

May 2, 2005

**TO:** IAC Members and Designees

**FROM:** Laura Eckert Johnson, Director

**PREPARED BY:** Marguerite Austin, Manager  
Recreation & Habitat Section, Project Services Division

**SUBJECT:** Time Extensions  
Notebook Item #4a (Consent Calendar)

### **Summary**

IAC Manual #7, *Funded Projects: Policies and the Project Agreement*, outlines IAC's adopted policy for progress on active funded projects. The policy requires staff to report all requests for time extensions and subsequent staff actions to the Committee. Further, the policy states "All requests for extensions that would extend longer than the original four years are referred to the Committee." In compliance with this policy, staff submits this report and recommends approval of an extension for the project in Attachment A.

### **Time Extension Requests – Director Approval**

Between February 16, 2005 and April 30, 2005 IAC received several requests to extend projects. Each request was reviewed to ensure compliance with established policies. After careful consideration, staff granted extensions to 22 projects. Staff's analysis is that these projects will be completed within the revised agreement period.

### **Time Extension Requests Requiring Committee Review**

A time extension request was also submitted for the project listed in Attachment A. IAC Board action is required since this project is four or more years old and is requesting an extension to continue the Agreement beyond the four-year period.

Attachment A provides a brief update for committee review of the circumstances surrounding the requested extension and the expected date of project completion.

**Recommendation**

IAC staff reviewed the request in Attachment A utilizing the same considerations applied to extensions granted by the Director and believes this project should be extended.

Staff recommends approval of the time extension request by Resolution #2005-13.

Attachment

*Attachment A – Time Extension Requests for Board Approval, May 2005  
Consent Calendar*

---

Considerations for time extensions:

- Date IAC granted funding approval
- Original dates for project completion
- Revised milestones or timeline submitted for completion of the project
- Sponsor's reasons or justification for requesting the extension
- Conditions surrounding the delay
- Sponsor's progress on this and other funded projects
- Likelihood of sponsor completing the project within the extended period
- Reimbursements requested and approved, and
- Receipt of a written request for the time extension.

<p align="center"><b>Attachment A</b>  <b>Time Extension Requests for Board Approval</b>  <b>Consent Calendar - Resolution #2005-13</b></p>						
<b>Project #</b>	<b>Sponsor Name</b>	<b>Project Name</b>	<b>Grant Program</b>	<b>Date Board Funded</b>	<b>Extension Requested</b>	<b>Circumstance or Reasons for Delay</b>
98-1186D	City of Snohomish	Snohomish Riverfront Trail	WWRP - Trail	7/18/99	10/31/05	The scope of this project is to construct one-mile of trail in the City of Snohomish. Over 1/2 mile of the trail runs along the Snohomish River in downtown Snohomish. The remaining trail is built on an abandoned railroad corridor that will eventually connect up with Snohomish County's Centennial Trail. All the work on this project has been completed except for 500 feet. This last section of trail will be elevated and required additional time to design and permit. Federal grant requirements and the acquisition of temporary construction easements further delayed this project. Final design is complete and the project will go to bid in May with construction to begin early July. An extension will provide the additional time needed to complete construction.