



# KIRKLAND PARK BOARD

Date: May 13, 2015

Time: 7:00 p.m.

Place: Council Chambers, City Hall

*The mission of the Park Board shall be to provide policy advice and assistance to the Department of Parks and Community Services and City Council in order to ensure the effective provision of Parks and Community Services programs and facilities to the residents of the City of Kirkland.*

## AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**  
April Park Board Meeting Minutes *5 minutes*
4. **ITEMS FROM THE AUDIENCE** *5 minutes*
5. **REVIEW OF ACTION ITEMS**
6. **PRESENTATIONS**  
Kirkland Parks Foundation *30 minutes*
7. **COMMUNICATIONS** *15 minutes*
  - a. Correspondence  
- Emails from Rick Colella and Derek Cook
  - b. Staff Reports – May update
  - c. Committee Reports
  - d. Comments from the Chair
8. **UNFINISHED BUSINESS**
  - a. **Aquatics, Recreation and Community Center Project** *20 minutes*  
Topic: Update on project planning activities  
Action: Discussion only
  - b. **Parks, Recreation and Open Space Plan Update** *20 minutes*  
Topic: Review draft of PROS Plan  
Action: Consider recommendation for adoption
  - c. **Designated Off-Leash Areas Proposal Update** *10 minutes*  
Topic: Receive update on DOLA proposal  
Action: Discussion only

- d. Meeting Considerations for 2015 *5 minutes*  
Topic: Discuss July park tour and schedule changes  
Action: Discussion only

9. **NEW BUSINESS**

- a. Juanita Beach Park Bathhouse Replacement Project *5 minutes*  
Topic: Appoint Park Board representative to consultant selection panel  
Action: Appoint representative
- b. Committee Assignments *5 minutes*  
Topic: Review Board members' committee assignments  
Action: Appoint representatives

10. **GOOD OF THE ORDER** *5 minutes*

11. **ADJOURNMENT** *Estimated meeting completion: 9:05 p.m.*

Next meetings:

June 10, 2015

July 8, 2015

**No August meeting**

September 9, 2015

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# KIRKLAND PARK BOARD

## Minutes of Regular Meeting

### April 8, 2015

#### 1. CALL TO ORDER

The March 18, 2015, Park Board Special Meeting was called to order at 7:00 p.m. by Chair Adam White.

#### 2. ROLL CALL

Members present: Chair Adam White, Vice Chair Kevin Quille, Jason Chinchilla, Sue Contreras, Kelli Curtis, Jim Popolow and Rosalie Wessels.

Staff present: Michael Cogle, Jason Filan, Linda Murphy and Jennifer Schroder

Rick Ockerman was excused.

Recording Secretary: Katie Cava

#### 3. APPROVAL OF MINUTES

The minutes of the March 11<sup>th</sup> meeting were reviewed. Ms. Contreras moved to approve the minutes as presented. Mrs. Wessels seconded. Motion carried (7-0).

The minutes of the March 18<sup>th</sup> meeting were reviewed and a correction was noted. Mr. Quille moved to approve the minutes as amended. Mr. Popolow seconded. Motion carried (7-0).

#### 4. ITEMS FROM THE AUDIENCE

No items

#### 5. REVIEW OF ACTION ITEMS

No items

#### 6. PRESENTATIONS

Deputy City Manager Tracey Dunlap presented information on the creation of a Metropolitan Parks District and its potential impacts and uses in Kirkland.

#### 7. COMMUNICATIONS

##### a. Correspondence

No items.

b. Staff Reports

Staff reported on recreation class enrollment and revenue, seasonal hiring, pee-wee soccer waitlists, algae at Waverly Beach Park, and an upcoming Earth Day event at Juanita Bay Park.

c. Committee Reports

Ms. Contreras reported on the Green Kirkland Partnership Open House and the Kirkland/Redmond Joint City Council Meeting.

Ms. Wessels reported on the Green Kirkland Partnership Open House.

d. Comments from the Chair

Mr. White attended the Finn Hill Neighborhood Alliance meeting.

**8. UNFINISHED BUSINESS**

a. 2015-2020 Capital Improvement Program Update

Mr. Cogle presented staff's recommendations for Capital Improvement Program (CIP) funding which included an overview of the funding priorities from the 2012 Levy and the status of current projects, as well as proposed projects to be funded through Real Estate Excise Tax (REET 1).

Ms. Contreras moved to forward a recommendation to City Manager and City Council on Park CIP funding as presented by staff. Seconded by Mr. Quille. Motion carried (7-0).

**9. NEW BUSINESS**

a. Park Impact Fee Methodology

Mr. Cogle reported on the impact fee presentation provided to City Council. Discussion was had about park impact fees, how they are calculated and the outcomes of the City Council Study Session. Additional discussion was had.

b. North Juanita Open Space Naming

Mr. Cogle suggested a process that would begin May 1<sup>st</sup> to solicit ideas from the community for naming the North Juanita Open Space. Naming suggestions will be provided to the Board in June and presented to City Council during the summer.

**10. GOOD OF THE ORDER**

Comments were made about the Kirkland Parks Foundation and bridge pontoons.

**10. ADJOURNMENT**

Mr. White entertained a motion to adjourn. Motion carried (7-0).

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Jennifer Schroder, Director  
Parks and Community Services

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Adam White, Chair  
Park Board

DRAFT



**CITY OF KIRKLAND**  
Department of Parks & Community Services  
505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## **MEMORANDUM**

**To:** Park Board  
**From:** Jennifer Schroder, Director  
**Date:** May 8, 2015  
**Subject:** Kirkland Parks Foundation

## **RECOMMENDATION**

That the Park Board receive a presentation from Sally Otten, Executive Director of the Kirkland Parks Foundation

## **BACKGROUND DISCUSSION**

The Kirkland Parks Foundation ([www.kirklandparksfoundation.org](http://www.kirklandparksfoundation.org)) is a non-profit charitable organization. Its mission is to work with the Kirkland community to create, plan and fund improvements and activities in parks that enhance the quality of life for the citizens of Kirkland.

Ms. Sally Otten, Executive Director, will provide an overview of the foundation's mission and its first fundraising projects currently under way: Waverly Beach picnic shelter and the native plants for Green Kirkland Day.

## Cheryl Harmon

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**From:** Rick Colella <rick.colella@gmail.com>  
**Sent:** Tuesday, April 21, 2015 8:36 PM  
**To:** City Council; Cheryl Harmon; Jennifer Schroder  
**Subject:** THANK YOU!

Dear Councilmembers, Kirkland Park Board and Staff,

Thank you for all your work to pass the resolution to move forward with the ARC proposal. Like Dr. Julie Voss said tonight, it's will be such a great asset for the health and safety, as well as the recreational needs of our community.

And I want to make note of Dave Asher's comments tonight, and let you know that we hear you loud and clear. Those of us involve with Renew the Legacy who have been working on an aquatics facility for the community for the past 2 years are committed to continuing to help pass a ballot measure and see the ARC become a reality. We have said many times that the really hard work will come when we need to push for passage of the ballot measure. And, now we have the added tasked of helping to educate the community about Metropolitan Park Districts!

Thanks for all the hard work of the Kirkland Park Department, Park Staff, City Staff and the Kirkland City Council in getting to this point. I look forward to working with you all to make the ARC a reality.

Yours,

Rick Colella  
217 19<sup>th</sup> Place  
Kirkland, WA 98033  
Home: (425) 827-8954  
Cell: (425) 577-0483  
[rickcolella@gmail.com](mailto:rickcolella@gmail.com)  
[www.RenewtheLegacy.org](http://www.RenewtheLegacy.org)

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**From:** Rick Colella [mailto:rick.colella@gmail.com]  
**Sent:** Tuesday, April 21, 2015 4:45 AM  
**To:** citycouncil@kirklandwa.gov  
**Subject:** Kirkland ARC

To the Kirkland City Council,

I would like to urge to all to vote to go forward with the proposed ARC facility this evening. The ARC would be an a major asset for our city and community. It will not only serve the public by providing much needed year-round recreational opportunities, but be a boon for surrounding businesses. Everyone will benefit from such a community asset.

Thank you for all the work you've done on this project so far. Please vote to put forward a plan to the voters to make the ARC a reality for our city.

Thank you very much,

*Rick*

Rick Colella

217 19<sup>th</sup> Place

Kirkland, WA 98033

Home: (425) 827-8954

Cell: (425) 577-0483

[rickcolella@gmail.com](mailto:rickcolella@gmail.com)

## Cheryl Harmon

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**From:** Derek P Cook <dpcook@uw.edu>  
**Sent:** Thursday, April 23, 2015 12:51 PM  
**To:** awallen@kirklandwa.gov  
**Cc:** Jay Arnold; Shelley Kloba; Toby Nixon; Dave Asher; Doreen Marchione; City Council; Cheryl Harmon  
**Subject:** city parks, glyphosate (AKA Roundup)

Dear Amy and whom it may concern,

Hello, Amy, we had a brief conversation today about roundup recently being sprayed at Juanita Beach Park. Again, as registered nurses and parents of young kids that play frequently at the park this is very concerning to us. Recently the WHO released a study naming glyphosate as probably causing cancer in humans, including lymphoma and lung cancer. There are numerous other negative health effects associated with this substance, and the thought of our kids being exposed to it is especially concerning. Any perceived benefits of spraying roundup in our parks would seem very nominal, at best, compared to the very real public health risks. We sincerely hope an alternative can be implemented so we can feel good about taking our family to the park! Personally, we use vinegar as a weed killer and it works quite well, with no health concerns. Risking the health of our community over a few weeds is not worth it.

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Derek P Cook RN, BSN  
206-427-8346  
Erin M Cook RN, BSN  
425-814-4882



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 www.kirklandwa.gov

**To:** Park Board  
**From:** Jennifer Schroder, CPRP, Director  
**Date:** May 8, 2015  
**Subject:** May Staff Update

## RECREATION DIVISION

- The year-to-date revenue numbers are shown below show; recreation programs have brought in \$78,000 more than last year at this time.

	JAN	FEB	MAR	APR	TOTAL
2014	\$46,858	\$37,019	\$357,148	\$150,639	\$591,664
2015	\$79,882	\$47,661	\$406,953	\$135,181	\$669,677
<b>variance</b>	<b>\$33,024</b>	<b>\$10,642</b>	<b>\$49,805</b>	<b>(\$15,457)</b>	<b>\$78,013</b>

- Staff attended the 2015 Washington Recreation and Parks Association's annual conference and trade show in Tacoma April 29<sup>th</sup> through May 1<sup>st</sup>.

### North Kirkland Community Center

- Spring cleaning and maintenance have taken place at the North Kirkland Community Center and the building and grounds have never looked better. Thanks to the efforts of Parks Maintenance, Facilities, and NKCC Front Office Staff the interior and exterior have seen some extra attention.
- The North Kirkland Community Center offers a program designed to train young people in basic babysitting and home-alone skills. Taught by a hospital-qualified instructor, it includes basic first aid, home and fire safety and parent expectations. Sixteen children are currently signed up to take the class this spring. In the past year, over 66 youth have participated in this program.

### Aquatics & Youth Sports

- Aquatics planning and hiring process continues. Over 100 applicants have applied for aquatics seasonal employment. Selected candidates will staff Houghton, Juanita and Waverly beaches and the Peter Kirk Pool as well as teach a variety of programs including swim team, dive team, swim lessons, stroke lessons, kids' triathlon training, and open water swim and safety course.
- Registration for spring and summer programs is going well. Currently, more than 1,974 participants are registered for Peter Kirk Pool aquatics programming, generating over \$139,000 in revenue and so far 109 returning participants of the ORCA Swim Team are registered, represent \$22,000 in revenue.
- The Peter Kirk Pool will open June 8<sup>th</sup> on a limited basis with AM Lap Swim, Swim Lessons, Pool Rentals, and Family Swims. On June 22<sup>nd</sup> the pool will be in full operation. The beaches will be guarded July 1<sup>st</sup> through Labor Day.

### **Sports and Fitness**

- The softball season is off to a good start, playing their first round of games in 70 degree weather. We have two divisions operating with 12 teams competing for the division title. The season will feature 14 games and will run through mid-July. We have continued our marketing efforts for our summer softball program including purchasing and displaying a new eye-catching banner on Central Way at the Peter Kirk Tennis courts.
- Our beach volleyball league which starts in July is continuing to show impressive numbers with one of the four divisions already full and another nearing capacity. We hope to surpass the 18 teams that participated last year.

### **Peter Kirk Community Center**

- The City's Annual Volunteer Recognition was held at PKCC this year on April 9th. The staff was pleased to be part of this much loved event.
- Staff and participants were very excited that the new flooring has been installed in the Lobby Meeting Room.
- Peter Kirk Day camp is filling up fast, at the end of the first week of May there were over 90 more registrations than last year for the same time period.

## **MAINTENANCE DIVISION**

### **Notes from the Field**

- April showers are bringing May flowers!!!!



Entrance to Kirkland Cemetery – May 2015

- Kudos to Parks Maintenance Supervisor, Tim Werner, for his role and work as the President of the Pacific Northwest Chapter of Sportsturf Managers. Most recently Tim helped to organize, market, and administer a training down at Safeco Field for over 300 grounds staff from around the region.
- Summer seasonal hires began their work in the Parks system this past month. A brisk regional economy has made the hiring process challenging. As this update is being written, we are still looking to fill several positions.
- Special thanks to Pastor Vince Armfield of First Baptist in Kirkland and the "Serve Kirkland Day" volunteers for the great work at Heritage Park this past weekend. The event brought a little over 100 volunteers from several churches in the area. The group did a great removing invasives, pruning view corridors, cleaning up along the pathway. Several loads were hauled away.

- Thank you, Stephen Arpin, for considering O.O. Denny Park as the location to earn your Eagle Scout Badge. Several volunteers restored 40 feet of trail along the eastern portion of the Park. The new walking surface provides drainage and safe passage through what used to be a wet, unstable, tricky area.



Before



After

**GREEN KIRKLAND PARTNERSHIP**

- Green Kirkland Partnership (GKP) is working hard with Forterra on updating the City's 20-Year Forest and Natural Areas Restoration Plan. A draft plan will be presented for review to the Park Board at its meeting June 10<sup>th</sup>.
- April was Earth Month, which brings out wonderful Kirkland volunteer citizens in large numbers. Green Kirkland Partnership hosted 13 volunteer events in eight different parks. 11 of these volunteer events were hosted by GKP Stewards with one event hosted by EarthCorps (contractor) and one event led by a Green Kirkland staff member.
- On April 7, an EarthCorps crew funded by the Melody S. Robidoux Foundation conducted restoration activities at Juanita Bay Park.
- The following table summarizes GKP events and other activities conducted by volunteers in March. It includes volunteer information from events led by stewards, staff and contractors, and ongoing volunteering.

March Event Type	Number of Events	Number of Volunteers	Volunteer Hours	Dollar Equivalent <sup>1</sup>
Steward Led Events	8	105	337.50	\$7,657.88
Contractor Led Events	1	27	111	\$2,518.59
Ongoing Volunteering	N/A	18	131	\$2,972.39
All March Volunteering	9	132	448.5	\$13,148.86

**Groups Engaged:** Environmental and Adventure School, Garden Gate HOA, EarthCorps, Lake Washington Key Club and Honors Society, University of Washington Students, UW-Bothell Students

<sup>1</sup> Dollar Equivalent = Hours x \$22.69

### **Event Highlight: Juanita Bay Park**

- The GKP Earth Day volunteer event was held on April 18<sup>th</sup> at Juanita Bay Park. Nearly 150 volunteers gathered at the park to continue the grubbing and mulching that has been occurring in the southwest portions of the park. Volunteers groups included: Kirkland Youth Council, Evans School graduate students, Lake Washington High School students, OPCC, Juanita High School students, Pacifica Institute, and ATC Stores.

### **Community Highlight**

- The Green Kirkland Partnership is kicking off a fundraising project with the new Kirkland Parks Foundation. The Foundation has posted a fundraiser to raise \$2,500 for the cost of native plants to be planted on GKP's first Green Kirkland Day (Nov 14<sup>th</sup> at Crestwoods Park). The fundraiser can be seen at <https://www.kirklandparksfoundation.org/our-projects/>



Young volunteers at Juanita Bay Park Earth Day event

### **Other Notable Items**

- Katie Cava presented at a UW-Bothell Class (Scientific Journeys- Ecosystem Valuation) about the Green Kirkland Partnerships, restoration, and forest assessment
- Green Kirkland Partnership hosted an outreach booth at the UW-Bothell Earth Day Fair on April 22<sup>nd</sup> and sent GKP publicity materials to the City's Recycling and Solid Waste Outreach team to include in its City booth at the Evergreen Hospital Earth Day Outreach Fair.

### **What's Coming up**

- Upcoming March Events
  - Wednesdays, May 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup> at Cotton Hill, 9:30am-11:30am. Contact Karen Story [karen@nwnative.us](mailto:karen@nwnative.us)
  - Wednesdays, May 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup> at Carillon Woods, 9am-10am. Contact Lisa [kirby994@frontier.com](mailto:kirby994@frontier.com)
  - Thursday, May 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup> at Juanita Bay Park, 10am-noon. Contact Nona, [nonaganz@frontier.com](mailto:nonaganz@frontier.com)
  - Saturday, May 9<sup>th</sup>, Everest Park 10am-2pm register at [www.greenkirkland.org](http://www.greenkirkland.org)
  - Saturday, May 9<sup>th</sup>, North Juanita Open Space 10am-1pm register at [www.greenkirkland.org](http://www.greenkirkland.org)
  - Wednesday, May 13<sup>th</sup>, Crestwoods Park 2pm-4pm register at [www.greenkirkland.org](http://www.greenkirkland.org)
  - Saturday, May 16<sup>th</sup>, Everest Park 10am-2pm register at [www.earthcorps.org/volunteer.php](http://www.earthcorps.org/volunteer.php)
  - Saturday, May 23<sup>rd</sup>, Juanita Bay Park 10am-1pm register at [www.greenkirkland.org](http://www.greenkirkland.org)
  - Sunday, May 24<sup>th</sup>, 19<sup>th</sup>, Watershed Park 1pm-3pm register at [www.greenkirkland.org](http://www.greenkirkland.org)
  - Saturday, June 6<sup>th</sup>, Juanita Heights Park 10am-2pm register [www.earthcorps.org](http://www.earthcorps.org)
- Photos of recent volunteer events can be viewed at [www.facebook.com/GreenKirkPartnership](http://www.facebook.com/GreenKirkPartnership)



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## **MEMORANDUM**

**To:** Park Board

**From:** Jennifer Schroder, Director  
Linda Murphy, Recreation Manager

**Date:** May 8, 2015

**Subject:** ARC Center Project Update

## **RECOMMENDATION**

That the Park Board receives an update on the work plan for the Aquatics, Recreation and Community (ARC) Center Project.

## **BACKGROUND DISCUSSION**

At the Board's May 13<sup>th</sup> meeting, staff will share discussion points from the April 21<sup>st</sup> City Council Meeting and the May 11<sup>th</sup> Bellevue/Kirkland Joint City Council Meeting, as well as the next steps for the project.

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**MEMORANDUM**

**To:** Park Board

**From:** Michael Cogle, Deputy Director

**Date:** May 8, 2015

**Subject:** Parks, Recreation and Open Space Plan: Final Draft

**RECOMMENDATION:**

That the Park Board provide comment on a final draft of the Parks, Recreation, and Open Space (PROS) Plan. Changes suggested by the Board will be incorporated into a final review draft scheduled to be presented to the City Council on June 2, 2015.

**BACKGROUND:**

A draft of the Parks, Recreation, and Open Space (PROS) Plan was reviewed by the Park Board, City Council, Planning Commission and Houghton Community Council last year. The City Council delayed adoption of the Plan in order to explore development of an alternative measurement of the City's Level of Service for its park, recreation, and open space system.

The final draft of the PROS Plan has now been completed. Due to document size, the draft Plan has been placed on the Park Board's agenda web page ([www.kirklandwa.gov](http://www.kirklandwa.gov), search "Park Board agenda") for the Board's review. A final printed copy will be provided after approval by Council.

The final draft features primarily minor edits and corrections with the exception of two substantive policy changes:

**Level of Service – Investment per Person**

At their meeting of April 7, 2015, the City Council expressed a preference for the City to develop a new standard for determining level of service (LOS) for the park system. This standard, referred to as "Investment per Person", looks beyond typical quantitative measurements (such as acres per capita) to consider the full breadth of the City's capital assets (both land and improvements) to ensure that each resident continues to receive an adequate amount of parks and recreational services. This methodology is gaining popularity in the region and is being used by a number of local cities.

In part, the methodology will be used to calculate park impact fees, ensuring that the City's park system is able to keep up and adapt with future growth. An impact fee rate study will be

completed later this year, with new rates anticipated to be adopted by the end of 2015. Once the rates are determined, the PROS Plan will be edited to include the new LOS measurement.

The "Investment per Person" LOS does not preclude the City from maintaining acreage goals and other targets, such as ¼-mile park proximity to households, and the final draft Park Element continues to refer to these traditional measurements.

New language describing the "Investment per Person" LOS can be found on page *viii* of the Plan. In an accompanying change, goals for park acreage are now described in the plan as "guidelines" or "goals" rather than "standards".

### **Economic Development**

As requested by the City Council, a new policy, found on page 36 of the Plan, has been added to support the City's economic development efforts. The specific new language is as follows:

**Policy 10.1 – Support Economic Development  
Utilize strategic capital investments in parks, trails, open spaces, recreation and art to encourage and support economic development and revitalization.**

#### Actions/Objectives

- Target and time investments in park facilities to support economic development in and around the Totem Lake Urban Center, downtown Kirkland and its waterfront, and along the Cross Kirkland Corridor.

Staff looks forward to discussing the PROS Plan with the Board at your upcoming meeting.

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**To:** Park Board

**From:** Michael Cogle, Deputy Director

**Date:** May 8, 2015

**Subject:** Status of Designated Off-Leash Areas Proposal

**RECOMMENDATION:**

That the Board receive an update on the status of the Board's proposal to create designated off-leash areas within Kirkland's parks on a trail basis.

**BACKGROUND DISCUSSION:**

In February, the Park Board received a [proposal for expanding off-leash opportunities](#) in Kirkland parks from a committee comprised of members of the Park Board, Kirkland Dog Off-leash Group (KDOG), and staff. The Park Board generally expressed support for the proposal.

Staff recently presented the proposal to the City Manager and the City Council's Public Works, Parks, and Human Services Committee. While the Committee and City Manager were intrigued by the concept, they expressed concern about the level of effort and organizational resources necessary to conduct public outreach and institute the pilot program in 2015. Staff received direction to prepare a public involvement plan that could be implemented beginning in early 2016.

Staff will provide further information to the Board at your upcoming meeting.

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**MEMORANDUM**

**To:** Park Board

**From:** Jennifer Schroder, Director

**Date:** May 8, 2015

**Subject:** Meeting Considerations for 2015

**RECOMMENDATION:**

That the Park Board discuss a potential tour in lieu of its regular July meeting, and be aware of changes to the 2015 meeting schedule.

**BACKGROUND:**

Traditionally, the Park Board has chosen to utilize all or a portion of its July meeting (this year, July 8<sup>th</sup>) to tour parks, recreation facilities, and/or other areas of interest. This year, staff of the Green Kirkland Partnership (GKP) division wishes to take Board members on a tour of select restoration sites within Kirkland parks.

In order to make use of daylight hours, staff requests that the Board consider beginning its special meeting/tour at 6:00 p.m. The final itinerary will be made available to the Board and to the public in late June.

Additionally, staff wishes to remind the Board of the following changes to its meeting schedule:

- No meeting in August
- No meeting on Wednesday, November 11<sup>th</sup> (Veterans Day)
- Special Meeting on Wednesday, November 18<sup>th</sup>

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**To:** Park Board

**From:** Michael Cogle, Deputy Director

**Date:** May 8, 2015

**Subject:** Juanita Beach Park Bathhouse Replacement Project: Consultant Selection

**RECOMMENDATION:**

That the Park Board appoint a representative to participate on the interview panel for selecting a consultant team for the Juanita Beach Park Bathhouse Replacement Project.

**BACKGROUND DISCUSSION:**

Staff is currently soliciting Statements of Qualifications (SOQ's) from qualified consultants interested in providing design and engineering services for the Juanita Beach Park Bathhouse Project. A copy of the Request for Qualifications (RFQ) is attached.

Staff is inviting a representative of the Park Board to participate on the interview panel. Interviews are tentatively scheduled for Friday, June 26<sup>th</sup>.

Attachment



**Notice - Request for Qualifications**  
**for**  
**Consulting Services for**  
**Juanita Beach Park Bathhouse Replacement Project**  
**Job Number 39-15-PK**  
**The City of Kirkland Washington**  
**May 5, 2015**

The City of Kirkland, Washington invites Consultants (hereinafter referred to as the "Offeror") to submit their Statement of Qualifications ("SOQ") to provide architectural design and engineering services for replacement of the Juanita Beach Park Bathhouse.

**Dates/Times:**

All Statements of Qualifications must be received **no later than June 1 at 4:00 pm Pacific Time.**

Qualifications titled "**Consulting Services for City of Kirkland – Juanita Beach Bathhouse**" may be submitted as an email attachment in PDF or MS Word format to: [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov). Note that a faxed SOQ or a SOQ submitted as Zip files will not be accepted.

OR

One (1) unbound double sided original and one (1) CD in PDF or MS Word format of the SOQ must be mailed or delivered to:

City of Kirkland  
Attn: Purchasing Agent-39-15-PK  
123 5th Ave  
Kirkland, WA 98033

The City is committed to reducing costs and facilitating quicker communication by using electronic means to convey information. Those interested in submitting a Statement of Qualifications are encouraged to provide contact information to Barry Scott, Purchasing Agent, at [bscott@kirklandwa.gov](mailto:bscott@kirklandwa.gov). Providing contact information will allow the City to provide notification if an addendum to the RFQ is issued or the RFQ is cancelled. Those who choose not to provide contact information are solely responsible for checking the City's website for any issued addenda or a notice of cancellation.

The City of Kirkland (hereinafter referred to as the "City" or the "Owner") reserves the right to reject any or all submittals, or to withhold the selection of firms for any reason it may determine, or to waive or decline irregularities in any submittal.

Interpretation or corrections of the RFQ documents will be made only by written addendum, which will be mailed or delivered via e-mail to each offeror on record. The City is not responsible for any other explanations or interpretations of the RFQ and/or RFQ documents.

**Contact:**

For additional information about this RFQ or any other aspect of the selection process or the project in general, please contact via email:

Name: Michael Cogle, Deputy Director, Department of Parks & Community Services

E-Mail: [\*\*mcogle@kirklandwa.gov\*\*](mailto:mcogle@kirklandwa.gov)

Absolutely no communication shall occur regarding this RFQ, including requests for information, or speculation between Offeror's or any of their individual members and any City elected official or employee other than those named above. Failure to comply with this provision may result in the offeror's SOQ being removed from consideration.

**Offeror's shall submit written questions by no later than May 18 at 4:00 pm.**

Any cost incurred by the Offeror in Preparation, transmittal, or presentation of any information or material submitted in response to the RFQ, shall be borne solely by the Offeror.

## Proposed Timeline

<u>Task</u>		<u>Date</u>
RFQ issued		5/05/15
Questions submitted by	4:00 pm	5/18/15
Responses provided by	4:00 pm	5/21/15
<b>SOQ's due by</b>	<b>4:00 pm</b>	<b>6/01/15</b>
Shortlist by	4:00 pm	6/15/15
Interviews (tentative)		6/26/15
Contract Awarded/Executed		August 2015

### PROJECT OVERVIEW:

#### **A. Scope of Project:**

The Park. Juanita Beach Park is a 30-acre community park on the shores of Lake Washington, sitting at the north end of Juanita Bay. Juanita Beach Park began nearly 100 years ago as a popular, privately-owned destination beach resort for Seattle-area families. It was purchased as a regional park by King County in 1956. In 2002 the City of Kirkland assumed ownership, and a new [master plan for the park](#) was completed in 2005. A major first phase of implementation was completed in 2011.

The Bathhouse. The existing 3,500 square feet facility was built in approximately 1965 and provides restroom, dressing room, maintenance, storage, lifeguard, and concession spaces. The park master plan calls for the existing facility to be removed and a new bathhouse constructed nearby. A prototype new facility of approximately 2,400 square feet and a conceptual floor plan is described in the park master plan.

Architectural Character/ Site Planning and Massing. The park master plan provides the following guidance on the park's architectural character: *"Buildings are developed with a craftsmen style architectural character that strongly ties to the parks natural landscape, open lawn character and the historic recreational use of the site. The buildings are sited at the edges of the lawn and plaza areas to assist in defining the spaces. The building scale and locations complements and reinforces the landscape character and provide*

*focal points for park visitors. Buildings are tucked into gentle landforms or vegetation edges.”*

Other Project Components. In addition to the new bathhouse building, the program for this project will include relocation/replacement of the park’s existing children’s playground and the design and construction of a group picnic shelter.

**B. The Delivery Process and Schedule:**

Provided below is a high level view of the current project schedule:

By August 2015	Initiate Schematic Design
By January 2016	Schematic Design Approval (Park Board & City Council)
By August 2016	Permitting Complete
By October 2016	Award of Construction Bid
By May 2017	Complete Construction

**C. Project Objectives and Major Tasks:**

The City has identified the following significant objectives and tasks which will be incorporated into the Scope of Work for the Project:

- Demolition and removal of existing bathhouse structure;
- Confirm/refine space needs
- Consult with park users and community members in development of schematic alternatives;
- Schematic Design (bathhouse, playground, picnic shelter)
- Secure Schematic Design approval from Park Board and City Council;
- Design Development;
- Construction and Bid Documents;
- Seek and secure all environmental and building permits as required;
- Bidding and Construction Support;
- Cost estimating.

## **D. Sustainability:**

While open to the creativity of the design team, the City has the following policies <sup>(1)</sup> which guide design, construction, and management of its public facilities:

- Policy E-4.2: Design, build and certify public building projects to LEED, Living Building Challenge or equivalent certification standards.
- Policy E-4.3: Implement energy efficiency projects for City facilities, and measure building performance through Environmental Protection Agency's (EPA) Energy Star or equivalent program.
- Policy E-4.4: Utilize rigorous sustainability standards and green infrastructure in all City projects.
- Policy E-4.5: Utilize life cycle cost analysis for public projects that benefit the built and natural environment.

<sup>(1)</sup> *Kirkland Comprehensive Plan Draft Environmental Element April 2015*

## **E. Project Budget:**

The overall budget for this project is \$1.2 million, and is funded by the 2012 voter-approved Kirkland Parks Levy. The budget is inclusive of all costs related to planning, design, and construction. Projects of similar scope and scale for the City of Kirkland have typically allocated 10% to 12% of the overall project budget for consulting design and engineering services.

## **SOQ SUBMISSION REQUIREMENTS:**

All SOQ submissions must be in accordance with the requirements set forth in this RFQ. The SOQ shall not exceed twenty (20) pages double-sided (one page is equal to one side of a sheet). The front cover, the back cover, and a maximum two-page cover letter, may be in addition to the twenty (20)-page limit. As a minimum the following information shall be submitted:

- A. The Name of the Firm, identifying its Principal Shareholders, Partners or Members. It should define the period of time the Offeror has been operating its business offering professional architectural services.
- B. Name, resume, project list, educational background, and five (5) project

references (with phone numbers) of key staff and subconsultants that will be assigned to this project. Identify how many years this staff member has been employed by your firm, other firms. Define any other project responsibilities key staff assigned to this project are currently involved in. Discuss the staff's ability to complete the project objectives and major tasks.

- C. The Offeror must provide proof of insurance and licensure and if selected will be required to obtain a City of Kirkland business license.
- D. A list of other public projects of this size and budget that the firm has provided architectural services for in the past five (5) years. Provide current contact names and phone numbers for each project listed. If the primary contact has retired or is no longer available, provide the name of an individual now responsible for the building.
- E. Answer if the firm has ever:
  - been party to any litigation, or arbitration with any government client.
  - filed for bankruptcy or foreclosure.
  - has been declared "not a going concern".
- F. Any additional information reflecting the Offeror's ability to complete projects within established schedules and budgets. Any additional information to demonstrate the ability of the Offeror to perform the tasks described herein.

After the City reviews the SOQs it will rank firms in a shortlist. Shortlisted firms will be interviewed and ranked from highest to lowest based entirely on the interview and demonstrated qualifications and references.

G. Right to Reject Submittals

The City reserves the right to reject any and all submittals at any time with no penalty or to waive immaterial defects and minor irregularities in any submittal.

H. Submittal Disposition

All material submitted in response to this RFQ shall become the property of the City upon delivery to the City's Purchasing Agent.

I. Sample Contract/Agreement:

The Owner plans to use the attached City of Kirkland Professional Services Agreement (Attachment A).

The Owner will not consider and/or negotiate changes to the form of the Agreement with the top ranked Consultant firm. Firms with significant concerns about the sample agreement should not submit on this RFQ.

**SHORT LIST/FINAL SELECTION PROCEDURES:**

After the SOOs have been received and reviewed by the Owner's selection committee, the highest ranked firm(s) will be notified and invited to participate in a short list/final selection phase. It is intended that this phase will include the following steps:

A. Notification:

Written notification of top ranked firms.

B. Discussion/Presentation:

A (1 hour) discussion/question and answer period will be scheduled and conducted at Kirkland City Hall. The Consultant will be given 20 minutes for presentation. The remaining time will be reserved by the City for questions.

The Architect/Engineer team should illustrate the design and production strategy for this project and identify what attributes and unique qualifications their firm offers Kirkland. It should emphasize measures and control methods used to assure quality, schedule, and budget conformance.

At a later date, the City selection committee may ask to tour your office and/or a recent project completed by the proposed project team.

C. Final Ranking:

After the tours (if scheduled) and discussions are completed the Selection Committee will rank the firms interviewed. The qualifications and discussion/presentation will be weighted equally and scored as follows:

- Responsiveness to the RFQ 5 points
- Understanding of project scope and requirements 25 points

- Previous experience in similar projects 20 points
  - Previous experience in sustainable building design 10 points
  - Expertise of key personnel 20 points
  - Response from references/past projects 20 points
- Total Maximum 100 points

D. Negotiation/Scope Development:

The top ranked firm will be notified in writing and will be asked to meet and submit their prospective scope of services and their fee (to be broken down by phases).

If, after negotiation and consideration, the Owner is unable to reach an acceptable agreement with the top-ranked firm, they will terminate negotiations with the top ranked firm and, at their sole discretion, may: enter into negotiations with the second ranked firm; withhold the award for any reason; elect not to proceed with any of the proponents; or re-solicit new SOQs.

End of RFQ



## **PROFESSIONAL SERVICES AGREEMENT**

*Attachment A*

Juanita Beach Park Bathhouse, Job Number 39-15-PK

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The City of Kirkland, Washington, a municipal corporation ("City") and \_\_\_\_\_, whose address is \_\_\_\_\_ ("Consultant"), agree and contract as follows:

### **I. SERVICES BY CONSULTANT**

- A. The Consultant agrees to perform the services described in Attachment \_\_\_\_ to this Agreement, which attachment is incorporated herein by reference.
- B. All services and duties shall be conducted and performed diligently, completely and in accordance with professional standards of conduct and performance.

### **II. COMPENSATION**

- A. The total compensation to be paid to Consultant for these services shall not exceed \$\_\_\_\_\_, as detailed in Attachment \_\_\_\_\_.
- B. Payment to Consultant by the City in accordance with the payment ceiling specified above shall be the total compensation for all work performed under this Agreement and supporting documents hereto as well as all subcontractors' fees and expenses, supervision, labor, supplies, materials, equipment or the use thereof, reimbursable expenses, and other necessary incidentals.
- C. The Consultant shall be paid monthly on the basis of invoices submitted. Invoicing will be on the basis of percentage complete or on the basis of time, whichever is applicable in accordance with the terms of this Agreement.
- D. The City shall have the right to withhold payment to Consultant for any work not completed in a satisfactory manner until such time as Consultant modifies such work to the satisfaction of the City.
- E. Unless otherwise specified in this Agreement, any payment shall be considered timely if a warrant is mailed or is available within 45 days of the date of actual receipt by the City of an invoice conforming in all respects to the terms of this Agreement.

### **III. TERMINATION OF AGREEMENT**

The City or the Consultant may terminate this Agreement at any time, with or without cause, by giving ten (10) days' notice to the other in writing. In the event of termination, all finished or unfinished reports, or other material prepared by the Consultant pursuant to this Agreement, shall be provided to the City. In the event the City terminates prior to completion without cause,

consultant may complete such analyses and records as may be necessary to place its files in order. Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on the project prior to the date of termination, not to exceed the payment ceiling set forth above.

#### **IV. OWNERSHIP OF WORK PRODUCT**

- A. Ownership of the originals of any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled or produced as a result of this Agreement, whether or not completed, shall be vested in the City. Any reuse of these materials by the City for projects or purposes other than those which fall within the scope of this contract or the project to which it relates, without written concurrence by the Consultant will be at the sole risk of the City.
- B. The City acknowledges the Consultant's plans and specifications as instruments of professional service. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the City upon completion of the work. The City agrees to hold harmless and indemnify consultant against all claims made against Consultant for damage or injury, including defense costs, arising out of any reuse of such plans and specifications by any third party without the written authorization of the Consultant.
- C. Methodology, materials, software, logic, and systems developed under this contract are the property of the Consultant and the City, and may be used as either the consultant or the City sees fit, including the right to revise or publish the same without limitation.

#### **V. GENERAL ADMINISTRATION AND MANAGEMENT**

The \_\_\_\_\_ for the City of Kirkland shall review and approve the Consultant's invoices to the City under this Agreement, shall have primary responsibility for overseeing and approving services to be performed by the Consultant, and shall coordinate all communications with the Consultant from the City.

#### **VI. COMPLETION DATE**

The estimated completion date for the Consultant's performance of the services specified in Section I is \_\_\_\_\_.

Consultant will diligently proceed with the work contracted for, but consultant shall not be held responsible for delays occasioned by factors beyond its control which could not reasonably have been foreseen at the time of the execution of this Agreement. If such a delay arises, Consultant shall forthwith notify the City.

**VII. SUCCESSORS AND ASSIGNS**

The Consultant shall not assign, transfer, convey, pledge, or otherwise dispose of this Agreement or any part of this Agreement without prior written consent of the City.

**VIII. NONDISCRIMINATION**

Consultant shall, in employment made possible or resulting from this Agreement, ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in RCW 49.60.180 or as otherwise permitted by other applicable law. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement in violation of RCW 49.60.215 or other applicable law prohibiting discrimination.

**IX. HOLD HARMLESS/INDEMNIFICATION**

Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from its negligence or breach of any of its obligations in performance of this Agreement.

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

**X. LIABILITY INSURANCE COVERAGE**

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. A failure to obtain and maintain such insurance or to file required certificates and endorsements shall be a material breach of this Agreement.

Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

**A. Minimum Scope of Insurance**

Consultant shall obtain insurance of the types described below:

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

**B. Minimum Amounts of Insurance**

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

**C. Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

2. The Consultant shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation, within two business days of their receipt of such notice.

**D. Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

**E. Verification of Coverage**

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

**F. Occurrence Basis**

Any policy of required insurance shall be written on an occurrence basis.

**XI. COMPLIANCE WITH LAWS/BUSINESS LICENSE**

The Consultant shall comply with all applicable State, Federal, and City laws, ordinances, regulations, and codes. Consultant must obtain a City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02.

**XII. FUTURE SUPPORT**

The City makes no commitment and assumes no obligations for the support of Consultant activities except as set forth in this Agreement.

**XIII. INDEPENDENT CONTRACTOR**

Consultant is and shall be at all times during the term of this Agreement an independent contractor and not an employee of the City. Consultant agrees that he or she is solely responsible for the payment of taxes applicable to the services performed under this Agreement and agrees to comply with all federal, state, and local laws regarding the reporting of taxes, maintenance of insurance and records, and all other requirements and obligations imposed on him or her as a result of his or her status as an independent contractor. Consultant is responsible for providing the office space and clerical support necessary for the performance of services under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance of unemployment compensation programs or otherwise assuming the duties of an employer with respect to the Consultant or any employee of Consultant.

**XIV. EXTENT OF AGREEMENT/MODIFICATION**

This Agreement, together with all attachments and addenda, represents the final and completely integrated Agreement between the parties regarding its

subject matter and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument properly signed by both parties.

**XV. ADDITIONAL WORK**

The City may desire to have the Consultant perform work or render services in connection with the project other than provided for by the express intent of this contract. Any such work or services shall be considered as additional work, supplemental to this contract. Such work may include, but shall not be limited to, \_\_\_\_\_. Additional work shall not proceed unless so authorized in writing by the City.

Authorized additional work will be compensated for in accordance with a written supplemental contract between the Consultant and the City.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates written below:

CONSULTANT:

CITY OF KIRKLAND:

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

By: \_\_\_\_\_  
Marilynne Beard, Deputy City Manager

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

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

**CITY OF KIRKLAND****Department of Parks & Community Services**

505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300

[www.kirklandwa.gov](http://www.kirklandwa.gov)

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**To:** Park Board

**From:** Jennifer Schroder, Director

**Date:** May 8, 2015

**Subject:** Committee Assignments

**RECOMMENDATION:**

That the Park Board review the list of Kirkland neighborhood associations and appoint representatives to associations where needed.

**BACKGROUND DISCUSSION:**

Park Board members have in the past selected representatives to each of the City's now 13 neighborhood associations, as well as to the Kirkland Alliance of Neighborhoods (KAN), Senior Council and Youth Council, attending meetings as members' schedules allow.

Attached is the list of current neighborhood assignments.



# City of Kirkland, Neighborhood Services

5/8/2015 13:03

Neighborhood Chair	Co Chair	Park Board Representative	Meeting Schedule/Web Site
<b>Central Houghton</b>			
Carol Buckingham 10645 NE 44th Street Kirkland, WA 98033 <a href="mailto:stdesigns@msn.com">stdesigns@msn.com</a>	Lisa McConnell 5905 106th Ave NE Kirkland WA 98033 <a href="mailto:kirby994@frontier.com">kirby994@frontier.com</a> 425-827-4642	Adam White	1st Wednesday every month 7 p.m. (Year-round meetings) Houghton Fire Station 6602 108th Ave NE <a href="http://www.houghtonlives.com">http://www.houghtonlives.com</a>
<b>Everest</b>			
Anna Rising <a href="mailto:amrising@gmail.com">amrising@gmail.com</a> 751 8th Street S Kirkland, WA 98033 425-828-8969	Vice Chair Brian Marshall <a href="mailto:brian@playtank.com">brian@playtank.com</a>	Sue Contreras	4th Tuesday odd months 7 p.m. Houghton Fire Station 6602 108th Ave NE
<b>Evergreen Hill Neighborhood Association (representing Kingsgate area)</b>			
Johanna Palmer 12911 NE 128th Pl Kirkland, WA 98034-7901 <a href="mailto:johanna@thepalmers.com">johanna@thepalmers.com</a> <a href="mailto:johanna@deyoungmfg.com">johanna@deyoungmfg.com</a> (425) 823-1385 Home (425) 922-6888 Cell (425) 823-4798 Work	Lynda Haneman 13506 131st Ave NE Kirkland, WA 98034 <a href="mailto:lyndahaneman@att.net">lyndahaneman@att.net</a> 206-300-7090	Rosalie Wessels/Jim Popolow	3rd Wednesday every month 7 p.m. (Except July, August, November, December) Friends of Youth 13116 NE 132nd Street
<b>Finn Hill Neighborhood Alliance</b>			
Scott Morris 11184 Champagne Point Road NE Kirkland WA 98034 <a href="mailto:scott@finnhillalliance.org">scott@finnhillalliance.org</a> 425-458-5955 Work 206-972-9493 Cell			1st Wednesday odd months 7 p.m. (September–May meetings) Finn Hill Middle School 8040 NE 132nd Street
<b>Highlands</b>			
Karen Story 9017 Slater Ave NE Kirkland, WA 98033 <a href="mailto:karen@nwnative.us">karen@nwnative.us</a> 425-576-1269		Adam White	3rd Wednesday odd months 7 p.m. (September–May meetings) Maintenance Center 915 8th Street <a href="http://www.kirklandhighlands.org">www.kirklandhighlands.org</a>
<b>Juanita Neighborhoods</b>			
Patrick Fitzgerald <a href="mailto:patrick.fitzgerald.sl2s@statefarm.com">patrick.fitzgerald.sl2s@statefarm.com</a>	Doug Rough <a href="mailto:dougrough@aol.com">dougrough@aol.com</a>	Kevin Quille	2nd Monday odd months 7 p.m. (September–May meetings) Juanita Elementary School 9635 NE 132nd Street <a href="http://www.juanitaneighborhoods.com">http://www.juanitaneighborhoods.com</a> <a href="http://neighbors.meetup.com/87/">http://neighbors.meetup.com/87/</a>
<b>Lakeview</b>			
Lori Isch 10116 NE 64th Street, # B Kirkland, WA 98033 <a href="mailto:lorisch@outlook.com">lorisch@outlook.com</a> 425-444-7321	Chuck Pilcher <a href="mailto:chuck@bourlandweb.com">chuck@bourlandweb.com</a> 206-915-8593		3rd Wednesday even months 7 p.m. (No summer meetings) Houghton Starbucks 6733 108th Ave NE <a href="http://lakeviewneighborhood.ning.com/">http://lakeviewneighborhood.ning.com/</a>
<b>Market</b>			
Michelle Sailor 145 5th Avenue W Kirkland, WA 98033 <a href="mailto:msailor@comcast.net">msailor@comcast.net</a> 425-828-6060 Home 206-617-9049 Cell	Sharon Singh <a href="mailto:sharonmaree2@gmail.com">sharonmaree2@gmail.com</a> Wendy Alston <a href="mailto:Wendy@alston-family.com">Wendy@alston-family.com</a>		3rd Wednesday odd months 7 p.m. (September–May meetings) Heritage Hall 203 Market Street <a href="http://www.marketneighborhood.org">http://www.marketneighborhood.org</a>
<b>Moss Bay</b>			
Don Winters 417 6th Ave S Kirkland, WA 98033 <a href="mailto:doniwinters@comcast.net">doniwinters@comcast.net</a> 425-827-2650		Rosalie Wessels	3rd Monday odd months 7 p.m. (September–May meetings) Heritage Hall 203 Market Street <a href="http://www.mosssbay.org">http://www.mosssbay.org</a>
<b>Norkirk</b>			
Janet Pruitt 1623 2nd Street Kirkland, WA 98033 <a href="mailto:janetpruit@hotmail.com">janetpruit@hotmail.com</a> 425-827-9930		Kevin Quille	1st Wednesday even months 7 p.m. (October–June meetings) Heritage Hall 203 Market Street <a href="http://norkirk.wordpress.com/">http://norkirk.wordpress.com/</a>



# City of Kirkland, Neighborhood Services

5/8/2015 13:03

Neighborhood Chair	Co Chair	Park Board Representative	Meeting Schedule/Web Site
<b>North Rose Hill</b>			
Margaret Carnegie 11259 126th Ave NE Kirkland, WA 98033 <a href="mailto:carnegiema@frontier.com">carnegiema@frontier.com</a> 425-822-2146	Karen Tennyson <a href="mailto:karen.tennyson@gmail.com">karen.tennyson@gmail.com</a>	Rick Ockerman	3rd Monday every month 7 p.m. (No July meeting) Rose Hill Fire Station 9930 124th Ave <a href="http://www.north-rosehill.org">http://www.north-rosehill.org</a>
<b>South Rose Hill/Bridle Trails</b>			
Don Samdahl 7714 131st Ave NE Kirkland, WA 98033 <a href="mailto:don@filmjabber.com">don@filmjabber.com</a> 425-827-5372	Rodney Rutherford <a href="mailto:rodnevr@gmail.com">rodnevr@gmail.com</a> 206-973-7579 PMB 177 6619 132nd Ave NE Kirkland, WA 98033	Sue Contreras	2nd Tuesday odd months 7 p.m. (September–May meetings) Lake Washington Methodist Church 7525 132nd Ave NE <a href="http://neighbors.meetup.com/89/">http://neighbors.meetup.com/89/</a>
<b>Totem Lake</b>			
Johanna Palmer (Contact) <a href="mailto:johanna@thepalmers.com">johanna@thepalmers.com</a> 425-823-1385			
<b>Kirkland Alliance of Neighborhoods (KAN)</b>			
Bea Nahon <a href="mailto:bea.Nahon@nahoncpa.com">bea.Nahon@nahoncpa.com</a> Anna Rising <a href="mailto:amrising@gmail.com">amrising@gmail.com</a>			2nd Wednesday every month 7 p.m. Heritage Hall 203 Market Street
<b>Neighborhood Services Coordinator</b>			
Kari Page <a href="mailto:kpage@kirklandwa.gov">kpage@kirklandwa.gov</a> 425-587-3011			<a href="http://www.kirklandwa.gov">http://www.kirklandwa.gov</a>
<b>Kirkland Senior Council</b>			
Leslie Miller <a href="mailto:lmiller@kirklandwa.gov">lmiller@kirklandwa.gov</a> 425-587-3322		Rosalie Wessels	Second Tuesday every month 5:30 p.m. Peter Kirk Community Center
<b>Kirkland Youth Council</b>			
Regi Schubiger <a href="mailto:rschubiger@kirklandwa.gov">rschubiger@kirklandwa.gov</a> 425-587-3323		Jim Popolow	Second Monday every month 6:45 p.m. City Hall, Council Chambers



# City of Kirkland, Neighborhood Services

5/8/2015 13:03

Neighborhood Chair

Co Chair

Park Board Representative

Meeting Schedule/Web Site

