delayed in performing one or more of its tasks described in this Section due to one of the reasons stated in Subsection (J) and/or constitutes Excusable Delay as defined in Section 6, the City and the District shall

work together to agree to a reasonable period of time for the District to complete its task once the basis for the delay has ended.

5.4 Traffic Control. The District will provide traffic control and flaggers for installation of new underground conductor and devices along with overhead construction and removal when required. The District will coordinate its traffic control with other utilities, the City's Contractor and the City. Traffic control plans must be approved ten (10) business days in advance by the City before implementation by the District.

5.5 Final Invoice. Within sixty (60) days of completion of the Utility Replacement as determined by the District, the District shall submit a final invoice to the City. The City shall pay the District the amount due and owing under the invoice within forty-five (45) days of receipt.

6. **Excusable Delay**

Excusable delay means a failure to perform in a timely manner due to events or causes that are not reasonably within the control or contemplation of the Party whose ability to perform is delayed by such events or causes. Without limitation, such events or causes may include: pandemic, epidemic, extreme or unusual weather, landslides, lightning, forest fires, storms, floods, freezing, drought, earthquakes, civil disturbances, strikes, or other disturbances associated with labor relations, acts of the public enemy, wars, public riots, breakage, explosion, accident to machinery or equipment (reasonably related to the delayed performance), reasonably unanticipated changed site conditions, the failure of any government entity with jurisdiction over the design phase and/or construction phase work under this Agreement to issue the required permits or approvals in a timely manner, or other causes outside of the reasonable control or contemplation of a Party.

7. **Indemnification and Hold Harmless**

7.1 District's Indemnification of City. The District shall indemnify, defend and hold harmless the City, its officers, appointed and elected officials, employees and agents, from and against all claims, actions, suits, liability, loss, expenses, damages and judgments of any nature whatsoever, including costs and reasonable attorneys' fees in defense thereof, for injury, sickness, liability or death to persons or damage to property or business, caused by or arising out of negligent or intentional acts, errors or omissions of the District, its officers, officials, employees and/or agents in the performance of this Agreement; provided, that in the event of the concurrent negligence of the Parties, the District's obligations hereunder shall apply only to the percentage of fault attributable to the District, its officers, officials, employees and/or agents.

7.2 City's Indemnification of District. The City shall indemnify, defend and hold harmless the District, its officers, appointed and elected officials, employees and agents, from and against all claims, actions, suits, liability, loss, expenses, damages and judgments of any nature whatsoever, including costs and reasonable attorneys' fees in defense thereof, for injury, sickness, liability or death to persons or damage to property or business, caused by or arising out of negligent or intentional acts, errors or omissions of the City, its officers, officials, employees and/or agents in the performance of this Agreement; provided, that in the event of the concurrent negligence of

the Parties, the City's obligations hereunder shall apply only to the percentage of fault attributable to the City, its officers, officials, employees and/or agents.

7.3 Waiver of Immunity Under Industrial Insurance Act. The indemnification provisions of this Section are specifically intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance Act, Title 51 RCW, as with respect to the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The Parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

7.4 No Third Party Right. Nothing contained in this section of this Agreement shall be construed to create a liability and/or right of indemnification in any third party.

7.5 Survival. The provisions of this Section 7 shall survive the expiration or termination of this Agreement.

8. Insurance

Each Party shall maintain its own insurance and/or self-insurance for its liabilities from damage to property and or injuries to persons arising out of its activities associated with this Agreement as it deems reasonably appropriate and prudent. The maintenance of, or lack thereof of insurance and/or self-insurance shall not limit the liability of the indemnifying Party to the indemnified Party.

9. Compliance with Laws

In the performance of its obligations under this Agreement, each Party shall comply with all applicable federal, state, and local laws, rules and regulations.

10. Notices

All notices required to be given by any party to the other party under this Agreement shall be in writing and shall be delivered either in person, by United States mail, or by electronic mail (email) to the applicable Administrator or the Administrator's designee. Notice delivered in person shall be deemed given when accepted by the recipient. Notice by United States mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, and addressed to the Administrator, or their designee, at the addresses set forth in Section 1.5 of this Agreement. Notice delivered by email shall be deemed given as of the date and time received by the recipient.

11. Termination of Agreement

Either Party may terminate this Agreement upon thirty (30) days written notice to the other Party in the event that said other Party is in material default and fails to cure such material default within that thirty (30) day period, or such longer period as provided by the non-defaulting Party. The notice of termination shall state the reasons therefore and the effective date of the termination.

12. **Dispute Resolution.**

12.1. **Settlement Meeting.** It is the Parties' intent to work cooperatively and to resolve disputes in an efficient and cost-effective manner. If any dispute arises between the Parties relating to this Agreement, then the Parties' respective Administrator or designees shall meet and seek, in good faith, to resolve the dispute. In addition to the Administrator or designee, each Party shall send any other persons with technical or other information relating to the dispute to the meeting.

12.2. **Mediation.** If the Parties cannot resolve the issue at the meeting, they shall mediate the matter using a mutually agreed to mediator from Judicial Dispute Resolution, LLC, or any other mediator mutually agreed to by the Parties, or as appointed by the court if the Parties cannot agree upon a mediator. The Parties shall evenly split any fees charged by mediator, regardless of the outcome of the mediation. Each Party shall bear its own attorneys' fees in connection with the mediation.

12.3. At all times prior to resolution of the dispute, the Parties shall continue to perform any undisputed obligations and make any undisputed required payments under this Agreement in the same manner and under the same terms as existed prior to the dispute.

13. **Miscellaneous**

13.1 **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties regarding the subject matter hereof, and supersedes any and all prior oral or written agreements between the Parties regarding the subject matter contained herein.

13.2 **Amendment.** Any amendment to this Agreement shall be specifically identified by separate written addendum agreed to by the Parties' Administrators identified in Section 1.5 of this Agreement.

13.3 **Governing Law and Venue.** This Agreement shall be governed by and enforced in accordance with the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the state of Washington in and for Snohomish County.

13.4 **Interpretation.** This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the Parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the Parties hereto. The captions and headings in this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

13.5 **Severability.** If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be found invalid or unenforceable, the remainder of this Agreement and the application of that provision to other persons or

circumstances shall not be affected thereby, but shall instead continue in full force and effect, to the extent permitted by law.

13.6 No Waiver. A Party's forbearance or delay in exercising any right or remedy with respect to a Default by the other Party under this Agreement shall not constitute a waiver of the Default at issue. Nor shall a waiver by either party of any particular Default constitute a waiver of any other Default or any similar future Default.

13.7 No Assignment. This Agreement shall not be assigned, either in whole or in part, by either Party without the express written consent of the other Party, which may be granted or withheld in such Party's sole discretion. Any attempt to assign this Agreement in violation of the preceding sentence shall be null and void and shall constitute a Default under this Agreement.

13.8 No Joint Venture. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other joint enterprise between the Parties.

13.9 No Third Party Beneficiaries. This Agreement and each and every provision hereof are for the sole benefit of the City and the District. No other persons or parties shall be deemed to have any rights in, under or to this Agreement.

13.10 Warranty of Authority. Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the other Party for whom he or she purports to sign this Agreement.

13.11 Execution in Counterparts. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement.

PUBLIC UTILITY DISTRICT NO.1
OF SNOHOMISH COUNTY

John Haarlow

John Haarlow, CEO/General Manager

Date: 7-27-2026

Approved as to Form:

Paul McMurray

CITY OF MOUNTLAKE TERRACE

Jeff Niten, City Manager

Date: _____

Approved as to Form:

Paul McMurray, Senior Counsel

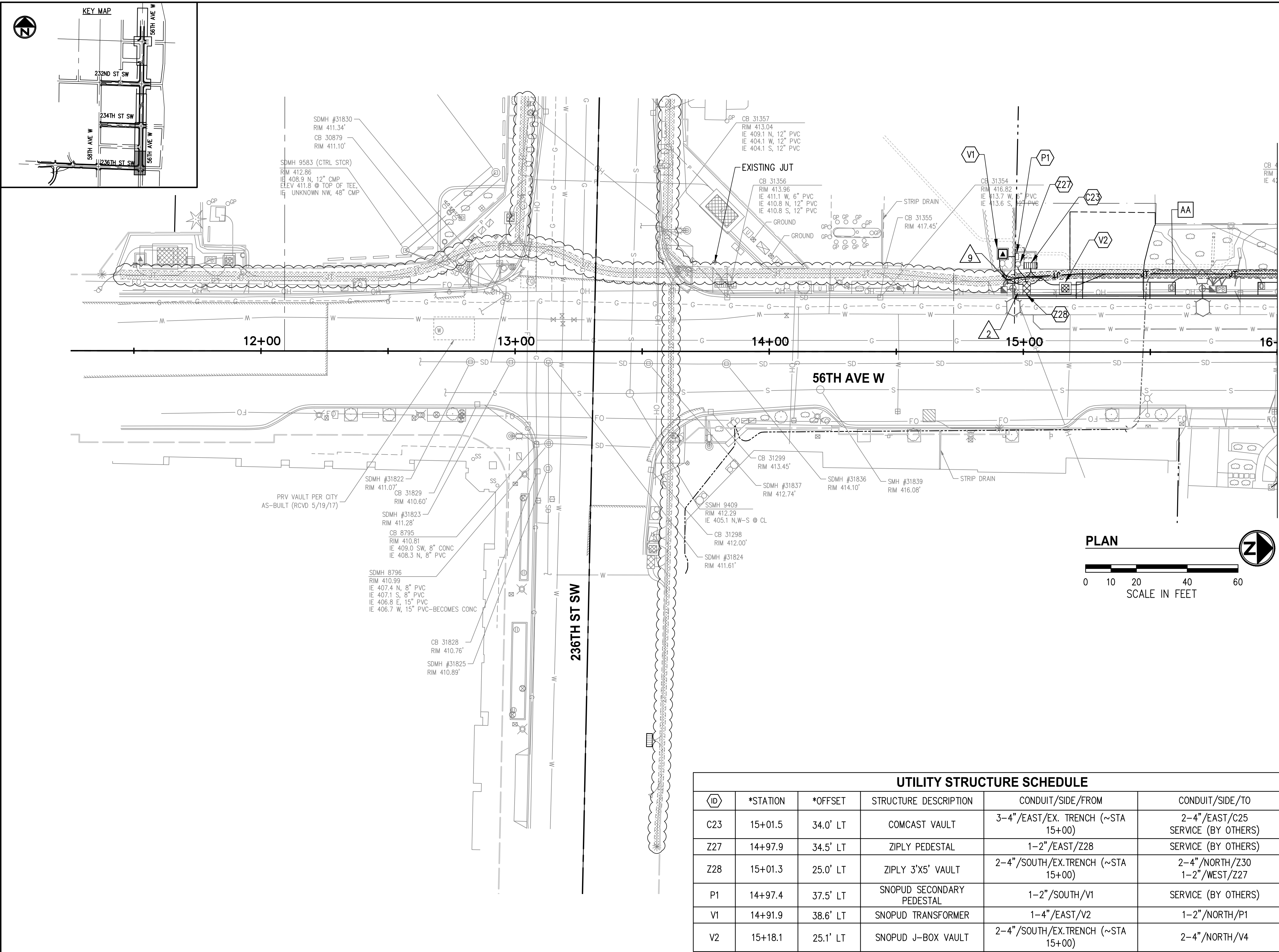
Date: July 27, 2026

Lisa Marshall, City Attorney

Date: _____

EXHIBIT A

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GENERAL JOINT UTILITY TRENCH NOTES

- EXISTING AERIAL UTILITIES TO BE CONVERTED TO UNDERGROUND AND NEW UNDERGROUND FACILITIES TO BE INSTALLED TO THE LIMITS SHOWN. CONTRACTOR SHALL PROVIDE ALL NECESSARY COORDINATION, LAYOUT, SURVEYING, TRENCHING, EXCAVATION, BEDDING, BACKFILL AND RESTORATION FOR THE FRANCHISE UTILITIES TO SUCCESSFULLY COMPLETE THE CONVERSION/INSTALLATION. THE LAYOUT SHOWN IS APPROXIMATE AND A COMPILATION OF THE PROPOSED DESIGNS BY SNOHOMISH PUD, ZIPLY AND COMCAST.
- THE JOINT TRENCH LAYOUT, SWEEPS AND OTHER FEATURES SHOWN ARE APPROXIMATE UNLESS OTHERWISE NOTED. ADJUST AS NECESSARY TO MEET CLEARANCE REQUIREMENTS, SEE TABLE ON SHEET 97.
- ALL CONDUITS FOR UNDERGROUNDING SHALL BE FURNISHED BY THEIR RESPECTIVE UTILITY, UNLESS OTHERWISE NOTED. CONDUITS FOR ILLUMINATION AND SIGNAL SYSTEMS SHALL BE FURNISHED BY THE CONTRACTOR. CONDUITS AND VAULTS FOR SNOPOD UNDERGROUNDING SHALL BE FURNISHED BY THE CONTRACTOR.
- THE CONTRACTOR SHALL PROVIDE ALL NECESSARY EXCAVATION, HAULING & DISPOSAL OF UNSUITABLE BACKFILL, BEDDING, BACKFILL, TRAFFIC CONTROL AND UTILITY COORDINATION TO PROVIDE A COMPLETE INSTALLATION.
- UNDERGROUND SERVICE CONNECTIONS FOR FRANCHISE UTILITIES SHALL BE MADE BY THE FRANCHISE UTILITIES.
- CONSTRUCT JOINT UTILITY TRENCH PER THE TYPICAL TRENCH DETAILS AND SECTIONS (SHEETS 95 TO 98). ADJUST THE PROFILE AS NECESSARY TO AVOID CONFLICTS WITH EXISTING UTILITIES, WHILE MAINTAINING THE MINIMUM SPECIFIED COVER OVER CONDUITS AND A 12" MINIMUM VERTICAL CLEARANCE BETWEEN OTHER UNDERGROUND UTILITIES. THE CONTRACTOR SHALL VERTICALLY TRANSITION THE TRENCH DEPTH BY DEFLECTING JOINTS OR INSTALLING BENDS PER THE FRANCHISE UTILITY REQUIREMENTS.
- WORK SHALL BE PERFORMED TO ALLOW CONTINUED OPERATION OF ALL EXISTING UNDERGROUND AND OVERHEAD UTILITIES.

LEGEND

- JOINT UTILITY TRENCH (FEEDER)
--- JOINT UTILITY TRENCH
- P --- FRANCHISE UTILITY
FO --- SWEEPS AND CONNECTIONS
T ---
- EXISTING UNDERGROUND SERVICE. SEE NOTE 5.
----- FRANCHISE UTILITY EASEMENT (BY OTHERS)
----- SNOPOD POWER EASEMENT
- SNOPUD TRAYER SWITCHGEAR VAULT
SNOPUD J-BOX VAULT
SNOPUD TRANSFORMER
SNOPUD 3-PHASE TRANSFORMER
SNOPUD SECONDARY PEDESTAL
ELECTRONIC MARKER
XX TRENCH DETAILS, SEE SHEETS 97-98
- COMCAST VAULT
COMCAST HANDHOLE
ZIPLY 3'x5' VAULT
ZIPLY 2'x3' VAULT
ZIPLY HANDHOLE
ZIPLY PEDESTAL
SNOPUD POLE AND RISER(S)

CONSTRUCTION NOTES

- EXISTING POLE TO REMAIN
- COORDINATE WITH SNOPOD, SNOPOD TO PROTECT EXISTING POLE AND GUY WIRE, IF PRESENT, DURING JUT CONSTRUCTION - POLE TO BE REMOVED BY SNOPOD AFTER CONVERSION IS COMPLETE.
- NEW POLE TO BE INSTALLED BY SNOPOD.
- INSTALL ELECTRONIC MARKER.
- NEW COMMUNICATION POLE WITH DOWN GUY AND ANCHOR TO BE INSTALLED (BY OTHERS).
- NEW DOWN GUY AND ANCHOR TO BE INSTALLED BY SNOPOD.
- NOT USED.
- NOT USED.
- LOCATE AND REMOVE ELECTRONIC MARKER AND CONNECT JUT TO EXISTING JUT.

UTILITY STRUCTURE SCHEDULE

ID	*STATION	*OFFSET	STRUCTURE DESCRIPTION	CONDUIT/SIDE/FROM	CONDUIT/SIDE/TO
C23	15+01.5	34.0' LT	COMCAST VAULT	3-4"/EAST/EX. TRENCH (~STA 15+00)	2-4"/EAST/C25 SERVICE (BY OTHERS)
Z27	14+97.9	34.5' LT	ZIPLY PEDESTAL	1-2"/EAST/Z28	SERVICE (BY OTHERS)
Z28	15+01.3	25.0' LT	ZIPLY 3'X5' VAULT	2-4"/SOUTH/EX.TRENCH (~STA 15+00)	2-4"/NORTH/Z30 1-2"/WEST/Z27
P1	14+97.4	37.5' LT	SNOPOD SECONDARY PEDESTAL	1-2"/SOUTH/V1	SERVICE (BY OTHERS)
V1	14+91.9	38.6' LT	SNOPOD TRANSFORMER	1-4"/EAST/V2	1-2"/NORTH/P1
V2	15+18.1	25.1' LT	SNOPOD J-BOX VAULT	2-4"/SOUTH/EX.TRENCH (~STA 15+00)	2-4"/NORTH/V4

*STATION AND OFFSET ARE MEASURED TO CENTER OF STRUCTURE

NO.	DATE	BY	APPR.	REVISIONS

DRAWN BY	11/10/25
DESIGNED BY	11/10/25
CHECKED BY	11/10/25
APPROVED BY	DATE

PRELIMINARY



PERITEET
2707 COLBY AVENUE, SUITE 900
EVERETT, WA 98201
425.252.7700 | 800.615.9900

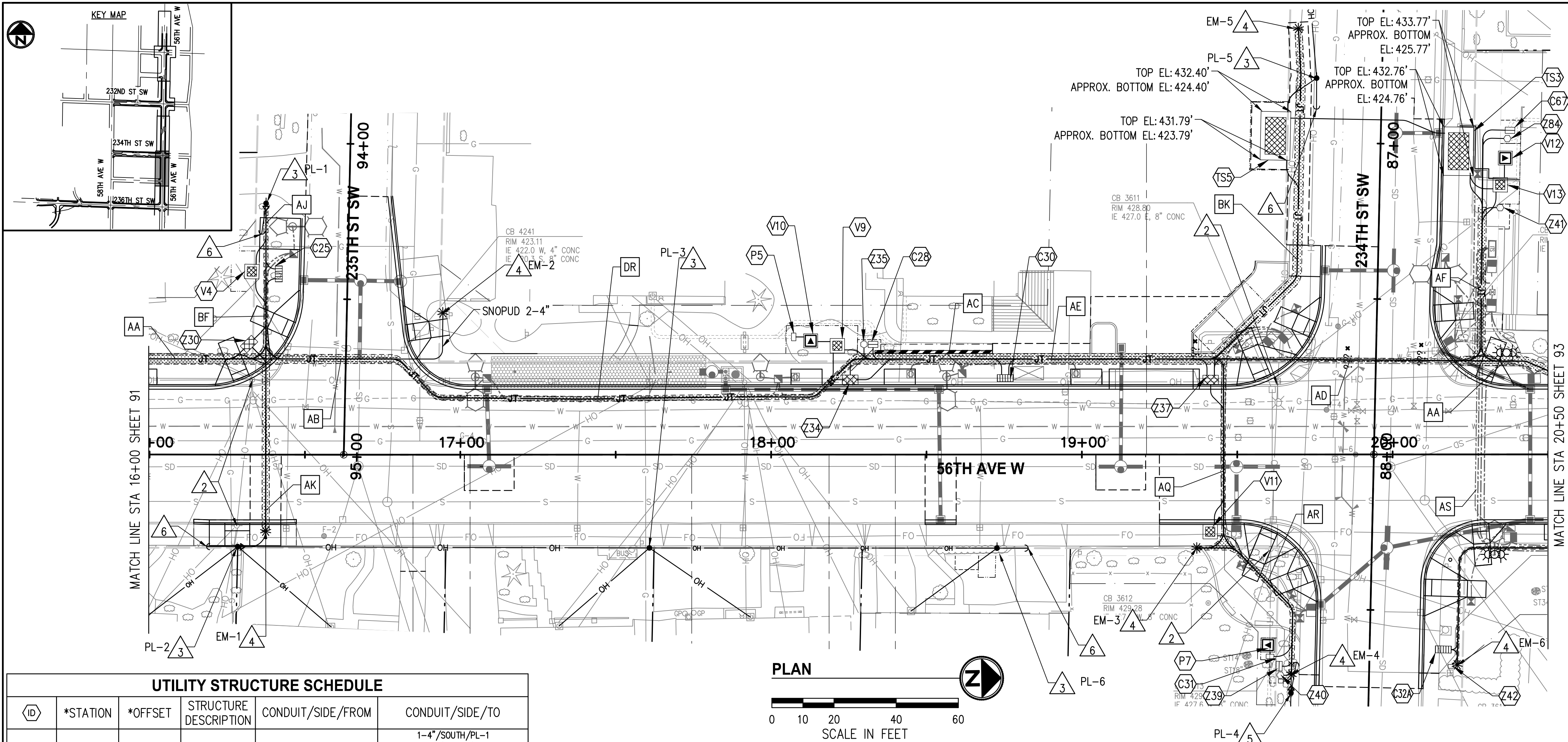
CITY OF MOUNTLAKE TERRACE
ENGINEERING SERVICES DIVISION
23204 58TH AVENUE W
MOUNTLAKE TERRACE, WA 98043
(425) 776-1161
FAX (425) 775-0420

CITY OF MOUNTLAKE TERRACE
MAIN ST REVITALIZATION -
PHASE 2

56TH AVE W
JOINT UTILITY TRENCH PLAN
STA 11+50 TO STA 16+00

PROJECT No.	13086	SHT	91	OF	114
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EXHIBIT A



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- JOINT UTILITY TRENCH
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T
- tv
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SWEEPS AND CONNECTIONS
- EXISTING UNDERGROUND SERVICE. SEE NOTE 5.
- FRANCHISE UTILITY EASEMENT (BY OTHERS)
- SNOPOD POWER EASEMENT
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- TRENCH DETAILS, SEE SHEETS 96-97
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- ZIPLY 3'x5' VAULT
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- ZIPLY PEDESTAL
- SNOPOD POLE AND RISER(S)

UTILITY STRUCTURE SCHEDULE

ID	*STATION	*OFFSET	STRUCTURE DESCRIPTION	CONDUIT/SIDE/FROM	CONDUIT/SIDE/TO
C25	16+41.5	58.2' LT	COMCAST VAULT	2-4"/SOUTH/C23	1-4"/SOUTH/PL-1 2-4"/SOUTH/C30 2-4"/SOUTH/EM-1 1-4"/EAST/PL-2
C28	18+31.6	34.0' LT	COMCAST HANDHOLE	1-4"/EAST/C30	SERVICE (BY OTHERS)
C30	18+75.3	24.6' LT	COMCAST VAULT	2-4"/WEST/C25	1-4"/SOUTHEAST/C28 1-4"/NORTHEAST/C31 1-4"/NORTHEAST/EM-3 2-4"/NORTHEAST/C33 2-4"/NORTHEAST/EM-5 1-4"/NORTHEAST/C67
C31	88+66.2	29.0' RT	COMCAST HANDHOLE	1-4"/NORTH/C30	SERVICE (BY OTHERS) 1-4"/NORTH/PL-4
C32A	88+66.2	23.7' LT	COMCAST VAULT	1-4"/NORTH/C32	1-4"/NORTH/EM-6
C67	86+94.8	41.5' LT	COMCAST HANDHOLE	1-4"/SOUTH/C30	SERVICE (BY OTHERS)
Z30	16+31.9	35.6' LT	ZIPLY 3'x5' VAULT	2-4"/SOUTHEAST/Z28	1-4"/NORTHWEST/PL-1 2-4"/NORTHEAST/EM-1 2-4"/NORTHEAST/Z34 1-4"/EAST/PL-2
Z34	18+25.5	24.1' LT	ZIPLY 3'x5' VAULT	2-4"/SOUTH/Z30	2-4"/NORTH/Z37 1-2"/WEST/Z35

*STATION AND OFFSET ARE MEASURED TO CENTER OF STRUCTURE

UTILITY STRUCTURE SCHEDULE

ID	*STATION	*OFFSET	STRUCTURE DESCRIPTION	CONDUIT/SIDE/FROM	CONDUIT/SIDE/TO
Z35	18+28.7	33.5' LT	ZIPLY PEDESTAL	1-2"/EAST/Z34	SERVICE (BY OTHERS)
Z37	19+43.7	24.0' LT	ZIPLY 3'x5' VAULT	2-4"/WEST/Z34	2-4"/WEST/EM-5 2-4"/WEST/Z44 2-4"/EAST/EM-3
Z39	88+69.1	28.5' RT	ZIPLY PEDESTAL	1-2"/NORTH/EM-3	SERVICE (BY OTHERS)
Z40	88+71.0	28.3' RT	ZIPLY HANDHOLE	1-4"/NORTH/EM-3	1-4"/NORTH/PL-4
Z41	87+19.8	38.9' LT	ZIPLY PEDESTAL	1-2"/SOUTH/Z44	SERVICE (BY OTHERS)
Z42	88+67.6	26.2' LT	ZIPLY HANDHOLE	1-4"/NORTH/Z45	1-4"/NORTH/EM-6
Z84	86+97.5	40.7' LT	ZIPLY PEDESTAL	1-2"/SOUTH/Z44	SERVICE (BY OTHERS)
P5	18+07.3	37.8' LT	SNOPOD SECONDARY PEDESTAL	1-2"/NORTH/V9	SERVICE (BY OTHERS)
P7	88+63.1	32.0' RT	SNOPOD SECONDARY PEDESTAL	1-2"/NORTH/EM-3	(FUTURE SERVICE)
TS5	86+98.2	33.9' RT	SNOPOD TRAYER SWITCHGEAR VAULT	2-6"/EAST/EX. TRENCH (~STA 15+00) 1-2"/EAST/EX. TRENCH (~STA 15+00)	2-6"/WEST/PL-5 2-6"/NORTH/TS3 1-2"/NORTH/TS3
TS3	87+01.9	25.4' LT	SNOPOD TRAYER SWITCHGEAR VAULT	2-6"/SOUTH/TS5 1-2"/SOUTH/TS5	2-4"/EAST/V13 2-6"/EAST/TS6 1-2"/EAST/TS6

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UTILITY STRUCTURE SCHEDULE

ID	*STATION	*OFFSET	STRUCTURE DESCRIPTION	CONDUIT/SIDE/FROM	CONDUIT/SIDE/TO
V4	16+32.9	58.9' LT	SNOPOD J-BOX VAULT	2-4"/EAST/V2	1-4"/WEST/PL-1 1-4"/EAST/PL-2 2-4"/EAST/V9 2-4"/EAST/EM-1
V9	18+14.3	34.0' LT	SNOPOD J-BOX VAULT	2-4"/SOUTH/V4	2-4"/NORTH/V11 2-4"/NORTH/TS5 1-4"/SOUTH/V10 2-4"/SOUTH/PL-3
V10	18+22.9	36.6' LT	SNOPOD TRANSFORMER	1-4"/NORTH/V9	1-2"/SOUTH/P5
V11	87+54.1	43.3' RT	SNOPOD J-BOX VAULT	2-4"/WEST/V9	1-4"/NORTH/EM-4
V12	87+03.8	40.2' LT	SNOPOD TRANSFORMER	1-4"/EAST/V13	SERVICE (BY OTHERS)
V13	87+12.4	38.8' LT	SNOPOD J-BOX VAULT	2-4"/SOUTH/TS3	1-4"/WEST/V12 2-4"/EAST/V14

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CHECKED BY	11/10/25
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PRELIMINARY



PERTEET
2707 COLBY AVENUE, SUITE 900
EVERETT, WA 98201
425.252.7700 | 800.615.9900

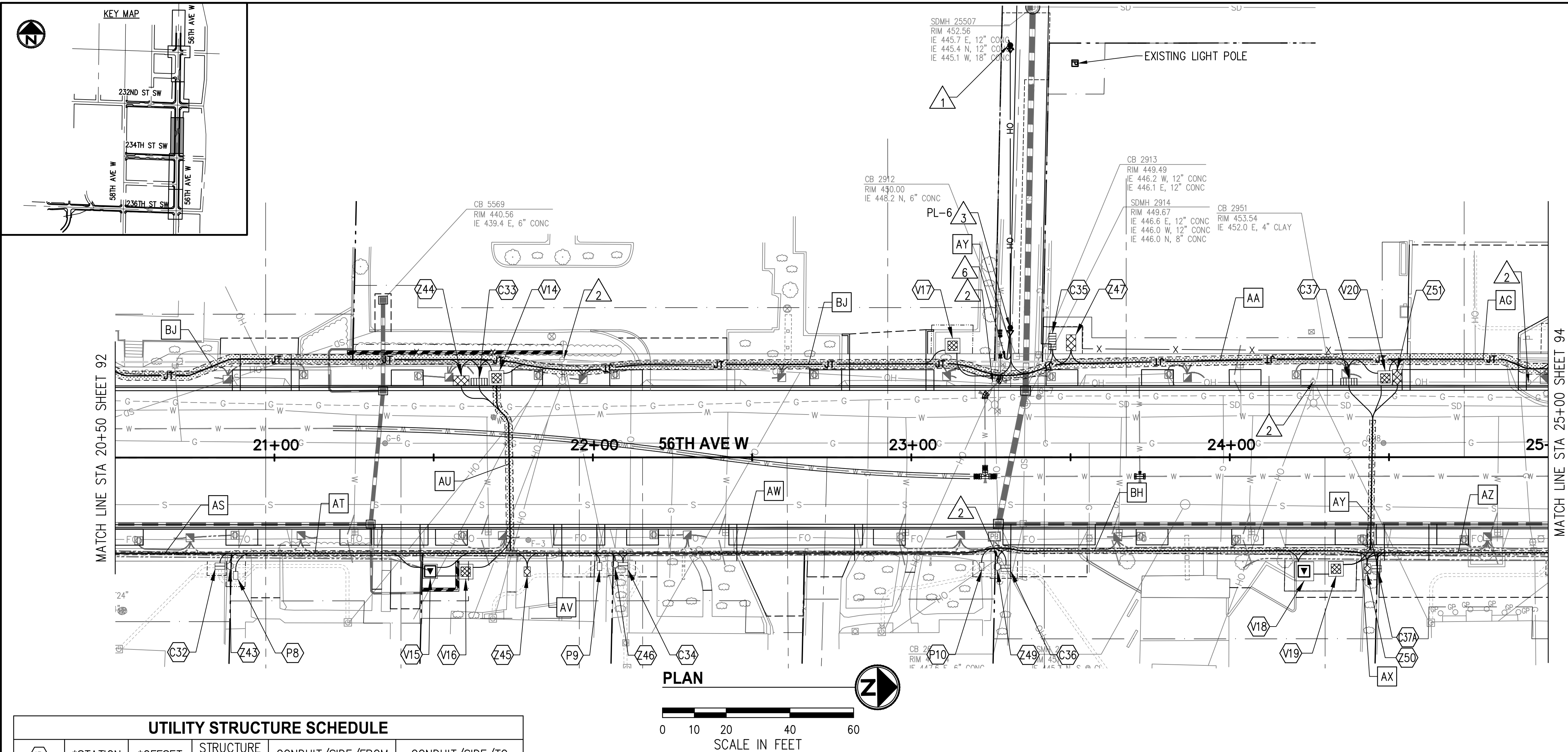
CITY OF MOUNTLAKE TERRACE
ENGINEERING SERVICES DIVISION
23204 58TH AVENUE W
MOUNTLAKE TERRACE, WA 98043
(425) 776-1161
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CITY OF MOUNTLAKE TERRACE
MAIN ST REVITALIZATION -
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56TH AVE W
JOINT UTILITY TRENCH PLAN
STA 16+00 TO STA 20+50

PROJECT No. 13086 SHT 92 OF 114

EXHIBIT A



GENERAL JOINT UTILITY TRENCH NOTES

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UTILITY STRUCTURE SCHEDULE					
ID	*STATION	*OFFSET	STRUCTURE DESCRIPTION	CONDUIT/SIDE/FROM	CONDUIT/SIDE/TO
C32	20+82.9	34.1' RT	COMCAST HANDHOLE	1-4"/WEST/C32A	SERVICE (BY OTHERS)
C33	21+64.3	23.8' LT	COMCAST VAULT	2-4"/WEST/C30	2-4"/WEST/C35 1-4"/EAST/C34
C34	22+09.5	34.0' RT	COMCAST HANDHOLE	1-4"/WEST/C33	1-4"/WEST/C36 1-4"/WEST/C32 SERVICE (BY OTHERS)
C35	23+44.3	36.3' LT	COMCAST VAULT	2-4"/EAST/C33	1-4"/EAST/C35A 2-4"/EAST/C37
C36	23+29.7	34.8' RT	COMCAST HANDHOLE	1-4"/WEST/C34	SERVICE (BY OTHERS)
C37	24+37.4	23.6' LT	COMCAST VAULT	2-4"/WEST/C35	1-4"/EAST/C37A 1-4"/WEST/C38 2-4"/WEST/C40 1-4"/WEST/PL-6
C37A	24+46.1	35.0' RT	COMCAST HANDHOLE	1-4"/WEST/C37	1-4"/WEST/C39 SERVICE (BY OTHERS)
Z43	20+86.0	34.1' RT	ZIPLY PEDESTAL	1-2"/WEST/Z45	
Z44	21+58.7	24.1' LT	ZIPLY 3'x5' VAULT	2-4"/WEST/Z37	2-4"/EAST/Z45 2-4"/WEST/Z47

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UTILITY STRUCTURE SCHEDULE					
ID	*STATION	*OFFSET	STRUCTURE DESCRIPTION	CONDUIT/SIDE/FROM	CONDUIT/SIDE/TO
Z45	21+79.4	35.9' RT	ZIPLY 2'x3' VAULT	2-4"/WEST/Z44	1-2"/WEST/Z43 1-4"/WEST/Z42 1-2"/WEST/Z46
Z46	22+06.9	33.5' RT	ZIPLY PEDESTAL	1-2"/WEST/Z45	SERVICE (BY OTHERS)
Z47	23+50.2	35.9' LT	ZIPLY 3'x5' VAULT	2-4"/EAST/Z44	1-4"/EAST/Z48 2-4"/EAST/Z51 1-4"/EAST/PL-6
Z49	23+27.0	34.4' RT	ZIPLY PEDESTAL	1-2"/WEST/Z50	SERVICE (BY OTHERS)
Z50	24+43.2	35.0' RT	ZIPLY 2'x3' VAULT	1-4"/WEST/Z51	1-2"/WEST/Z49 1-2"/WEST/Z53 1-2"/WEST/Z54
Z51	24+52.6	25.0 LT	ZIPLY 3'x5' VAULT	2-4"/WEST/Z47	1-2"/WEST/Z52 2-4"/WEST/Z55A 1-4"/EAST/Z50
P8	20+87.8	37.0' RT	SNOPOD SECONDARY PEDESTAL	1-2"/WEST/V15	SERVICE (BY OTHERS)
P9	22+02.1	34.3' RT	SNOPOD SECONDARY PEDESTAL	1-2"/WEST/V15	SERVICE (BY OTHERS)

*STATION AND OFFSET ARE MEASURED TO CENTER OF STRUCTURE

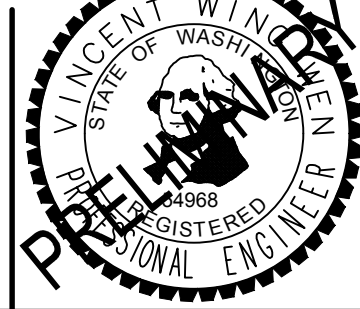
UTILITY STRUCTURE SCHEDULE					
ID	*STATION	*OFFSET	STRUCTURE DESCRIPTION	CONDUIT/SIDE/FROM	CONDUIT/SIDE/TO
P10	23+22.1	34.3' RT	SNOPOD SECONDARY PEDESTAL	1-2"/WEST/V18	SERVICE (BY OTHERS)
V14	21+69.8	24.9' LT	SNOPOD J-BOX VAULT	2-4"/WEST/V13	2-4"/NORTH/V17 2-4"/EAST/V16
V15	21+48.9	35.8' RT	SNOPOD TRANSFORMER	1-4"/NORTH/V16	1-2"/SOUTH/P8 1-2"/NORTH/P9
V16	21+60.0	35.8' RT	SNOPOD J-BOX VAULT	2-4"/NORTH/V14	1-4"/SOUTH/V15
V17	23+12.9	35.0' LT	SNOPOD J-BOX VAULT	2-4"/SOUTH/V14	1-4"/WEST/PL-6 2-4"/NORTH/V20
V18	24+23.4	35.8' RT	SNOPOD 3-PHASE TRANSFORMER	1-4"/NORTH/V19	1-2"/WEST/P10 1-2"/WEST/P12 1-2"/WEST/P13
V19	24+33.3	35.05' RT	SNOPOD J-BOX VAULT	2-4"/NORTH/V20	1-4"/SOUTH/V18
V20	24+48.8	24.8' LT	SNOPOD J-BOX VAULT	2-4"/SOUTH/V17	2-4"/WEST/V46 1-4"/WEST/V21 2-4"/EAST/V19

*STATION AND OFFSET ARE MEASURED TO CENTER OF STRUCTURE

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CITY OF MOUNTLAKE TERRACE
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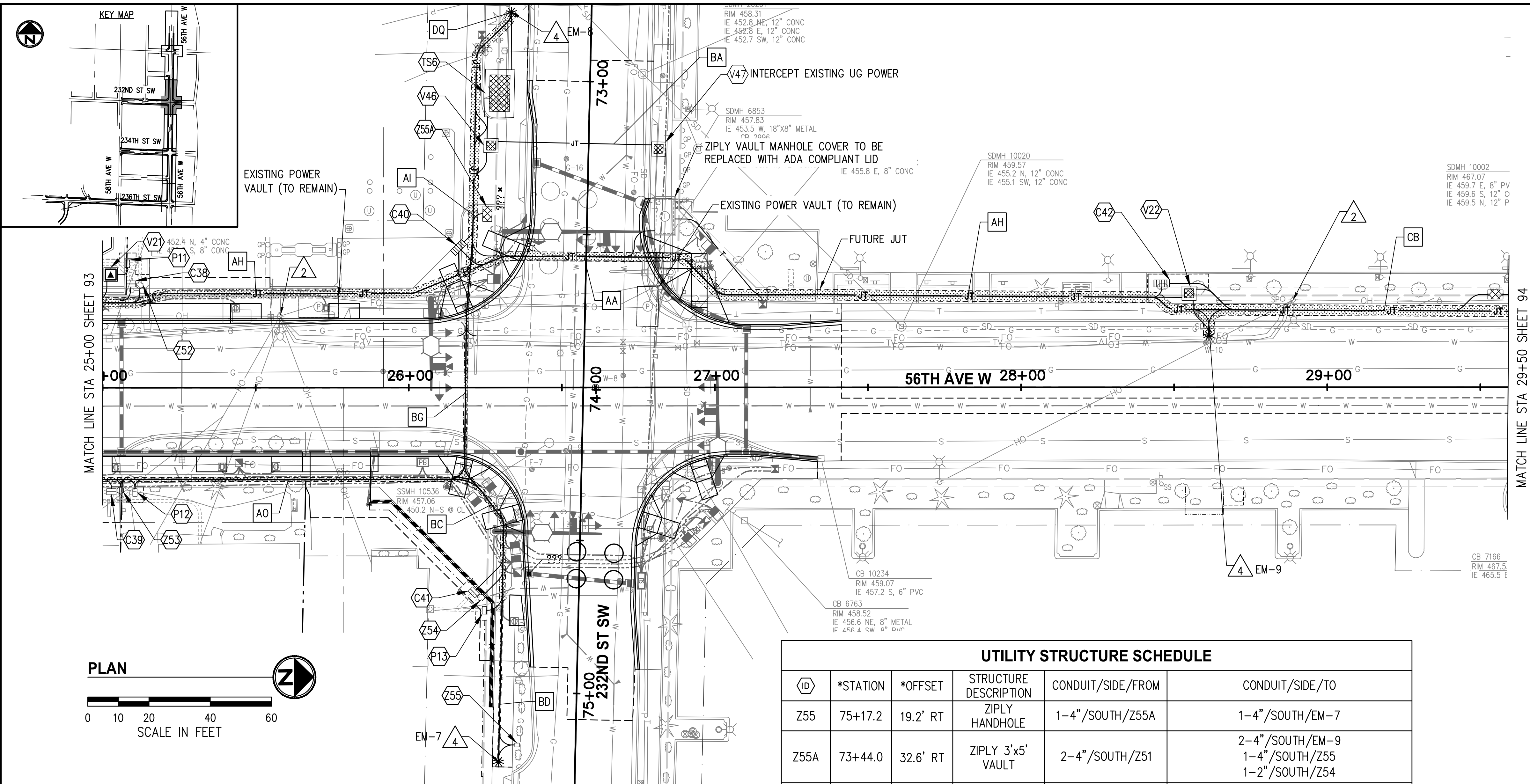
CITY OF MOUNTLAKE TERRACE
MAIN ST REVITALIZATION -
PHASE 2

56TH AVE W
JOINT UTILITY TRENCH PLAN
STA 20+50 TO STA 25+00

PROJECT No. 13086 SHT 93 OF 114

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EXHIBIT A



GENERAL JOINT UTILITY TRENCH NOTES

- EXISTING AERIAL UTILITIES TO BE CONVERTED TO UNDERGROUND AND NEW UNDERGROUND FACILITIES TO BE INSTALLED TO THE LIMITS SHOWN. CONTRACTOR SHALL PROVIDE ALL NECESSARY COORDINATION, LAYOUT, SURVEYING, TRENCHING, EXCAVATION, BEDDING, BACKFILL AND RESTORATION FOR THE FRANCHISE UTILITIES TO SUCCESSFULLY COMPLETE THE CONVERSION/INSTALLATION. THE LAYOUT SHOWN IS APPROXIMATE AND A COMPILATION OF THE PROPOSED DESIGNS BY SNOHOMISH PUD, ZIPLY AND COMCAST.
- THE JOINT TRENCH LAYOUT, SWEEPS AND OTHER FEATURES SHOWN ARE APPROXIMATE UNLESS OTHERWISE NOTED. ADJUST AS NECESSARY TO MEET CLEARANCE REQUIREMENTS, SEE TABLE ON SHEET 98.
- ALL CONDUITS FOR UNDERGROUNDING SHALL BE FURNISHED BY THEIR RESPECTIVE UTILITY, UNLESS OTHERWISE NOTED. CONDUITS FOR ILLUMINATION AND SIGNAL SYSTEMS SHALL BE FURNISHED BY THE CONTRACTOR. CONDUITS AND VAULTS FOR SNOPOD UNDERGROUNDING SHALL BE FURNISHED BY THE CONTRACTOR.
- THE CONTRACTOR SHALL PROVIDE ALL NECESSARY EXCAVATION, HAULING & DISPOSAL OF UNSUITABLE BACKFILL, BEDDING, BACKFILL, TRAFFIC CONTROL AND UTILITY COORDINATION TO PROVIDE A COMPLETE INSTALLATION.
- UNDERGROUND SERVICE CONNECTIONS FOR FRANCHISE UTILITIES SHALL BE MADE BY THE FRANCHISE UTILITIES.
- CONSTRUCT JOINT UTILITY TRENCH PER THE TYPICAL TRENCH DETAILS AND SECTIONS (SHEETS 93 TO 96). ADJUST THE PROFILE AS NECESSARY TO AVOID CONFLICTS WITH EXISTING UTILITIES, WHILE MAINTAINING THE MINIMUM SPECIFIED COVER OVER CONDUITS AND A 12" MINIMUM VERTICAL CLEARANCE BETWEEN OTHER UNDERGROUND UTILITIES. THE CONTRACTOR SHALL VERTICALLY TRANSITION THE TRENCH DEPTH BY DEFLECTING JOINTS OR INSTALLING BENDS PER THE FRANCHISE UTILITY REQUIREMENTS.
- WORK SHALL BE PERFORMED TO ALLOW CONTINUED OPERATION OF ALL EXISTING UNDERGROUND AND OVERHEAD UTILITIES.

LEGEND

- JOINT UTILITY TRENCH (FEEDER)
- JOINT UTILITY TRENCH
- FRANCHISE UTILITY
- SWEEPS AND CONNECTIONS
- EXISTING UNDERGROUND SERVICE. SEE NOTE 5.
- FRANCHISE UTILITY EASEMENT (BY OTHERS)
- SNOPOD POWER EASEMENT
- SNOPOD TRAYER SWITCHGEAR VAULT
- SNOPOD J-BOX VAULT
- SNOPOD TRANSFORMER
- SNOPOD 3-PHASE TRANSFORMER
- SNOPOD SECONDARY PEDESTAL
- ELECTRONIC MARKER
- TRENCH DETAILS, SEE SHEETS 96-97
- COMCAST VAULT
- COMCAST HANDHOLE
- ZIPLY 3'x5' VAULT
- ZIPLY 2'x3' VAULT
- ZIPLY HANDHOLE
- ZIPLY PEDESTAL
- SNOPOD POLE AND RISER(S)

CONSTRUCTION NOTES

- EXISTING POLE TO REMAIN
- COORDINATE WITH SNOPOD, SNOPOD TO PROTECT EXISTING POLE AND GUY WIRE, IF PRESENT, DURING JUT CONSTRUCTION - POLE TO BE REMOVED BY SNOPOD AFTER CONVERSION IS COMPLETE.
- NEW POLE TO BE INSTALLED BY SNOPOD.
- INSTALL ELECTRONIC MARKER.
- NEW COMMUNICATION POLE WITH DOWN GUY AND ANCHOR TO BE INSTALLED (BY OTHERS).
- NEW DOWN GUY AND ANCHOR TO BE INSTALLED BY SNOPOD.
- NOT USED.
- NOT USED.
- LOCATE AND REMOVE ELECTRONIC MARKER AND CONNECT JUT TO EXISTING JUT.

UTILITY STRUCTURE SCHEDULE					
ID	*STATION	*OFFSET	STRUCTURE DESCRIPTION	CONDUIT/SIDE/FROM	CONDUIT/SIDE/TO
C38	25+09.3	33.9' LT	COMCAST HANDHOLE	1-4"/EAST/C37	SERVICE (BY OTHERS)
C39	25+02.9	34.0' RT	COMCAST HANDHOLE	1-4"/WEST/C37A	SERVICE (BY OTHERS)
C40	73+55.2	41.8' RT	COMCAST VAULT	2-4"/NORTHEAST/C37	2-4"/NORTHEAST/EM-9 2-4"/NORTHWEST/EM-8 1-4"/NORTHEAST/C41
C41	74+67.7	34.3' RT	COMCAST HANDHOLE	1-4"/NORTH/C40	1-4"/NORTHEAST/EM-7 SERVICE (BY OTHERS)
C42	28+54.7	34.4' LT	COMCAST VAULT	2-4"/EAST/C40	4-4"/NORTH/EX. TRENCH (~STA 30+00) 1-4"/EAST/EM-9
Z52	25+12.2	33.4' LT	ZIPLY PEDESTAL	1-2"/EAST/Z51	SERVICE (BY OTHERS)
Z53	25+05.8	33.5' RT	ZIPLY PEDESTAL	1-2"/WEST/Z50	SERVICE (BY OTHERS)
Z54	74+69.4	31.9' RT	ZIPLY PEDESTAL	1-2"/NORTH/Z55A	SERVICE (BY OTHERS)

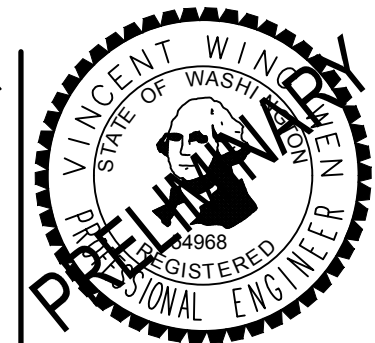
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UTILITY STRUCTURE SCHEDULE					
ID	*STATION	*OFFSET	STRUCTURE DESCRIPTION	CONDUIT/SIDE/FROM	CONDUIT/SIDE/TO
Z55	75+17.2	19.2' RT	ZIPLY HANDHOLE	1-4"/SOUTH/Z55A	1-4"/SOUTH/EM-7
Z55A	73+44.0	32.6' RT	ZIPLY 3'x5' VAULT	2-4"/SOUTH/Z51	2-4"/SOUTH/EM-9 1-4"/SOUTH/Z55 1-2"/SOUTH/Z54
P11	25+08.1	40.5' LT	SNOPOD SECONDARY PEDESTAL	1-2"/EAST/V21	SERVICE (BY OTHERS)
P12	25+10.5	34.2' RT	SNOPOD SECONDARY PEDESTAL	1-2"/WEST/V18	1-2"/WEST/P13 SERVICE (BY OTHERS)
P13	74+73.5	30.71' RT	SNOPOD SECONDARY PEDESTAL	1-2"/NORTH/P12	SERVICE (BY OTHERS)
V21	25+02.6	37.0' LT	SNOPOD TRANSFORMER	1-4"/EAST/V20	1-2"/NORTH/P11
V22	28+63.6	30.7' LT	SNOPOD J-BOX VAULT	2-4"/SOUTH/V46	2-4"/NORTH/V25 2-4"/EAST/V23
V46	73+21.6	31.9' RT	SNOPOD J-BOX VAULT	2-4"/WEST/TS6	2-4"/EAST/V20 2-4"/EAST/EM-9
V47	73+21.6	22.85' LT	SNOPOD J-BOX VAULT	2-4"/SOUTH/V46	INTERCEPT EXISTING
TS6	73+04.5	29.4' RT	SNOPOD TRAYER SWITCHGEAR VAULT	2-6"/EAST/TS3 1-2"/EAST/TS3	2-6"/EAST/TS4 1-2"/EAST/TS4 2-4"/WEST/EM-8 2-4"/EAST/V46

NO.	DATE	BY	APPR.	REVISIONS

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APPROVED BY	DATE

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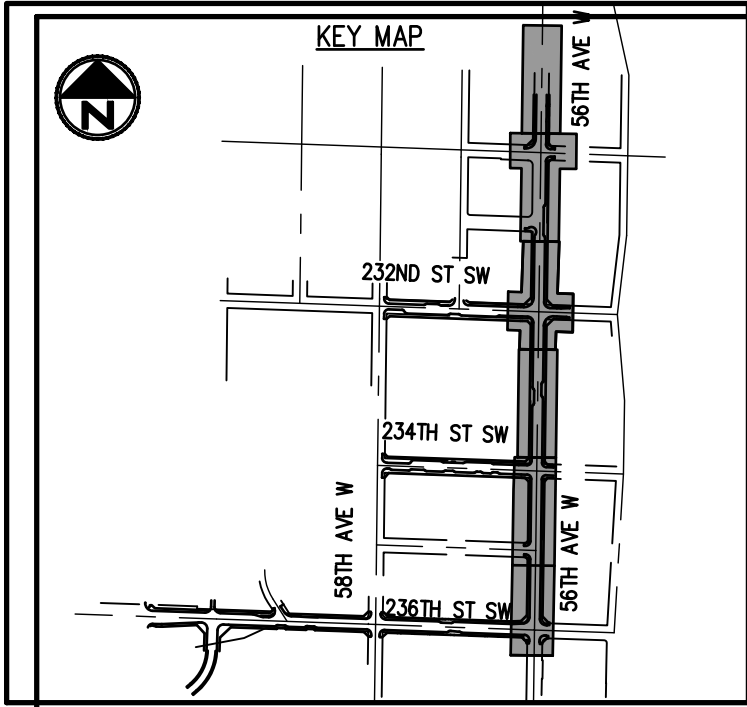
CITY OF MOUNTLAKE TERRACE
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CITY OF MOUNTLAKE TERRACE
MAIN ST REVITALIZATION -
PHASE 2

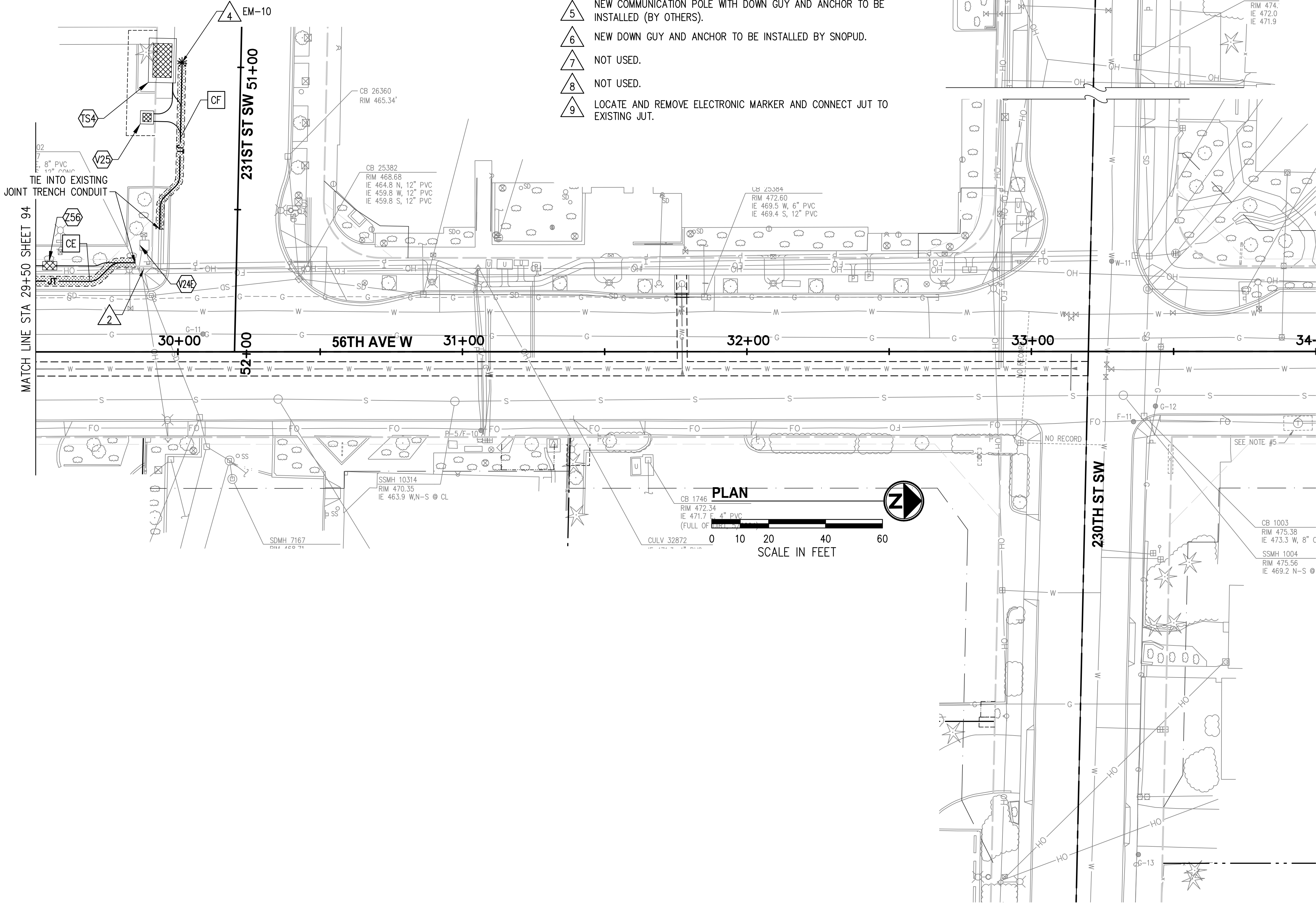
56TH AVE W
JOINT UTILITY TRENCH PLAN
STA 25+00 TO STA 29+50

PROJECT No.	13086	SHT	94	OF	114
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EXHIBIT A



UTILITY STRUCTURE SCHEDULE					
ID	STATION	OFFSET	STRUCTURE DESCRIPTION	CONDUIT/SIDE/FROM	CONDUIT/SIDE/TO
Z56	29+54.9	30.3' LT	ZIPLY 3'x5' VAULT	2-4"/WEST/Z55A	2-4"/WEST/MARKER EM-10 2-4"/WEST/EX. TRENCH (~STA 29+85)
TS4	50+98.2	27.6' RT	SNOPUD TRAYER SWITCHGEAR VAULT	2-6"/EAST/TS6 1-2"/EAST/TS6	2-4"/EAST/V25 2-6"/EAST/EX. TRENCH (~STA 51+57) 1-2"/EAST/EX. TRENCH (~STA 51+57)
V24-E	51+63.2	32.47' RT	(EXISTING) SNOPUD TRANSFORMER (CABINET TO BE REMOVED)	EX. TRENCH	SERVICE (EXISTING)
V25	51+18.3	32.6' RT	SNOPUD J-BOX VAULT	2-4"/NORTHEAST/V22	1-4"/SOUTHEAST/EXISTING TRENCH (~STA 51+57) 2-4"/NORTHWEST/TS4



GENERAL NOTES

- SEE SHT 91 FOR GENERAL JOINT UTILITY TRENCH NOTES, LEGEND.
- COORDINATE WITH SNOPOD, SNOPOD TO PROTECT EXISTING POLE AND GUY WIRE, IF PRESENT, DURING JUT CONSTRUCTION - POLE TO BE REMOVED BY SNOPOD AFTER CONVERSION IS COMPLETE.
- NEW POLE TO BE INSTALLED BY SNOPOD.
- INSTALL ELECTRONIC MARKER.
- NEW COMMUNICATION POLE WITH DOWN GUY AND ANCHOR TO BE INSTALLED (BY OTHERS).
- NEW DOWN GUY AND ANCHOR TO BE INSTALLED BY SNOPOD.
- NOT USED.
- NOT USED.
- LOCATE AND REMOVE ELECTRONIC MARKER AND CONNECT JUT TO EXISTING JUT.

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CITY OF MOUNTLAKE TERRACE
MAIN ST REVITALIZATION -
PHASE 2

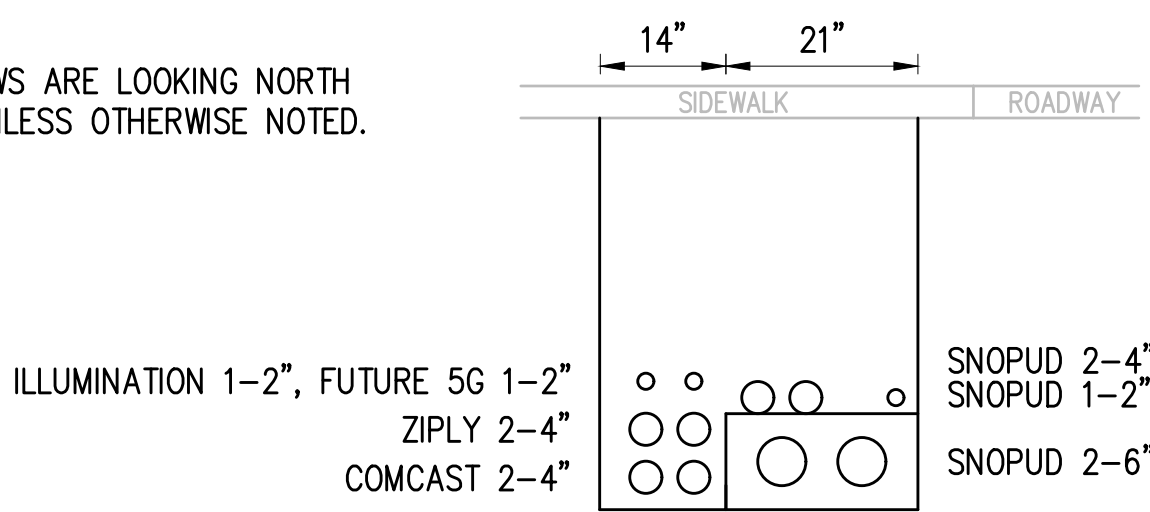
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JOINT UTILITY TRENCH PLAN
STA 29+50 TO STA 34+00

PROJECT No. 13086 SHT 95 OF 114

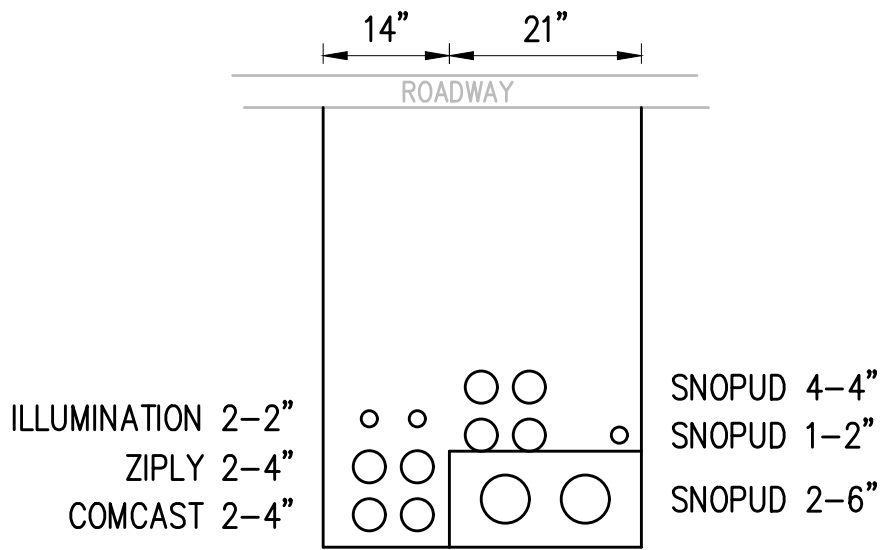
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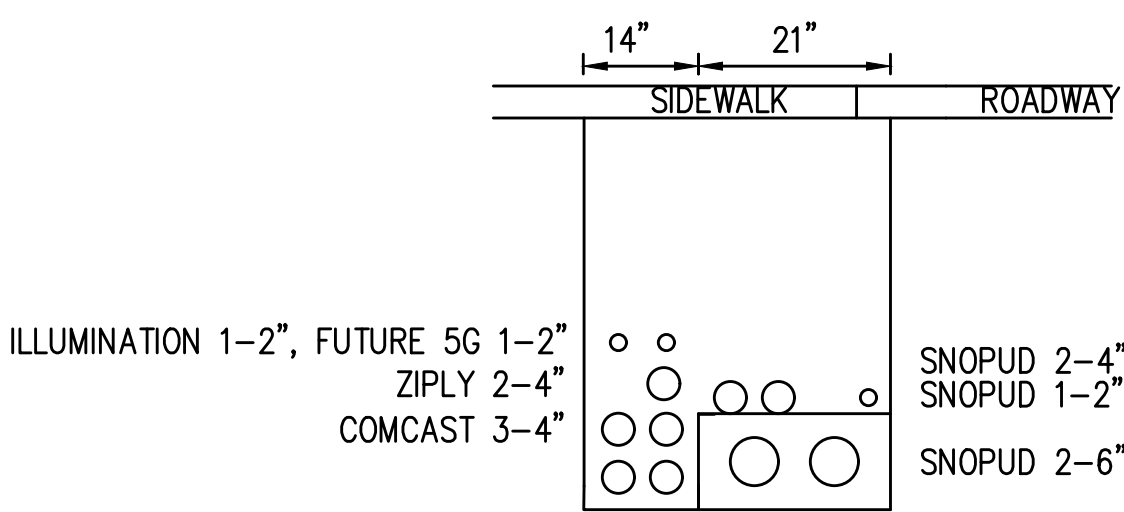
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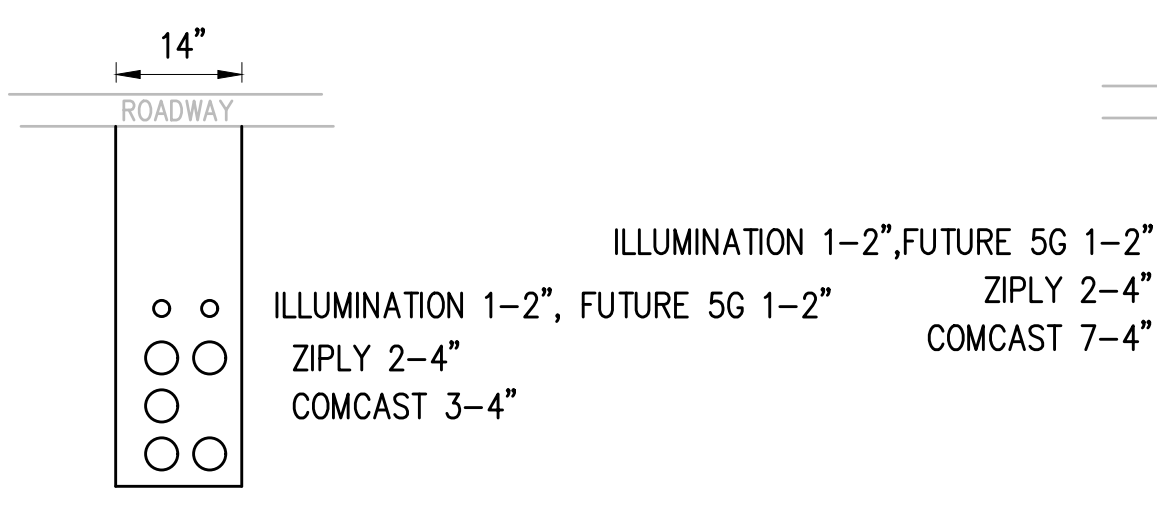
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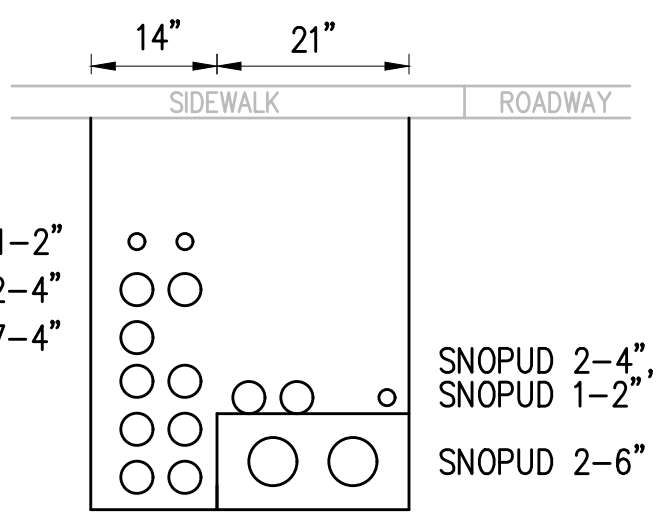
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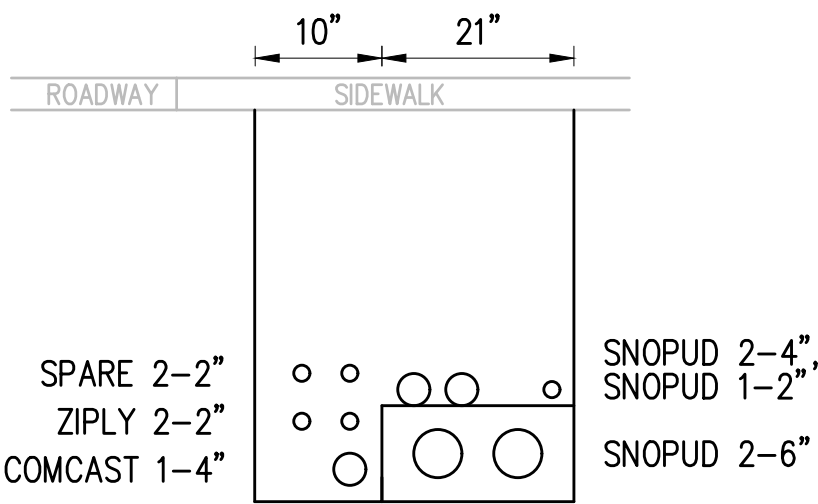
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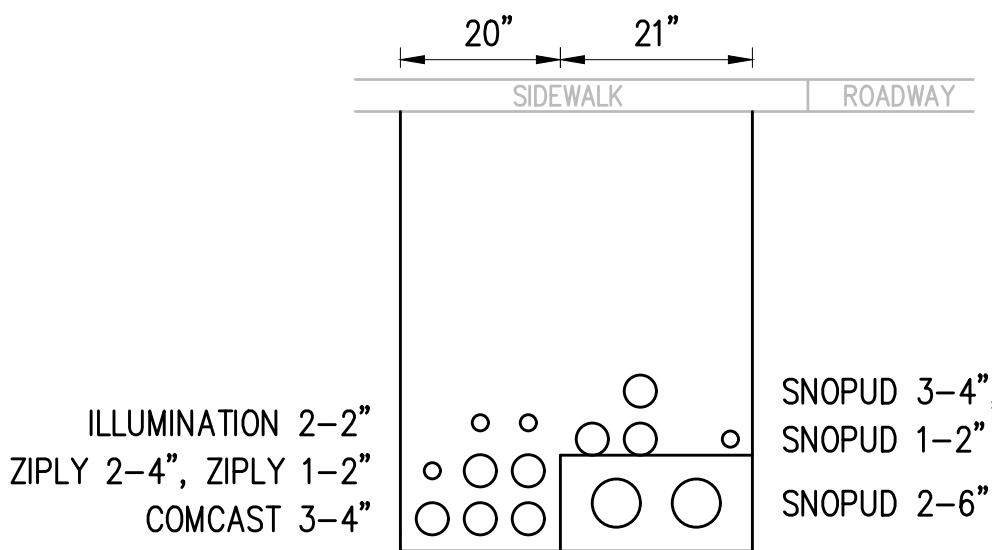
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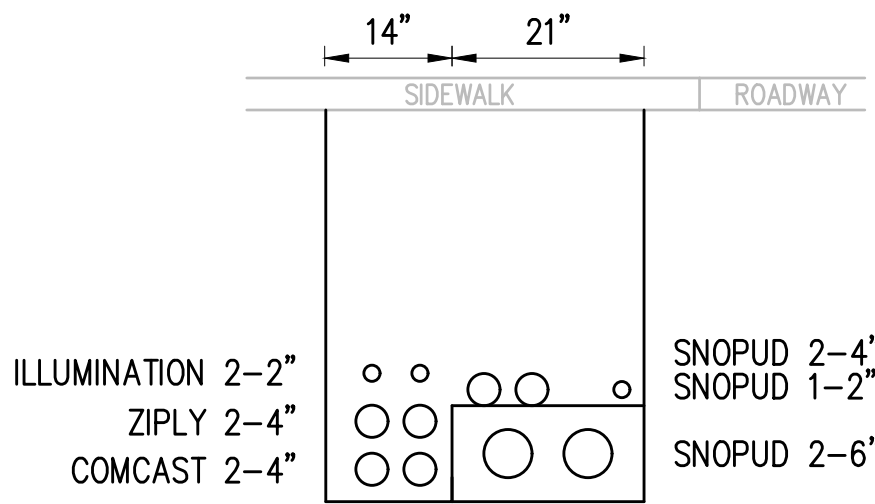
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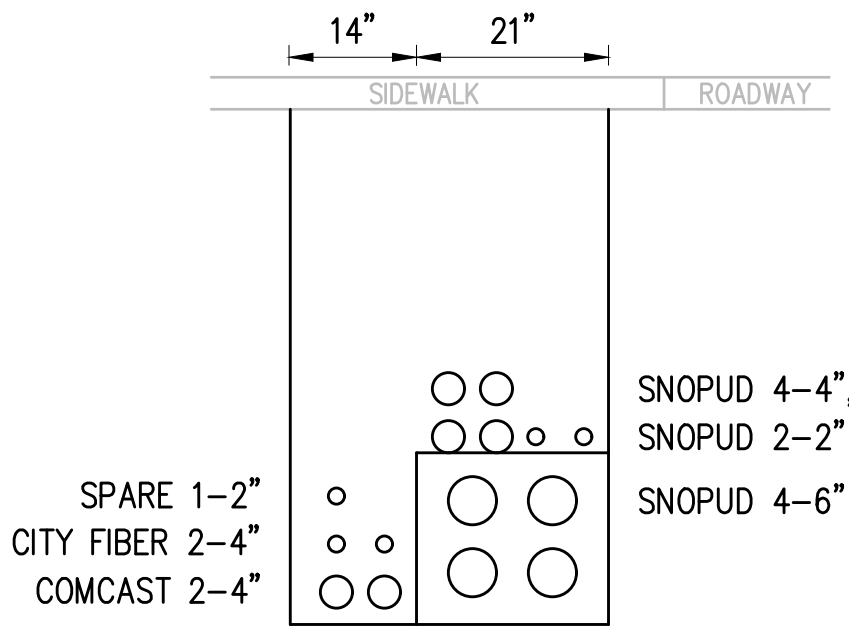
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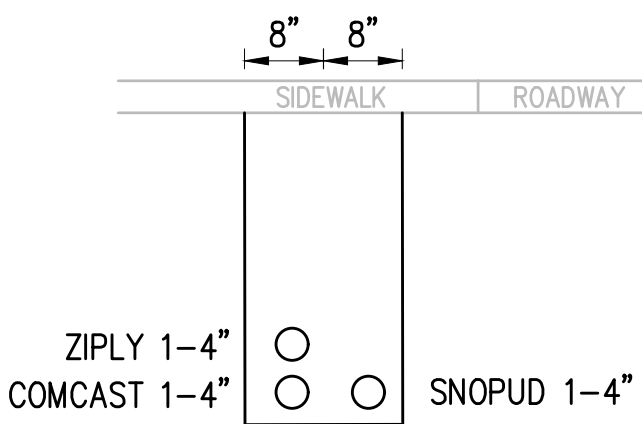
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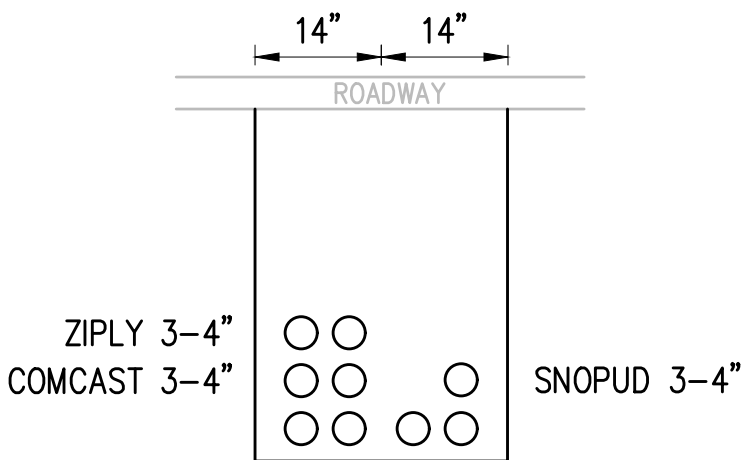
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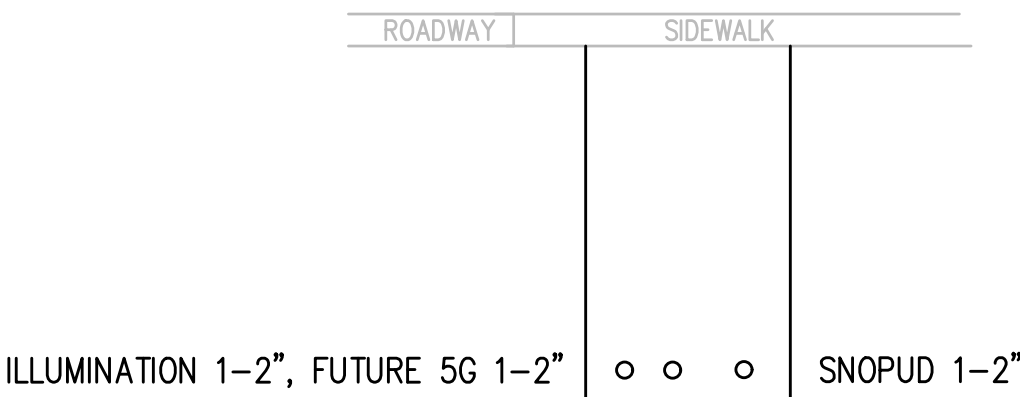
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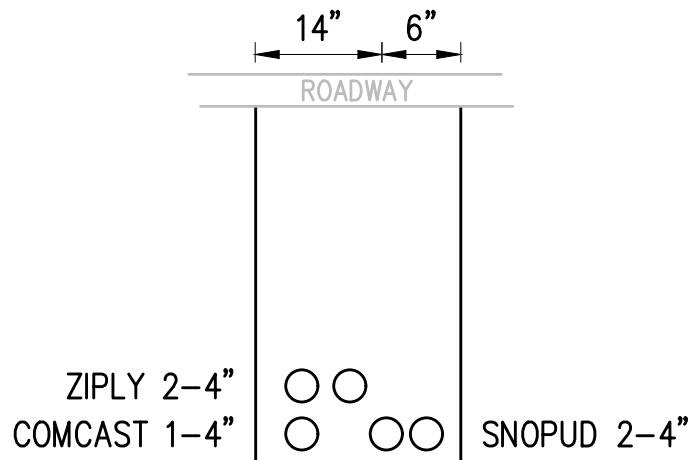
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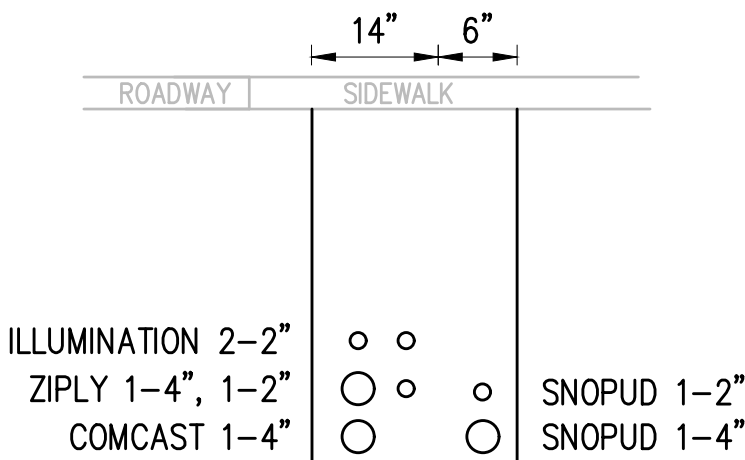
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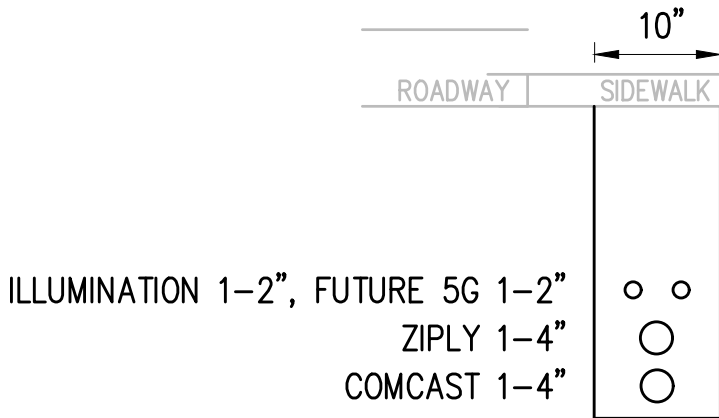
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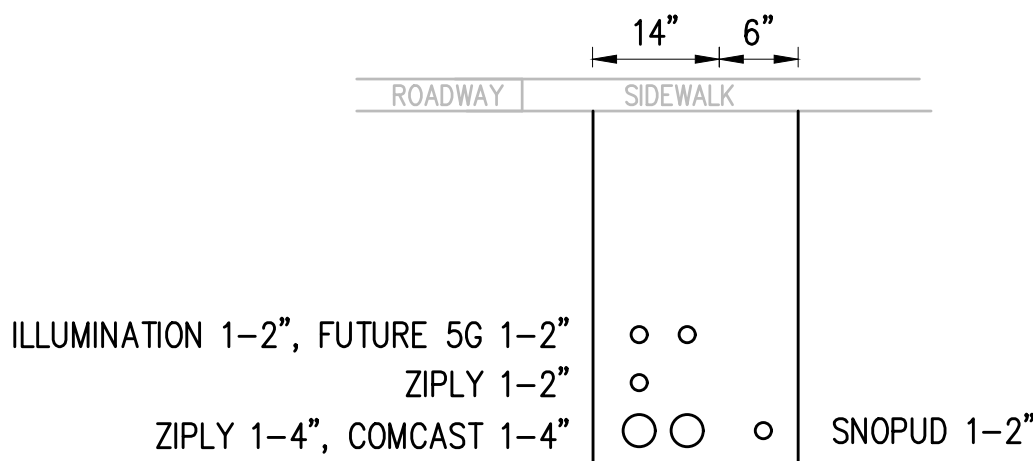
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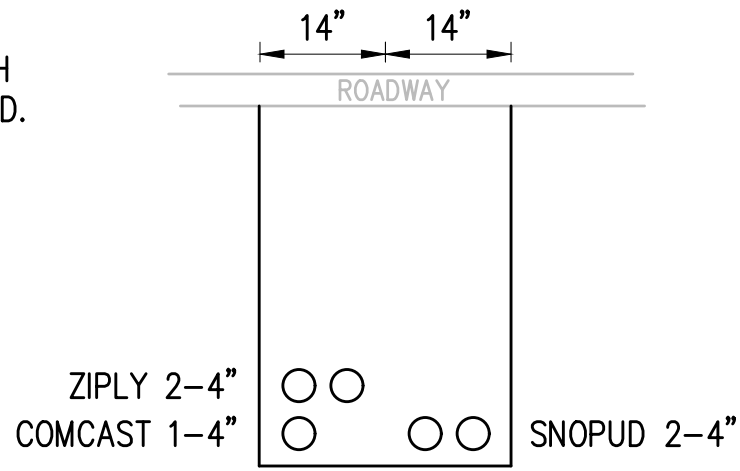
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MAIN ST REVITALIZATION -
PHASE 2**

**JOINT UTILITY TRENCH
SECTIONS**

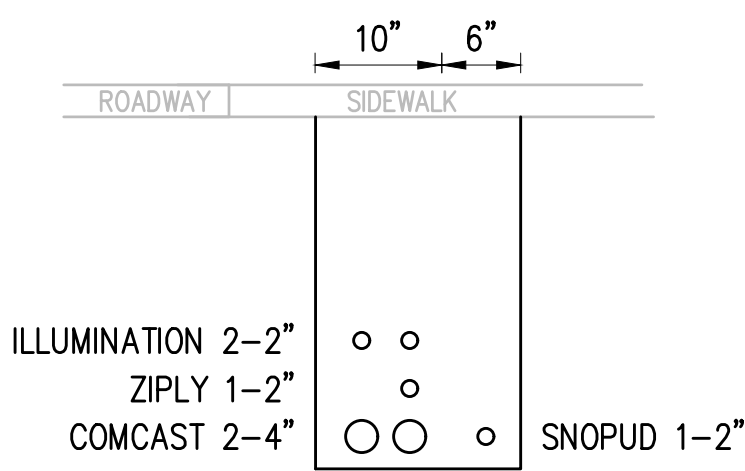
PROJECT No. 13086 SHT 96 OF 114

EXHIBIT A

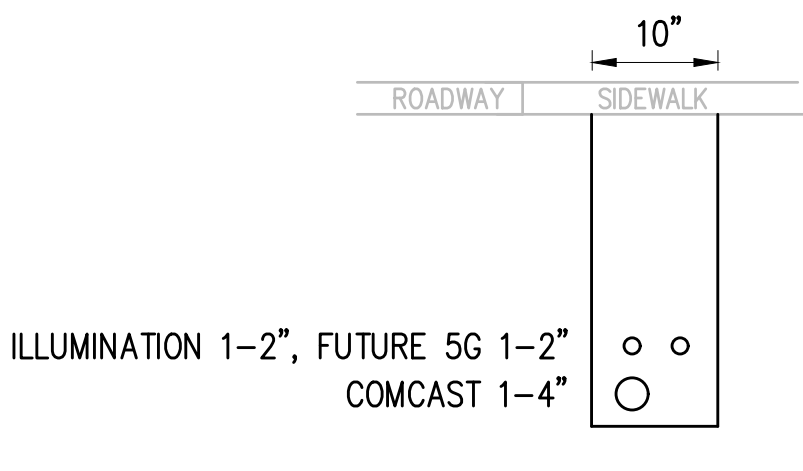
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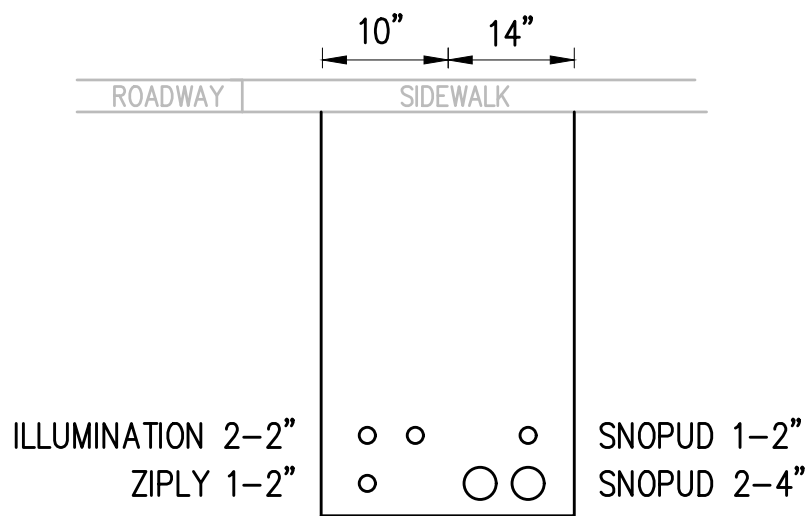
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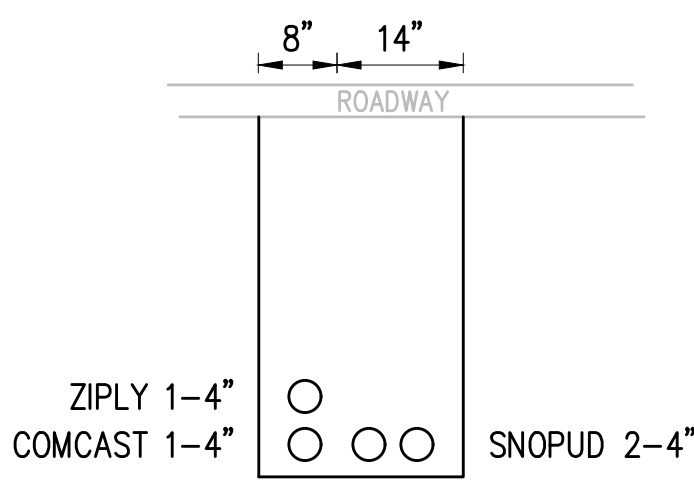
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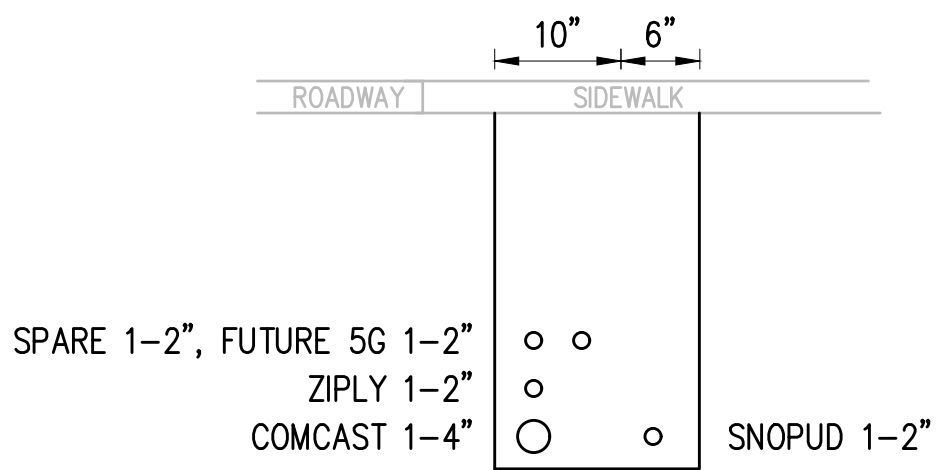
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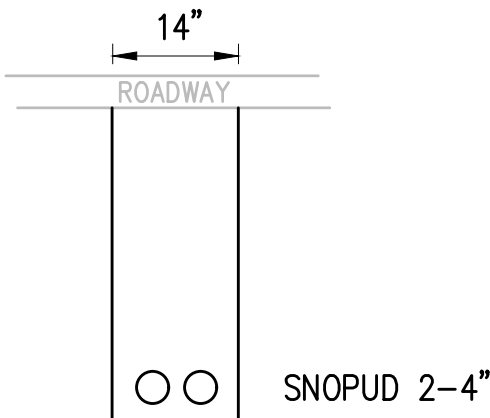
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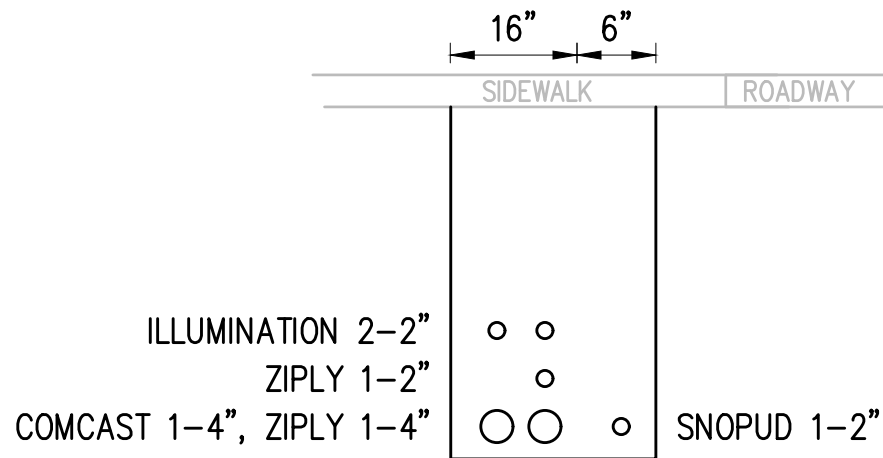
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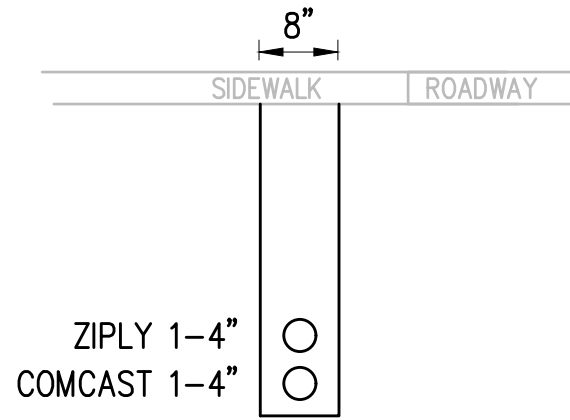
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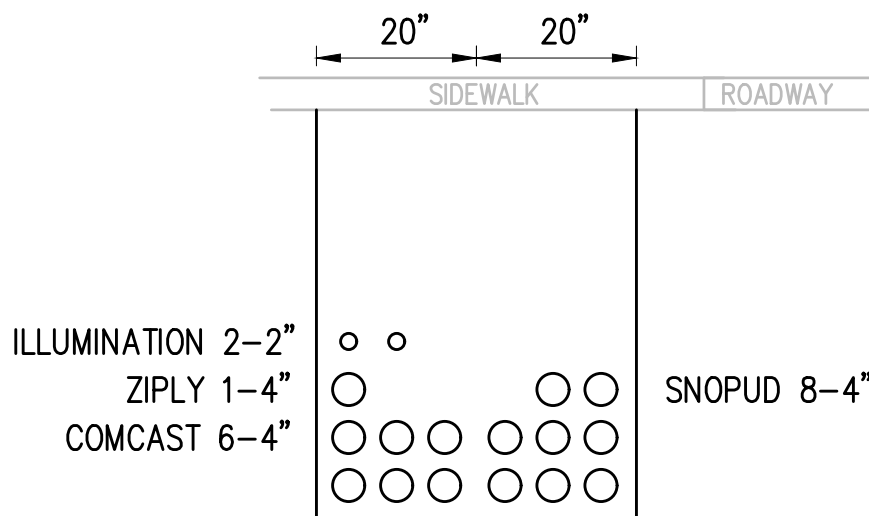
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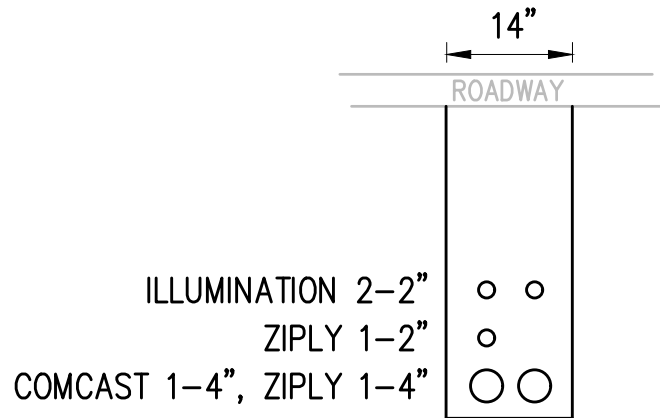
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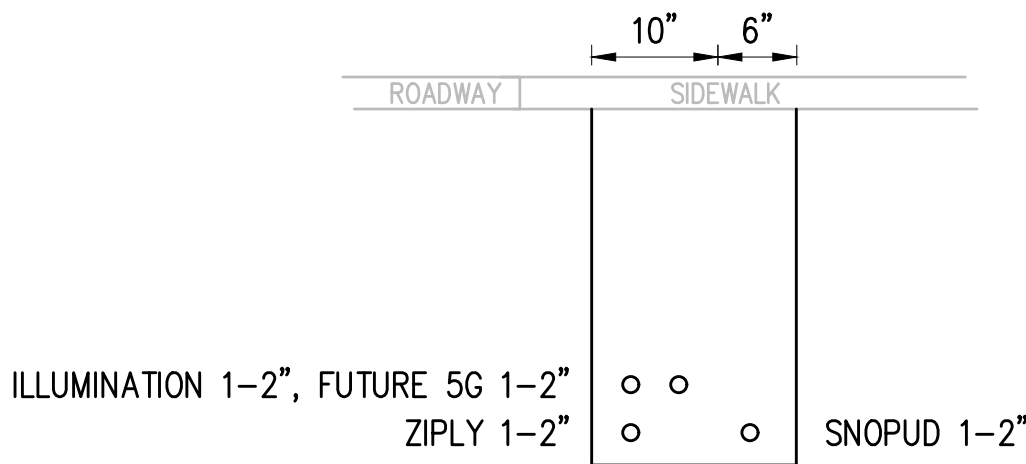
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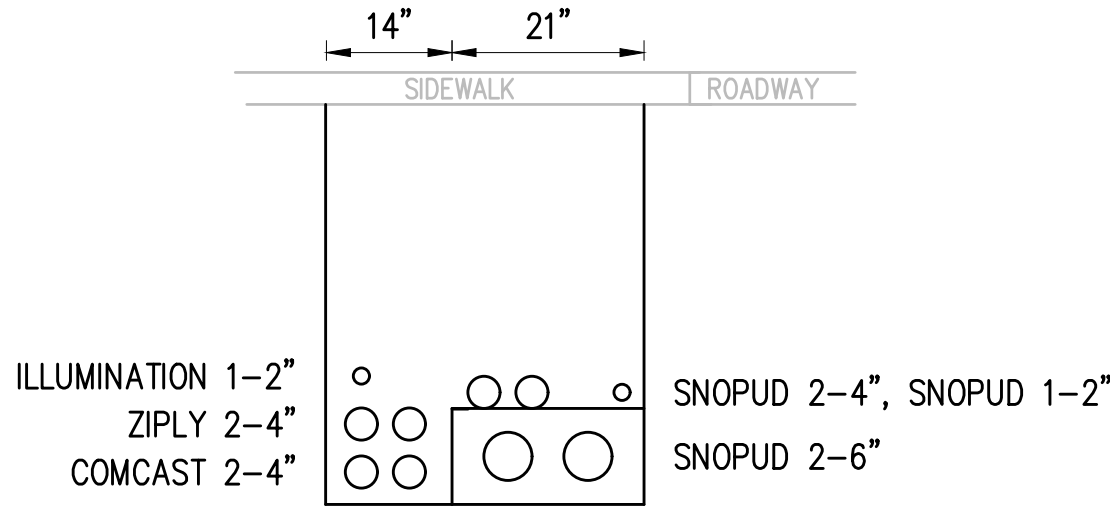
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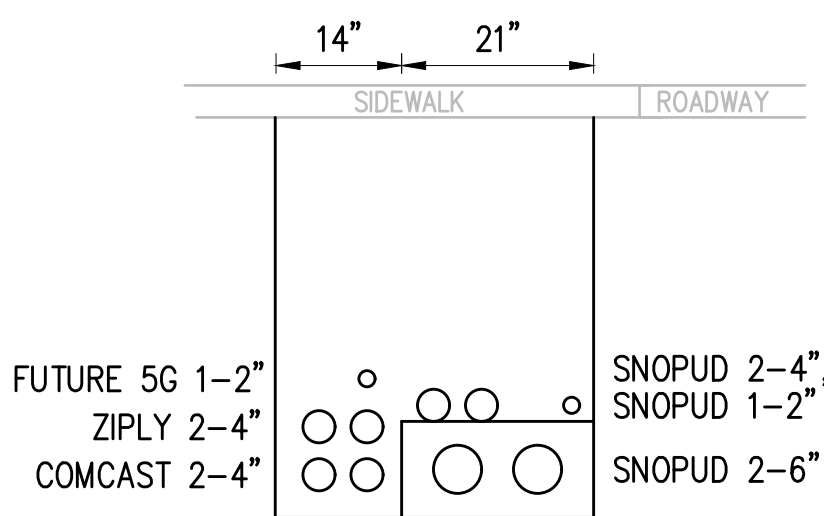
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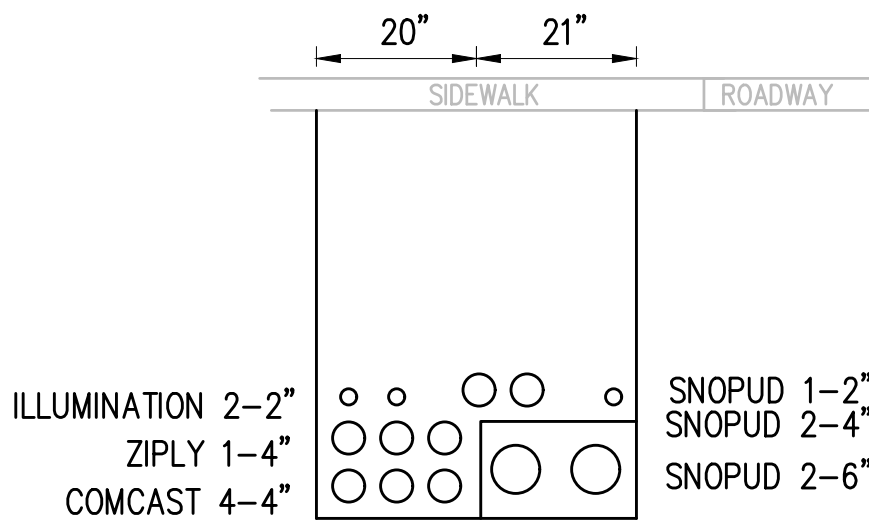
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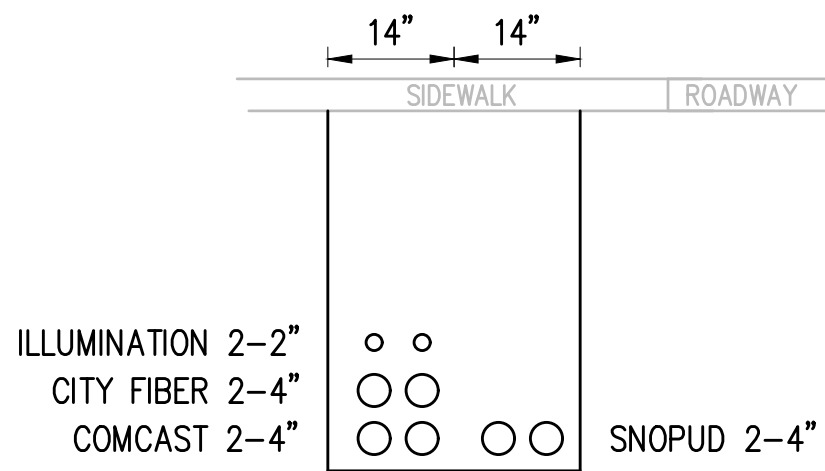
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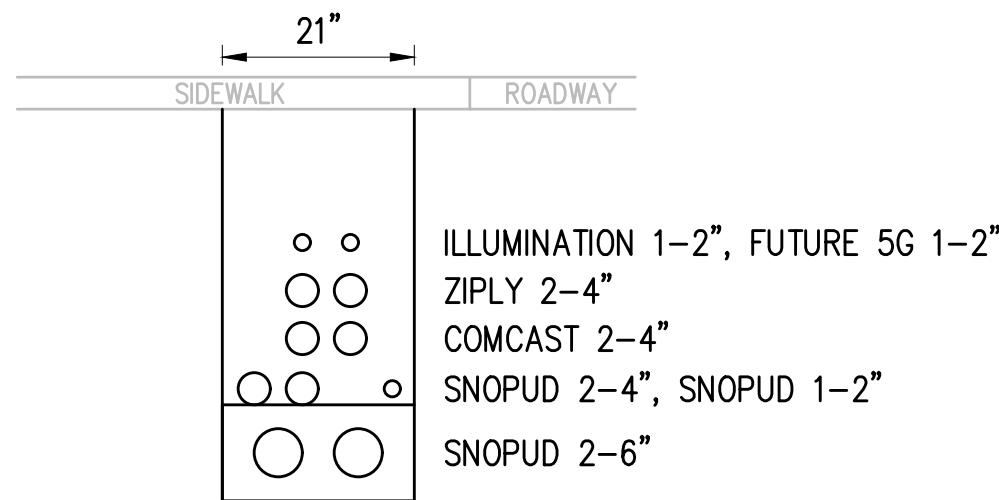
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TRENCH SECTION BF
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TRENCH SECTION DQ
NTS



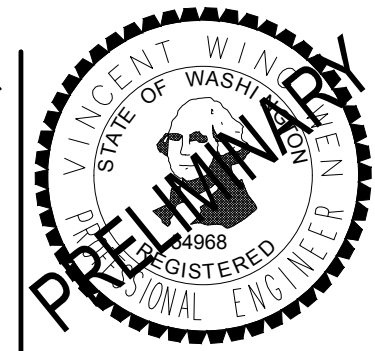
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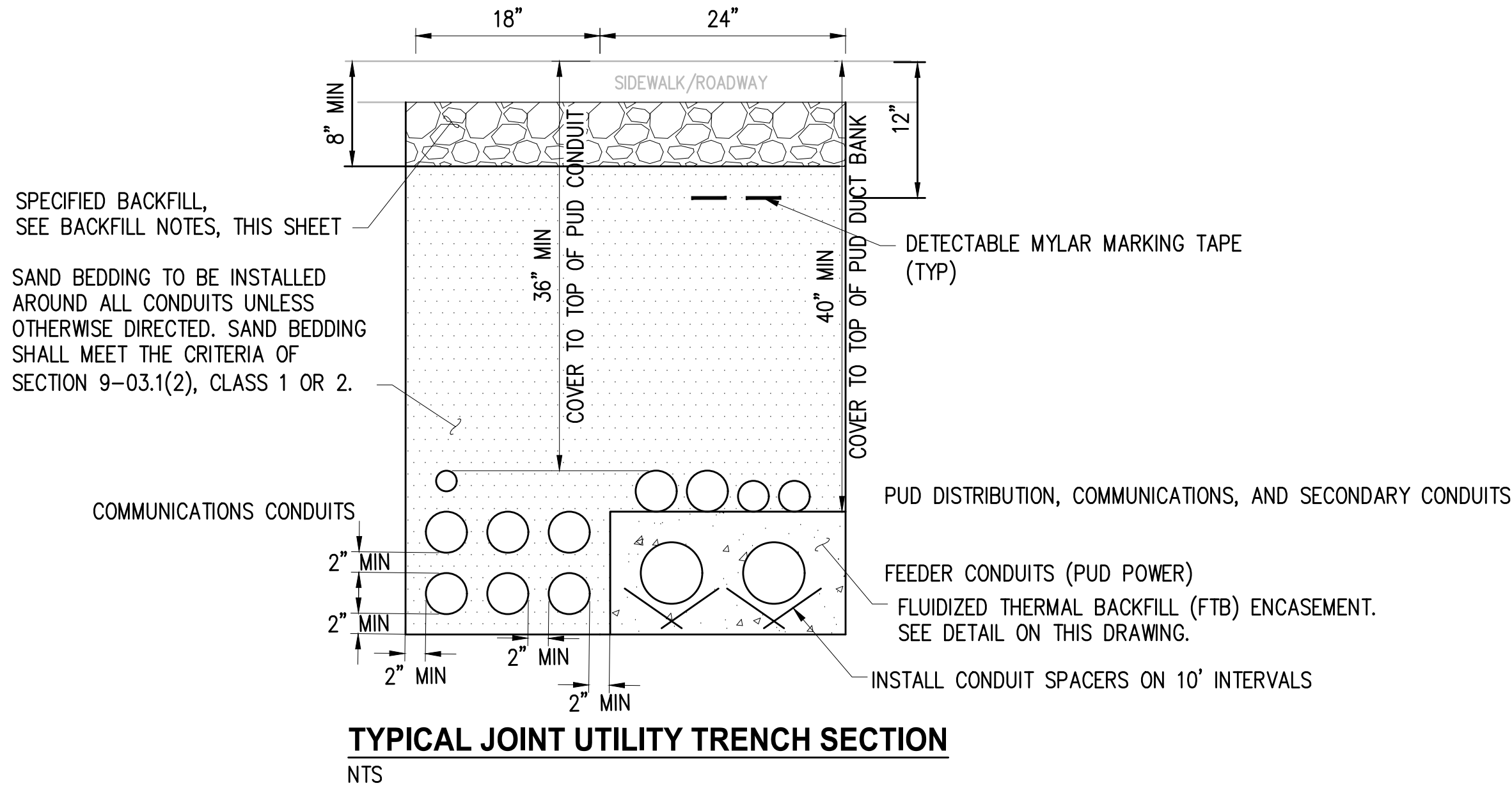
**CITY OF MOUNTLAKE TERRACE**
ENGINEERING SERVICES DIVISION
23204 58TH AVENUE W
MOUNTLAKE TERRACE, WA 98043
(425) 776-1161
FAX (425) 775-0420

CITY OF MOUNTLAKE TERRACE
MAIN ST REVITALIZATION -
PHASE 2

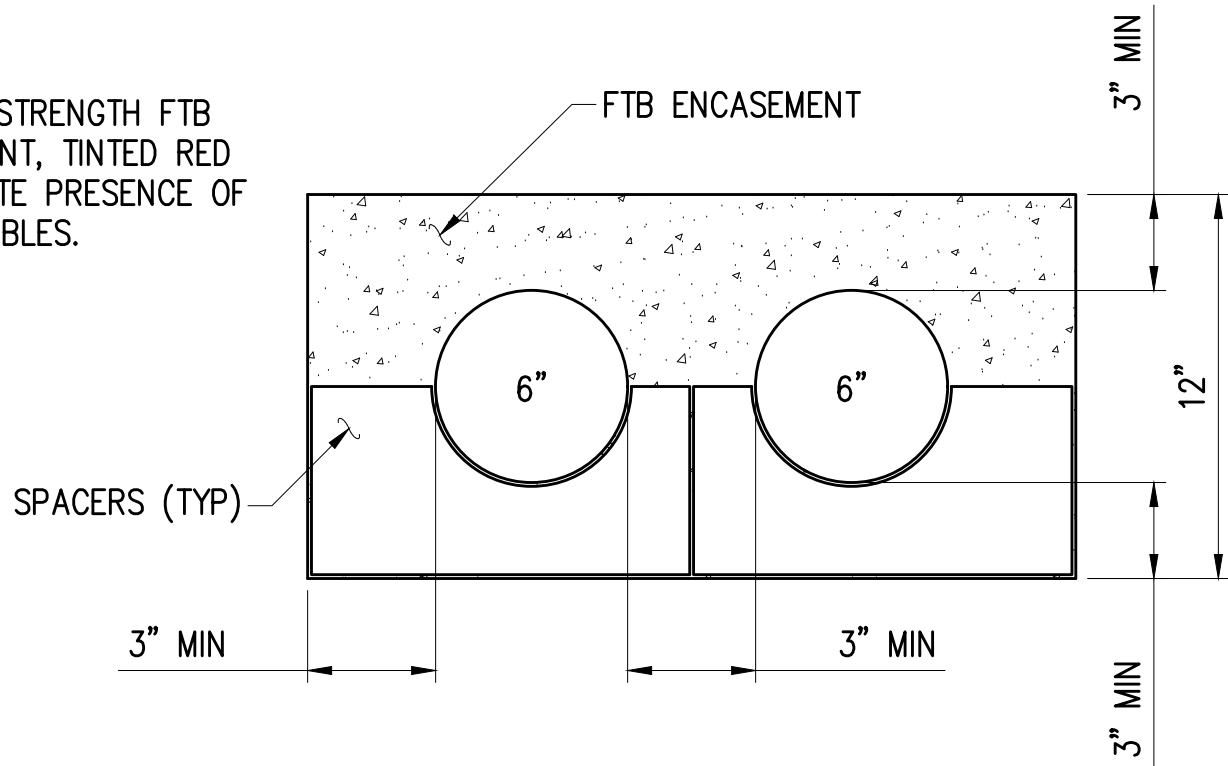
JOINT UTILITY TRENCH
SECTIONS

PROJECT No.	13086	SHT	97	OF	114
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NOTES:
1. USE LOW STRENGTH FTB ENCASEMENT, TINTED RED TO INDICATE PRESENCE OF POWER CABLES.



FTB ENCASEMENT DETAIL
NTS

GENERAL JOINT UTILITY TRENCH NOTES

- EXISTING AERIAL UTILITIES TO BE CONVERTED TO UNDERGROUND AND NEW UNDERGROUND FACILITIES TO BE INSTALLED TO THE LIMITS SHOWN. CONTRACTOR SHALL PROVIDE ALL NECESSARY COORDINATION, LAYOUT, SURVEYING, TRENCHING, EXCAVATION, BEDDING, BACKFILL AND RESTORATION FOR THE FRANCHISE UTILITIES TO SUCCESSFULLY COMPLETE THE CONVERSION/INSTALLATION. THE LAYOUT SHOWN IS APPROXIMATE AND A COMPILATION OF THE PROPOSED DESIGNS BY SNOHOMISH PUD, ZIPLY AND COMCAST.
- THE JOINT TRENCH LAYOUT, SWEEPS AND OTHER FEATURES SHOWN ARE APPROXIMATE UNLESS OTHERWISE NOTED. ADJUST AS NECESSARY TO MEET CLEARANCE REQUIREMENTS, SEE TABLE ON SHEET 97.
- ALL CONDUITS FOR UNDERGROUNDING SHALL BE FURNISHED BY THEIR RESPECTIVE UTILITY, UNLESS OTHERWISE NOTED. CONDUITS FOR ILLUMINATION AND SIGNAL SYSTEMS SHALL BE FURNISHED BY THE CONTRACTOR. CONDUITS AND VAULTS FOR SNOPOD UNDERGROUNDING SHALL BE FURNISHED BY THE CONTRACTOR.
- THE CONTRACTOR SHALL PROVIDE ALL NECESSARY EXCAVATION, HAULING & DISPOSAL OF UNSUITABLE BACKFILL, BEDDING, BACKFILL, TRAFFIC CONTROL AND UTILITY COORDINATION TO PROVIDE A COMPLETE INSTALLATION.
- UNDERGROUND SERVICE CONNECTIONS FOR FRANCHISE UTILITIES SHALL BE MADE BY THE FRANCHISE UTILITIES.
- CONSTRUCT JOINT UTILITY TRENCH PER THE TYPICAL TRENCH DETAILS AND SECTIONS (SHEETS 95 TO 98). ADJUST THE PROFILE AS NECESSARY TO AVOID CONFLICTS WITH EXISTING UTILITIES, WHILE MAINTAINING THE MINIMUM SPECIFIED COVER OVER CONDUITS AND A 12" MINIMUM VERTICAL CLEARANCE BETWEEN OTHER UNDERGROUND UTILITIES. THE CONTRACTOR SHALL VERTICALLY TRANSITION THE TRENCH DEPTH BY DEFLECTING JOINTS OR INSTALLING BENDS PER THE FRANCHISE UTILITY REQUIREMENTS.
- WORK SHALL BE PERFORMED TO ALLOW CONTINUED OPERATION OF ALL EXISTING UNDERGROUND AND OVERHEAD UTILITIES.

LEGEND

- JOINT UTILITY TRENCH (FEEDER)
- JOINT UTILITY TRENCH

BACKFILL NOTES

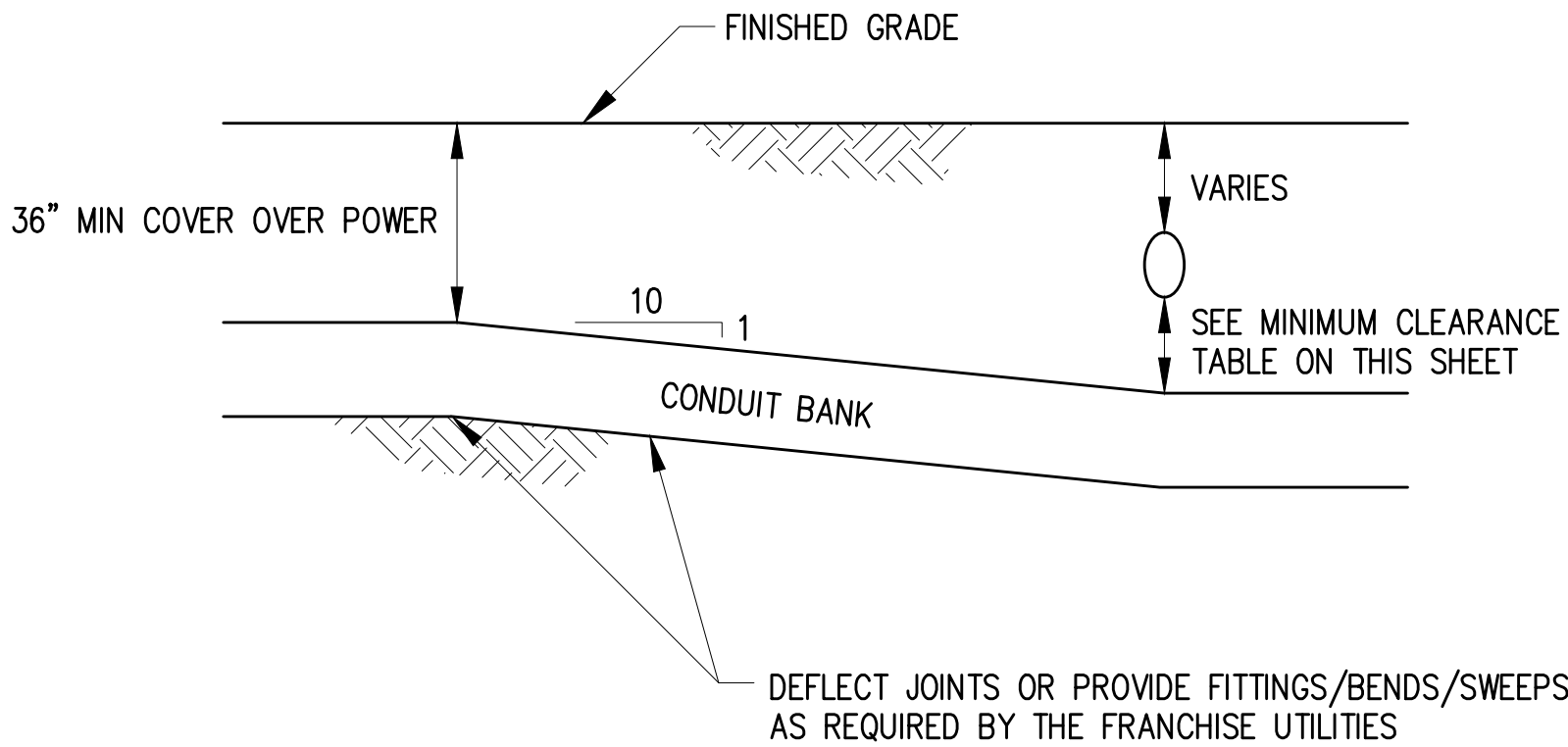
- BACKFILL JOINT UTILITY TRENCHES AND VAULTS AS FOLLOWS:
 - BENEATH PAVED ROADWAY AREAS AND CROSSINGS: PROVIDE CSTC BACKFILL UP TO BASE OF HMA PATCH
 - BENEATH SIDEWALKS, DRIVEWAYS AND APPROACHES: PROVIDE CSTC BACKFILL UP TO SUBGRADE OF CONCRETE CONSTRUCTION WITHIN ±8" OF FINISHED GRADE

RESTORATION NOTES

- PAVED ROADWAY AREAS SHALL BE RESTORED PER ROADWAY AND DRAINAGE PLAN SHEETS.

Type of Utility Line	Vertical Separation (Crossings)			Horizontal Separation		
	Electric Primary	Electric Secondary Main	Electric Secondary Service (300 V Max)	Electric Primary	Electric Secondary Main	Electric Secondary Service (300 V Max)
Communication	6"	6"	6"	0"	0"	0"
Communication Service	3"	3"	3"	0"	0"	0"
High Pressure Gas	12"	12"	12"	36" (60" Preferred)	36" (60" Preferred)	36" (60" Preferred)
Low Pressure Gas	6"	6"	6"	12"	12"	12"
Gas Service	6"	6"	6"	12"	12"	12"
Sewer Main & Lateral	12"	12"	12"	36" (60" Preferred)	36" (60" Preferred)	36" (60" Preferred)
Sewer Service	12"	12"	6"	36"	36"	12"
Water Main & Lateral	12"	12"	12"	36" (60" Preferred)	36" (60" Preferred)	36" (60" Preferred)
Water Service	12"	12"	6"	36"	36"	12"
Storm & Roof Drains	12"	12"	6"	36" (60" Preferred)	36" (60" Preferred)	36" (60" Preferred)
Lighting & Electric Supply	6"	6"	6"	0"	0"	0"

MINIMUM CLEARANCES FROM DISTRICT UNDERGROUND LINES IN CONDUIT TABLE

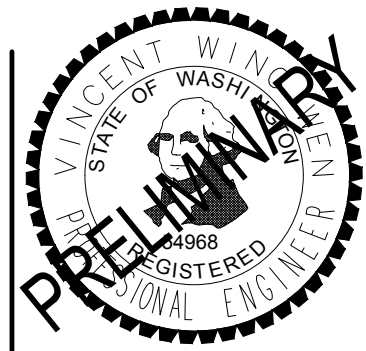


TYPICAL JOINT UTILITY TRENCH PROFILE TRANSITION
NTS

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CITY OF MOUNTLAKE TERRACE
ENGINEERING SERVICES DIVISION

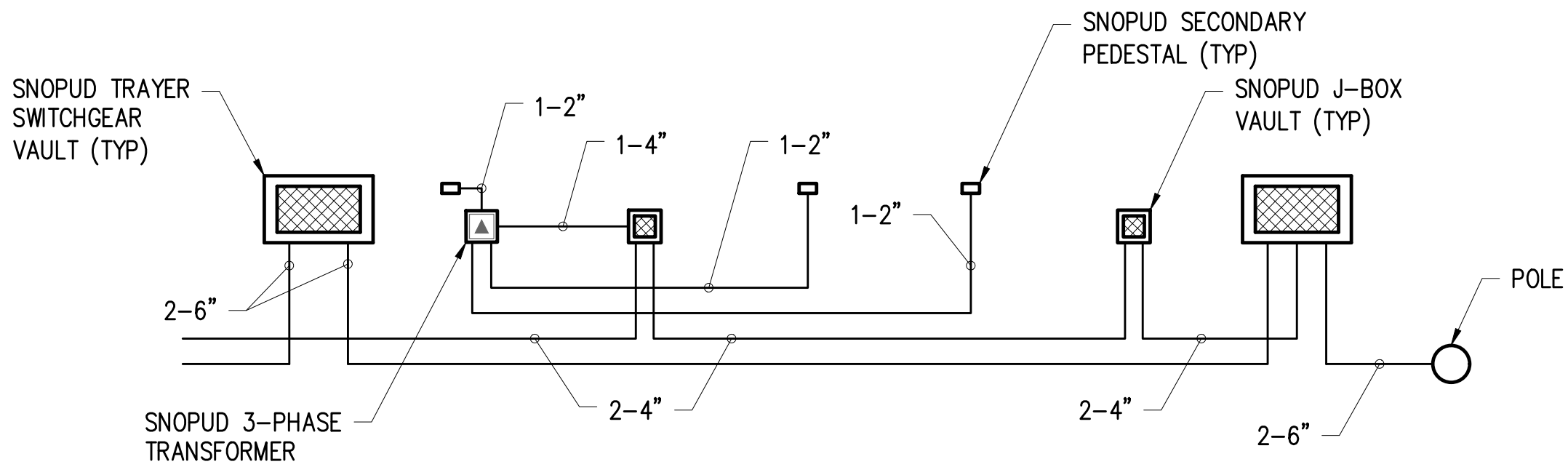
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CITY OF MOUNTLAKE TERRACE
MAIN ST REVITALIZATION -
PHASE 2

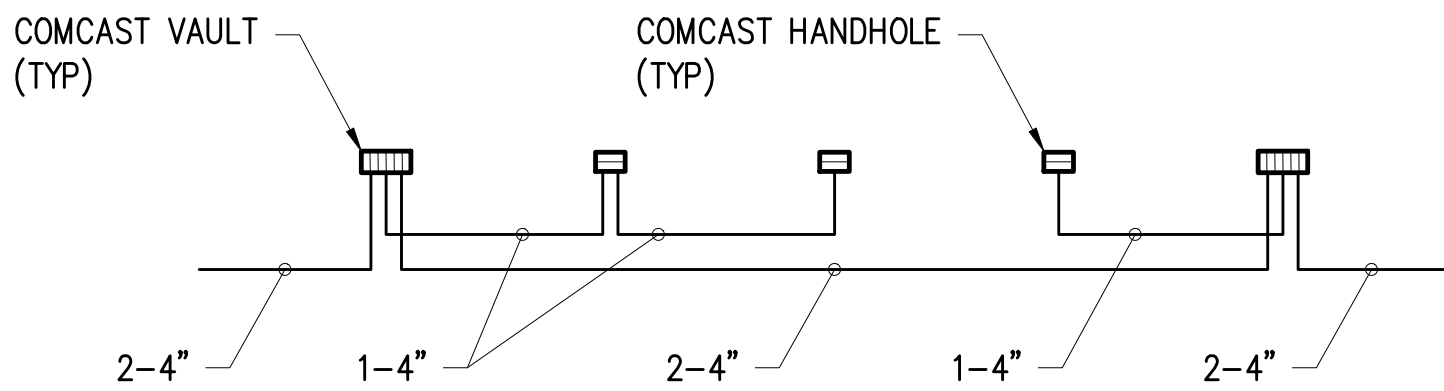
JOINT UTILITY TRENCH
DETAILS

PROJECT No. 13086 SHT 98 OF 114

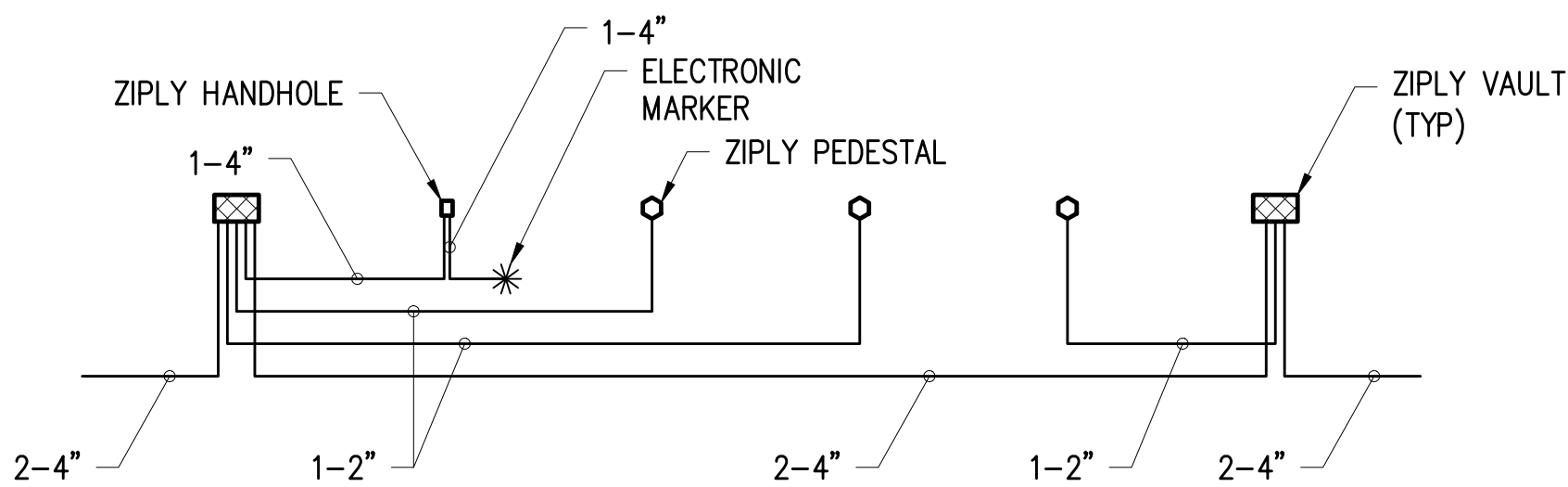
EXHIBIT A



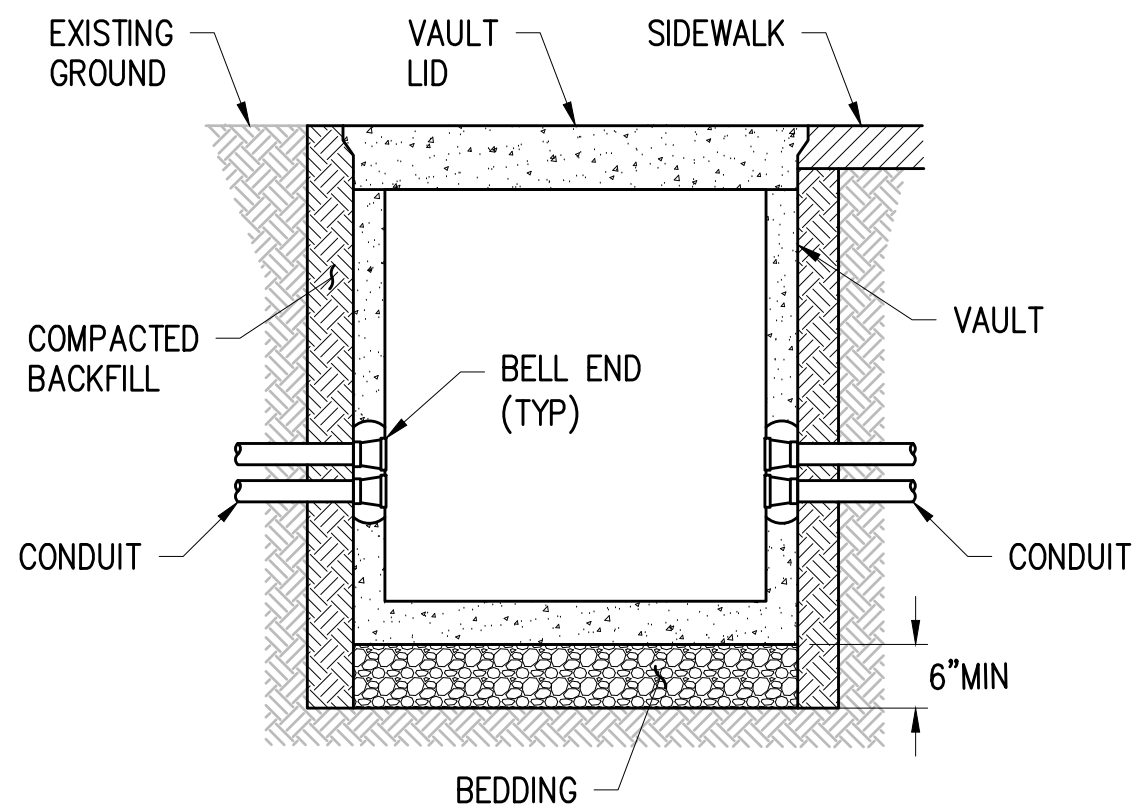
TYPICAL CONDUIT DIAGRAM - SNOPUD
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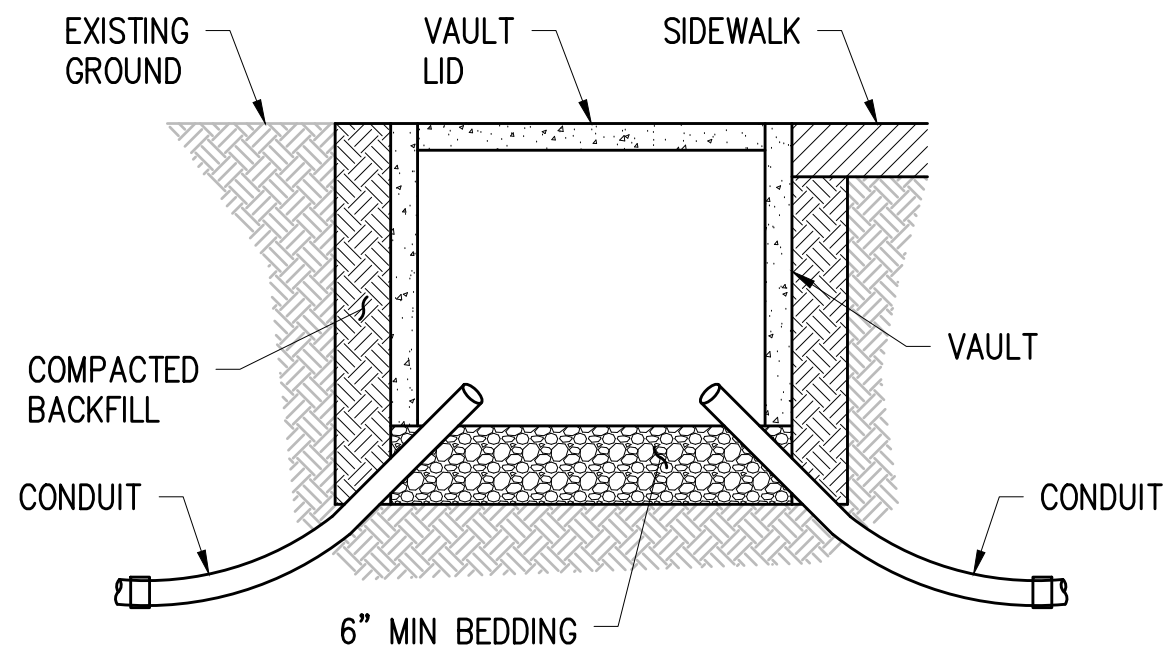
TYPICAL CONDUIT DIAGRAM - COMCAST
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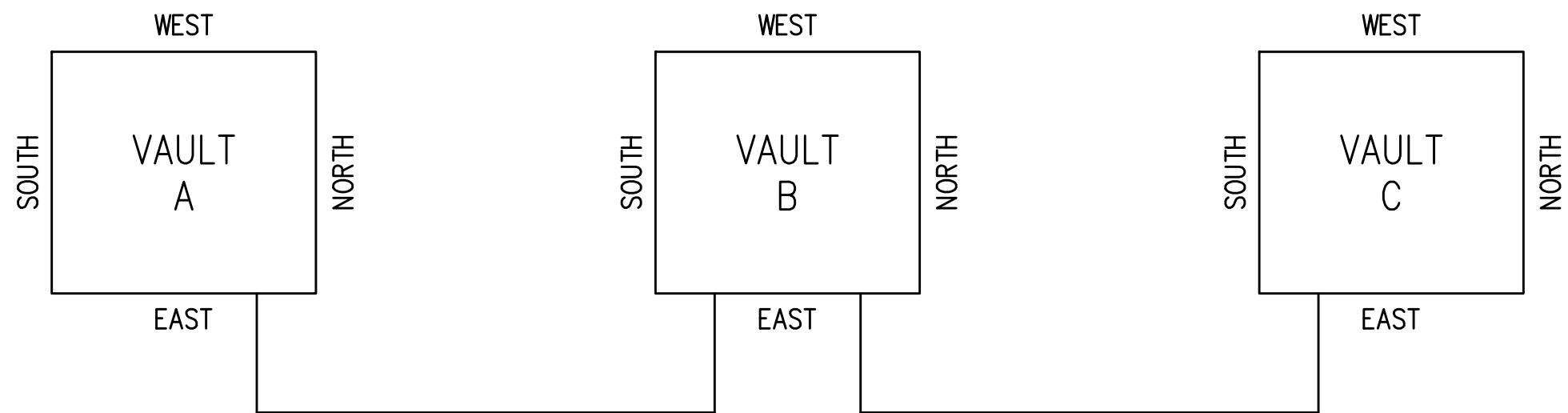
TYPICAL CONDUIT DIAGRAM - ZIPLY
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TYPICAL CLOSED BOTTOM VAULT/HANDHOLE DIAGRAM
NTS



TYPICAL OPEN BOTTOM VAULT/HANDHOLE DIAGRAM
NTS



UTILITY STRUCTURE SCHEDULE					
ID	...	...	...	CONDUIT/SIDE/FROM	CONDUIT/SIDE/TO
VAULT B	...	...	...	2-4"/EAST/VAULT A	2-4"/EAST/VAULT C

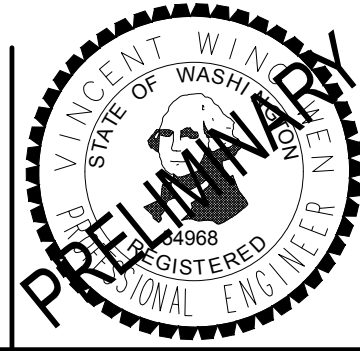
TYPICAL VAULT/CONDUIT SCHEDULE
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CITY OF MOUNTLAKE TERRACE
MAIN ST REVITALIZATION -
PHASE 2

JOINT UTILITY TRENCH
DETAILS
PROJECT No. 13086 SHT 99 OF 114

EXHIBIT A

Any damage due to the Contractor's negligence before the end of the project shall be repaired by the Contractor with no additional compensation allowed.

Paint color and finish shall be powder coated in accordance with paint manufacturer's recommendations. See Section 6-07 for paint color and powder coating requirements. Touch up for scratches as recommended by coating manufacturer for field applications.

8-37.4 Measurement

(New Section)

(February 1, 2022, MLT GSP)

Trash receptacles shall be measured per each trash receptacle furnished and installed.

8-37.5 Payment

(New Section)

(February 1, 2022, MLT GSP)

"Trash Receptacle", per each.

The unit contract bid price, including all incidental work, shall be full compensation for all labor, material, tools and equipment necessary to satisfactorily complete the work as defined in the Standard Specifications and these Special Provisions. The payment shall include stainless steel anchor bolts, washer, nuts, bracket, concrete epoxy and another miscellaneous materials are not listing on this payment section. No additional payment shall be made for special tools and equipment to install Trash Receptacle.

Add the following new section:

8-40 JOINT UTILITY TRENCH

8-40.1 Description

(New Section)

(May 5, 2014 MLT GSP)

This work shall consist of furnishing and installing underground facilities for aerial to underground conversion under the direction and inspection of the Engineer and the franchise utility providers. The franchise utilities are Snohomish County Public Utilities District No. 1 (SnoPUD), Comcast, and Ziply.

The contract documents contain the general layout plans and details for the Joint Utility Trench provided by the City and its consultants and based on designs provided by SnoPUD and the franchise utilities.

The Plans are intended to provide an overview of the work for bidding purposes and describe how it relates to other activities of the Contract. The Contractor shall coordinate with SnoPUD and the franchise utilities and perform construction per the individual utilities specifications. Conflicting information shall immediately be brought to the attention of the Engineer for resolution.

EXHIBIT A

The Contractor shall provide the following:

- Coordination with the franchise utilities and their inspectors.
- Excavation, bedding, and backfill for the joint utility trench (including pavement, sidewalk, and curb and gutter removal).
- Excavation for structures (vaults, transformers, junction boxes, pedestals, manholes, handholes, risers, etc..).
- Furnishment and installation of conduits and structures for SnoPUD facilities.
- Installation of structures both furnished by the Contractor and by the utility providers, including foundation, bedding, and backfill.
- Installation of conduits both furnished by the Contractor and by the utility providers, including spacers, bedding, and backfill.

Additional details and utility standards are provided in **Appendix I**.

8-40.2 Materials

(New Section)

(May 5, 2014 MLT GSP)

Conduit to be furnished by the Contractor shall be PVC Schedule 40 & Schedule 80 and shall meet the SnoPUD requirements in Appendix I.

Vaults to be furnished by the Contractor shall meet the SnoPUD requirements in Appendix I, except that all vault covers shall be slip resistant per Section 8-26.3 herein.

Comcast and Ziply will supply the conduit and structures for the Contractor's installation.

Joint utility trench and structure bedding, backfill, and Fluidized Thermal Backfill (FTB) encasement shall be per the SnoPUD standards in Appendix I or as shown on the Plans and described herein.

Conduit Pipe bedding shall be sand.

8-40.3 Construction Requirements

(May 5, 2014 MLT GSP)

The Contractor is advised that the layout shown on the Plans is approximate. The layout of the joint utility trench shall be adjusted as necessary to avoid conflicts with utilities and surface improvements, both existing and those to be constructed by the Contractor.

The Contractor is alerted that all improvements for the joint utility undergrounding work for the franchise utilities and City must remain within the City Rights-of-Way or within easements areas indicated on the Plans. Private service trenches will be allowed outside of these areas but shall match the layout shown on the Plans and in the property owner commitments in Appendix H to the extent possible. **All adjustments to the layout shown must be reviewed and approved by the Engineer and the franchise utility representative.**

EXHIBIT A

The Contractor is advised that the depths of the joint utility trench shown on the sections in the Plans are based on finished grade. No payment shall be made for excavation beyond the limits shown in the Plans without prior approval from the Engineer.

Excavation, bedding, and backfill of the joint utility trench and for the franchise utility structures shall be as generally described in Section 2-09 of the Standard Specifications except as modified in these Special Provisions and per the SnoPUD requirements in Appendix I.

Installation of franchise utility conduits shall be per the requirements of the franchise utilities shown on the plans and details and per the franchise utility standards in Appendix I. The Contractor shall perform all franchise utility work under the supervision and inspection of the franchise utility representatives.

Conduit placed for Ziply that is intended to connect to existing structures shall be placed by the Contractor up to the structure. Ziply contractor will core drill the manhole, if necessary for connection.

Installation of City conduits for illumination and City fiber shall be approved and accepted by the Engineer.

The Contractor shall keep records of the locations within the trench section where the conduit for each utility has been placed.

8-40.3(1) Shoring Or Extra Excavation Class B

(May 5, 2014 MLT GSP)

The provisions of the Standard Specifications shall apply to the joint utility trench and structure excavation work.

The Contractor, at no additional cost to the City, shall support all utilities (including utility poles) and existing structures under which the joint utility trench crosses or is directly adjacent to. The Contractor shall adjust shoring limits, methods and means in order to support and protect existing utilities and structures which are to remain operational while the joint trench is constructed.

8-40.3(2) Slip-Resistant Lids

(May 5, 2014 MLT GSP)

Slip resistant lids, covers and frames are required for all structures to be furnished by the Contractor.

Slip-resistant lid and frames shall be treated with Mebac#1 as manufactured by IKG industries, or SlipNOT Grade 3-coarse as manufactured by W.S. Molnar Co.

EXHIBIT A

Where the exposed portion of the frame is ½ inch wide or less the slip-resistant treatment may be omitted on that portion of the frame. The slip-resistant lid shall be identified with permanent marking on the underside indicating the type of surface treatment (“M1” for Mebac#1; or “S3” for SlipNOT Grade 3-coarse) and the year manufactured. The permanent marking shall be 1/8 inch line thickness formed with a stainless steel weld bead.

Slip-resistant lids shall have no opening, crevices or surface features that are more than ½ inch in diameter and no surface discontinuities greater than ¼ inch.

8-40.3(3) Placing Structures

(May 5, 2014 MLT GSP)

The Contractor shall install structures per Section 8-20.3(6) of the Standard Specifications except as modified by the utility standards in Appendix I.

8-40.3(4) Storing Structures and Conduit Furnished By Others

(May 5, 2014 MLT GSP)

The Contractor shall coordinate delivery and storage of materials furnished by Others as necessary to perform the Work as specified.

The Contractor shall provide ten (10) days notice to the franchise utilities to schedule delivery of all structures and conduit to be installed by the Contractor.

The Contractor shall provide a secure area for materials storage.

The staging area provided by the Contractor for the delivery and storage of franchise utility materials shall be secure. The staging area shall be fenced, secure and locked. All materials delivered to the staging area to be installed by the Contractor shall become the property of the Contractor until installation and acceptance by the franchise utility providers.

8-40.3(5) Inspection, Proofing and Approval of SnoPUD Conduits and Structures

(May 5, 2014 MLT GSP)

All conduit installed by the Contractor, for SnoPUD, shall be proofed by passing a mandrel through each conduit and leaving a ¼” pull-rope in place, per SnoPUD standards.

Written approval of the underground conduit and vault system shall be supplied by SnoPUD and the Project Engineer prior to the final progress payment being made.

8-40.3(6) Inspection, Proofing and Approval of Comcast and Ziply Conduits and Structures

(May 5, 2014 MLT GSP)

EXHIBIT A

All conduit installed by the Contractor for Comcast and Ziply, shall be proofed by passing a mandrel through each conduit and leaving a pull-rope in place, per Comcast and Ziply standards. The pull-rope shall be provided by Comcast and Ziply.

Written approval of the underground conduit and vault system shall be supplied by Comcast and Ziply and the Project Engineer prior to the final progress payment being made.

8-40.3(7) Private Service Connection

(Feb 26, 2018 MLT GSP)

Broadband and Telecommunications

The contractor shall install 1 ¼" diameter flexible polyethylene conduit pipe (black colored) including polyester pulling cord (aka rope) per detail as shown on the plans. Any conductors shall be installed by Ziply. The service conduit shall extend 18 inches high above the ground at residential house structure which is below at point of connection

The contractor shall install ¾" diameter flexible polyethylene conduit pipe (orange colored) per detail as shown on the plans. Any conductors shall be installed by Comcast. The service conduit shall extend 18 inches high above the ground at residential house structure which is below at point of connection.

Power Services

The conduit size for residential service riser (aka vertical conduit attached to the building structure and meter base) shall be 2 ½" diameter. The conduit size for residential underground service (aka conduit from pedestal to residential building) shall be 2" diameter. The contractor shall install power service conduit including polypropylene pull rope and conductor as identified in the table below. The contractor shall install power service conduit (aka vertical conduit above ground) from the pedestal to residential building per **Section 4 - Underground Service** of SnoPUD's Electrical Service Requirements (ESR) Manual Section 4 (https://www.snopud.com/Site/Content/Documents/esr/ESR_4.pdf) and as shown on the plans.

Residential Building

200 AMP Electrical Conductor

Descriptions	Size	Conductor Type	Insulation color	Meet Specification Requirement
Single Phase	4/0, 4/0	Aluminum	Grey	SnoPUD SPECS
Neutral	2/0			

The power service conductor installed by the contractor shall be de-energized and later energized by SnoPUD. The contractor shall install the conductor from the SnoPUD's

EXHIBIT A

1 service pedestals to the new meter base (Type A), weatherhead (Type B), or as directed by
2 SnoPUD (Type C). The contractor shall coordinate with SnoPUD to de-energize the
3 existing power service connection prior to removing the existing meter base. The contractor
4 shall notify residents of affected buildings a minimum of 48 hours in advance of any
5 electrical shut-down and/or meter base replacement.

Power Service Connection Assembly, Type A

6
7
8
9 The Contractor shall apply for an electrical permit for each residential building to be served
10 by a Type A power service connection within 15 working days prior to replacement of the
11 existing meter base (a.k.a. meter housing). The City will issue approval electrical permit
12 between 5 to 10 working days and waives any electrical permit fees including electrical
13 inspection cost to the contractor. The electrical permit application is available on through
14 the City's website (<http://www.cityofmlt.com/DocumentCenter/View/86>) or at City Hall.

15
16 After the SnoPUD de-energizes the existing meter, removes the electrical conductor from
17 the existing weatherhead on the building roof, and removes the existing meter from the
18 meter base, the contractor shall remove the existing meter base. The contractor shall also
19 remove the existing residential service riser to the roofline but modify the existing
20 weatherhead by cutting and leaving 6" of the weatherhead conduit pipe above the roof
21 surface. The contractor shall install any brackets to support the remaining riser conduit as
22 directed by the engineer or their designee and also install PVC or ductile conduit caps on
23 both ends of the remaining weatherhead conduit pipe with epoxy.

24
25 The contractor shall install the new residential service riser including the vertical conduit,
26 any necessary mounting hardware, and the new meter base (aka meter housing) assembly
27 per Figure 4-14 in **Section 4 - Underground Service** of SnoPUD's ESR Manual. The
28 meter base (aka meter housing) shall meet SnoPUD Standard as shown in Section 4 –
29 Underground Services of SnoPUD's ESR. The contractor shall connect the meter base to
30 electrical conductors. The meter base shall be completed installation include connection to
31 electrical conductor by approximately 1:30 PM and be ready for inspection. The contractor
32 shall coordinate with the City Electrical Inspector to inspect the meter base at
33 approximately 1:30 PM. The contractor shall also coordinate with the SnoPUD to begin
34 installation of the new power meter at approximately 2:00 PM to allow the new service to
35 be energized by approximately 3:00 PM.

Power Service Connection Assembly, Type B

36
37
38
39 The contractor shall coordinate with SnoPUD to de-energize the existing overhead power
40 service connection if required to install the new residential service riser including conduit
41 and weatherhead above the roof surface. The contractor shall drill (a.k.a. core) the
42 structural roof, install vertical conduit pipe, bracket, weatherhead, anchor to support
43 conduit pipe, stainless steel flashing, electrical conductor, and any other required materials,
44 per Figure 4-13 in **Section 4 - Underground Service** of SnoPUD's ESR and WAC 296-
45 46B-230, section 028. The contractor shall extend a minimum of 18" of electrical
46 conductor outside weatherhead and extend the conductor to the pedestal. The contractor

EXHIBIT A

shall notify the SnoPUD for connection electrical conductor at the weatherhead and energize the meter.

Power Service Connection Assembly, Type C

The contractor shall coordinate with SnoPUD to de-energize the existing and energize the new underground power service connection. The contractor shall coordinate with the SnoPUD to locate the existing underground power service. The contractor shall assist the SnoPUD to remove and re-install any existing electrical conductor and/or provide any required conduit. The contractor shall furnish and install new electrical conductor between the existing meter base and new SnoPUD pedestal at the following properties:

- a. 23504 56th Ave W
- b. 23502 56th Ave W
- c. 23406 56th Ave W
- d. 23404 56th Ave W
- e. 23308 56th Ave W
- f. 23208 56th Ave W
- g. 23206 56th Ave W
- h. 5508 234th St SW
- i. 5507 234th St SW
- j. 23307 56th Ave W
- k. 23305 56th Ave W
- l. 23303 56th Ave W
- m. 23301 56th Ave W
- n. 23209 56th Ave W
- o. 23205 56th Ave W
- p. 23203 56th Ave W
- q. 5506 232nd St SW

The Contractor shall apply for an electrical permit for the two properties above within 15 working days prior to replacement of the existing meter base (a.k.a. meter housing). The City will issue approval electrical permit between 5 to 10 working days and waives any electrical permit fees including electrical inspection cost to the contractor. The electrical permit application is available on through the City's website (<http://www.cityofmlt.com/DocumentCenter/View/86>) or at City Hall.

8-40.3(8) Franchise Utility Coordination *(May 5, 2014 MLT GSP)*

The Contractor shall be responsible for coordination and scheduling of all franchise utility installations.

The Contractor shall provide equipment and labor to unload materials into the secured storage area for conduits and structures delivered by the franchise utility providers.

EXHIBIT A

Additional coordination requirements:

- The Contractor shall proof all installed underground power conduits per the details on the Plans.
- The Contractor shall perform franchise utility work under the Inspection of the City as well as the Franchise Utilities.

8-40.4 Measurement

(May 5, 2014 MLT GSP)

“Shoring or Extra Excavation Class B for Joint Utility Trench”, will be measured per lump sum

“Structure Excavation Class B Incl. Haul for Joint Utility Trench - Main” shall be calculated per linear foot based on neatline measurements of the required excavation limits for trenches with multiple franchise utility conduits which contains at less one 6 In. Diam..

“Structure Excavation Class B Incl. Haul for Joint Utility Trench - Minor” shall be calculated per linear foot based on neatline measurements of the required excavation for trenches with multiple franchise utility conduits sizes 4 In. Diam. or smaller.

“Structure Excavation Class B Incl. Haul for Joint Utility Trench - Sweeps” shall be calculated per linear foot based on neatline measurements of the required excavation for trenches with conduits for a single franchise utility regardless of conduit sizes.

Excavation limits shall be as shown on the Plans, per the requirements in Appendix I or as directed by the Engineer and Franchise utility inspectors. The Engineer and the Contractor shall perform linear foot measurements of the trench and structure excavation lengths, widths and depths. Excavated areas shall be measured and agreed upon daily. The Engineer will convert the measurements to a cubic yard value for payment. Over excavation in lieu of shoring will not be measured for payment.

“Furnish and Install 6 In. SnoPUD Sch. 80 Conduit”, “Furnish and Install 6 In. SnoPUD Sch. 40 Conduit”, “Furnish and Install 4 In SnoPUD Sch. 80 Conduit”, “Furnish and Install 4 In SnoPUD Sch. 40 Conduit”, “Furnish and Install 2 In. SnoPUD Sch. 80 Conduit” and “Furnish and Install 2 In. SnoPUD Sch. 40 Conduit” shall be measured and paid per linear foot of conduit furnished and installed.

“Install 4 In. Comcast Conduit”, “Install 4 In. Ziply Conduit”, and “Install 2 In. Ziply Conduit” shall be measured and paid per linear foot of conduit installed when the conduit is furnished by Others.

“Fluidized Thermal Backfill” shall be measured per cubic yard based on truck tickets. The Contractor must provide truck tickets to the inspector on a daily basis.

EXHIBIT A

“Furnish and Install SnoPUD 4’8”x4’8” J-Box Vault V0203”, “Furnish and Install SnoPUD 42”x42” Transformer Vault V0301”, “Furnish and Install SnoPUD Secondary Pedestal V0102”, “Furnish and Install SnoPUD Secondary Pedestal V0103”, Furnish and Install SnoPUD Trayer Switch Vault”, “Furnish and Install SnoPUD Trayer Switch” shall be measured per each structure furnished and installed, including all conduit connections.

“Power Service Connection Assembly, Type A” and “Power Service Connection Assembly, Type B” shall be measured per each connection made and approved by the SnoPUD representative. “Power Service Connection Assembly, Type C” shall be considered incidental to other bid item of work.

“Install Comcast 25-TA Vault”, “Install Comcast Handhole”, “Install Ziply 3’x5’ Vault”, “Install Ziply 2’x3’ Vault”, “Install Ziply Handhole”, and “Install Ziply Pedestal” shall be measured and paid per each structure installed, including all conduit connections when the structure is furnished by Others.

Backfill for trenches and structures shall not be measured for payment and shall be considered incidental to the trench and structure excavation installation.

8-40.5 Payment

(May 5, 2014 MLT GSP)

“Shoring or Extra Excavation Class B for Joint Utility Trench”, per lump sum

The unit price per lump sum for “Shoring or Extra Excavation, Class B, for Joint Utility Trench” will include all costs for the labor, materials, and equipment to complete the work, including extra excavation for installing shoring box, hauling, installing and removing of shoring box, loading and hauling unsuitable materials to waste and waste fee.

“Structure Excavation Class B Incl. Haul for Joint Utility Trench - Main”, per linear foot.
 “Structure Excavation Class B Incl. Haul for Joint Utility Trench - Minor”, per linear foot.
 “Structure Excavation Class B Incl. Haul for Joint Utility Trench - Sweeps”, per linear foot.

The unit contract price for “Structure Excavation Class B Incl. Haul for Joint Utility Trench_____” shall be full compensation for all labor, material, tools and equipment necessary to satisfactorily complete the work as shown on the Plans and as defined in the Standard Specifications, these Special Provisions and in Appendix B, including excavating trenches for conduits, hauling and disposing of unsuitable material, waste fees, and dewatering, if required.

“Furnish and Install 6 In. SnoPUD Sch. 80 Conduit”, per linear foot.

“Furnish and Install 6 In. SnoPUD Sch. 40 Conduit”, per linear foot.

“Furnish and Install 4 In SnoPUD Sch. 80 Conduit”, per linear foot.

“Furnish and Install 4 In SnoPUD Sch. 40 Conduit”, per linear foot.

“Furnish and Install 2 In. SnoPUD Sch. 80 Conduit” per linear foot.

EXHIBIT A

1 “Furnish and Install 2 In. SnoPUD Sch. 40 Conduit” per linear foot.

2
3 The unit contract price for the items above, including all incidental work, shall be full
4 compensation for all labor, material, tools and equipment necessary to satisfactorily
5 complete the work as shown on the Plans and as defined in the Standard Specifications,
6 these Special Provisions and in Appendix I, including furnishing and installing conduit,
7 fittings, bends, pull chord, furnishing and placing sand bedding and trench backfill,
8 furnishing and placing conduit spacers, and other incidental items of work necessary to
9 install the conduits to the satisfaction of the franchise utility representative and the
10 Engineer.

11
12 “Install 4 In. Comcast Conduit”, per linear foot.

13 “Install 4 In. Ziplly Conduit”, per linear foot.

14 “Install 2 In. Ziplly Conduit”, per linear foot.

15
16 The unit contract price for the items above, including all incidental work, shall be full
17 compensation for all labor, material, tools and equipment necessary to satisfactorily
18 complete the work as shown on the Plans and as defined in the Standard Specifications,
19 these Special Provisions and in Appendix I, including installing conduit, fittings, and bends
20 furnished by others, furnishing and placing sand bedding and trench backfill, compaction,
21 and other incidental items of work necessary to install the conduits to the satisfaction of
22 the franchise utility representative and the Engineer.

23
24 “Private Service Connections”, per lump sum.

25
26 The lump sum Contract price for “Private Service Connections”, shall be full pay for all
27 labor, tools, and equipment as necessary to necessary to satisfactorily complete the work
28 as shown on the Plans. The payment shall including trench excavation, furnishing and
29 installing conduits, fittings, and bends, furnishing and placing sand bedding and trench
30 backfill, compaction, removal of excavated materials, trench surface restoration,
31 sawcutting, remove and dispose concrete walkways, remove and restore planters, remove
32 re-install or dispose rockery wall as not called out on the plans, remove and re-install
33 planter boxes (including brick planter boxes), remove and dispose or re-install existing
34 vegetation (bushes and small tree), and other incidental items of work necessary to install
35 the conduits to the satisfaction of the franchise utility representative and the Engineer. All
36 additional materials and labor, not shown in the Plans or called for herein and which are
37 required to complete the private service connections, shall be included in the lump sum
38 Contract price.

39
40 “Fluidized Thermal Backfill”, per cubic yard.

41
42 The unit contract price for “Fluidized Thermal Backfill” shall be full compensation for all
43 labor, material, tools and equipment necessary to satisfactorily complete the work as shown
44 on the Plans and as defined in the Standard Specifications, these Special Provisions and in
45 Appendix I, including the cost to add coloring to the mix.

EXHIBIT A

1 “Furnish and Install SnoPUD 4’8”x4’8” J-Box Vault V0203”, per each.

2 “Furnish and Install SnoPUD 42”x42” Transformer Vault V0301”, per each.

3 “Furnish and Install SnoPUD Secondary Pedestal V0102”, per each.

4 “Furnish and Install SnoPUD Trayer Switch Vault”, per each.

5 “Furnish and Install SnoPUD Trayer Switch, per each.

6 The unit contract price for the items above, including all incidental work, shall be full
7 compensation for all labor, material, tools and equipment necessary to satisfactorily
8 complete the work as shown on the Plans and as defined in the Standard Specifications,
9 these Special Provisions and in Appendix I, including structure excavation, furnishing and
10 installing structures, making connections to conduits, furnishing, installing and compacting
11 backfill, removal of excavated materials and dewatering, if required.
12

13 “Install Comcast 25-TA Vault”, per each.

14 “Install Comcast Handhole”, per each.

15 “Install Ziplly 3’x5’ Vault”, per each.

16 “Install Ziplly 2’x3’ Vault, per each.

17 “Install Ziplly Handhole”, per each.

18 “Install Ziplly Pedestal”, per each.

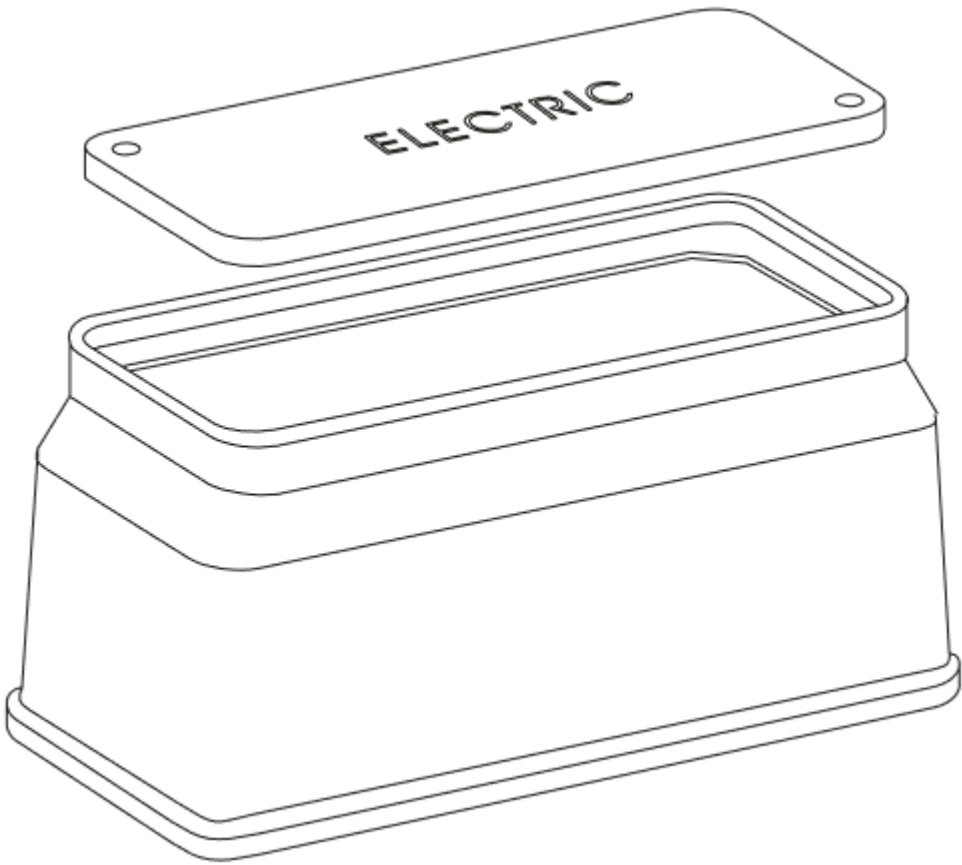
19 The unit contract price for the items above, including all incidental work, shall be full
20 compensation for all labor, material, tools and equipment necessary to satisfactorily
21 complete the work as shown on the Plans and as defined in the Standard Specifications,
22 these Special Provisions and in Appendix I, including structure excavation, installing
23 structures, making connections to conduits, furnishing, installing and compacting backfill,
24 removal of excavated materials and dewatering, if required. The payment shall include
25 loading and hauling of removal unsuitable material displaced by the furnished import
26 material, and waste fee.
27

28 No payment shall be made for Franchise Utility Coordination. All costs related to
29 Franchise Utility Coordination shall be considered incidental to variety bid items on
30 Section 8-40.5 of these Special Provisions.
31

32 **END OF DIVISION 8**
33
34
35

This standard was printed on: 7/9/2026
This standard should not be used as a reference for construction. Please visit Standards.Snopud.com for an up to date standard.

Revision 5
Jul 21, 2025



C.U.	Description	Load Rating	Qty	MID
V0101	Handhole, Sec Small 13"W x 24"L x 15"H	Incidental Non-Vehicular Traffic	1	776015
V0102	Handhole, Sec Large 17"W x 30"L x 18"H	Incidental Non-Vehicular Traffic	1	776031
V0103	Handhole, Sec Small 13"W x 24"L x 18"H Polymer Concrete	Occasional Heavy Vehicle Traffic (See Note 2)	1	1000086
V0104	Handhole, Sec X-Large 24"W x 36"L x 18"H Polymer Concrete	Occasional Heavy Vehicle Traffic (See Note 2)	1	775992

Notes:

1. The number and size of cables installed in handholes shall be limited as follows:

Handhole Size	Maximum Number of Size of Cables
13"W x 24"L x 15"H	3) Sets of up to 350-4/0 Triplex
17"W x 30"L x 18"H	(4) Sets of up to 350-4/0 Triplex
13"W x 24"L x 18"H	(3) Sets of up to 350-4/0 Triplex
24"W x 36"L x 18"H	(4) Sets of up to 350-4/0 Triplex

For other cable combinations contact Engineering Standards.

2. V0103 and V0104 are suitable for driveways, parking lots, and off roadway applications where subject to occasional non-deliberate heavy vehicles (15,000 lbs design load over a 10 sq inch area). If full traffic H-20 loading is required, refer to [Compatible Unit V0203](#).

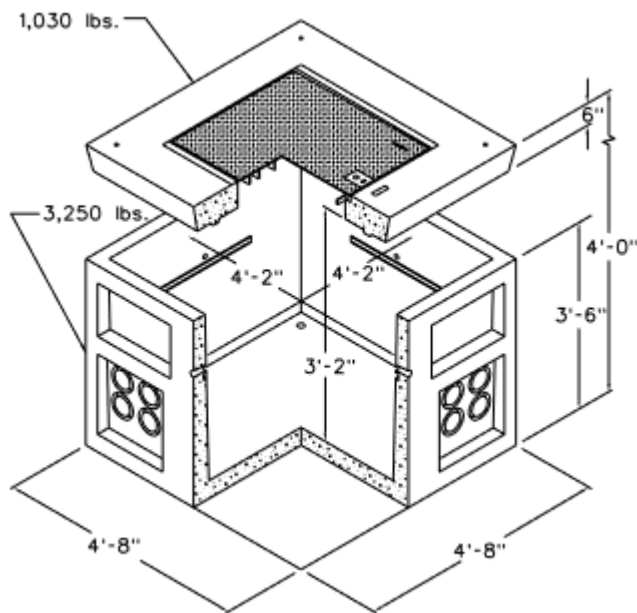
EXHIBIT A

Search

This standard was printed on: 3/26/2024

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V0203-4 - Vaults, 4'-8" X 4'-8" X 4'



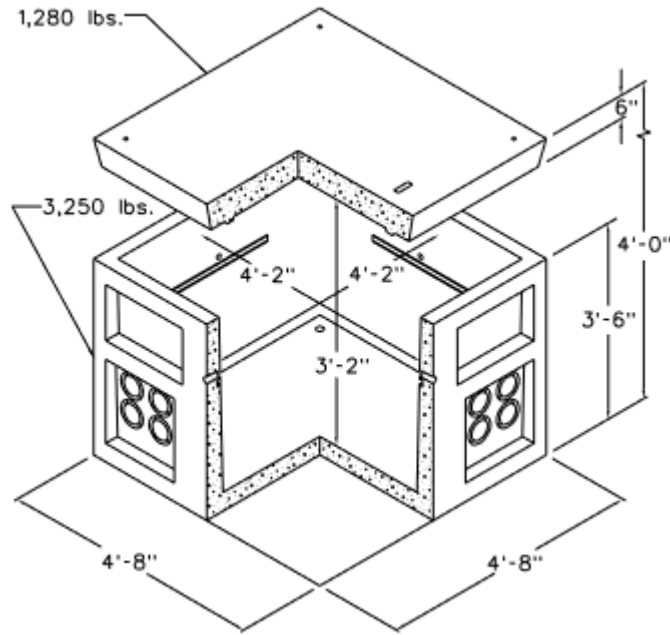
Revision 5
Dec 28, 2016

Note:

- For applications requiring a vault cover with a slip resistant steel hatch, specify SlipNOT cover MID 1002120.

C.U.	Description	Qty	MID
V0203	Vault, Conc 4'8"W x 4'8"L x 3'6"H & Cover, Vault 4'8"W x 4'8"L x 6"H w/ 3"W x 3'L Diamond Plate (Cover only MID 765646)	1	766397

EXHIBIT A



C.U.	Description	Qty	MID
V0204	Vault, Conc 4'8"W x 4'8"L x 3'6"H & Cover, Vault 4'8"W x 4'8"L x 6"H Solid Concrete (Cover only MID 765547)	1	766420

Notes:

1. The above vaults are rated for H20 loading, but are not recommended for high traffic areas.
2. For high traffic applications, i.e., full H20 loading, where vault lid will be subject to heavy impact vehicular traffic, e.g., in streets, specify a vault cover with a heavy duty ductile iron lid, MID 1003599.

EXHIBIT A

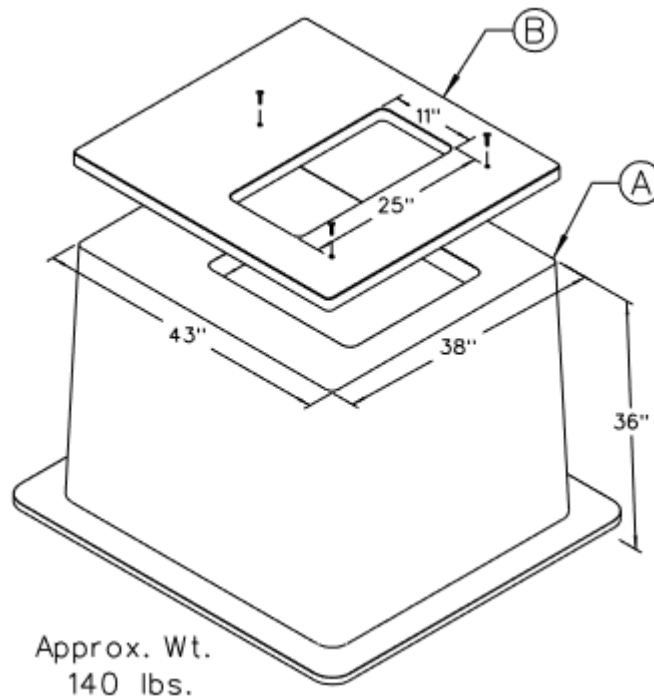
Search

This standard was printed on: 3/26/2024

This standard should not be used as a reference for construction. Please visit [Standards.Snopud.com](https://standards.snopud.com) for an up to date standard.

V0300-1A - Open Bottom Vaults

Revision 5
Mar 5, 2013

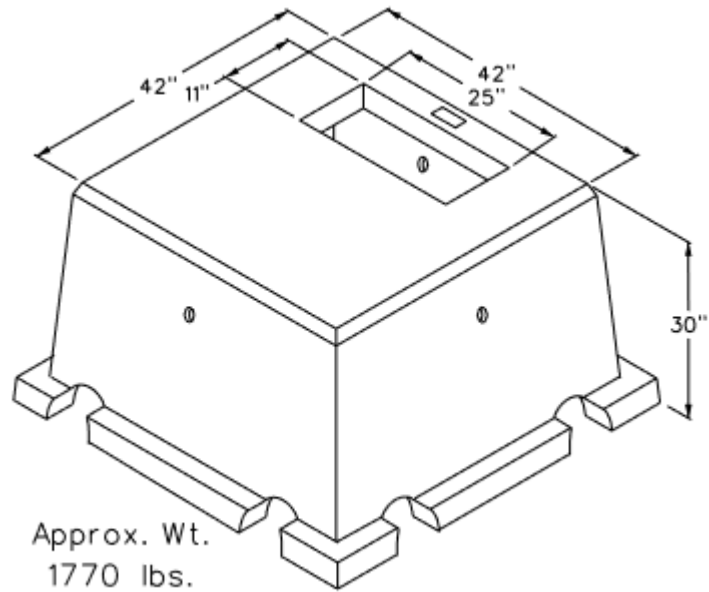


C.U.	Item	Description	Qty	MID
V0300	A	Vault, Open Bottom Fiberglass	1	766230
	B	Cover, J-Box Fiberglass	1	1001644

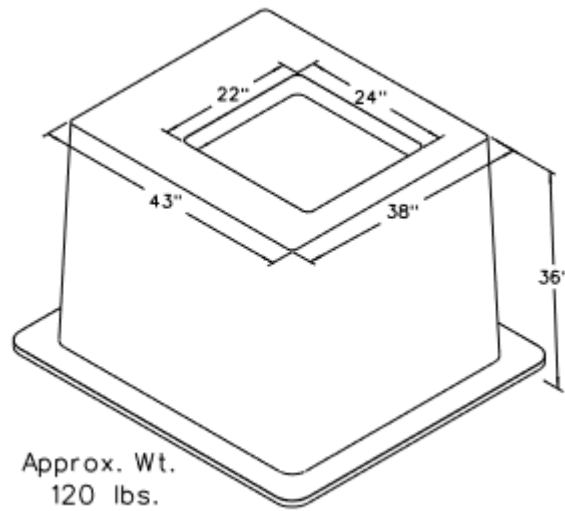
Note:

- Penta-head hold-down bolts are included with lid. If replacements are needed, use MID 112128 (3/8"-16 x 1-1/2" stainless steel penta-head bolts).

EXHIBIT A

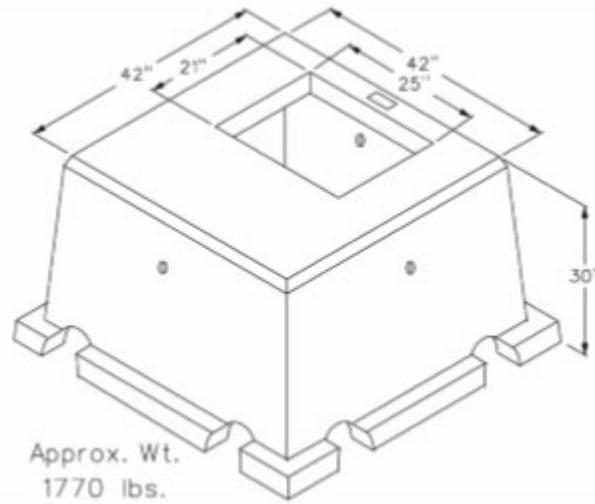


C.U.	Description	Qty	MID
V0300A	Vault, Open Bottom Concrete 1Ø J-Box Cabinet	1	766214



C.U.	Description	Qty	MID
V0301	Vault, Open Bottom Fiberglass	1	766230

EXHIBIT A



C.U.	Description	Qty	MID
V0301A	Vault, Open Bottom Concrete 1Ø Padmt Xfmr	1	766206

Notes:

1. Open bottom mini-vaults are used for 1Ø padmount transformer installations, 100 kVA and smaller.
2. Fiberglass mini-vaults (V0300 & V0301) may hold a maximum of 8 secondary and primary conduits. Concrete mini-vaults (V0300A & V0301A) may hold a maximum of 4 secondary and primary conduits. In addition, both types of vaults may have a single flex conduit feeding a single secondary pedestal directly behind the vault. Refer to [T&D Guideline 4-23-5.0](#) for more information.
3. Fiberglass mini-vaults include two hold-down cleats for securing the transformer to the vault. Additional cleats may be ordered as follows:

MID	Length
1000688	6-1/4"
1000689	3"

EXHIBIT A

Search

This standard was printed on: 10/23/2024

This standard should not be used as a reference for construction. Please visit Standards.Snopud.com for an up to date standard.

V0504 - Concrete Vault for Submersible Switchgear 9'-7"W x 15'-7"L x 8'-9"D

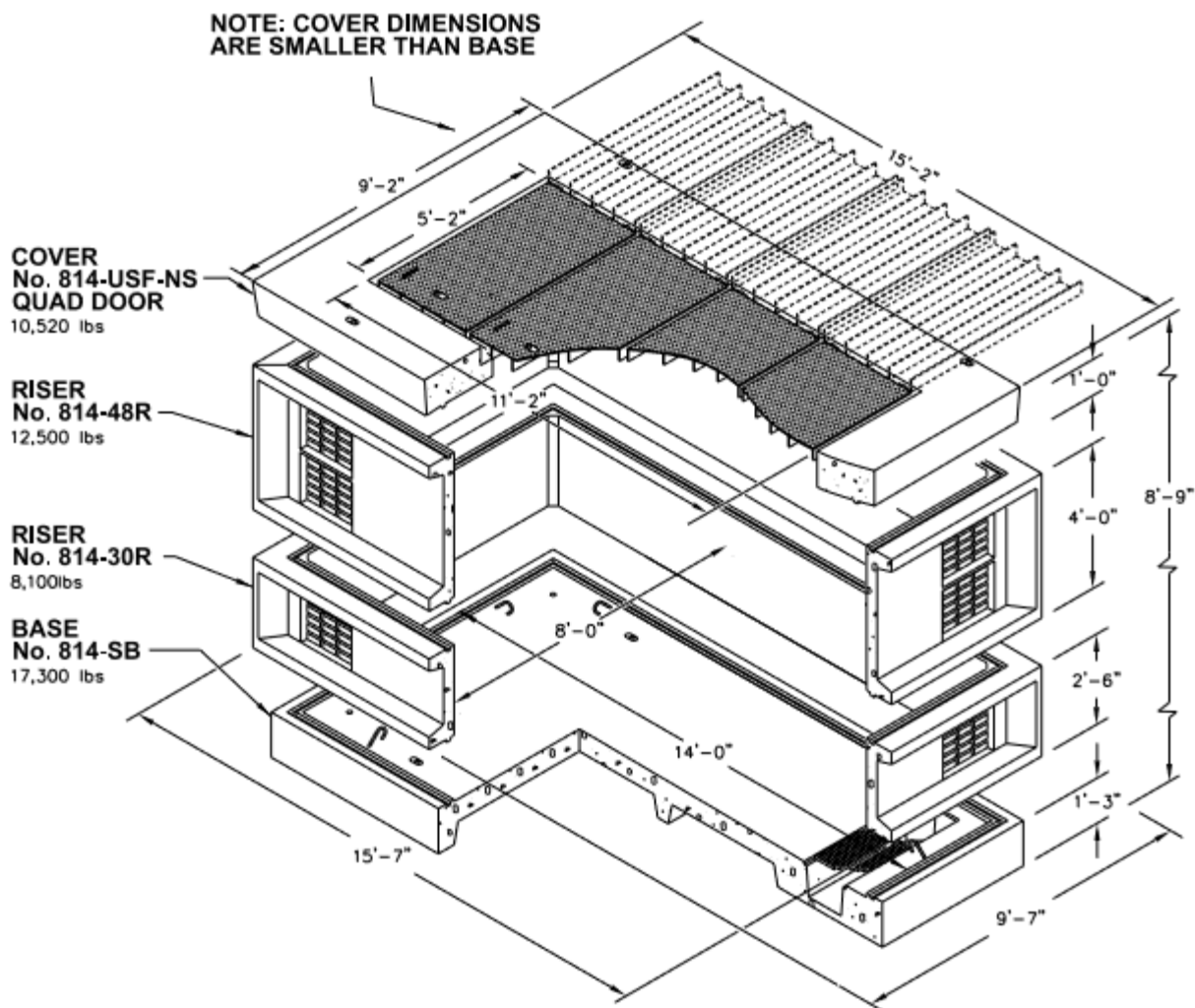
Revision 2
Jan 15, 2019

EXHIBIT A

C.U.	Section	Description	Qty	MID
V0503A		Vault, 4-Piece Conc. for Submersible Switchgear	1	1003674
	Bottom	9'-7"W x 15'-7"L x 1'-3"D		
	Riser	9'-7"W x 15'-7"L x 2'-6"D		
	Middle	9'-7"W x 15'-7"L x 4'-0"D		
	Cover	9'-2"W x 15'-2"L x 1'-0"D w/ (4) Spring Assisted Doors		

Notes:

1. See [T&D Guideline 4-4-3.8](#) for required vault clearances.
2. Section weights are approximate.

Cost Estimates — MLT Main Street Phase 2

Prepared from attached estimating spreadsheets (UG Install and OH Like-for-Like Credit).

Exhibit B — PUD Project Cost Estimate

Project: MLT Main St Phase 2 | W.O. #: 100090585 | Estimate Date: 05/08/2026

Summary

Cost Element	Amount
Construction Labor (loaded)	\$212,723.48
Engineering Labor (loaded)	\$30,451.04
Materials (incl. Stores O/H)	\$793,961.36
Transportation / Equipment	\$113,133.44
Miscellaneous	\$500.00
SUBTOTAL (before A&G)	\$1,150,769.32
Capital A&G (15.8%)	\$144,534.56
GRAND TOTAL	\$1,295,303.89
Contingency (10%)	\$129,530.39
QUOTE AMOUNT	\$1,424,834.28

Labor Detail (Construction)

Loaded labor rates include: 5% supervisory overhead, 61% labor overhead (straight time), and 16% overtime overhead (overtime).

Labor Classification	Reg Hrs	Reg Base \$/Hr	Reg Loaded \$/Hr	Reg \$	OT Hrs	OT Base \$/Hr	OT Loaded \$/Hr	OT \$	Total \$
Five-man crew	288	\$356.31	\$591.47	\$170,344.68	20	\$712.62	\$862.27	\$17,245.40	\$187,590.09
Crew Coordinator	20	\$89.99	\$149.38	\$2,987.67	0	—	—	\$0.00	\$2,987.67
Inspector	80	\$89.99	\$149.38	\$11,950.67	0	—	—	\$0.00	\$11,950.67
Serviceman	40	\$84.25	\$139.85	\$5,594.20	0	—	—	\$0.00	\$5,594.20
Journey Meterman	40	\$69.29	\$115.02	\$4,600.86	0	—	—	\$0.00	\$4,600.86
TOTAL CONSTRUCTION LABOR				\$195,478.08				\$17,245.40	\$212,723.48

Engineering Detail

Role	Reg Hrs	Reg Base \$/Hr	Reg Loaded \$/Hr	Reg \$	Total \$
Engineer	200	\$69.30	\$115.04	\$23,007.60	\$23,007.60
Drafter	40	\$51.33	\$85.21	\$3,408.31	\$3,408.31
Real Estate Agent	40	\$60.77	\$100.88	\$4,035.13	\$4,035.13

Materials Detail

Materials Component	Amount
Stock Materials	\$650,788.00
Special Purchase	\$0.00
Stores Overhead (22%)	\$143,173.36
TOTAL MATERIALS	\$793,961.36

Transportation / Equipment Detail

Activity	Hours	Rate	Cost
Pickup Trk/Flagging Tk	308	\$48.61	\$14,971.88
Pole Trailer	8	\$14.41	\$115.28
DBL Prsnl Lift	80	\$68.03	\$5,442.40
Digger Derrick	16	\$112.84	\$1,805.44
Flatbed Truck	308	\$88.03	\$27,113.24
UG Mud Truck	308	\$71.91	\$22,148.28
UG Puller	80	\$13.36	\$1,068.80
UG Digger Truck	308	\$131.39	\$40,468.12
TOTAL TRANSPORTATION			\$113,133.44

Miscellaneous Detail

Item	Amount
Easement Costs	\$0.00
Permits	\$500.00
TOTAL MISC	\$500.00

Exhibit C — PUD Like-for-Like Estimate/Credit

Project: MLT Main St Phase 2 | W.O. #: 100090585 | Estimate Date: 05/08/2026

Summary

Cost Element	Amount
Construction Labor (loaded)	\$126,396.50
Engineering Labor (loaded)	\$10,691.73
Materials (incl. Stores O/H)	\$85,400.00
Transportation / Equipment	\$59,946.52
Miscellaneous	\$100,500.00
SUBTOTAL (before A&G)	\$382,934.75
Capital A&G (15.8%)	\$50,447.81
GRAND TOTAL	\$433,382.56
Contingency (10%)	\$43,338.26
QUOTE AMOUNT	\$476,720.81

Labor Detail (Construction)

Loaded labor rates include: 5% supervisory overhead, 61% labor overhead (straight time), and 16% overtime overhead (overtime).

Labor Classification	Reg Hrs	Reg Base \$/Hr	Reg Loaded \$/Hr	Reg \$	OT Hrs	OT Base \$/Hr	OT Loaded \$/Hr	OT \$	Total \$
Five-man crew	150	\$356.31	\$591.47	\$88,721.19	30	\$712.62	\$862.27	\$25,868.11	\$114,589.30
Crew Coordinator	8	\$89.99	\$149.38	\$1,195.07	0	—	—	\$0.00	\$1,195.07
Flagger	120	\$42.86	\$71.15	\$8,537.71	20	\$85.72	\$103.72	\$2,074.42	\$10,612.14
TOTAL CONSTRUCTION LABOR				\$98,453.97				\$27,942.53	\$126,396.50

Engineering Detail

Role	Reg Hrs	Reg Base \$/Hr	Reg Loaded \$/Hr	Reg \$	Total \$
Engineer	80	\$69.30	\$115.04	\$9,203.04	\$9,203.04
Drafter	8	\$51.33	\$85.21	\$681.66	\$681.66
Real Estate Agent	8	\$60.77	\$100.88	\$807.03	\$807.03

Materials Detail

Materials Component	Amount
Stock Materials	\$70,000.00
Special Purchase	\$0.00
Stores Overhead (22%)	\$15,400.00
TOTAL MATERIALS	\$85,400.00

Transportation / Equipment Detail

Activity	Hours	Rate	Cost
Personnel Lift 50–60ft	180	\$62.86	\$11,314.80
Pole Trailer	8	\$14.41	\$115.28
Digger Derrick	180	\$112.84	\$20,311.20
Flatbed Truck	180	\$88.03	\$15,845.40
UG Mud Truck	40	\$71.91	\$2,876.40
UG Digger Truck	40	\$131.39	\$5,255.60
Pump/Clean Vactor	24	\$99.66	\$2,605.60
Wire String/Puller Trailer	16	\$13.36	\$213.76
OH Wire Puller Trk	16	\$101.39	\$1,622.24
TOTAL TRANSPORTATION			\$59,946.52

Miscellaneous Detail

Item	Amount
Easement Costs	\$100,000.00
Permits	\$500.00
TOTAL MISC	\$100,500.00

Exhibit D — Summary of District Overhead Costs (Reference)

These estimates include multiple overhead and adders: (1) loaded labor overhead embedded in labor rates, (2) Stores overhead on materials (22%), (3) Capital A&G (15.8%), and (4) contingency (10%).

Overhead Component	UG Install	OH Credit
Embedded Construction Labor Overhead (loaded – base)	\$80,713.20	\$43,993.88
Embedded Engineering Labor Overhead (loaded – base)	\$12,107.04	\$4,250.93
Stores Overhead (22%)	\$143,173.36	\$15,400.00
Capital A&G (15.8%)	\$144,534.56	\$50,447.81
Contingency (10%)	\$129,530.39	\$43,338.26

EXHIBIT E**100% Opinion of Cost - JUT (SnoPUD)
City of Mountlake Terrace
Main Street Revitalization Project
6/19/2026
20230184**

Bid Item No.	Spec. Section	ITEM	UNITS	QUANTITY	UNIT PRICE	AMOUNT
Schedule D - Utilities and Joint Utility Trench (232ND ST SW to 231ST ST SW) Betterments						
1D	1-10 SP	Project Temporary Traffic Control - SnoPUD	LS	1	\$ 7,979	\$ 60,888
2D	1-10 SP	Uniformed Police Officer - SnoPUD	HR	39	\$ 150	\$ 5,904
3D	1-10 SP	Flaggers - SnoPUD	HR	144	\$ 85	\$ 12,253
4D	5-04 SP	HMA Cl. 1 In. PG 58H-22 - SnoPUD	TON	80	\$ 180	\$ 14,362
5D	8-40 SP	Shoring or Extra Excavation, Class B, for Joint Utility Trench - SnoPUD	LS	1	\$ 2,660	\$ 2,660
6D	8-40 SP	Structure Excavation Cl B, Incl Haul for Joint Utility Trench - Main - SnoPUD	LF	197	\$ 100	\$ 19,733
8D	8-40 SP	Structure Excavation Cl B, Incl Haul for Joint Utility Trench - Sweeps - SnoPUD	LF	29	\$ 50	\$ 1,463
9D	8-40 SP	Fluidized Thermal Backfill - SnoPUD	CY	75	\$ 250	\$ 18,750
11D	8-40 SP	Furnish and Install 6 In. SnoPUD Sch. 80 Conduit	LF	420	\$ 35	\$ 14,700
12D	8-40 SP	Furnish and Install 6 In. SnoPUD Sch. 40 Conduit	LF	730	\$ 22	\$ 16,060
13D	8-40 SP	Furnish and Install 4 In. SnoPUD Sch. 80 Conduit	LF	370	\$ 25	\$ 9,250
14D	8-40 SP	Furnish and Install 4-In.SnoPUD Sch. 40 Conduit	LF	650	\$ 15	\$ 9,750
15D	8-40 SP	Furnish and Install 2-In.SnoPUD Sch. 80 Conduit	LF	210	\$ 15	\$ 3,150
16D	8-40 SP	Furnish and Install 2-In.SnoPUD Sch. 40 Conduit	LF	370	\$ 10	\$ 3,700
20D	8-40 SP	Furnish and Install SnoPUD 4'8"x4'8" J-Box Vault V0203	EA	2	\$ 5,500	\$ 11,000
23D	8-40 SP	Furnish and Install SnoPUD Trayer Switch Vault	EA	1	\$ 37,000	\$ 37,000

Schedule D Subtotal	\$	240,622
Sales Tax (10.5%)		\$25,265
Schedule D Total	\$	265,888



STAFF REPORT

To: Mountlake Terrace City Council
From:
Meeting Date: August 6, 2026
Subject: Presentation on Station Melodies

Required Reviews:

Lan Nguyen	Created -
Jeff Niten	-
Sirke Salminen	-
Hillary Evans	-

Council Goal(s):

Legislative History:

Subject Summary:

Financial/Budget Impacts:

Budget Amendment Required? _____

Budget and Sources:	
Expenditure:	
New Appropriation Required + Sources:	

Additional Financial Information:

Community Notifications:

If "Other," please specify:

Board/Commission Recommendation:

Staff Recommendation:

Council Motion:

Attachments:

None



STAFF REPORT

To: Mountlake Terrace City Council
From:
Meeting Date: August 6, 2026
Subject: Presentation by Youth Commissioners

Required Reviews:

Lan Nguyen	Created -
Jeff Niten	-
Sirke Salminen	-
Hillary Evans	-

Council Goal(s):

Legislative History:

Subject Summary:

Financial/Budget Impacts:

Budget Amendment Required? _____

Budget and Sources:	
Expenditure:	
New Appropriation Required + Sources:	

Additional Financial Information:

Community Notifications:

If "Other," please specify:

Board/Commission Recommendation:

Staff Recommendation:

Council Motion:

Attachments:

None



STAFF REPORT

To: Mountlake Terrace City Council

From: Jeff Niten, City Manager

Meeting Date: August 6, 2026

Subject: Review and Vote on Ordinance Adopting MTMC Chapter 2.25, Violations Bureau

Required Reviews:

Jennifer Joki	Created/Initiated - 07/27/2026
Jeff Niten	Approved - 07/27/2026
Sirke Salminen	Approved - 07/27/2026
Hillary Evans	Final Approval - 07/30/2026

Council Goal(s):

Responsible Governance to Ensure Desired Level of Service

Legislative History:

The ordinance to establish the Violations Bureau was approved by the City Council on December 20, 1971.

The ordinance to repeal the Violation Bureau, inadvertently, was presented to City Council on June 11, 2026, and approved on June 18, 2026.

Subject Summary:

The City of Mountlake Terrace Police Department requires an operational violations bureau to ensure that traffic and parking infractions can be processed efficiently and lawfully. The Violations Bureau provides the authority to collect associated fines, which is essential for maintaining compliance with city ordinances and supporting effective traffic enforcement.

Because Mountlake Terrace does not have an embedded municipal court within city limits, it is critical that the Violations Bureau remain accessible to the public. This allows residents and visitors to pay for their infractions locally, without the burden of traveling outside the city to resolve routine matters.

When the City relies on South District Court to process citations, additional administrative fees are incurred and must be paid by the City. These added costs make external processing significantly less efficient. Maintaining our own violations bureau is therefore the most cost-effective option, reducing unnecessary expenditures while ensuring that the public has a convenient, local means to address their infractions.

While updating Title 2 of the Mountlake Terrace Municipal Code, this ordinance was mistakenly repealed due to a misunderstanding regarding language in the ordinance, which has since been cleared up.

Financial/Budget Impacts:

Budget Amendment Required? No

Budget and Sources:	N/A
Expenditure:	N/A
New Appropriation Required + Sources:	N/A

Additional Financial Information:

N/A

Community Notifications:

City Council Agenda

If "Other," please specify:

Board/Commission Recommendation:

N/A

Staff Recommendation:

Staff recommends the City Council vote to adopt the ordinance adopting MTMC Chapter 2.25, Violations Bureau.

Council Motion:

I move to adopt the ordinance adopting MTMC Chapter 2.25, Violations Bureau.

Attachments:

1. Ordinance 796 Establishing Violations Bureau 12.20.1971
2. Ordinance 2916 Repealing Violations Bureau 06.18.2026
3. Ordinance Adopting MTMC 2.25 Violations Bureau (Draft)

CITY OF MOUNTLAKE TERRACE

AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE,
WASHINGTON ESTABLISHING A VIOLATIONS BUREAU,
SETTING FORTH BAIL PROCEDURES AND CONSEQUENCES,
PRESCRIBING THE DUTIES OF THE VIOLATIONS BUREAU,
AND REPEALING ORDINANCE NO. 627.

THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE,
WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Violations Bureau Created. There is hereby established a violations bureau to assist the court or courts of limited jurisdiction. The violations bureau shall be in charge of such person or persons and shall be open at such hours as the City Council may designate.

Section 2. Establishing bail. The district court shall designate the specified offenses under ordinances of this City in respect to which payment of bail may be accepted by the violations bureau in satisfaction thereof, and may specify by suitable schedules the amount of such bails for first, second and subsequent offenses, provided such bails are within the limits declared by law or ordinance, and may further specify what number of such offenses shall require appearance before the court.

Section 3. Authority to Accept Bail. The court may by its order authorize the violations bureau to receive the deposit of bail for appearances in court for specified offenses under a bail schedule issued under this Ordinance. The violations bureau, upon accepting the prescribed bail, shall issue a receipt to the alleged violator, and whatever other information the court requires, prepared in multiple copies, and shall provide information of the legal consequences of bail forfeiture. One copy of the receipt shall be forwarded to the City Treasurer and one copy shall be retained by the violations bureau.

Section 4. Authority to Accept Forfeiture of Bail Consequences. The court may by its order authorize the violations bureau (1) to accept forfeiture on bail in specified cases in accordance with a bail schedule under this chapter in lieu of depositing bail for appearance, in which case a receipt shall be issued to the alleged violator, and shall contain a statement indicating that forfeiture of bail shall terminate the case, and, in the case of traffic offenses, may be considered by the State Department of Motor Vehicles only, and for no other purpose, as having the same effect as conviction of the offense charges; and (2) to forfeit bail deposited for appearance on notification by the Clerk of the Court of failure of the defendant to appear. Forfeiture of bail under either (1) or (2) shall not be construed as payment of a fine but only for the purpose of the distribution of the funds and shall terminate the case.

Section 5. When person charged may elect to appear before the court.

(a) Any person charged with an offense for which bail may be forfeited and for which payment of bail may be made to the violations bureau shall have the option of forfeiting such bail within the time specified in the notice of arrest at the violations bureau upon waiving appearance in court, or may have the option of depositing required lawful bail and shall be entitled to a trial as authorized by law.

(b) The bureau, upon accepting the prescribed bail, shall issue a receipt to the violator acknowledging payment thereof.

Section 6. Duties of Violations Bureau. The following duties are hereby imposed upon the violations bureau in respect to all offenses:

- (a) It shall accept designated bail and issue receipts.
- (b) It shall receive and issue receipts for cash bail from the persons who must or wish to appear in court, and enter the time of their appearance on the receipt.
- (c) It shall keep an easily accessible record of all violations of which each person has been guilty during the preceding twelve months.
- (d) The violations bureau shall, not less than once a week or oftener as the judge directs, transfer to the clerk of the proper department of the court all records pertaining to the cases being filled in the district court.
- (e) Once each week the violations bureau shall forward to the State Department of Motor Vehicles the abstract of court record copy of each traffic complaint and citation, indicating the disposition of each case involving bail forfeiture during the previous week.

Section 7. Additional Duties of Violations Bureau. The violations bureau shall follow such procedures as may be prescribed by the ordinances of this city, court rules, and as may be required by the laws of the State of Washington.

Section 8. References to "court". Whenever in this ordinance the term "court" or "judge" or "district court" is used, said term shall be construed to be the district court which has jurisdiction in the City of Mountlake Terrace and any judge and court commissioner of said court. Further, any reference to the terms, "judge", "police judge" or "police court", which may appear in any ordinance of the City of Mountlake Terrace shall hereafter be construed to refer to the said district court having jurisdiction in said city and to the judge and court commissioner of said district court.

Section 9. Conflicting Ordinances. That Ordinance No. 627 and all ordinances or parts of ordinances in conflict herewith are hereby expressly repealed effective at twelve midnight, December 31, 1971.

Section 10. Date of Effectivity. This ordinance shall take effect and be in force at twelve midnight, December 31, 1971.

PASSED by the City Council of the City of Mountlake Terrace this 20th day of December, 1971, and signed in authentication of its passage on the 20th day of December, 1971.

Harry W. Sherman
Mayor

ATTEST:

Lucille Person
City Clerk

APPROVED AS TO FORM: William F. Hennessey, City Attorney

Published: December 29, 1971

CITY OF MOUNTLAKE TERRACE

ORDINANCE NO. 2916

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE,
WASHINGTON, REPEALING IN ITS ENTIRETY MOUNTLAKE
TERRACE MUNICIPAL CODE CHAPTER 2.25, RELATING TO
VIOLATIONS BUREAU; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Mountlake Terrace is reviewing Title 2 of the Mountlake Terrace Municipal Code (“MTMC”) to ensure it is both current and internally consistent; and

WHEREAS, Chapter 2.25 MTMC was adopted in 1971 by Ordinance 796 to establish a Violations Bureau; and

WHEREAS, the City has not used the Violations Bureau in more than twenty years and it serves no functional benefit to the City; and

WHEREAS, the City Council finds it is in the best interest of the operations of the City to repeal Ch. 2.25 MTMC in its entirety.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Repealing MTMC Chapter 2.25, Violations Bureau. Chapter 2.25 of the Mountlake Terrace Municipal Code MTMC, entitled Violations Bureau, is hereby repealed in its entirety.

Section 2. Corrections. 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.

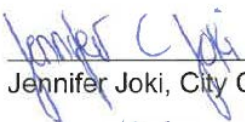
Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after its publication as required by law.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON JUNE 18, 2026.



Steve Woodard, Mayor



Jennifer Joki, City Clerk



Hillary Evans, City Attorney

CERTIFICATE *of* SIGNATURE

REF. NUMBER
UX2RV-SPHHA-ACTH6-NMACR

DOCUMENT COMPLETED BY ALL PARTIES ON
22 JUN 2026 15:50:02
UTC

SIGNER

HILLARY EVANS

EMAIL
HILLARY@KENYONDISEND.COM

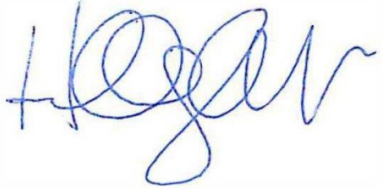
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SEATTLE, UNITED STATES

RECIPIENT VERIFICATION

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CITY OF MOUNTLAKE TERRACE

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE,
WASHINGTON, ADOPTING MOUNTLAKE TERRACE MUNICIPAL
CODE CHAPTER 2.25, RELATING TO VIOLATIONS BUREAU;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE**

WHEREAS, the City of Mountlake Terrace is reviewing Title 2 of the Mountlake Terrace Municipal Code (“MTMC”) to ensure it is both current and internally consistent; and

WHEREAS, the City has determined that it is in the best interest of the operations of the Police department to re-establish a revised Violations Bureau; and

WHEREAS, the City Council finds it is in the best interest of the operations of the City to adopt Ch. 2.25 MTMC entitled “Violations Bureau.”

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Adopting MTMC Chapter 2.25, Violations Bureau. Chapter 2.25 of the Mountlake Terrace Municipal Code MTMC, entitled Violations Bureau, is hereby adopted as set forth:

Chapter 2.25 VIOLATIONS BUREAU

2.25.010 Created.

2.25.020 Establishing fines.

2.25.030 Authority to accept fine.

2.25.040 Authority to accept forfeiture of fine - consequences.

2.25.050 When person charged may elect to appear before the court.

2.25.060 Duties of Violations Bureau.

2.25.070 Additional duties of the Violations Bureau.

2.25.080 References to "court."

2.25.010 Created.

There is hereby established a Violations Bureau to assist the court or courts of limited jurisdiction. The Violations Bureau may be staffed by the Chief of Police.

2.25.020 Establishing fines.

The district court shall designate the specified offenses under City ordinances in respect to which payment of fines may be accepted by the Violations Bureau in satisfaction thereof, and may

specify by suitable schedules the amount of such bails for first, second, and subsequent offenses, provided such fines are within the limits declared by law or ordinance, and may further specify what number of such offenses shall require appearance before the court.

2.25.030 Authority to accept fine.

The court may by its order authorize the Violations Bureau to receive the deposit of fines for appearances in court for specified offenses under a bail schedule issued under this chapter. The Violations Bureau, upon accepting the prescribed fine, shall issue a receipt to the alleged violator, and whatever other information the court requires, prepared in multiple copies, and shall provide information of the legal consequences of forfeiture. One copy of the receipt shall be forwarded to the City Finance Director and one copy shall be retained by the Violations Bureau.

2.25.040 Authority to accept forfeiture of fine - consequences.

- A. The court may by its order authorize the Violations Bureau:
 - 1. To accept forfeiture in specified cases in accordance with a fine schedule under this chapter in lieu of depositing bail for appearance, in which case a receipt shall be issued to the alleged violator, and shall contain a statement indicating that forfeiture of fines shall terminate the case, and, in the case of traffic offenses, may be considered by the State Department of Motor Vehicles only, and for no other purpose, as having the same effect as conviction of the offense charged; and
 - 2. To forfeit bail deposited for appearance on notification by the Clerk or the court of failure of the defendant to appear.
- B. Forfeiture of fine under either subsection (A)(1) or (A)(2) shall not be construed as payment of a fine but only for the purpose of the distribution of the funds and shall terminate the case.

2.25.050 When person charged may elect to appear before the court.

- A. Any person charged with an offense for which fine may be forfeited and for which payment of fines may be made to the Violations Bureau shall have the option of forfeiting such fine within the time specified in the notice of arrest at the Violations Bureau upon waiving appearance in court, or may have the option of depositing required lawful bail and shall be entitled to a trial as authorized by law.
- B. The Violations Bureau, upon accepting the prescribed fine, shall issue a receipt to the violator acknowledging payment thereof.

2.25.060 Duties of Violations Bureau.

The following duties are hereby imposed upon the Violations Bureau in respect to all offenses:

- A. It shall accept designated bail and issue receipts.
- B. It shall receive and issue receipts for cash from the persons who must or wish to appear in court, and enter the time of their appearance on the receipt.
- C. It shall keep an easily accessible record of all violations of which each person has been guilty during the preceding 12 months.
- D. It shall, not less than once a week or more often as the court directs, transfer to the clerk of the proper department of the court all records pertaining to the cases being filed in the district court.
- E. Once each week, the Violations Bureau shall forward to the State Department of Motor Vehicles the abstract of court record copy of each traffic complaint and citation, indicating the disposition of each case involving bail forfeiture during the previous week.

2.25.070 Additional duties of the Violations Bureau.

The Violations Bureau shall follow such procedures as may be prescribed by the ordinances of the City, court rules, and as may be required by the laws of the state of Washington.

§ 2.25.080 References to "court."

Whenever the term "court" or "judge" or "district court" is used in this chapter, said term shall be mean the district court which has jurisdiction in the City of Mountlake Terrace and any judge and court commissioner of said court. Further, any reference to the terms "judge", "police judge" or "police court", which may appear in any ordinance of the City of Mountlake Terrace shall hereafter be construed to refer to the said district court having jurisdiction in said City and to the judge and court commissioner of said district court.

Section 2. Corrections. 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 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after its publication as required by law.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE XX of XXXX, 2026.

CITY OF MOUNTLAKE TERRACE

Steve Woodard, Mayor

ATTEST/AUTHENTICATED:

Jennifer Joki, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney

DRAFT