



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, February 14, 2022
7:30 PM

Location
Castle Rock Senior Center
222 Second Ave SW
Castle Rock, WA 98611

AGENDA

*The public may join In-person, but must meet social distancing and mask requirements.
In-person attendance will be limited in the Senior Center.
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1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

- a. Teen Domestic Violence Awareness Month Proclamation (page 4)

3. BUSINESS FROM THE FLOOR/PHONE

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Director Dave Vorse
 1. 2021 Projects Completed (page 5-11)
 2. 2022 Projects Proposed (page 12-15)
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro
 1. Final 2021 Expense, Revenue, Cash & Investment Reports (page 16-18)

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
- CRCDA Representative Nancy Chennault

6. PUBLIC HEARINGS

- a. To take public testimony on the proposed 2022 update to the City of Castle Rock and Castle Rock School District #401 Park and Recreation Plan. (page 19)

Presentation (page 20-35)

Resolution No. 2022-02, a resolution of the City of Castle Rock, Washington, adopting the 2022 update to the City of Castle Rock and Castle Rock School District #410 Park and Recreation Plan and authorizing city staff to submit the plan to the Washington State Recreation and Conservation Office in fulfillment of funding requirements, on first reading. (page 36-37)

7. CONSENT AGENDA

- a. Approve the minutes of the January 10, 2022 Regular Council Meeting. (page 38-40)
- b. Approve the January 2022 invoices as described in the Fund Transaction Summary Report, in the amount of \$562,236.66. (page 41-42)

8. OLD BUSINESS

9. NEW BUSINESS

- a. Request to remove three trees located in the ROW at 325 Allen Ave SE. (page 43-45)
- b. Request to release City's interest in encroachment into ROW located at 238 Huntington Ave N. (page 46-50)
- c. Request for Declaration of Cooperation for the Spirit Lake, Toutle/Cowlitz River Collaborative (SLTCRC). (page 51-59)
- d. Patrick Bohna, 731 Pioneer Ave NE, requests a utility adjustment for the November/December billing in the amount of \$351.90. Request meets ordinance provisions; staff recommends approval. (page 60)
- e. Dan Farvour, 225 Warren St SW, requests a utility adjustment for the December/January billing in the amount of \$1,493.30. Request meets ordinance provisions; staff recommends approval. (page 61)
- f. Personal Services Agreement with Townzen & Associates Inc. for inspection and plan review services at an hourly rate of \$85 plus travel time and mileage, on an as-needed basis. (page 62-85)
- g. Annual Spring Clean-Up Event; CRCDA requests City sponsorship to pay costs of printing forms and flyers quoted at \$403.40 plus tax. (page 86-87)
- h. TIB Supplemental Agreement #3 for Complete Streets in the amount of \$6,600 for preparation of contract documents for bidding and limited construction observation. This increases the current agreement from \$42,000 to \$48,600. (page 88)
- i. TIB Supplemental Agreement #4 for Complete Streets, in the amount of \$2,500 for photometric design for streetlights on Huntington Ave. This increases the current agreement from \$48,600 to \$51,100. (page 89)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>1Q22</u>	<u>2Q22</u>	<u>3Q22</u>	<u>4Q22</u>
January 10	April 11	July 11	October 10
January 24	April 25	July 25	October 24
February 14	May 09	August 08	November 14
February 28	May 23	August 22	November 28
March 14	June 13	September 12	December 12
March 28	June 27	September 26	Tuesday, December 27

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Title VI: The City of Castle Rock ensures compliance with Title VI of the Civil Rights Act of 1964 and American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services from its federal assisted programs and activities. If you need special accommodations to participate in this meeting, please contact Carie Cuttonaro at 360.274.8181 by 9:00 a.m. three days prior to the meeting. City Council may add and take action on other items not listed on this Agenda.

Proclamation

FOR

TEEN DATING VIOLENCE PREVENTION AND AWARENESS MONTH

February 2022

WHEREAS, nearly 20.9% of female high school students and 13.4% of male high school students report being physically or sexually abused by a dating partner; and

WHEREAS, nearly 1.5 million high school students in the United States are physically abused by dating partners every year, however only 33% of teenage dating abuse victims ever told anyone about it; and

WHEREAS, 8.9% of domestic violence homicide victims in Washington State were under 21 at the time they were killed. At least 45% of victims under 21 had ended the relationship or were in the process of leaving; and

WHEREAS, high school students who experience physical violence in a dating relationship are more likely to use drugs and/or substances, are at a greater risk of suicide and are much more likely to carry patterns of abuse into future relationships; and

WHEREAS, 50% of youth reporting dating violence and rape also reported attempting suicide. This is compared to 12.5% of non-abused girls and 5.4% of non-abused boys; and

WHEREAS, young people victimized by a dating partner are more likely to engage in risky sexual behavior and unhealthy dieting behaviors, and the experience may disrupt normal development of self-esteem and body image; and

WHEREAS, at least 1 in 5 women, and 1 in 20 men, are sexually assaulted during their college tenures; and

WHEREAS, date rape among college students accounts for 35% of attempted rapes, 22.9% of threatened rapes, and 12.8% of completed rapes nationally; and

WHEREAS, by providing young people with education about healthy relationships, building relationship skills, and changing attitudes that support violence, we recognize that dating violence can be prevented; and

WHEREAS, it is essential to raise awareness among communities and to provide training for teachers, counselors, and school staff so that they may recognize when youth are exhibiting signs of dating violence; and

WHEREAS, the establishment of Teen Dating Violence Prevention and Awareness Month will benefit young people, their families, schools and communities regardless of socioeconomic status, gender, sexual orientation, religion or ethnicity.

THEREFORE, BE IT RESOLVED, as Mayor of the City of Castle Rock, I hereby proclaim the month of February 2022 as Teen Dating Violence Prevention and Awareness Month.

Signed on this 14th day of February, 2022,

Paul Helenberg, Mayor
City of Castle Rock, Washington

Projects completed for 2021

As of December 31st:

Water / Regional Water		
Complete updating the water system plan COMPLETED	Jan-July	Dave & Eng.
Complete transmission water main replacement along SR 504 COMPLETED	Mar - June	Mike
Investigate changing billing to per cubic foot COMPLETED	Jan-May	Dave & Carie
WTP – filter issue COMPLETED	Jan-May	Dave & Tyler
WTP clean, prep and paint COMPLETED	Mar-July	Tyler & Dalton
WTP – Replace clearwell hatch gasket COMPLETED	Mar-June	Tyler
WTP – Install clarifier valve COMPLETED	Feb	Tyler
WTP – expand Backwash pond	June	Dave
Replace vent screen casing at S07 well COMPLETED	March	Paul
Work with developer on water main extension to Westside Hwy. North COMPLETED	Jan-July	Dave
Repair leaks identified in the city wide leak detection program	Mar-Oct	Nakayla & Mike
Service line leak detection program <i>In-Progress</i>	April - Nov	Nakayla
Get a plan for the radio signal survey project COMPLETED	Jan-Dec	Dave & Jon S.
Replace 210 meter registers COMPLETED	Jan-July	Paul - Nakayla
Identify sites for “fixed” meter reading site and get cost COMPLETED	Feb-May	Dave & Paul
Complete a water audit manual reading of all meters COMPLETED	Jan-Feb	Dave & Paul
Cross connection control report COMPLETED	Jan-April	Dave
Water use efficient report COMPLETE	Jan-Feb	Dave
Consumer confidence report COMPLETED	Jan-July	Dave
Update water base map with asset management data	Jan-Aug	Dave & Mike
Coordinate with Eng. & WSDOT on the water and sewer main replacement on the SR 411 bridge <i>In-Progress</i>	Jan-July	Dave & Eng
WTP – install chlorine safety equipment COMPLETED	Mar– May	Tyler
Clean tube settler COMPLETED	Jan-Feb	Tyler
Paint fire hydrants <i>In-Progress</i>	June - Aug	Nakayla & Dalton
Clean & Inspect reservoirs COMPLETED	Mar-June	Dave
Install intrusion sensors on reservoir hatches	Mar-June	Mike
Install sample station at Bond Reservoir	Mar-June	Mike
Send out compliance letters for cross connection issues COMPLETED	April – July	Dave
Replace water main in alley behind COMPLETED	May - July	Mike
Flush water mains COMPLETED	June	Anthony
Main valve exercise program COMPLETED	June	Anthony

Water main replacement - Odmark	June-Oct	Mike
Water main replacement – ally between Roake & Allen	June – Oct	Mike
Trim trees by Bond Reservoir COMPLETED	June	Paul
Install Dollar General water service COMPLETED	July-Aug	Mike
Install new service for 7 West Motel COMPLETED	July - Sept	Mike
Install new service line for Gateway Shell Station COMPLETED	July - Sept	Mike
Pave SR 504 water main cut COMPLETED	July-August	Dave
Pull new service for 141 3 rd Ave. COMPLETED	July-August	Mike
Lead & copper sampling COMPLETED	July	Mike & Tyler
Well sampling for Nitrates and Herbicides COMPLETED	July	Tyler
THHM, HAA5's and TOC sampling COMPLETED	July	Tyler
Repair leak at Cl2 well COMPLETED	Oct	Paul
Repair leaky main valve at 2 nd Ave and B St. SW	Nov	Paul
Update Emergency Response plan COMPLETED	Dec	Dave
Update Resilience Plan COMPLETED	Nov	Dave
Repaired 9 water main/service leaks COMPLETED		
47 Projects, 36 Completed, 3 In-Progress		
Sewer / Regional Sewer		
WWTP Intake & Infiltration and Waste Load Assessment Report (sewer) COMPLETED	Jan	Mike & Tyler
WWTP, Biosolids report COMPLETED	Jan-March	Dave, Mike, Tyler
WWTP, Effluent testing report <i>In-Progress</i>	Jan-Mar	Dave & Tyler
Develop biosolid compost pilot site	Jan-Oct	Tyler & Paul
Update 1955 sewer as-builts	Mar-Oct	Dave & Eng
Video inspect 15% of sewer system – Jim Town and behind Bakery COMPLETED	Mar-June	Anthony
Brierwood – Clearwood sewer issue; monitor <i>in-progress</i>	Jan-Dec	All
WWTP – Biosolids soil testing COMPLETED	Mar-April	Tyler
WWTP – Biosolids land application and testing COMPLETED	April – Nov	Tyler
WWTP- Replace PLC's, phase 3 <i>In-Progress</i>	Mar-July	Tyler
WWTP – Replace grit motor COMPLETED	Feb-June	Tyler
WWTP – Develop DO SOPs <i>In-Progress</i>		
Repair sewer sink hole in alley between 5 th -Dike; Cst-D st. <i>In-Progress</i>	June	Mike
Raise manhole on Westside Highway COMPLETED	June-July	Mike
Dougherty Dr. L.S. pump issue <i>In-Progress</i>	Feb-May	Paul
Investigate sink hole at 5 th & Hibbard <i>In-Progress</i>	Mar-April	Paul
PE sample testing COMPLETED	Aug	Mike

RE-build Green Street lift station building	Oct	Tyler
Cleared 3 sewer main/ service plugs COMPLETED		
19 Projects, 9 Completed, 7 In-Progress		
Stormwater / PW Vehicle Replacement / Major vehicle or Equipment work		
Install pump station for Cherry St. COMPLETED	Mar-Aug	Tyler
Investigate sink hole over B St. main and replace 240' of main COMPLETED	Feb-April	Anthony
Levee – revetment work, cut brush & trees	Mar-Oct	Anthony
Replace or repair pump at North Storm Pump Station <i>In-Progress</i>	Mar - Aug	Tyler
Purchase vacuum truck COMPLETED	Feb	Dave & Paul
Purchase of forklift	Feb-Oct	Dave
Secure beaver traps COMPLETED	Feb-April	Paul
Redirect stormwater on Dougherty Dr. to prevent wash outs COMPLETED	Jan-Mar	Paul
Purchase tilt deck trailer <i>In-Progress</i>	Mar-July	Lucas
Declare old Vacuum truck & radio trailer surplus and send to auction COMPLETED	March	Tyler & Paul
Develop new vacuum truck SOPs COMPLETED	Feb	Paul
Winterized all vehicles COMPLETED	March	Paul
Extend storm line in alley between Hunt. – Kirby, Cowlitz st – B st. COMPLETED	May - July	Mike & Dave
Install catch basin in 100 block of Kirby Ave. SE COMPLETED	Aug - Sept	Paul
Remove down tree from culvert inlet on Cowlitz St. East COMPLETED	October	Lucas
Clean out stormwater ditch behind Green Acres COMPLETED	Oct	
Purchase & install valve for Green Acres vault	Nov	Tyler
Investigate street run-off in 700 block of Roake Ave. SE <i>In-Progress</i>		
18 Projects, 12 Completed, 3 In-Progress		
Parks / DOT site / Boat Launch		
Replace signage at OJP, Gateway, LPP, and Memorial Parks	Feb-Aug	Mike & Tyler
Research into payment box for the RV disposal site	Feb	Dave
Repair skate ramp COMPLETED	March -July	Tyler
Annual Park survey COMPLETED	March	Paul
Complete installing way-finding signs for Rec. facilities	Jan -April	Anthony
Boat launch – re-install end float and clean ramps of silt COMPLETED	Feb-Nov	Mike, Paul
Boat Launch – pressure wash picnic shelter COMPLETED	April	Dalton

Design and permitting of the river current diversion structure at boat launch <i>In-Progress</i>	Jan-Dec	Dave & Eng
Remove root wads from log boom at boat launch <i>In-Progress</i>	May - Aug	Dave & Mayor
10 year maintenance plan for the boat launch <i>In-Progress</i>	Feb	Dave & Eng.
Extend dredge spoil agreement	Feb	Dave & Mayor
Follow up on YAF grant administration <i>In-Progress</i>	Jan-Oct	Ryana
Coldwater Park improvements, sign, shelters, light <i>In-Progress</i>	May	Tyler
South Huntington Entrance Feature – total cleaning COMPLETED	Mar-May	Paul & Anthony
Update Park Plan <i>In-Progress</i>	Mar-Dec	Dave
Prune bushes at Gateway park (site obstruction) COMPLETED	Jan-Feb	Paul
Prune dead limbs out of dogwoods at Gateway Park COMPLETED	Jan-Feb	Paul
Haul dirt to bike park COMPLETED	Feb-Mar	Mike & Anthony
Conduct wide spread garbage pick-up of park / open space areas COMPLETED	Mar-June	Anthony
Install 2” electrical conduit on RFT Huntington South extension COMPLETED	Mar-April	Mike
Install cushioning material at Volunteer Memorial Park COMPLETED	April - June	Lucas
Pressure wash and seal picnic shelter at boat launch <i>In-Progress</i>	April – July	Dalton
Replace Bar-b-que grills at Lions Pride Park COMPLETED	May – July	Lucas
Replace drinking fountain at Lion’s Pride Park	May – July	Dave & Lucas
Install cameras at Lion’ Pride Park	June-Nov	Tyler
Install Huntington Monument sign	June-Nov	Mike
Replace infant swings and rings at parks COMPLETED	July-Sept	Paul
27 Projects, 13 Completed, 7 In-Progress		
Streets / Arterial Streets / Sidewalks / Alleys		
Huntington Ave. S. closeout COMPLETED	Mar-April	Dave
Install new street name signs phase 3 <i>In-Progress</i>	March – April	Anthony & Lucas
Pruning program COMPLETED	Feb-Oct	Anthony & Paul
Complete Street grant design COMPLETED	Jan-June	Dave & Eng
Complete Street replace 27 ADA ramps and 80’ of sidewalk <i>In-Progress</i>	April-Oct	Tyler & Mike
Ta grant for SRRS; design, planning and construction <i>In-Progress</i>	Jan-Aug	Dave & Eng
Exit 49 Pedestrian Improvement Project Phase 2 close out COMPLETED	March	Dave
Pressure wash sidewalks downtown <i>In-Progress</i>	February	Nakayla & Dalton
Sidewalk program –city only repairs	Feb-Oct	Anthony

Sidewalk concrete repairs Front & Huntington <i>In-Progress</i>	Jan-Oct	Tyler
Coordinate with WSDOT on SR 411 bridge design <i>In-Progress</i>	Jan-Dec	Dave & Mayor
Fill pot holes in alleys COMPLETED	Feb-Mar	Anthony
Ditch along portion of Larsen Lane COMPLETED	March	Mike
De-ice and sand area streets COMPLETED	February	Anthony
Pruned brush along Dougherty Dr. and sprayed with growth inhibitor COMPLETED	March	Paul, Lucas & Dalton
Order up traffic control equipment COMPLETED	Jan-July	Paul
Install delineators along Huntington Ave. South COMPLETED	Jan-Feb	Paul
Put down moss remover on trail, sidewalks and parking areas COMPLETED	Mar-April	Nakayla & Lucas
Remove redwood tree in ROW behind 839 Front Ave. SW COMPLETED	Feb-May	Dave
Remove 2 trees in 3 rd Ave. SW ROW at 317 Michner St. SW COMPLETED	Mar-April	Paul & Anthony
SR 504 Pedestrian Improvement Project COMPLETED	April	Tyler & Mike
Replace JoAnn Dr. NE street light <i>In-Progress</i>	May - July	Tyler & Mike
Repair guard rail on Dougherty Dr. COMPLETED	May -June	Dave
Hang flower baskets COMPLETED	May	All
Crack seal and pre-patch streets to be chip sealed COMPLETED	May-July	Paul & Anthony
Clean and paint curbs and crosswalks COMPLETED	June-Aug	Paul & Lucas
Street stripping program COMPLETED		
Arrange for trees to come down at 111 C St. SW and 617 2 nd Ave. SW and haul wood COMPLETED		
Set trucks up for de-icing program COMPLETED	Nov	Paul
Chip Seal program – 200 block Cowlitz St. W., entire lengths of 3 rd Ave. SW, Pioneer Ave., LaRue, Green, Helton, Walsh, McCoy and Pacific Hwy inside city limits COMPLETED	August	
Remove flower baskets COMPLETED		
Sand and de-ice streets COMPLETED		
32 Projects, 24 Completed, 7 In-Progress		
Annual Events		
Citywide Cleanup Day COMPLETED	Feb-May	Dave & Mike
Assist with AIB Emphasis COMPLETED	Feb-Oct	All
GPS mapping systems and raw water intake property line	May-Nov	Dave & Paul
Test all City fire extinguishers COMPLETED	Mar-April	Paul
I Topped The Rock event assistance	June-July	Paul
Budget process COMPLETED	August	Dave
Assist with Halloween Jamboree COMPLETED		

Decorate for the FOL season COMPLETED		
8 Projects, 6 Completed, 0 In-Progress, 0 Postponed		
Facilities construction and maintenance		
Visitor center work: water feature, screen for heat pump, landscape and pressure wash <i>In-Progress</i>	Feb-August	Anthony & Dalton
Install sign at tree groove COMPLETED	February	Anthony
Construct server room at city hall COMPLETED	Feb-Oct	Brian & Tyler
Install ductless heat pump in Police Dep. And Training room COMPLETED	Jan-April	Dave
Remodel shop breakroom, bathroom and training area COMPLETED	Mar-July	Tyler & Mike
City Hall COVID work Clerks entrance COMPLETED	Sept-Oct	Brian & Tyler
City Hall COVID work Breezeway COMPLETED	Sept-Oct	Brian & Tyler
City Hall COVID work Police window COMPLETED	Sept – Oct	Brian & Tyler
City Hall & Senior Center COVID disinfection re-opening procedures & equipment / products COMPLETED	Jan-April	Dave
City Hall generator modifications and load test COMPLETED	Feb-April	City Hall & Police staff
City Hall remove old siren electrical controls COMPLETED	Feb-Mar	Dave
Pressure was and seal visitor center <i>In-Progress</i>	April – July	Dalton
Construct chlorine buildings at wells	May-Oct	Mike & Tyler
City Hall – Paint Exterior	June-Aug	Tyler
City Hall – add gutters to breezeway	June – July	Tyler
WTP – roof issue <i>In-Progress</i>	August	Tyler
Raw water intake building siding and roof repairs <i>In-Progress</i>	August	Tyler
18 Projects, 10 Completed, 4 In-Progress		
Other Projects		
Participate in site plan review meetings <i>In-Progress</i> (5)	Jan-Dec	Dave
Participate in Master Plan design concept COMPLETED	Feb-Oct	Dave
Participate in Landing on the Cowlitz Development <i>In-Progress</i>	Feb-Dec	Dave
Conduct personnel evaluations <i>Postponed</i>	Mar-April	Dave
Secure funding for the visitor center operations <i>In-Progress</i>	Mar-Dec	Dave
Complete USRD loan paper work for SR 411 bridge utility work COMPLETED	Aug-Oct	Dave & Carie
Annual fuel report COMPLETED	Jan	Dave
Hepatitis B testing and booster shots COMPLETED	Feb-April	All
Line out CDL physicals COMPLETED		
Defensive driving training – <i>in-progress</i>	Mar-June	All

Attempt to negotiate franchise agreement with PUD <i>In-Progress</i>	June - Dec	Dave & Frank
Work with crew on training, certifications COMPLETED	Jan-Dec	All
SWCAA annual report COMPLETED	Feb	Dave
Grant application – CCRD – Exit 48 water main extension COMPLETED – successful \$226,000	March	Dave
Grant application – CERB – Exit 48 water main extension COMPLETED	Feb – June	Dave
Respirator fit test COMPLETED	Mar-May	All
Bike/pedestrian grant – AARP lights COMPLETED	Mar-April	Dave
Flagging re-certification COMPLETED	Oct-Nov	Dave
1st Aid/CRP re-certification COMPLETED	Oct-Nov	Dave
Submit application for CRCDA for a Champion award COMPLETED	Feb	Dave
Submit CR Bloom for a “Small Town America Civic Volunteer Award COMPLETED	Feb	Dave
Complete fence license agreement at 2 nd & Hibbard – Lori Nickerson COMPLETED	Feb	Dave
Add cameras to Park-n-Ride	May – Oct	Tyler & Dalton
Grant application – RFT Phase 3 – RCO COMPLETED	March	Dave
Submit request for boat launch grant match – POL <i>In-Progress</i>	April-Aug	Dave & Mayor
Submit project to WA DOT for raising PH-10 COMPLETED	March	Dave
Submit grant application to CCRD for boat launch safety design COMPLETED		
TIB small city maintenance program COMPLETED	August	Dave/Paul
Update shoreline master plan <i>In-Progress</i>	Jan- Dec	Dave
Go through archived boxes and prepare for destroying COMPLETE	May - Dec	Cami
Work through issued with the development at 441 Front Ave. NW <i>In-Progress</i>	Jan - Dec	Dave
Revise the old Cascade Network Franchise into a new one with WAVE <i>In-Progress</i>	Nov-Dec	Dave
Decide what cyber security is needed COMPLETED	Dec	Dept. heads and Mayor
33Projects, 22 Completed, 7 In-Progress		

Summary:

201 current projects, of these:

132 are completed (66%)

39 in progress (19%)

31 Not started yet (15%)

Water / Regional Water	2022
Complete Inspection and filling of SR 504 water main	Feb-April
Check and repair the raw water main	May-Aug
Rehab Pizza Well	Sept
WTP – expand backwash pond	June-Aug
WTP – Install chlorine safety equipment	April
Exit 48 water main Ext. phase 1	Jan-June
Water main replacement – alley between Roake & Allen	June-Aug
Water main Replacement - Odmark	June - Aug
Flush water mains	May-Aug
Paint fire hydrants	June-Aug
Repair leaks identified in the city wide leak detection program	Feb-May
Repair leaky valve at 2 nd & B St.	March
Continue with investigating service line leaks	Jan-July
Cap off abandon water mains on. N., Maple, Helton, Cowlitz St. E. etc.	Jan-April
Radio signal survey project – signal to intake	Feb-Oct
Replace 150 meter registers	Feb-April
Cross Connection report	Feb-Mar
Water Use Efficient report	Jan - Feb
Consumer Confidence report	Mar-July
Install intrusion sensors on reservoir hatches	Feb - Mar
Install sample station at Bond Reservoir	Sept.
Update water base map with asset management data	Jan-April
Coordinate with Eng. & WSDOT on water main replace. on SR 411 bridge	Jan-Dec
Complete certification of SR 504 & Eagle Alley WMPs	Jan
GPS water intake property line and creek	May-July
25 project / programs / reports	
Sewer / Regional Sewer	
Initiate Grease Abatement Plan	Sept
Video inspect mains – 60%	May-Oct
Monitor and resolve Brierwood sewer issue	Jan-Dec
WWTP – Replace PLC's phase 3 & 4	Mar-Oct
WWTP – Biosolids composting pilot project	July-Oct
WWTP – I/I report	Jan
WWTP – waste loading report	Jan
WWTP – Biosolids report	Feb-Mar
WWTP – Effluent annual testing report	March
WWTP – Industrial User survey	July-Oct
WWTP – Biosolids land application and testing	April-Nov
WWPT – Update SOP for plant preventative maintenance	Jan-May
Update 1955 sewer as built base maps	Feb-July
Coordinate with Eng. & WSDOT on sewer main imp. on SR 411 bridge	Jan-Dec
Construct Green St. Lift Station building	Sept-Oct
Replace pump in Dougherty DR. Lift Station	Jan.
Repair sewer sink hole in alley between 5 th -Dike; C St. – D St.	June
17 project / programs / reports	

Stormwater / PW Vehicle Replacement / Major vehicle or equipment work	
Levee – revetment work, cut brush & trees	Jan-March
Replace controls at South Storm pump station	Feb-June
Investigate street run-off in 600 block Roake Ave. SE	Jan-May
Purchase and install gate valve for Green Acres storm vault	May-Aug
Replace or repair pump at North Storm Pump Station	Jun-Oct
Save up fund to purchase an excavator in 2023	March-July
Follow up on vac truck repairs	Jan
Secure beaver trap permit and set out traps	Feb-March
8 projects / programs / reports	
Parks / DOT Site / Boat Launch	
Replace signage at Gateway Parks, Lion's Pride, Vol.memorial & Old Jail	Feb-Sept
Complete installing way finding signs for parks, boat launch and trail	Jan-Feb
Update Park Plan	Jan-March
Install camera at Lion's Pride Park	June
Build a payment box for the RV disposal site	Jan-March
Boat Launch grant for river current calming structure and construction	Jan-Sept
10 year maintenance plan for boat launch	Jan-Dec
Remove root wad from log boom at boat launch	June-Oct
Boat launch – re-install float and remove silt	Jan-Dec
Amend dredge spoils agreement	Feb-May
Follow up on Youth Athletic Facility grant and assist with completion	Jan-Dec
Pressure wash and seal boat launch picnic shelter	July
Coldwater Park improvements, sign, lights, covering	April-Oct
Park and Trail assessment	Feb-April
Replace Lion's Pride Park drinking fountain	May-June
15 projects / programs / reports	
Streets / Arterial Streets / Sidewalks	
Install new street name signs and post – phase 3	Jan-June
Develop a de-ice truck wash system	Jan-March
Complete Street grant design and construction on Huntington Ave. North	Jan-May
Complete Street replace 27 ADA ramps and 80' of sidewalk	Jan-March
Complete Streets – pour light bases and wire up 7 lights on Huntington Ave.	Jan-March
6 Rivers Regional Trail System design, planning and construction phase 1	Jan-July
6 Rivers Regional Trail System design and construction phase 2	March-Oct
Pressure wash and seal downtown sidewalks	May-June
Pruning Program	Feb-Oct
Sidewalk Program	Feb-Oct
Hang and water flower baskets	May-Oct
Curb and crosswalk painting	Jun-July
Sidewalk concrete repairs	Feb-July
Site obstruction program	Feb-Oct
Chip seal program – Kirby Ave. SE, Roake Ave. SE, Brierwood Ct. SE, JoAnne Dr. NE, Tia Ct. NE, Lacey Ct. NE, Shear St. SW, Michner St. SW, Ace, Ave. SW	July-Aug
Crack seal and pre-patch streets (4 year project) to be chip sealed	May- Aug
Coordinate with WSDOT on SR 411 bridge design	Jan-Dec

Update street maintenance plan for the next 10 years	
Replace JoAnn Dr. NE street light	March-July
Repair sidewalk in front of 111 C St. SW	Feb-July
20 projects / programs / reports	
Annual Events	
Remove decoration from FOL	Jan-Feb
Citywide Cleanup Day	Jan-April
Assist with Corn hole festival	July-Aug
Assist with I Topped The Rock	Jun-Oct
Assist with Bike Park Blowout	Sept
GPS Mapping System - continue system development	Jan-Aug
Hang Christmas decorations and participate in Festival of Lights	Nov-Jan
Assist with Fair and Parade	July
Assist with American In Bloom emphasis	March-July
Budget process	Aug-Dec
10 projects / programs / reports	July-Dec
Facilities construction and maintenance	March
Construct aux. building at wells for chlorine equipment	May-July
Visitor center improvements, landscape, sign, screening and water feature	Aug-Oct
WTP - roof issues	Jan.
Raw water intake building siding and roof repairs	Jan-June
Complete painting shop facility	Aug-Oct
City Hall – paint exterior	June-Aug
Pressure wash and seal visitor center	July-Oct
City Hall – gutters to breeze way	June-Sept
8 projects	
Other Projects	
Participate in implementation of Strategic Marketing Plan	Jan-Dec
Participated in Site Plan Review meetings	Jan-Dec
Add cameras to park –n-ride	May
Work with crew on training and certifications	Jan-Dec
Pressure wash and seal visitor center	Aug
Attempt to negotiate a franchise agreement with Cowlitz PUD	Jan-Dec
Negotiate franchise agreement with Astound Board Band	Jan-June
Conduct personal evaluations	Feb-April
Secure funding for the visitor center operations	Jan-Dec
Annual fuel report	Jan
Annual SWCAA report	Jan-Feb
Loss control grant	Jan-March
Cyber security improvements	
Respirator fit test	March
Defensive driving training	Feb
Annual CDL query	Jan-Feb
CDL physicals	Jan
Complete update to shoreline master plan	Jan-March
Work with developer at 441 Front Ave. NW	Jan-Dec

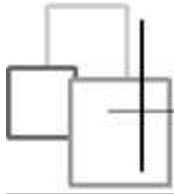
Work with developer on the Landing on the Cowlitz	Jan-Dec
20 projects / programs / reports	
Grant Applications	
Riverfront Trail	
Restrooms along the trail at the North Trailhead –State appropriation	Jan-Oct
YAF	
Secure funding to complete current YAF project	Jan-June
Boat Launch	
POL, CCRD & RCO– river current diversion/sediment management structure	Jan-July
Overlay/Chip Seal/Sidewalk Residential and Arterial Street	
TIB Small City Preservation Program (TIB determines section eligibility)	Aug-Sept
TIB Arterial Street Program – Pleasant Hill Rd. FDR	Aug-Sept
5 grant applications	
128 Total projects / programs / reports / grant applications proposed in 2022	

2021 Expenditures

																	%	
Fund	Sub	#	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budget	Remaining	Expended
General	Legislative	010	6,779.60	9,408.13	10,948.33	7,784.37	4,121.90	5,068.78	5,786.92	6,382.26	8,240.41	5,491.60	3,112.84	4,625.78	77,750.92	108,889.00	31,138.08	71.40%
	Municipal	020	2,000.00	6,295.26	4,023.75	6,393.45	4,207.64	3,943.91	9,211.77	8,334.75	4,530.83	5,262.03	5,553.28	5,768.43	65,525.10	108,147.00	42,621.90	60.59%
	Financial	030	15,470.66	10,080.68	10,071.12	10,359.55	9,739.66	9,768.12	9,893.37	9,743.22	9,690.57	9,880.44	9,561.92	9,662.03	123,921.34	134,172.00	10,250.66	92.36%
	Law Enforcement	040	215,402.58	57,831.57	63,664.35	80,634.06	71,432.72	81,568.61	68,024.10	61,927.66	60,778.50	101,231.91	79,433.86	150,223.12	1,092,153.04	1,140,929.00	48,775.96	95.72%
	Parks	060	427.00	4.50	238.59	-	27.16	335.60	347.65	708.76	219.20	339.77	36.23	22.40	2,706.86	13,922.00	11,215.14	19.44%
	Building/Planning	070	10,832.19	9,501.59	13,532.93	16,560.81	6,244.12	5,922.69	26,483.83	7,987.51	8,260.33	21,566.49	9,410.15	9,193.22	145,495.86	161,858.00	16,362.14	89.89%
	Non-Departmental	099	23,238.38	26,167.43	63,326.07	11,985.57	4,692.76	11,650.80	7,837.97	13,844.16	5,909.91	11,373.96	164,722.98	10,176.45	354,926.44	363,895.00	8,968.56	97.54%
General Total		010	274,150.41	119,289.16	165,805.14	133,717.81	100,465.96	118,258.51	127,585.61	108,928.32	97,629.75	155,146.20	271,831.26	189,671.43	1,862,479.56	2,031,812.00	169,332.44	91.67%
Streets		100	18,785.40	7,982.14	27,099.01	6,197.37	15,390.25	11,687.67	8,689.63	15,104.29	20,723.07	25,382.74	20,131.18	10,707.95	187,880.70	178,189.00	(9,691.70)	105.44%
Building Code		115	3,646.07	2,878.47	4,936.97	3,180.15	3,566.92	3,075.48	4,464.32	3,964.67	3,930.81	3,300.60	2,522.80	1,992.63	41,459.89	44,392.00	2,932.11	93.39%
Visitor Center		120	1,203.24	503.28	1,418.73	509.46	415.16	490.66	1,457.61	1,188.40	1,124.11	557.10	603.65	387.59	9,858.99	21,500.00	11,641.01	45.86%
Library		130	10,639.40	501.58	734.27	442.99	488.24	336.02	427.37	346.71	350.99	473.47	502.36	614.07	15,857.47	43,386.00	27,528.53	36.55%
Criminal Justice		140	-	-	-	142.50	-	142.50	-	-	212.50	218.58	-	142.50	858.58	1,667.00	808.42	51.50%
Local Criminal Justice		145	532.95	163.37	1,182.19	5,154.84	161.84	4,949.09	130.62	139.12	131.26	133.84	222.78	13,795.28	26,697.18	25,127.00	(1,570.18)	106.25%
Accumulative Reserve		150	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
CDBG Grant/Home Rehab Proj		160	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000.00	1,000.00	0.00%
DOT Spoils Site		170	2,513.55	1,668.99	2,088.50	2,273.73	14,804.39	3,132.97	11,960.82	5,232.53	2,826.61	4,059.77	2,023.15	3,470.98	56,055.99	207,044.00	150,988.01	27.07%
Public Works Vehicle Replacement		180	-	-	-	-	-	-	-	-	-	-	-	-	-	17,500.00	17,500.00	0.00%
Drug Enforcement		190	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Low Income Housing		195	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Swimming Pool Construction		300	-	-	-	-	-	-	50,000.00	-	-	-	-	(50,000.00)	-	-	-	0.00%
REET Construction		310	-	-	-	-	-	-	-	-	-	-	15,151.19	9,874.95	25,026.14	58,800.00	33,773.86	42.56%
Street Construction		320	4,834.78	16,090.91	5,464.09	5,895.44	8,953.58	30,056.26	10,434.92	906.21	980.17	4,343.30	147,637.30	12,225.41	247,822.37	565,250.00	317,427.63	43.84%
Water/Sewer Operating		400	153,425.99	141,156.16	206,558.25	141,680.60	189,747.81	131,553.78	136,331.04	138,959.57	144,104.52	138,767.47	191,213.58	149,465.21	1,862,963.98	2,000,979.00	138,015.02	93.10%
Regional Water System		410	54,507.13	36,526.94	75,607.38	25,601.04	36,482.12	22,912.20	35,800.07	126,953.49	34,516.67	33,588.37	27,706.36	25,627.39	535,829.16	609,328.00	73,498.84	87.94%
Regional Sewer System		415	60,915.38	23,506.68	148,113.37	23,166.65	121,527.30	26,857.13	24,602.61	23,911.98	109,086.02	26,243.11	29,282.06	23,667.27	640,879.56	661,684.00	20,804.44	96.86%
Stormwater Management		420	10,008.69	6,082.72	24,158.14	14,029.83	12,250.54	8,008.98	11,396.02	7,128.25	7,952.39	10,882.34	12,192.84	19,643.05	143,733.79	146,675.00	2,941.21	97.99%
Stormwater Capital		425	-	-	-	6,314.39	9,170.10	1,291.00	-	2,313.87	10,515.25	2,050.48	-	1,242.00	32,897.09	45,000.00	12,102.91	73.10%
Regional Water Capital		430	280.00	175.00	495.65	10,721.64	21,297.20	7,317.78	4,340.01	6,341.93	84,303.70	20,280.59	(5,226.39)	34,441.28	184,768.39	181,225.00	(3,543.39)	101.96%
Muni Water Capital Improvement		435	921.42	7,349.29	7,117.57	11,292.63	5,531.00	2,285.91	12,449.74	288.95	1,217.95	8,038.73	-	32,156.26	88,649.45	1,244,100.00	1,155,450.55	7.13%
Water Bond Reserve		440	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Sewer Bond Reserve		450	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Sewer Loan Reserve Fund		460	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Short Lived Asset Reserve Fund		463	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Emerg Repair/Replace Res Fund		465	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Muni Sewer Cap Impr Reserve		470	409.75	264.51	-	999.93	1,420.00	1,268.75	-	589.38	471.25	-	-	170.00	5,593.57	199,050.00	193,456.43	2.81%
Boat Launch Facility		475	3,964.98	1,412.67	3,297.02	1,957.38	4,274.37	584.26	1,042.15	2,256.27	2,228.05	1,569.78	999.92	3,354.33	26,941.18	972,052.00	945,110.82	2.77%
Utility Deposit		631	243.92	510.00	520.00	560.00	720.00	440.00	940.00	910.00	680.00	710.07	730.00	794.01	7,758.00	10,000.00	2,242.00	77.58%
Transportation Benefit District		632	2,400.00	-	-	-	-	30,650.46	-	-	-	565.50	55,183.40	5,998.03	94,797.39	158,065.00	63,267.61	59.97%
TBD Capital Project		633	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
State Custodial Pass-Thru Fund		634	-	1,398.94	2,047.58	2,642.20	781.23	1,801.05	1,123.17	1,639.47	563.30	763.98	512.26	641.31	13,914.49	24,510.00	10,595.51	56.77%
Totals			603,383.06	367,460.81	676,643.86	396,480.58	547,448.01	407,100.46	443,175.71	447,103.41	523,548.37	437,076.02	773,219.70	490,082.93	6,112,722.92	9,448,335.00	3,335,612.08	64.70%
Balance Check			603,383.06	367,460.81	676,643.86	396,480.58	547,448.01	407,100.46	443,175.71	447,103.41	523,548.37	437,076.02	773,219.70	490,082.93	6,112,722.92	9,448,335.00	3,335,612.08	
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2021 Revenue

Fund	#	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budget	Remaining	% Received
General	010	99,070.87	114,673.75	143,945.94	142,779.07	284,594.74	463,214.39	124,770.84	134,702.23	156,246.37	112,803.85	295,024.46	178,980.90	2,250,807.41	2,086,615.00	(164,192.41)	107.87%
Streets	100	2,737.49	3,317.31	55,312.35	2,702.05	10,121.75	5,170.42	20,106.42	10,306.84	5,004.79	4,230.94	3,828.31	74,710.44	197,549.11	152,365.00	(45,184.11)	129.66%
Building Code	115	3.45	3,695.17	553.70	6,522.84	13,444.34	4,944.96	5,004.84	2,094.15	808.08	3,793.88	1,389.60	7,698.34	49,953.35	20,000.00	(29,953.35)	249.77%
Visitor Center	120	1,118.31	975.38	897.17	914.15	1,460.04	1,271.77	1,427.41	2,512.66	2,850.93	2,629.29	2,115.54	1,820.38	19,993.03	6,000.00	(13,993.03)	333.22%
Library	130	674.53	3,695.46	1,220.93	512.93	5,030.73	3,256.22	2,621.10	1,593.86	2,774.79	205.79	3,231.87	1,696.83	26,515.04	90,520.00	64,004.96	29.29%
Criminal Justice	140	885.98	1.09	1.13	885.22	0.78	0.74	9,811.71	0.88	1.52	981.96	1.54	1.63	12,574.18	3,200.00	(9,374.18)	392.94%
Local Criminal Justice	145	3,687.42	4,541.91	3,715.07	3,783.33	4,462.99	4,462.93	4,473.67	4,674.51	4,595.73	4,646.44	4,973.06	4,744.11	52,761.17	36,000.00	(16,761.17)	146.56%
Accumulative Reserve	150	1.57	1.37	1.26	0.73	0.91	0.82	2.28	1.01	1.12	1.22	1.10	1.16	14.55	-	(14.55)	0.00%
CDBG Grant/Home Rehab Proj	160	14.82	12.94	12.32	6.93	8.74	7.76	21.53	10.08	10.60	12.03	11.06	12.06	140.87	-	(140.87)	0.00%
DOT Spoils Site	170	2.43	2.12	785.01	27,224.06	18,366.36	1,087.91	13,766.50	3.03	3,681.08	3.50	413.15	1,548.40	66,883.55	203,000.00	136,116.45	32.95%
Public Works Vehicle Replacement	180	-	-	30,000.12	1.14	6,056.44	1.52	4.22	1.95	2.08	2.28	2.05	2.16	36,073.96	30,000.00	(6,073.96)	120.25%
Drug Enforcement	190	0.08	0.07	0.25	0.11	0.13	0.12	0.34	0.13	0.17	0.16	0.15	0.15	1.86	200.00	198.14	0.93%
Low Income Housing	195	4.08	3,003.56	3.71	2.02	2.55	2.26	6.26	2.89	3.08	3.50	3.15	3.40	3,040.46	3,000.00	(40.46)	101.35%
Swimming Pool Construction	300	10.19	8.90	8.49	4.77	5.99	10,165.34	15.95	7.46	5.05	5.69	5.20	5.65	10,248.68	10,160.00	(88.68)	100.87%
REET Capital Fund	310	3,258.65	2,993.99	5,127.54	3,344.80	4,128.93	2,021.77	1,853.24	4,018.71	7,651.75	7,154.46	4,446.73	7,494.67	53,495.24	20,000.00	(33,495.24)	267.48%
Street Construction	320	11.60	10.13	7.86	4.52	5.67	11,002.62	40,485.25	5.45	6.72	7.65	-	57,899.96	109,447.43	381,250.00	271,802.57	28.71%
Water/Sewer Operating	400	138,876.69	135,078.90	147,488.55	149,067.12	155,234.62	155,046.54	161,010.90	160,449.95	200,025.46	175,983.56	142,033.56	166,954.35	1,887,250.20	1,817,767.00	(69,483.20)	103.82%
Regional Water System	410	101,230.07	28,101.50	73,497.75	50,792.02	52,680.85	50,793.68	50,827.59	52,855.86	56,968.01	50,806.45	50,804.09	29,667.44	649,025.31	609,329.00	(39,696.31)	106.51%
Regional Sewer System	415	54,947.08	55,030.32	55,327.18	55,016.44	55,020.72	55,015.10	55,043.98	55,020.56	55,025.45	55,028.87	55,026.52	55,322.09	660,824.31	660,000.00	(824.31)	100.12%
Stormwater Management	420	12,331.76	9,914.83	11,332.20	13,057.12	11,085.30	11,096.00	10,165.38	11,131.20	12,223.59	11,670.87	10,826.39	12,868.79	137,703.43	135,000.00	(2,703.43)	102.00%
Stormwater Capital	425	2.82	2.46	2.39	0.96	1.17	0.82	1.14	0.48	-	-	30,000.00	-	30,012.24	30,000.00	(12.24)	100.04%
Regional Water Capital	430	10,004.24	3.70	34,003.52	3.01	1,998.78	3.00	50,005.13	1,052.36	3,154.93	2,953.59	125,000.00	(49,500.00)	178,682.26	164,000.00	(14,682.26)	108.95%
Muni Water Capital Improvement	435	4.86	4.25	43,202.95	1,190,050.08	2,058.28	226,066.58	179.33	1,133.95	3,237.62	99.61	91.67	1,000.13	1,467,129.31	1,244,100.00	(223,029.31)	117.93%
Water Bond Reserve	440	6.20	5.40	6,381.16	3.15	3.97	3.53	9.80	4.57	4.82	5.44	4.98	5.41	6,438.43	6,376.00	(62.43)	100.98%
Sewer Bond Reserve	450	19.85	17.32	17,857.53	9.94	12.51	11.12	30.87	14.45	15.20	17.23	15.83	17.24	18,039.09	17,841.00	(198.09)	101.11%
Sewer Loan Reserve Fund	460	1.10	0.96	1,649.94	0.59	0.71	0.66	1.83	0.81	0.90	0.97	0.87	0.93	1,660.27	1,649.00	(11.27)	100.68%
Short Lived Asset Reserve Fund	463	2.82	2.46	3,335.39	1.47	1.82	1.64	4.55	2.09	2.24	2.52	2.28	2.47	3,361.75	3,333.00	(28.75)	100.86%
Emerg Repair/Replace Res Fund	465	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Muni Sewer Cap Impr Reserve	470	11.53	10.06	28,010.25	100,006.64	2,508.34	7.47	20.40	9.54	9.98	11.30	10.34	2,511.28	133,127.13	130,500.00	(2,627.13)	102.01%
Boat Launch Facility	475	20,373.95	470.89	526.07	470.51	1,395.43	395.53	1,137.03	1,762.48	1,535.45	51,261.49	95.44	170.46	79,594.73	958,700.00	879,105.27	8.30%
Utility Deposit	631	645.25	244.59	644.40	642.46	723.06	452.75	807.63	1,283.57	1,363.70	564.15	883.81	1,444.10	9,699.47	10,000.00	300.53	96.99%
Transportation Benefit District	632	10,544.85	11,972.08	10,554.66	9,635.92	13,409.43	12,575.87	12,968.66	14,196.54	14,033.32	13,729.50	13,356.51	13,427.51	150,404.85	95,200.00	(55,204.85)	157.99%
TBD Capital Project	633	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
State Custodial Pass-Through Fund	634	-	-	-	8,057.21	850.73	1,882.55	821.17	1,774.97	588.30	969.98	665.26	406.81	16,016.98	23,760.00	7,743.02	67.41%
Totals		460,484.54	377,792.87	675,406.79	1,765,503.31	644,676.81	1,019,964.39	567,406.95	460,629.22	531,832.83	499,588.17	744,264.52	570,919.25	8,318,469.65	8,949,865.00	631,395.35	92.95%
Balance Check		460,484.54	377,792.87	675,406.79	1,765,503.31	644,676.81	1,019,964.39	567,406.95	460,629.22	531,832.83	499,588.17	744,264.52	570,919.25	8,318,469.65	8,949,865.00	631,395.35	
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Cash and Investment Activity

Period: 2021 - Dec
Fiscal Totals

Fund	Beginning Cash	Beginning Investments	Activity In	Activity Out	Ending Cash	Ending Investments	Ending Balance
010 General Fund	\$292,978.72	\$208,570.63	\$2,507,173.39	\$2,414,234.93	\$386,236.36	\$503,640.84	\$889,877.20
011 Petty Cash/Change Fund	\$760.00	\$0.00	\$0.00	\$0.00	\$760.00	\$0.00	\$760.00
100 Street Fund	\$28,588.65	\$21,514.45	\$268,088.11	\$236,929.29	\$59,771.51	\$0.00	\$59,771.51
115 Building Code Account Fund	\$21,066.84	\$28,088.30	\$58,509.88	\$59,084.20	\$20,527.66	\$37,120.94	\$57,648.60
120 Visitor Center Fund	\$14,643.83	\$21,514.45	\$24,667.79	\$20,133.68	\$19,204.07	\$27,088.25	\$46,292.32
130 Library Fund	\$4,669.62	\$0.00	\$28,014.53	\$22,375.76	\$10,310.84	\$5,016.35	\$15,327.19
140 Criminal Justice Fund	\$7,104.81	\$9,561.98	\$14,083.59	\$13,889.50	\$7,313.74	\$21,068.65	\$28,382.39
145 Local Criminal Justice Fund	\$31,154.04	\$59,762.34	\$67,679.18	\$68,207.52	\$30,699.27	\$86,281.10	\$116,980.37
150 Accumulative Reserve Fund	\$8,242.20	\$11,952.47	\$3,673.71	\$6,770.27	\$5,160.19	\$15,049.03	\$20,209.22
160 CDBG Grant/Home Rehab Project	\$76,338.94	\$112,950.85	\$16,783.10	\$60,342.15	\$32,920.76	\$156,509.90	\$189,430.66
170 DOT Spoil Site Fund	(\$432.78)	\$37,650.28	\$89,307.27	\$85,009.99	\$3,901.24	\$44,143.82	\$48,045.06
180 Public Works Vehicle Replacement	\$1,803.70	\$0.00	\$37,748.76	\$29,785.28	\$9,786.14	\$28,091.52	\$37,877.66
185 Police Vehicle Replacement Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
190 Drug Enforcement Fund	\$169.71	\$2,988.12	\$3,679.98	\$2,698.39	\$1,153.16	\$2,006.53	\$3,159.69
195 Low Income Housing Fund	\$21,517.90	\$31,076.42	\$6,869.28	\$16,936.68	\$11,490.96	\$44,143.82	\$55,634.78
300 Swimming Pool Const Fund, 1987	\$52,384.31	\$77,691.06	\$61,082.59	\$46,470.14	\$67,085.44	\$73,238.61	\$140,324.05
310 REET Capital Fund	\$33,641.67	\$49,602.75	\$55,841.37	\$63,120.40	\$26,435.69	\$85,277.83	\$111,713.52
320 Street Construction Capital Fund	\$62,781.66	\$95,619.76	\$238,372.15	\$281,203.47	\$20,026.48	\$0.00	\$20,026.48
400 Water/Sewer Operating Fund	\$226,287.46	\$288,652.15	\$2,028,294.71	\$1,987,496.98	\$267,340.04	\$271,885.79	\$539,225.83
401 DNU - 2021 - Utility Deposit Fund	\$0.00	\$0.00	(\$560.00)	(\$560.00)	\$0.00	\$0.00	\$0.00
410 Regional Water System Fund	\$154,610.49	\$194,227.63	\$669,454.59	\$741,569.76	\$82,798.73	\$379,235.54	\$462,034.27
415 Regional Sewer System Fund	\$193,124.53	\$298,214.13	\$753,477.16	\$810,864.55	\$136,060.95	\$375,222.46	\$511,283.41
420 Stormwater Management Fund	\$4,079.91	\$9,561.98	\$160,320.17	\$160,804.79	\$3,598.45	\$4,013.08	\$7,611.53
425 Stormwater Capital Reserve Fund	\$15,439.38	\$21,514.45	\$55,212.07	\$36,594.71	\$34,068.98	\$0.00	\$34,068.98
430 Regional Water Capital Improvement	\$18,489.53	\$26,295.43	\$277,561.34	\$257,385.71	\$38,698.83	\$0.00	\$38,698.83
435 Muni Water Capital Improvement	\$26,174.89	\$36,455.03	\$1,546,219.32	\$1,431,351.60	\$141,876.92	\$1,299,232.86	\$1,441,109.78
440 Water Bond Reserve Fund	\$32,580.26	\$47,212.25	\$13,762.96	\$30,403.51	\$16,002.14	\$70,228.80	\$86,230.94
450 Sewer Bond Reserve Fund	\$102,204.18	\$151,198.74	\$40,921.07	\$95,610.23	\$47,713.11	\$223,728.90	\$271,442.01
460 Sewer Loan Reserve Fund	\$6,512.25	\$8,366.72	\$3,836.19	\$5,859.70	\$4,500.01	\$12,039.23	\$16,539.24
463 Short Lived Asset Reserve Fund	\$15,245.10	\$21,514.45	\$6,488.62	\$13,745.76	\$8,016.71	\$32,104.59	\$40,121.30
470 Muni Sewer Capital Imprv Reserve	\$65,925.91	\$88,448.26	\$145,520.92	\$76,143.44	\$135,430.52	\$146,477.21	\$281,907.73
475 Boat Launch Facility Fund	\$1,593.86	\$0.00	\$84,684.00	\$38,058.01	\$48,227.80	\$6,019.61	\$54,247.41
631 Utility Deposit Fund	\$27,571.74	\$40,040.77	\$10,130.95	\$21,371.42	\$16,380.74	\$53,173.24	\$69,553.98
632 Transportation Benefit District Fund	\$114,753.71	\$0.00	\$150,404.85	\$94,797.39	\$170,361.17	\$0.00	\$170,361.17
633 TBD Capital Project Fund	\$3,456.17	\$0.00	\$0.00	\$0.00	\$3,456.17	\$0.00	\$3,456.17
634 State Custodial Pass-Thru Fund	(\$83.92)	\$0.00	\$16,016.98	\$13,914.49	\$2,018.57	\$0.00	\$2,018.57
	\$1,665,379.27	\$2,000,245.85	\$9,443,320.58	\$9,242,603.70	\$1,869,333.35	\$4,002,038.50	\$5,871,371.85



PUBLIC NOTICE

CITY OF CASTLE ROCK

NOTICE OF DETERMINATION OF NONSIGNIFICANCE & PUBLIC HEARING

2022 Update to the City of Castle Rock and Castle Rock School District #401 Park and Recreation Plan.

Notice is hereby provided in accordance with WAC 197-11-510 that the City of Castle Rock has issued a Determination of Nonsignificance (DNS) on the following:

Proposal: Adoption of the 2022 City of Castle Rock and Castle Rock School District #401 Park and Recreation Plan, which directs future public investment in parks and recreation facilities and programming.

Location: Citywide

Applicant: City of Castle Rock

The Responsible Official has determined that the proposal does not have a probable significant adverse impact on the environment. Pursuant to RCW 43.21C.030(2)(C), an environmental impact statement will not be required. This decision was made after the review of a completed environmental checklist and other information on file with the City, which is available to the public upon request. This combined DNS and hearing notice is issued under WAC 197-11-340 & -502(6)(a). The public can comment on this DNS within 14 days by writing to: Karlene Akesson, Deputy Clerk, City of Castle Rock, PO Box 370 Castle Rock, WA 98611 or kakesson@ci.castle-rock.wa.us. Comments must be received by 4:30 PM on February 11, 2022. The plan cannot be adopted until the comment deadline has expired and any other necessary permits are issued. Appeals of this DNS must be filed in accordance with WAC 197-11-680.

The City Council will hold a public hearing on the plan's adoption as part of its regular meeting scheduled to begin at 7:30 PM on February 14, 2022, in the Council Chambers located at 222 Second Avenue SW, Castle Rock, WA 98611 (Castle Rock Senior Center). Persons wishing to speak on this topic may do so at this hearing. Testimony and environmental documentation will be considered by the Council as part of the Plan's adoption. In keeping with WAC 197-11-535, the Council will also consider environmental documentation. If special accommodations are needed, please contact City Clerk/Treasurer Carie Cuttonaro at 360.274.8181 x303.



Park and Recreation Plan Update- 2022

City of Castle Rock and Castle Rock School District #401

Background

- The City of Castle Rock last updated its Park Plan in 2016 and will be continuously updated every 6 years to meet RCO grant funding requirements.
- This update is a shared jurisdictional plan between the City of Castle Rock and Castle Rock School District #401.
- Updates of the Plan were developed with review and input from the Castle Rock Park Board and a public survey that was conducted in 2021.

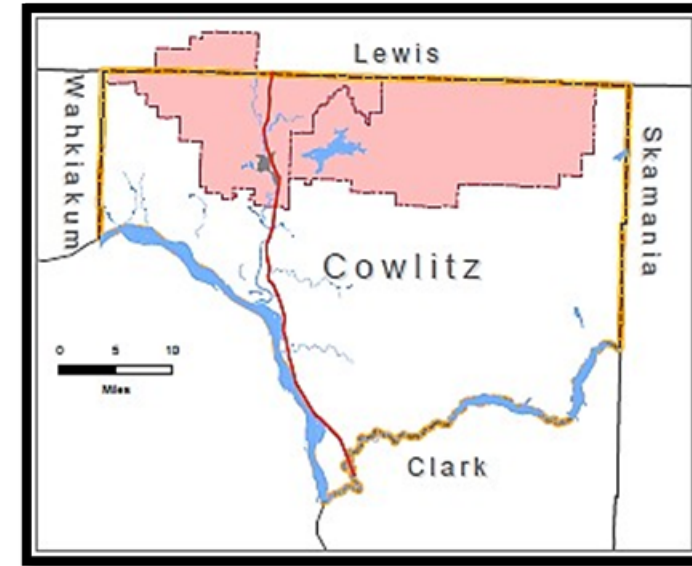
Service Areas

- There are three service areas included for planning purposes:
- The local service area is formed by Castle Rock city limits (shown here).
 - **Community-scale recreational facilities such as mini parks, neighborhood parks, and community parks principally serve city residents.**



Service Areas continued

- Northern Cowlitz County comprises the Regional Service Area and provides rural residents with community-wide parks and trails as well as the fairgrounds, regional sports leagues, and school recreational opportunities.
- The Extended Service Area comprises Southwest Washington/Northwest Oregon with visitors enjoying fishing, usage of the Al Helenberg Memorial Boat Launch, and other tourist activities throughout the region.



Population

- The 2020 population estimates provided by OFM, and the Population Research Center at Portland State University's College of Urban and Public Affairs are used for population data. Table III-2 illustrates changes in total population between 2015 and 2020 for each of the service areas.
- Service Areas were outlined on previous slides.

Service Area	2015 Population	2020 Population	# Change	% Change
Local	2,175	2,235	60	2.75%
Regional	13,813	14,69314,	880	6.3%
Extended	3,871,100	3,908,922	37,822	0.9%

Population continued

The following depicts projected growth based on “high-medium-low” growth scenarios. The current growth rate is shown as the “high” scenario, while the expected growth rate is reflected in the “medium” scenario.

Year	Low Growth (0.5%)	Medium Growth (1%)	High Growth (2%)
2025	2,092	2,271	2,420
2030	2,078	2,318	2,514
2035	2,067	2,356	2,612

2016-2021 Updates

- Numerous parks and recreation projects have been completed since the last plan update, a few of which include:
 - **Completed Phase Two construction of the two-lane Al Helenberg Memorial Boat Launch.**
 - **Extended trails from Westside High into the North County Sports Complex and the boat launch.**
 - **Completed work on the welcoming entrance features at Lions Pride Park.**
 - **Improved Old Jail Park with landscaped areas and raised bed gardens.**

Inventory of Existing Facilities

- The 2021 update of the Park Plan included an inventory of 25 existing parks and recreational facilities in Castle Rock. This inventory (shown here) details the name and location of a facility, as well as the size, development status, available activities, and features.

Table IV-I. Existing Recreation Facilities in and Around Castle Rock (page 1 of 3)							
Map Label	Name	Park Type	General Location	Size	Developed	Primary Activity	Facilities/Features
1	Castle Rock High School	School Park	5180 Westside Highway	107 acres (72 =Sports Complex)	Yes	School-related activities, public use after hours	Numerous features (see individual description)
2	North County Recreation Sports Complex	Regional Park	Access just south of high school 5180 Westside Highway	65 acres	Phase 1 completed	Active recreation, community sports	Baseball/softball fields, soccer fields, restroom, trail, concession stand, community picnic and gathering area
3	Al Helenberg Memorial Boat Launch	Regional Facility	Access just south of high school 5180 Westside Highway	2 ramps	Phases 1 & 2 completed; Phase 3 design underway	Boat access to the Cowlitz River for recreation & emergency responders	Ramps, boarding and transient floats, fish cleaning station, restroom, parking, host site
4	Fairgrounds	Special Use	Just over the A St. Bridge, south of PH 10	15 acres	Yes	Various fair-related activities	Outbuildings, stage, grounds, etc.

Inventory example

1. *Castle Rock High School*

Location: 5180 Westside Highway

Outdoor Recreation Area: Approximately 25 acres

High School Features:

2 baseball fields

2 softball fields

Stadium with football field

All-weather track (8 lanes)

4 tennis courts

Practice football field

Soccer field

Indoor gymnasium (school use only)

Weight room (school use only)

Access to trail with exercise equipment

Forum/lunchroom with kitchen, classrooms,
& a small theater

Library open to the public in the summer



Demand and Need Analysis

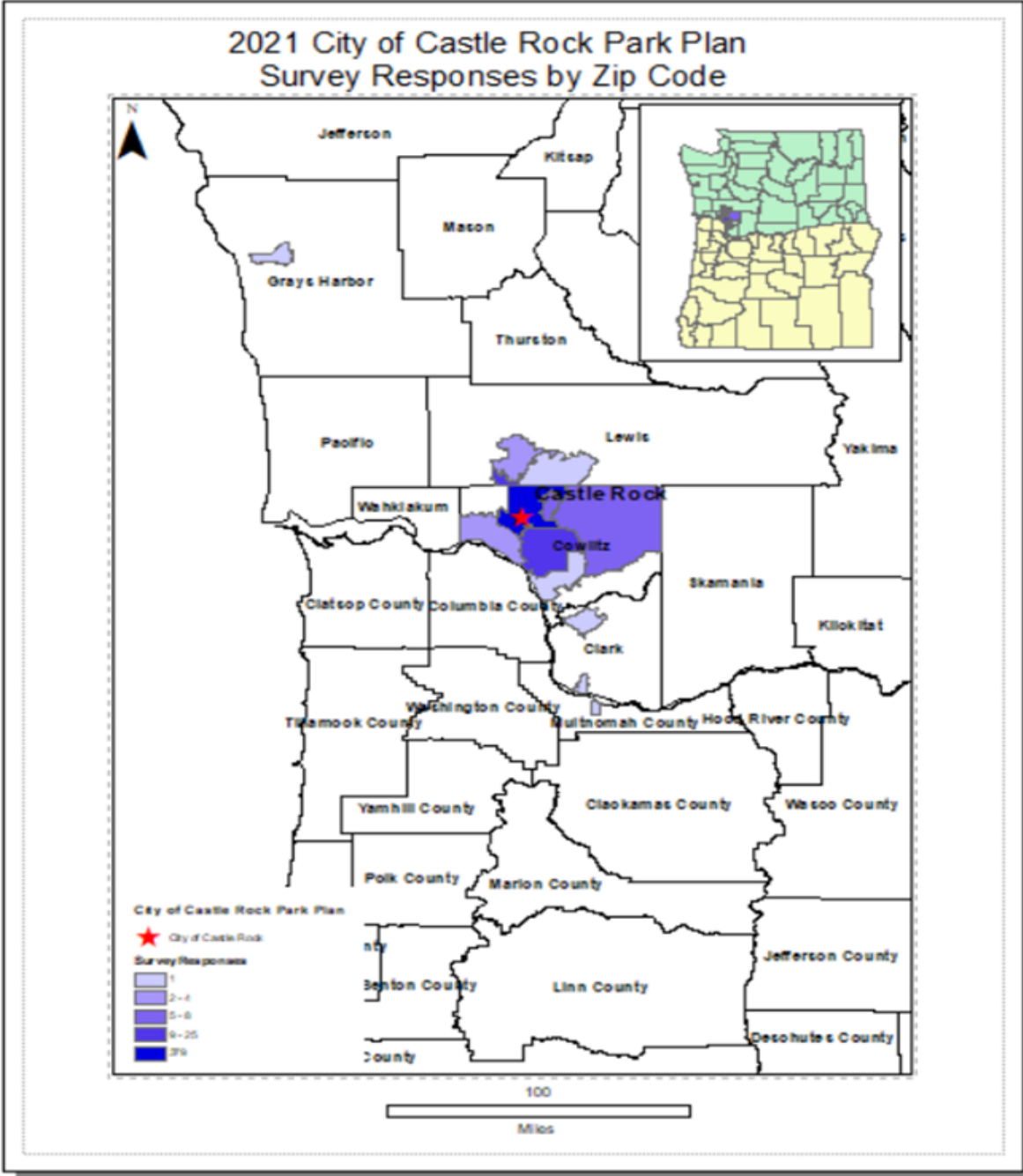
- Demand and need was analyzed using a hybrid approach that included reviewing public feedback, inventory updates, park board meetings, and studying demographic information.
- A public survey was distributed in May 2021 to solicit public input and to ensure the adopted plan best addresses users' desires and concerns and the needs of the community.
 - **504 responses were received and help in providing valuable feedback about possible improvements and overall level of service provide to area residents.**

Survey Results

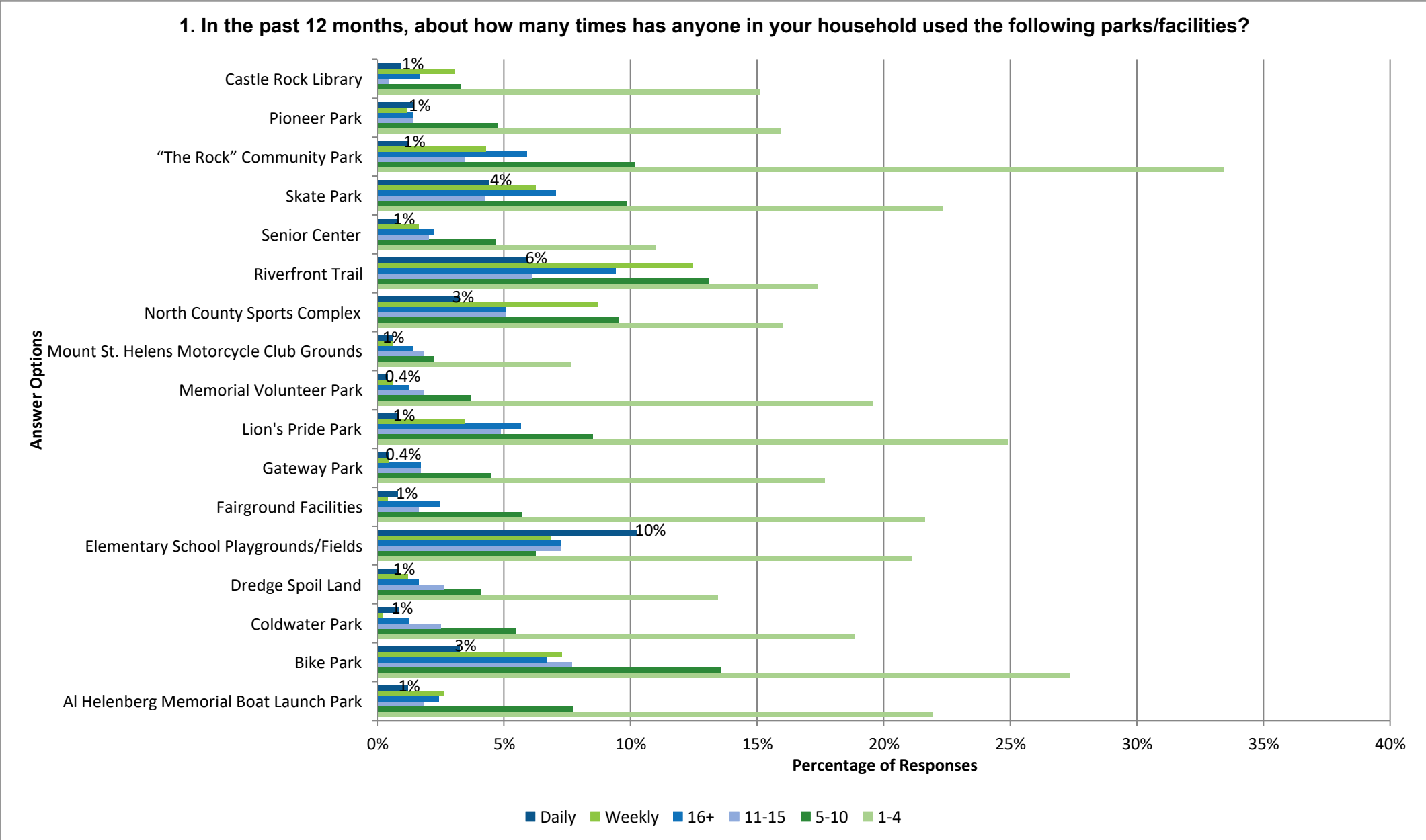
Figure V-1 shows the ZIP Code distribution of survey respondents.

Of the 480 people who responded to a question asking their zip code, 379 live in the 98611 ZIP Code area (79%). This generally represents the Local Service Area.

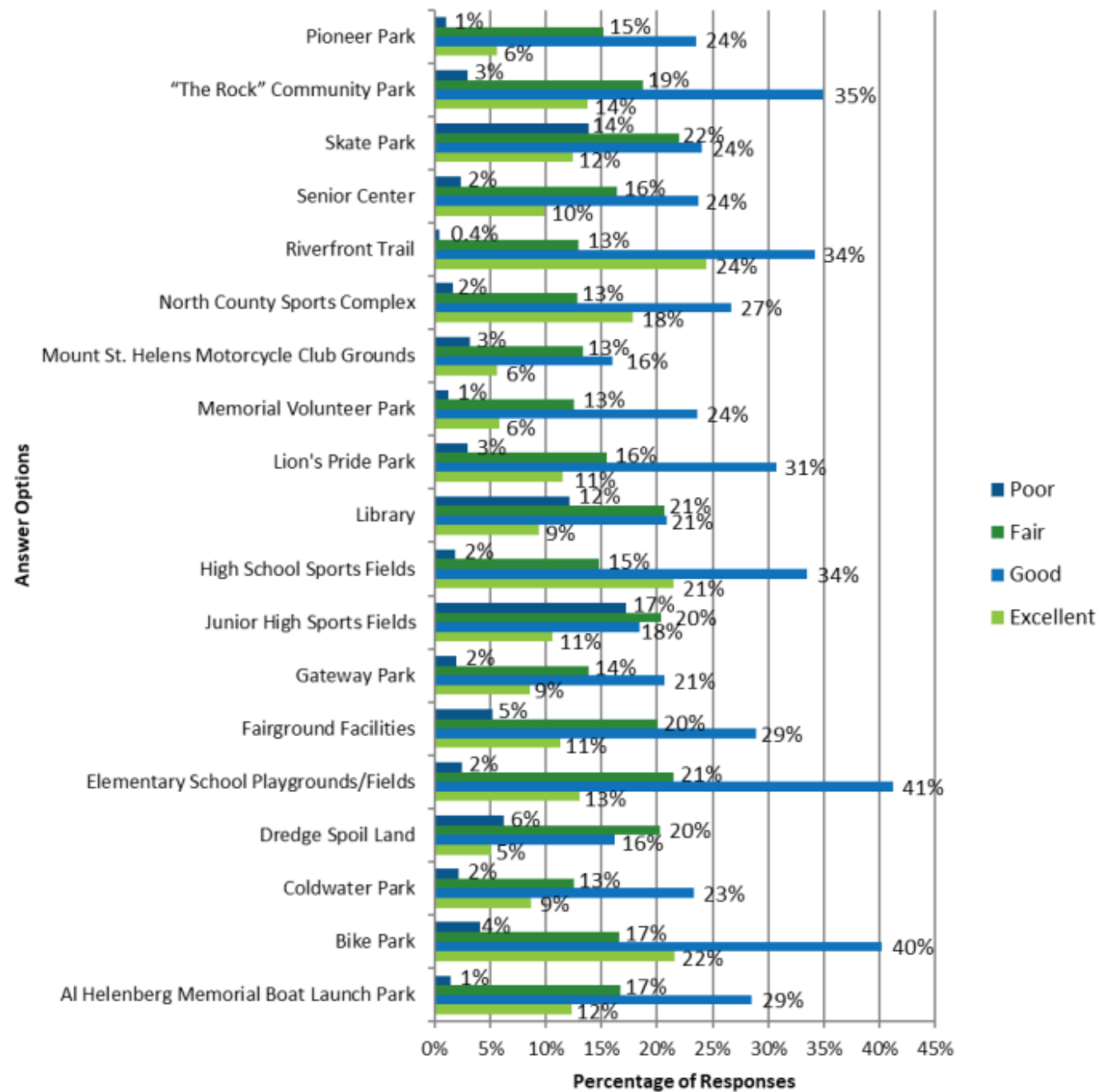
Eight respondents chose not to indicate whether they live in the Castle Rock city limits. Of those who did respond, 252 (50.81%) say they live inside the city.



Survey Question Examples



2. How would you rate these parks/facilities?



Capital Improvement and Program Funding Options

- Development and funding priorities were identified for the 2021 to 2027 planning period. Some of the identified capital projects include:
- Trail improvements to the westside of Whittle Creek to Arkansas Creek.
- Further improvements to the Bike Park.
- Adding more equipment to Skate Park.

Table VI-1. Capital Projects 2021 – 2027 (page 1 of 5)

	Project	Potential Funding Source	Facility Type	2021	2022	2023	2024	2025	2026	2027
1	Extend the Riverfront Trail on the east and west sides of the Cowlitz River & link to the Castle Rock-to-Lexington Trail Loop & <u>Sequest State Park</u> on SR 504	RCO, ALEA, CY, CV, P, CC, LWC, WSDOT	T		\$300,000 Eastside, N. Huntington to Exit 49		\$300,000 Westside from Arkansas Creek to Cook Ferry			\$590,000 SR 504
2	Trail improvements to the westside of Whittle Creek to Arkansas Creek		T			\$250,000				
3	Make further improvements to the Bike Park	RCO, CY, P, CV, LWC	SU				\$150,000 Restrooms, parking, lighting, & skills structures			
4	Add more equipment to Skate Park	RCO, CY, P, CV	SU			\$15,000 skate equipment				
5	Construct a restroom at the N. trailhead/picnic area on the	RCO, ALEA, CV, CY, P, LWC	T			\$100,000				

Table VI-6.1 Funding Key:

ALEA	Aquatic Land Enhancement Account	POL	Port of Longview
CC	Cowlitz County	P	Private
CDBG	Community Development Block Grant	RCO	Recreation & Conservation Office
CV	Civic Organizations	SD	Castle Rock School District #401
CY	City	SR	Salmon Recovery
DFW	Washington Dept. of Fish & Wildlife	TIB	Transportation Improvement Board
GF	Gates Foundation	WF	Weyerhaeuser Foundation
H&M	Hotel & Motel Tax	WSDOT	Washington State Dept. of Transportatic
LWC	Land & Water Conservation Fund		

Adoption

- **Following recommendation of adoption by the Park Board on December 8, 2021, a public hearing was held on February 14, 2022.**
- Community Survey and input was solicited from May 13 to June 11, 2021, and at a City Council meeting on February 14, 2022.
- A SEPA DNS was distributed on July 9, 2021.
- Park Board recommended approval of the Park Plan on December 8, 2021.
- Final draft Plan was published on City website prior to the City Council public hearing.
- The Castle Rock School Board will adopt the Plan.
- After the final planned adoption by the Castle Rock City Council on February 14, the Plan will be submitted to RCO for review and approval by the March 1, 2022, deadline.

RESOLUTION NO. 2022-02

A RESOLUTION OF THE CITY OF CASTLE ROCK, WASHINGTON, ADOPTING THE 2022 UPDATE TO THE CITY OF CASTLE ROCK AND CASTLE ROCK SCHOOL DISTRICT #410 PARK AND RECREATION PLAN AND AUTHORIZING CITY STAFF TO SUBMIT THE PLAN TO THE WASHINGTON STATE RECREATION AND CONSERVATION OFFICE IN FULFILLMENT OF FUNDING REQUIREMENTS

WHEREAS, the Washington State Recreation and Conservation Office (RCO) requires that an updated plan for park and recreation facilities be adopted every six years in order for grantees to remain eligible for grants-in-aid, necessitating that the City of Castle Rock submit such an update to the RCO by March 1, 2022; and

WHEREAS, between September 2021 and December 2021, the City of Castle Rock Board of Park Commissioners undertook efforts to review and update the Park and Recreation Plan adopted in 2016 for the Castle Rock area, working in conjunction with the Castle Rock School District superintendent; and

WHEREAS, the proposed 2022 plan update has been prepared to meet the requirements of the RCO with an updated inventory of parks and recreation resources, refinements to the goals and objectives, and an updated capital facilities program for park and recreation facilities responsive to a thorough public outreach effort, and

WHEREAS, the park and recreation plan is adopted by reference as a part of the existing City of Castle Rock Comprehensive Plan, thus serving to comply with planning requirements under RCW 36.70A.070(8); and

WHEREAS, the City was advised by Washington State Department of Commerce staff that as a document of reference in the comprehensive plan, the 2022 plan update does not require 60-day notice to the state under RCW 36.70A.106; and

WHEREAS, via open public meetings, social media, and a community survey, the general public and any interested groups or organizations have had ample opportunity to give input to the process; and

WHEREAS, the Board of Park Commissioners voted on December 8, 2021, to recommend that the City Council approve the 2022 update, incorporating amendments identified at that meeting; and

WHEREAS, a determination of non-significance was issued under the State Environmental Policy Act on July 9, 2021, about which no comments were received; and

WHEREAS, the Castle Rock City Council conducted a public hearing on the 2016 plan update on February 14, 2021, and duly considered all comments made at or received in writing timely to that hearing;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CASTLE ROCK DO HEREBY RESOLVE AS FOLLOWS:

Section 1. The City of Castle Rock and Castle Rock School District #401 Park and Recreation Plan dated February 2022 is hereby adopted.

Section 2. The adopted update replaces and supersedes the 2016 plan update and is recognized for long-range planning purposes as the document of reference in the City's adopted comprehensive plan.

Section 3. City staff is directed to incorporate a copy of this fully executed resolution into Appendix D of the adopted plan update as proof of adoption required by the RCO. It is to replace the City "placeholder" page and, when proof of adoption is received from the School District, it is to replace the School District "placeholder" page without further action from this body.

Section 3. City staff is authorized to submit the adopted 2022 plan update to the RCO at such time as necessary to support City funding application(s).

Adopted by the City Council and signed by the Mayor on this 28th day of February, 2022.

Mayor Paul Helenberg

ATTEST:

Carie Cuttonaro, Clerk-Treasurer

APPROVED AS TO FORM:

Frank Randolph, City Attorney

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:32 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Lee Kessler, Paul Simonson, and Ellen Rose. Councilmember Earl Queen was excused.

Staff present: Police Chief Charlie Worley, City Attorney Frank Randolph, Public Works Director Dave Vorse, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

a. Ruby Hazen Day

Mayor Helenberg proclaimed January 16th as Ruby Hazen Day.

3. BUSINESS FROM THE FLOOR/PHONE

Flo Paget; requested to assist in pushing the State on the bridge replacement schedule. The current known schedule was clarified by Mayor Helenberg and Public Works Director Dave Vorse. It is anticipated construction will take place this year.

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Acting Police Chief Charlie Worley
- Public Works Director Dave Vorse
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

1. Humane Society 4Q21 Report

Council reviewed the report.

2. 2022 Committee and Departmental Appointments

There were no changes made to the 2022 Committee and Departmental Appointments.

- CRCDA Representative Nancy Chennault

CRCDA provided Council with calendars to commemorate the 10th anniversary of the City's involvement with America in Bloom. There is a plan to offer classes to get even more people involved.

6. PUBLIC HEARINGS

7. CONSENT AGENDA

Councilmember Lee made a motion, seconded by Rose to approve the Consent Agenda as presented. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

- a. Approve the minutes of the December 13, 2021 Regular Council Meeting.
- b. Approve the December 2021 invoices as described in the Fund Transaction Summary Report, in the amount of \$463,600.05.

8. OLD BUSINESS

- a. Adoption of Amended Salary Schedule for fiscal year 2022.

Councilmember Lee made a motion, seconded by Rose to approve. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

9. NEW BUSINESS

- a. Confirm appointment of District Court Judges M. Jamie Imboden, Debra L. Burchett, and John A. Hays as part-time judges of the Castle Rock Municipal Court.

Councilmember Kessler made a motion, seconded by Rose to approve. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

- b. Acceptance of Surface Transportation Block Grant Program Award (Transportation Alternative) in the amount of \$373,852 from the Southwest Washington Regional Transportation Planning Organization (SWRTPO). Funds are allocated for the Six Rivers Regional Trail System Phase 2 - SR 411 Improvements Project.

Councilmember Kessler made a motion, seconded by Rose to approve. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

- c. Discussion regarding reduced utility rates for low-income citizens.

Presented by Councilmember Art Lee. Additional research is requested.

- d. Bid Tab Results and Award - Complete Streets Improvements Project

Councilmember Rose made a motion, seconded by Simonsen to award the Complete Streets

Improvement Project to PR Worth, contingent upon available funding and City's workforce.

After additional discussion, the above motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:17 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

As of this date, 2/14/2022, the Council by a majority vote, does approve payment of the vouchers included in the Fund Transaction Summary Report, and further described as:

General Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#893-1/2022	7,343.29	1/25/2022
Adjustment/EFT	EFT#894-1/2022	209.99	1/5/2022
Adjustment/EFT	EFT#896-1/2022	1,282.00	1/25/2022
Adjustment/EFT	EFT#897-1/2022	184,644.00	1/25/2022
Claims	Check 52998 - 52999	1,952.95	1/25/2022
Claims	Check 53000 - 53007	1,950.29	1/31/2022
Claims	Checks 53008 - 53078	167,609.00	1/31/2022
		<u>364,991.52</u>	

Payroll Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Nacha # 543349	22,300.00	1/15/2022
Mid-Month Draw	Taxes	5,690.00	1/15/2022
EOM Payroll	Nacha # 557074	66,933.66	1/31/2022
EOM Payroll	Checks 26173 - 26185	56,442.92	1/31/2022
EOM Payroll	Taxes	28,240.27	1/31/2022
Uniform Allowance	Checks 26160 - 26171	8,159.50	1/20/2022
Uniform Allowance	Taxes	1,495.82	1/20/2022
Claims - Voided	26172	Voided	
Outstanding Debit - Quarterly Payroll Tax		4,855.47	
Outstanding Debit - AWC Benefit Trust		127.50	
		<u>194,245.14</u>	

TBD Expenditures

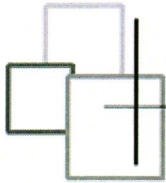
<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#895-1/2022	3,000.00	1/25/2022
Claims	Check		
		<u>3,000.00</u>	

	<u>Amount</u>	<u>Payment Date</u>
Grand Total Expenditures	562,236.66	1/1/2022 - 1/31/2022
Fund Transaction Summary Report	562,236.66	
Balance Check (s/b -0-)	-	

Lee Kessler, Audit Committee Member

Art Lee, Audit Committee Member

Ellen Rose, Audit Committee Member



Fund Transaction Summary

Transaction Type: Invoice

Fiscal: 2022 - Jan - February - City Council

System Types: Cash Management, Financials, Payroll, Resources, UB2, Utility Billing

Fund Number	Description	Amount
010	General Fund	\$209,980.75
100	Street Fund	\$12,877.96
115	Building Code Account Fund	\$4,928.72
120	Visitor Center Fund	\$1,606.29
130	Library Fund	\$9,828.56
145	Local Criminal Justice Fund	\$113.00
170	DOT Spoil Site Fund	\$3,033.31
320	Street Construction Capital Fund	\$24,216.52
400	Water/Sewer Operating Fund	\$185,361.67
410	Regional Water System Fund	\$71,492.13
415	Regional Sewer System Fund	\$1,303.68
420	Stormwater Management Fund	\$14,069.97
430	Regional Water Capital Improvement	\$1,658.23
435	Muni Water Capital Improvement	\$6,229.46
470	Muni Sewer Capital Imprv Reserve	\$6,767.14
475	Boat Launch Facility Fund	\$4,554.75
631	Utility Deposit Fund	\$228.66
632	Transportation Benefit District Fund	\$3,000.00
634	State Custodial Pass-Thru Fund	\$985.86
	Count: 19	\$562,236.66







Carie Cuttonaro

From: Castle Rock Public Works Department <crpwd@ci.castle-rock.wa.us> on behalf of Castle Rock Public Works Department
Sent: Monday, January 31, 2022 7:55 AM
To: Carie Cuttonaro
Subject: FW: Encroachment Issue SR 411 Castle Rock
Attachments: Orr_ROS.pdf; TIFFPrinter Print Job (1).pdf

Carie,

Please see below and attached. This is what Cole sent me. You could include in the council agenda.

David Vorse
Public Works Director
City of Castle Rock
360-274-7478

From: PineCone Properties [mailto:support@pineconepropertiesnw.com]
Sent: Monday, January 24, 2022 2:56 PM
To: crpwd@ci.castle-rock.wa.us; kakesson@ci.castle-rock.wa.us
Subject: Fwd: Encroachment Issue SR 411 Castle Rock

David & Karlene,

I just left both of you voicemails. Here is the response from the higher ups WSDOT about the encroachment clause for 238 Huntington Ave N in Castle Rock. David I had spoken to you about this a couple of weeks ago. WSDOT said in the email that it's City jurisdiction so that y'all would need to make the call on this one.

We are looking to either...

A.) Get the clause removed completely which would be ideal.

or

B.) Have the clause revised so that a bank would find it acceptable to loan on the property.

Looking forward to hearing from you. Thank you!

Cole Blackburn
PineCone Properties NW

----- Forwarded message -----

From: Lewis, Jerry <LewisJ@wsdot.wa.gov>
Date: Fri, Jan 21, 2022 at 7:12 AM
Subject: Encroachment Issue SR 411 Castle Rock
To: support@pineconepropertiesnw.com <support@pineconepropertiesnw.com>
Cc: Palazzo, Mike <PalazzM@wsdot.wa.gov>, Brown, Vince <BrownV@wsdot.wa.gov>

Good morning Mr. Blackburn,

I apologize getting back to you later than anticipated this week. We've had some challenges with sliding land and culverts failing because of the recent weather.

We've talked over the situation on this and have found that with an encroachment such as this, that a solution will need to be found with the City of Castle Rock, since this would be under their jurisdiction. Our Property Management expert explained that the City could do a lease to cure the encroachment. The City of Castle Rock may have other ideas to resolve the issue at hand.

We wouldn't be able to comment on how the encroachment document signed by Mr. Orr is worded or the potential for removal is just with the deck or the house or both. That decision would be made by the City of Castle Rock.

You may want to check with the title company that insured the transaction when you purchased, to see if the encroachment document and Record of Survey (both attached) were shown on the title policy. If not, there may be basis for a claim on this as well.

Hopefully, you're able to get this resolved and the transaction completed. Please let me know if you need anything further. I'll be working until 11:30 a.m. today.

Thank you.

Jerry E. Lewis

Acquisition & Title Reviewer

Southwest Region

11018 NE 51st Circle

Vancouver, WA 98682-6686

lewisj@wsdot.wa.gov





3082389
Page: 1 of 1
03/20/2000 04:03P
Cowlitz County

ACKNOWLEDGMENT

I Mr. Harold Orr, acknowledge that my house, currently being reconstructed at 238 Huntington Avenue, Castle Rock, Washington on the parcel described below, is encroaching upon or within the right-of-way of State Route 411, commonly known as Huntington Avenue, for a distance of 19.23 feet. I further acknowledge that if the State of Washington Department of Transportation or the City of Castle Rock Public Works Department need physical use of the right-of-way where the encroachment exists, I or future property owner(s) will be required to demolish or otherwise remove this and/or any other structure(s) from said right-of-way, in accordance to such time constraints as determined by the Washington State Department of Transportation or the City of Castle Rock, at no cost to either.

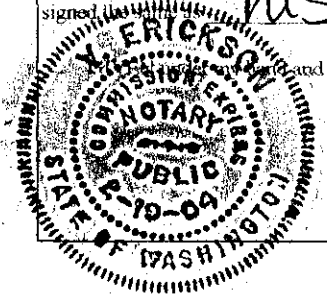
Parcel #30110 as described by deed in volume 1151 at page 822 under **Auditor's file # 920214078** being the West 50 feet of lot 4, block 5, Beek Civic Center Addition to the Town of Castle Rock, Washington, according to the plat thereof recorded in volume 3 of Plats, page 158, records of Cowlitz County.

SUBJECT TO AND TOGETHER WITH easements, restrictions and reservations of record..

AND TOGETHER WITH the tract of land described by deed under **Auditors' file # 3075737** being the Northerly 10 feet of lot 5, block 5 of Beeks Civic Center Addition to Castle Rock according to the plat thereof.

Dated this 17 day of March, 2000

Harold J. Orr

NOTARY ACKNOWLEDGMENT	
STATE OF WASHINGTON, } ss.	ACKNOWLEDGMENT-Individual
County of <u>Cowlitz</u>	
On this day personally appeared before me <u>Harold J. Orr</u>	
to me known	
to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that <u>he</u>	
signed <u>this</u> free and voluntary act and deed, for the uses and purposes therein mentioned.	
and official seal this <u>17</u> day of <u>March</u> , <u>2000</u>	
	
Notary Public in and for the State of Washington, residing at <u>Relso</u>	
My appointment expires <u>2/19/04</u>	

D:\9926\9926RDS_01\13\00 at 20:58

LEGEND

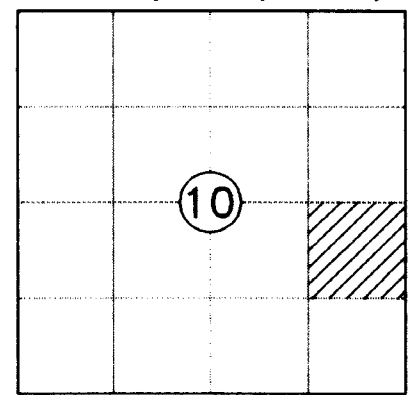
- MONUMENT FOUND AS NOTED
- CORNER SET WITH 1/2" REBAR AND RED PLASTIC CAP STAMPED "GRANT #33129"
- CORNER CALCULATED ONLY
- CORNER UNABLE TO SET
- ~~~~~ RETAINING WALL
- - - - - SETBACK LINES
- ① LOT NUMBER
- # BLOCK NUMBER

A SURVEY FOR HAROLD ORR & ADLA SABGA OF PARCELS #30110 AND #30111 BEING LOTS 4 AND 5, BLOCK 5 OF BEEKS CIVIC CENTRE ADDITION TO CASTLE ROCK FOUND IN VOLUME 3, PAGE 158 OF PLATS

NOTES

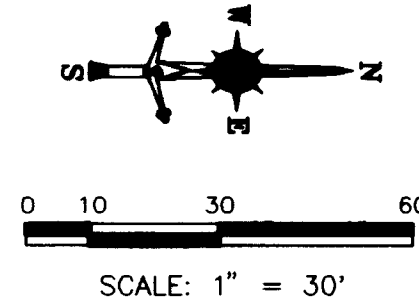
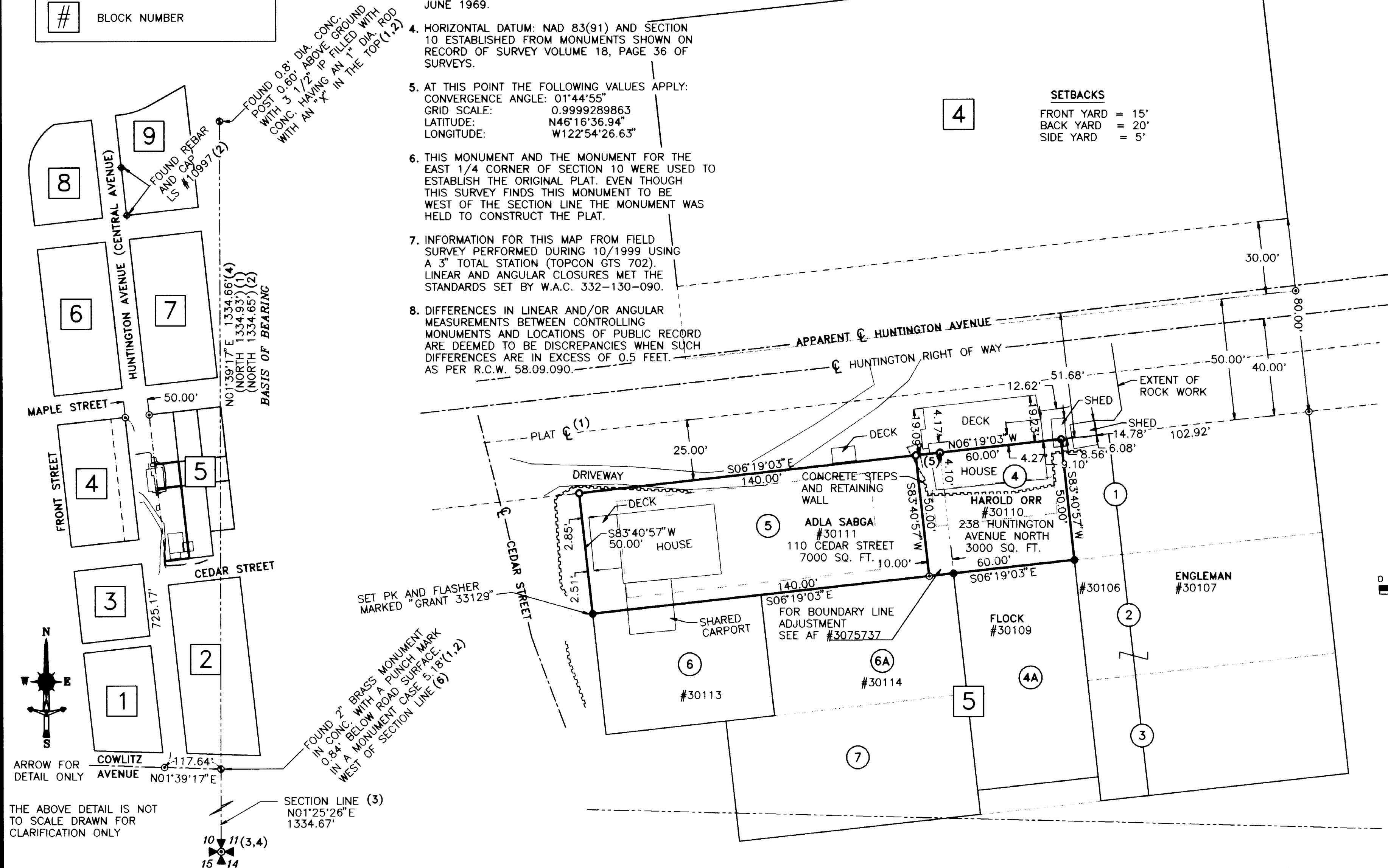
1. REFER TO THE PLAT OF BEEKS CIVIC CENTRE AS FILED IN VOLUME 3, PAGE 158 OF PLATS.
2. REFER TO RECORD OF SURVEY AS FILED IN VOLUME 4, PAGE 123 OF SURVEYS.
3. REFER TO UNRECORDED D.N.R. MAP #81, DATED JUNE 1969.
4. HORIZONTAL DATUM: NAD 83(91) AND SECTION 10 ESTABLISHED FROM MONUMENTS SHOWN ON RECORD OF SURVEY VOLUME 18, PAGE 36 OF SURVEYS.
5. AT THIS POINT THE FOLLOWING VALUES APPLY:
CONVERGENCE ANGLE: 01°44'55"
GRID SCALE: 0.9999289863
LATITUDE: N46°16'36.94"
LONGITUDE: W122°54'26.63"
6. THIS MONUMENT AND THE MONUMENT FOR THE EAST 1/4 CORNER OF SECTION 10 WERE USED TO ESTABLISH THE ORIGINAL PLAT. EVEN THOUGH THIS SURVEY FINDS THIS MONUMENT TO BE WEST OF THE SECTION LINE THE MONUMENT WAS HELD TO CONSTRUCT THE PLAT.
7. INFORMATION FOR THIS MAP FROM FIELD SURVEY PERFORMED DURING 10/1999 USING A 3" TOTAL STATION (TOPCON GTS 702). LINEAR AND ANGULAR CLOSURES MET THE STANDARDS SET BY W.A.C. 332-130-090.
8. DIFFERENCES IN LINEAR AND/OR ANGULAR MEASUREMENTS BETWEEN CONTROLLING MONUMENTS AND LOCATIONS OF PUBLIC RECORD ARE DEEMED TO BE DISCREPANCIES WHEN SUCH DIFFERENCES ARE IN EXCESS OF 0.5 FEET. AS PER R.C.W. 58.09.090.

SECTION 10, T9N., R2W., W.M.



SETBACKS

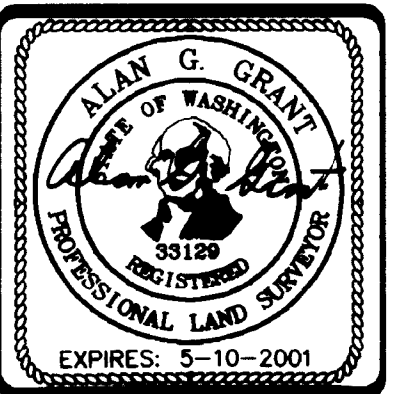
- FRONT YARD = 15'
- BACK YARD = 20'
- SIDE YARD = 5'



THE ABOVE DETAIL IS NOT TO SCALE DRAWN FOR CLARIFICATION ONLY

RECORDING CERTIFICATE:
Recording No. 3077552
Filed for record this 13th day of Jan 2000 at 12:22 p.m. in book 21 of Surveys at page 9 at the request of ALAN GRANT.
Kristina K. Swanson Auditor
Brenda J. Snyder Dept. Auditor

SURVEYOR'S CERTIFICATE:
This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Survey Recording Act at the request of Harold Orr in Sept., 1999.
Alan G. Grant
ALAN G. GRANT P.L.S.
Certificate No. 33129



GRANT & ASSOCIATES SURVEYING, LLC
PO BOX 878
CASTLE ROCK, WA. 98611
360-274-8842
DRAWN BY: L. COLLINS
DATE: 1/13/2000
SCALE: 1" = 30'
CALCD BY: A. GRANT
CHECKED BY: A. GRANT
JOB NO.: 9926

INDEX DATA
NE 1/4, SE 1/4, SEC. 10, TWP. 9 N. RGE. 2 W., W.M.
SURVEY FOR
HAROLD ORR & ADLA SABGA
COWLITZ COUNTY, WASHINGTON

SHT 1 OF 1

DATE SIGNED 1-13-2000

DECLARATION OF COOPERATION
Spirit Lake-Toutle/Cowlitz River System Collaborative
Final for Signing
December 2021

Overview

The Spirit Lake, Toutle/Cowlitz River Collaborative (SLTCRC) is an outcome of a recommendation by the [2018 National Academies of Science, Engineering and Medicine \(NASEM\) report](#) to create "a system-level entity or consortium of agencies to lead a collaborative multi-agency, multi-jurisdictional effort that can plan, program, create incentives, [and identify funding needs, and as appropriate, advance or seek funding¹ to support those needs] to implement management solutions² focused on the entire Spirit Lake and Toutle River system."

The NASEM report was commissioned by the U.S. Forest Service (USFS) after the U.S. Congressional delegation requested the USFS, U.S. Geological Survey (USGS), and U.S. Army Corps of Engineers (USACE) generate long-term Spirit Lake level management solutions. The NASEM further recommended agencies and entities with management responsibilities "engage in system-wide thinking when making decision about management objectives, approaches, and alternatives for the Spirit Lake and Toutle River system." The purpose of this declaration of cooperation (DoC) is to bring State, Federal, Tribal, and Local Governments together to share information and identify opportunities to address sediment management and risks associated with catastrophic flood risk in the Spirit Lake and Toutle/Cowlitz River system.

The SLTCRC is in Southwestern Washington and geographically will focus on the Spirit Lake and Toutle and Cowlitz River Drainages, including where the Cowlitz meets and impacts the Columbia River. The system is complex, with multiple local, state, Tribal, and federal entities managing various parts of the system toward different goals.

Paraphrasing the NASEM Report, two types of long-term and system-wide risks need to be considered in the Spirit Lake and Toutle River region:

- Risks associated with chronic flooding along the Toutle and Cowlitz Rivers, which cause social and economic disruption in populated and commercial areas and are mostly the result of channel infill from the movement of sediment out of the Toutle River and into the Cowlitz River.
- The potential for life loss and community destruction caused by catastrophic flooding and mudflows into populated areas along the Toutle River and the Lower Cowlitz River.

¹ The brackets indicate paraphrasing of the NASEM wording regarding seeking funding; all mentions of seeking funding herein, acknowledge federal government agencies are not allowed to lobby, fundraise, or advocate for positions or policies.

² Similarly, all mentions of implementing management solutions in this document recognize that individual agencies will act under their legal authorities, constraints, and mandates.

Problem Statement & Objectives

The NASEM report based its recommendation regarding establishment of a system collaborative on the finding that:

“Some coordinating mechanism is needed among responsible agencies to identify management strategies that allow agencies to effectively carry out their respective missions and to engage with the concerns of other interested and affected parties in the region. Without some sort of long-term external influence to encourage and compel the needed coordination, individual agencies may not be able to manage the system in a coordinated manner.”

Once established, the SLTCRC can provide a forum to:

- develop and pursue an aspirational vision for the whole system
- work together on items that contribute to long-term management of the system and safety and economic well-being of downstream communities
- create a communication venue to exchange information, enhance understanding of system complexities and engage interested parties
- raise awareness of those interested or affected by sediment management in the system
- respond to requests from the U.S. Federal delegation, Washington State Legislature, and the Washington Governor on issues related to managing this complex system

Spirit Lake-Toutle/Cowlitz River System Collaborative Team Commitments

The commitments represented below form a public statement of intent to participate in the collaborative to cooperate on addressing sediment management and catastrophic flood risks in the Spirit Lake and Toutle/Cowlitz River system. Members commit to ongoing communication and collaboration, the exchange of information and planning efforts, identifying collective opportunities, and updating and responding to the U.S. Federal delegation, Washington State Legislature, and Governor.

Members acknowledge the best solutions depend upon cooperation by all entities at the table. Accordingly, they recognize each party has a unique perspective and contribution to make, and interests that need to be considered for the group’s success. Identified interests to date, unranked, include:

- human health and safety via sediment management
- tribal historical, natural, and cultural resources
- flood risk management
- ecological restoration and fish and wildlife recovery
- economic development and thriving resilient communities
- recreation opportunities
- research integrity and educational opportunities

Actions associated with these interests will follow each agency’s authorities and mandates. The SLTCRC will provide information for consideration by county, state, or federal agencies. The SLTCRC will not make or advise on decisions for those agencies.

The table below outlines the roles and responsibilities of the SLTCRC.

The undersigned State, Federal, Tribal, and Local Governments will:

- develop ground rules and operating protocols for working together
- identify communication methods to engage interested and affected parties
- identify opportunities and mechanisms to establish the collaborative long-term
- within each agency or organization’s regulations, identify actions that consider the entire Spirit Lake and Toutle River system
- distinguish individual projects and decision-making processes from the system-level needs and collaborative role/s

The Cowlitz-Wahkiakum Council of Governments (CWCOG) will serve as the administrative coordination entity, with their Executive Director as contact person. Any signatory to this Declaration can withdraw from the SLTCRC by notifying the CWCOG in a written statement that includes the rationale for withdrawing.

Roles and Responsibilities

State, Federal, Tribal, and Local Governments	• Signatory to the DoC • Engage, respect, and learn from each other • Participate in good faith in the formation and ongoing function of the collaborative • Abide by shared ground-rules and operating protocols • Individual agencies act under their own authorities and mandates • Participate in subcommittees formed by the collaborative as appropriate • Provide technical information and contribute expertise as appropriate • Bring issues of concern from each entity to the attention of the collaborative • Identify agency and organization planning timelines to facilitate opportunities to meet or advance shared objectives • Share information on projects, plans, policies, and funding opportunities as appropriate • Provide public outreach and education on issues of importance to the collaborative • Assist with meetings, e.g., present information, provide representatives for policy and/or technical issues, potentially host meetings, or lead tours
Agency and Sovereign Government Membership: U.S. Army Corp of Engineers, U.S. Forest Service, NOAA Fisheries, Cowlitz Indian Tribe, Confederated Tribes and Bands of the Yakama Nation, U.S. Federal Emergency Management Administration, US Geological Survey State Government Membership: WA Department of Ecology, WA Department of Fish and Wildlife, WA Department of Natural Resources Local Government and Special Purpose Districts Membership: City of Kelso, City of Castle Rock, City of Longview, Cowlitz County, Cowlitz PUD, Port of Longview, Cowlitz Conservation	

District, Consolidated Diking Improvement District #1, Cowlitz-Wahkiakum Council of Governments, Lower Columbia Fish Recovery Board

This Declaration of Cooperation, while not a binding legal contract, is evidence to and a statement of the good faith and commitment of the undersigned parties to create common understanding and identify opportunities to reduce risks while addressing multiple functions and benefits in the system.

WA Dept of Ecology, SW Regional Director

WA Dept of Natural Resources, Regional Manager (?)

Cowlitz Indian Tribe
Natural Resources Director

Confederated Tribes & Bands of the Yakama Nation
Natural Resources Director

U.S. Forest Service, Forest Supervisor
Gifford Pinchot National Forest

WA Dept. of Fish and Wildlife (WDFW)
Southwest Washington Regional Director

NOAA Fisheries, Assistant Regional
Administrator, Oregon Washington Coastal Office

U.S. Army Corps of Engineers, Deputy
District Engineer

U.S. Geological Survey
Volcano Science Center Director

U.S. Federal Emergency Management
Administration, Mitigation Program Director

Lower Columbia Fish Recovery Board
Director

Cowlitz-Wahkiakum Council of
Governments, Director

City of Kelso, Mayor

City of Castle Rock, Mayor

City of Longview, Mayor

Port of Longview, Commission Chair

Cowlitz Conservation District, Director

Consolidated Diking Improvement District #1, Chair

Cowlitz County, Commission Chair

Cowlitz County PUD, Director of Regulatory
and Regional Affairs

OPERATING PROCEDURES
Spirit Lake-Toutle/Cowlitz River System Collaborative
Version 2 - December 9, 2021

These Operating Procedures accompany and expand on the concepts and commitments articulated in the 2022 Declaration of Cooperation for the Spirit Lake-Toutle/Cowlitz River System Collaborative (SLTCRC or “the collaborative”). Its purpose is to provide an organizational structure; roles and responsibilities for nongovernmental participants; and governance, meeting, and communications protocols for the group.

The SLTCRC Vision

The following vision statement represents a set of ideal conditions to guide the collaborative:

Healthy Ecosystems – Safe Communities – Healthy Economy

The SLTCRC Mission

The SLTCRC developed and agreed on the following Mission Statement in late 2021 and early 2022, to guide the first five years of the group’s efforts:

To share information, build understanding, and develop and coordinate management solutions to address sediment transport and flood protection in the Spirit Lake, Toutle/ Cowlitz River system while enhancing ecological benefits and serving the many needs of the communities within the system.

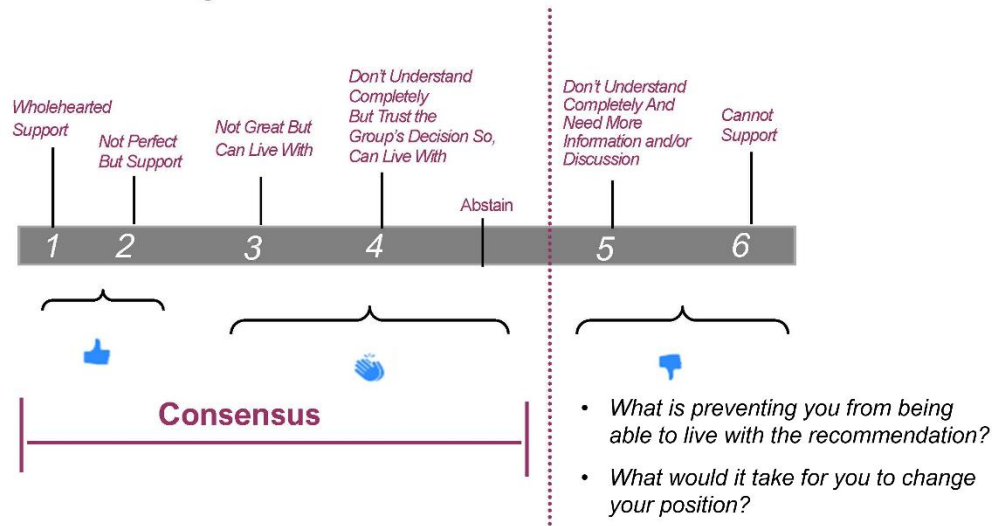
Ground Rules for the Collaborative

- Open discussion: Participants may express their views candidly, but without personal attacks. Time is shared because all participants are of equal importance.
- Transparency: Participants pledge to avoid surprises, keep open communication, and notify fellow collaborative parties when something might affect or impact them or their organization.
- Members pledge to attend all meetings if possible, and scheduling of meetings will be as inclusive of all members as possible
- Decisions and Consensus:
 - SLTCRC will not make decisions for any existing agency or organization, or that conflict with those party’s missions, mandates, jurisdictions, or projects. The collaborative can make decisions on topics such as whether to collectively seek funding to work together, adopt ground rules, express support for scientific or research efforts, develop and adopt a comprehensive sediment management plan, etc. Any decision of the SLTCRC does not necessarily reflect the mission or mandate of an individual agency.
 - SLTCRC decisions and recommendations will be consensus-based. For all decisions, consensus of all members is desired. Consensus can be achieved at any full SLTCRC meeting with at least 60% (e.g., 18 of 30) members (or their designated alternates).
 - *Consensus Defined:* The SLTCRC operates under the following definition of consensus: *Consensus means that each member can say: (1) I was a respected member of the group that considered the decision; (2) my ideas (opinions, knowledge, concerns, beliefs, hopes) were listened to; (3) I listened to the ideas (opinions, knowledge, concerns, beliefs, hopes) of others; and (4) I can live with the decision of the group, even though I might have made a different*

decision had I acted alone or if my agency were the sole decision maker; or (5) I abstain from the decision since my agency uses a separate decision-making process.

- This consensus can be conveyed via a thumbs up (*I support this option*), thumbs sideways (*I can live with this option for the good of the group and the process*) or thumbs down (*I cannot live with this option*). If a

Gradients of Agreement



If a member shows thumbs down, that member is expected to provide a proposal that legitimately attempts to achieve the interest of the constituency they represent and the interests of the other members. All members will seek solutions that allow those thumbs to go up or sideways.

NOTE: The consensus agreements do not involve a “vote.” Consensus describes a condition that a group can reach.

The group may opt to develop and adopt a decision matrix that would help qualify recommendations and base the decisions on a defined equal value.

Behavior in Meetings

- Be Constructive
 - State your piece: Be concise so all have a chance to speak
 - Overall: focus on mutual gains/solutions that work for ALL parties
- Virtual & In-Person Meetings
 - Keep yourself on mute unless speaking
 - Keep video on (as bandwidth & personal situations allow)
 - One primary representative (and one secondary representative) from each organization in speaking roles (unless technical or other needed support staff)
 - Raise your hand and/or wait to be recognized before speaking
- Be Respectful, and Honest
 - Respect everyone's expertise and contribution; this is an important and complex discussion
 - Listen carefully so that you and ALL your colleagues can be heard
 - One voice at a time

- Recognize and actively work to minimize power dynamics in a collaborative that includes vastly different stakeholders
- Recognize: each party brings legitimate interests
- Show Leadership
 - Focus on the future and encourage one another to look forward
 - Look first for areas of agreement then use disagreement to build understanding

Meetings, Facilitation, and Communication:

- Over the long term, the Collaborative will meet at least quarterly (with exceptions as needed and agreed upon by participating members). Subcommittees and ad hoc workgroups will meet as agreed on by the full group.
- All Collaborative meetings are open to the public, and all interested parties are encouraged and welcome to participate within the ground rules for the meetings.
- Meeting agendas and materials related to any upcoming decisions of the SLTCRC will be issued one week in advance of the meeting in which the decision will occur, at least in draft and ideally in final decisional form.
- The SLTCRC will engage an impartial facilitator to moderate meetings, disseminate materials, maintain a contact list and website for the collaborative.
- Communications to and from the collaborative will go through the impartial facilitator unless otherwise agreed by the SLTCRC.

Member Roles and Commitments

All members and participants are expected to contribute as befits the parties' missions, goals, resources, expertise, etc. Current membership is comprised of a wide group of government (local, state, federal), tribal nations, non-profits, private entities, and researchers.

The group may opt to appoint a Chair or Co-Chairs if it sees fit. Similarly, it may create a Steering Committee if it determines that such a group can help the full collaborative operate more effectively (additional information on committees below)

The list of membership in the formative stage (2021-2022) is as follows:

Governments & Special Purpose Districts (signatories to Declaration of Cooperation)	
WA Dept. of Ecology	WA Dept. of Natural Resources
Cowlitz Indian Tribe	Confederated Tribes & Bands of the Yakama Nation
U.S. Forest Service	WA Dept. of Fish and Wildlife
NOAA Fisheries	U.S. Army Corps of Engineers
U.S. Geological Survey	U.S. Federal Emergency Management Administration
Lower Columbia Fish Recovery Board	Cowlitz-Wahkiakum Council of Governments
City of Kelso	City of Castle Rock
City of Longview	Port of Longview
Cowlitz Conservation District	Consolidated Diking Improvement District #1

Cowlitz County	Cowlitz PUD
Lower Columbia Fisheries Enhancement Group	
Non-Governmental Organizations and Interested/Affected Parties as of Late 2021 – Early 2022	
Mount Saint Helens Institute	Cascade Forest Conservancy
Wildlands Network	Pinchot Partners
Academic Researchers (e.g., from Universities of Nottingham & Washington; Washington State University)	Eco-Park Resort
Catalyst Environmental Solutions	Pacific Northwest Waterways Association
Members of the Public	
U.S. Congressional Delegation	
Office of Senator Maria Cantwell	Office of Senator Patty Murray
Office of Representative Jaime Herrera-Beutler	

Participation by Non-Governmental and Other Interested Parties:

Participation provides the collaborative opportunities to work with individuals and entities that have interests or are affected by management decisions in the system. Opportunities may exist to pursue grants and other funding opportunities that can further the goals of the collaborative.

- Entities will change over time.
- Participants will follow ground rules and operating protocols identified by the collaborative.
- These participants are expected to contribute in ways befitting their missions and resources (e.g., supplying information resources, entering mutually beneficial partnerships with fellow collaborative members).
- This group can also assist with broader public outreach and education on issues of importance to the collaborative.
- The SLTCRC may opt to develop and adopt a caucus structure, in which categories of nongovernmental participants can organize by interest area and participate in consensus decisions via one representative or, if they cannot attend, one alternate) for each caucus.

Sample caucuses might include:

- Environmental interests
- Property owners
- Local businesses

Facilitation

The role of the facilitator is as follows:

- Manage the meeting agenda
- Keep meeting minutes
- Keep website updated
- Facilitate communication within collaborative

Committees

The collaborative has the option of creating subcommittees or workgroups if determined by the collective. These smaller bodies can operate on a task-specific basis (e.g., Finance Committee that

might convene until funding for a specific purpose is identified and secured) or on a continued, ongoing basis (e.g., a Technical Committee or Steering Committee). Members may choose to participate in the subcommittees/workgroups, and membership in these smaller bodies can change as needs dictate. The subcommittees/workgroups will provide regular updates to the full collaborative on their discussions and recommendations, but will not make decisions for the full group.

Funding

It is anticipated that funding for the Collaborative will be provided by a combination of public and private sources. The methods to secure funding will be decided by the group and there is acknowledgement that federal agencies are not allowed to lobby for funding. Funding will be required for administrative and facilitation support.

Appendix A

Spirit Lake-Toutle/Cowlitz River System Collaborative DRAFT WORK PLAN (Spring 2021-Summer 2022)

Indicators of Success for this phase:

- Signed Declaration of Cooperation by all governments
- Develop and agree upon shared vision for the whole basin and a mission statement for the collaborative
- Agree upon a set of common interests or shared values
- Develop working list/database of agency authorities, roles and commitments, projects and timelines, legally binding agreements, existing metrics and what should be updated (e.g., flood protection levels)
- Identify collective issues and risk concerns
- Increased trust, stronger relationships, deeper understanding of each other's needs, and agreement to act with awareness of others' perspectives
- Recognition by the U.S. Congressional delegation, Washington State Legislature, and Governor of the need for a successful, long-term collaborative group to comprehensively address the challenges associated with long-term sediment management in the system
- Identify paths to continue collaborative group long-term
- Prioritized list of actions to pursue that contributes to the long-term management of the system and the safety and economic wellbeing of downstream communities.
- Pursue at least one action as a group during this phase of developing a collaborative.
- Acquisition of operational funding to support the collaborative over a three-year period

Received

JAN 18 2022

Castle Rock
Finance

CITY OF CASTLE ROCK

WATER UTILITY

ADJUSTMENT REQUEST FORM

ORDINANCE 2010-02

*Return Form and Supporting Documents to Castle Rock City Hall, Finance Office
141 'A' St SW or mail to: PO Box 370
Castle Rock, WA 98611

CUSTOMER NAME

(Patrick) Verra Bohna

CONTACT #:

SERVICE ADDRESS:

731 Pioneer Ave N.E

ACCT #:

I am requesting a leak adjustment for my water service resulting from a malfunction and the leak has been repaired. I understand that no adjustments shall be made until the public works department verifies that the leak no longer exists. Adjustments are based on a 12-month average consumption and only the sewer billing amount will be adjusted for qualified leaks and this adjustment will be credited to the account for any amount billed over my average sewer use, for the applicable billing period. Leak adjustments shall be limited to only two adjustments per service, within a 12-month period. Subsequent requests for the same address will not be granted until I replace the plumbing and provide proof of the repair to the city.

I provided notification of this leak to the city on 12/20/2021; date leak repaired: 12/23/2021
The following is being provided as proof of the leak and also of the repair:

- ☒ Receipts for the repair costs
☒ Pictures of the break/leak and pictures of the repair
☐ Other: _____

Please describe in full; location of leak and steps taken to make the repair:

Called Legacy & Property Service to Repair Main Line Leak. Upon
Inspection we found 3/4 Poly with inch stub up that was
Broken.

(You may continue on the back of the form if needed.)

Signed: _____

Date: 1/16/2022**NO ADJUSTMENTS GIVEN FOR:**

Leaky faucets, faulty plumbing fixtures, faucets or hose bibs left on, hot water heaters, faulty irrigation systems or water features (ponds, pools, fountains, etc.), neglected or failure to repair broken pipes, or leaks not repaired within thirty days of notification.

CITY USE ONLY:

FINANCE STAFF SIGNATURE: _____

PWD REVIEW & APPROVAL TO ALLOW ADJUSTMENT PER
ORDINANCE PROVISIONS: YES ☒ NO ☐ INITIAL: DV

LEAK VERIFIED BY: N/A DATE: N/ACustomer did call to have water shut-off for leakREPAIR VERIFIED BY: NE DATE: 1/18/2022WO #15485927ADJUSTMENT AMOUNT: \$351.90

COMMENTS: _____

If leak charges are reflected over a multi-month period, the second month may be adjusted if concurrence is obtained from the Public Works Director.



CITY OF CASTLE ROCK
WATER UTILITY
ADJUSTMENT REQUEST FORM

ORDINANCE 2010-02

*Return Form and Supporting Documents to Castle Rock City Hall, Finance Office
141 'A' St SW or mail to: PO Box 370
Castle Rock, WA 98611

CUSTOMER NAME: Dan Favour

CONTACT #: [REDACTED]

SERVICE ADDRESS: 225 WARREN ST SW

ACCT #: [REDACTED]

I am requesting a leak adjustment for my water service resulting from a malfunction and the leak has been repaired. I understand that no adjustments shall be made until the public works department verifies that the leak no longer exists. Adjustments are based on a 12-month average consumption and only the sewer billing amount will be adjusted for qualified leaks and this adjustment will be credited to the account for any amount billed over my average sewer use, for the applicable billing period. Leak adjustments shall be limited to only two adjustments per service, within a 12-month period. Subsequent requests for the same address will not be granted until I replace the plumbing and provide proof of the repair to the city.

I provided notification of this leak to the city on _____; date leak repaired: 12/29/21

The following is being provided as proof of the leak and also of the repair:

Received

- ☐ Receipts for the repair costs
☐ Pictures of the break/leak and pictures of the repair
☐ Other: _____

FEB 03 2022

Castle Rock
Finance

Please describe in full; location of leak and steps taken to make the repair:

"T" in main water line in crawl space failed. Replaced "T" with
new brass unit. Also you can Steve James - NewSpring 360-430-7361

(You may continue on the back of the form if needed.)

Signed: [Signature]

Date: 2/2/2022

NO ADJUSTMENTS GIVEN FOR:

Leaky faucets, faulty plumbing fixtures, faucets or hose bibs left on, hot water heaters, faulty irrigation systems or water features (ponds, pools, fountains, etc.), neglected or failure to repair broken pipes, or leaks not repaired within thirty days of notification.

CITY USE ONLY: FINANCE STAFF SIGNATURE: _____

PWD REVIEW & APPROVAL TO ALLOW ADJUSTMENT PER
ORDINANCE PROVISIONS: YES ☐ NO ☐ INITIAL: _____

LEAK VERIFIED BY: N/A DATE: 1/3/2022

LR NDA 15400573

REPAIR VERIFIED BY: NE DATE: 2/04/2022

WOT 15552674

ADJUSTMENT AMOUNT: \$1,493.30

COMMENTS: _____

If leak charges are reflected over a multi-month period, the second month may be adjusted if concurrence is obtained from the Public Works Director.

TOWNZEN & ASSOCIATES, INC

February 10, 2022

Ms. Carie Cuttonaro
Clerk-Treasurer

RE: Third Party Inspection/Plan Review Services

Dear Ms. Cuttonaro:

Townzen & Associates (**TA**) is pleased to present the following proposal for professional services on the above-referenced project.

We propose to provide consultation, representation, engineering, and administrative support, including empirical data and technical reports, as necessary to complete the following scope of work in the following phases:

1. Provide plan review services
 - a. Residential plan review services are billed at 50% of plan review fee from the City of Castle Rock.
 - b. Commercial plan review services are billed at 55% of the plan review fee, if structural review is required, then the services are billed at 75% of the plan review fee.
2. Provide inspection services

Travel Time and Mileage

- Travel time is billed at 60% of the hourly rate and shared between stops.
- Mileage is billed per current IRS rate and shared between stops.

Rates for trips only to Castle Rock		
Travel to Castle Rock (\$51.00/Hr) Round Trip	2 Hrs.	\$102.00
Mileage to Castle Rock (\$0.585) Round Trip	120	\$70.20
Inspection Time (85.00/HR)	1 Hr. Minimum	\$85.00
Estimate for trip		\$257.20
Trips shared by Kalama or Woodland		
Travel: Kalama, Woodland, Castle Rock (Your Share)	1 Hr.	\$51.00
Mileage: Kalama, Woodland, Castle Rock (Your Share)	60	\$35.11
Inspection Time	1 Hr. Minimum	\$85.00
Estimate for trip		\$171.11
Trips shared by both Kalama and Woodland		
Travel: Kalama, Woodland, Castle Rock (Your Share)	.66 Hr.	\$33.99
Mileage: Kalama, Woodland, Castle Rock (Your Share)	40	\$23.40
Inspection Time	1 Hr. Minimum	\$85.00
Estimate for trip		\$142.39



TOWNZEN & ASSOCIATES, INC

Insurance:

TA carries both general and professional liability insurance as well as full commercial automobile liability insurance.

TA will provide insurance certificates upon acceptance of the proposal.

Conclusion:

If you are in agreement with this proposal, please sign this document below.

Please contact me, at your earliest convenience, if you have questions or comments regarding this proposal. We look forward to working with you on this project.

Receivables required for TA to commence work

1. Signed Proposal

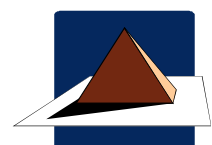
Sincerely,
Townzen & Associates

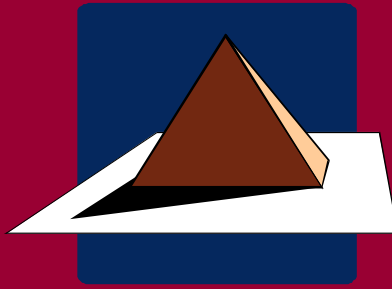


Les Townzen, CFPS
President

Accepted By:

Date:





TOWNZEN & ASSOCIATES, INC

STATEMENT OF QUALIFICATIONS



Casinos



Schools

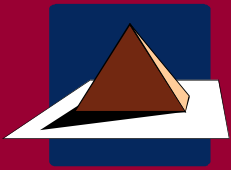


Medical

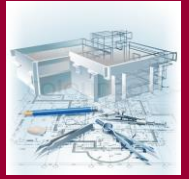


Large warehouse

**Helping Our Clients Succeed in Fire & Life
Safety Since 2006**



Townzen & Associates, Inc



Established in 2006, Townzen & Associates, Inc has assisted the needs of cities, counties, tribal nations, and other public and private agencies. Townzen & Associates, Inc combines dedication, integrity, and quality leadership to provide building, engineering, and community development support services for both local governmental and private agencies.

We accomplish this by providing the highest value of services utilizing a team of professionals who are committed to offering highly beneficial programs covering the current and anticipated issues and needs of the client.

While our staff's expertise is equal or superior to any firm, it is our team's passion for providing unmatched service that makes Townzen & Associates, Inc unique. We take our commitment to service so seriously in that we recruit, train, and reward consultants based on how well they meet - and exceed - your expectations.

Townzen & Associates, Inc has a diverse staff ready to meet any property and personnel challenge related to building, fire, security, safety, and natural or man-made disasters. Our team of former executive fire and building code officials, former code enforcers, engineers and industry technicians enables us to offer a comprehensive fire, building, security, safety, and loss control program - and ensures that we have the right person for the job. We understand your issues, challenges, and responsibilities and we offer proven methods to improve your effectiveness.

Townzen & Associates, Inc delivers a quality product on time, every time. We have earned a stellar reputation because we are responsive, innovative, and dedicated to providing exceptional products and services to our clients.

SERVICES AVAILABLE

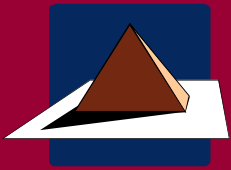
- **BUILDING & FIRE CODE CONSULTING**
 - Code Compliance, Hazard Analysis, Tech Assistance/Reports & Risk Assessment, Egress Analysis, Litigation Support, etc.
- **PLAN REVIEWS**
 - Building Code, Fire Code, ADA/Energy & Plumbing / Mechanical Code, Fire Suppression systems
- **INSPECTIONS**
 - Building Code, Structural, Fire Code, Plumbing / Mechanical Code & Commissioning all Fire Protection Systems
- **LOCAL AGENCY**
 - Interim or Permanent Building & Fire Code Official



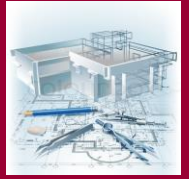
www.townzen-consulting.com

221 Kenyon St. NW | Suite 102 | Olympia, WA | 98502

Phone: 360-754-2335



Townzen & Associates, Inc



OUR LOCAL AGENCY SERVICES

Our clients benefit from Townzen & Associates' astute understanding of local government issues and priorities. This knowledge allows us to effectively address the specific needs of our clients and attain the objectives of the agency.

We consider ourselves an extension of your staff which drives delivery of our higher standard of service and includes "out of the box" thinking and problem-solving. Business and technology changes quickly - because Townzen & Associates' consultants are attuned to what is happening within government, we are creative in quickly confronting challenges and realize that flexibility, adaptability and innovation is always required. We have top-of-their-field people dedicated to using their experience and knowledge to make your job easier.



All projects are considered exceptional—going beyond a merely sufficient level of effort—dedicating our people and resources toward a project's success. We pride ourselves in long-term relationships and winning partnerships with much of our work from valuable referrals and repeat clients. You'll find we have a solid reputation for responsiveness and quality work.

Townzen & Associates is qualified to assist Building and Fire Departments with all aspects of department management, whether on site or at our office. These services typically include:

Building/Fire Code Official Services

- Develop and pass ordinances
- Establish policies and procedures
- Determine Department's budget
- Manage records
- Represent the Department at Planning Department development meetings
- Supervise Building/Fire Dept. Staff
- Project Coordination
- Interface with the public

Building/Fire Plan Reviews

- Review Plans for code compliance
- Issue plan review correction letters
- Code enforcement and interpretation
- Interface with the public

Building/Fire Inspections

- Provide progress and final inspections
- Issue correction and stop work notices
- Maintain documentation per jurisdictions' established policies
- Provide solutions to problems when appropriate
- Interface with the public



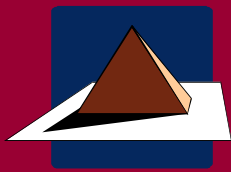
Each of these disciplines requires an understanding of how to enforce building and fire code requirements while maintaining a high level of customer service. This takes training in communication and an overall appreciation for the applicants' perspective.

It is Townzen & Associates' years of experience that offer jurisdictions a knowledgeable, professional, and respectful approach to building and fire code enforcement.

www.townzen-consulting.com

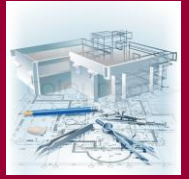
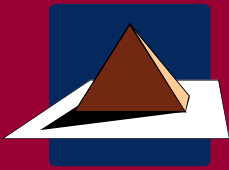
221 Kenyon St. NW | Suite 102 | Olympia, WA | 98502

Phone: 360-754-2335



Townzen & Associates, Inc

Local Jurisdictions and Services	Fire Marshal Services	Fire Code Consulting	Fire System Plan Reviews	Fire System Acceptance Inspections	Building Official Services	Building Code Consulting	Building Code Plan Review	Building Code Inspections	Technical Reports
City of Olympia Building Department					X	X	X		
City of Olympia Fire Department		X		X					
City of Yelm		X	X	X		X	X	X	
City of Puyallup							X		
City of Mt. Vernon		X	X	X					
City of Everson						X	X		
City of Nooksack						X	X		
City of Sumas		X	X	X		X	X		
City of Kalama	X	X	X	X	X	X	X	X	X
City of Woodland	X	X	X	X	X	X	X	X	X
City of Lacey		X	X	X					
City of Shelton							X	X	
City of Vader	X	X	X	X	X	X	X	X	X
City of Tumwater							X	X	
City of Marysville			X						
City of Burlington		X	X						
City of Shelton							X	X	X
Clark County							X		
Kitsap County							X		
Skagit County		X	X						
Pierce County							X		
San Juan County						X	X		
Mason County							X	X	
Cowlitz County							X		
Whatcom County									X
Lummi Nation		X	X	X					
Yakima Nation Tribe		X	X	X					
Swinomish Tribal Nation		X	X	X					
Nisqually Tribe		X	X	X		X	X	X	
Squaxin Island Tribe		X	X	X		X	X	X	
S'Kallam Jamestown Tribe		X	X	X		X	X	X	
Clover Park School District	X	X	X	X	X	X	X	X	



PLAN REVIEW SERVICES

Building and Fire Code Plan Reviews

Today's code officials handling municipal plan reviews face numerous challenges. We at Townzen & Associates understand that there are times when you might need additional help with municipal plan review. Our team of professionals can assist in all aspects of building, fire code and fire protection system plan reviews.

Townzen & Associates, Inc brings an extensive overall experience with all types of construction and occupancies from single-family homes to high-rise construction. Our experience extends to industrial projects, hazardous facilities, hospitals/medical clinics and much more.



We perform comprehensive plan reviews and building inspections for compliance to the adopted International Codes, local ordinances, and state and federal laws.

Townzen & Associates, Inc has ample experience and staffing resources to accomplish any of the City's requests. A few highlights of our expertise are listed below:

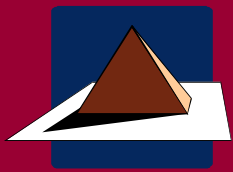
- Staff members are licensed professionals, certified plans examiners, permit technicians, and inspectors with expertise in the latest Building Codes.
- We utilize certified combination inspectors with substantial experience and whom are readily available.
- Professional, thorough, high quality and timely service is our top priority.
- We have a Washington State licensed structural engineers on staff with extensive plan review experience working with local jurisdictions.
- We have a Certified Fire Protection Specialist to assist with any hazardous materials issues.
- We are committed to maintaining our clients' plan review turnaround times.
- Expedited plan reviews services are available.

Our staff works collaborate with our clients and their customers to achieve project code compliance with the fewest plan review cycles as possible.

Townzen & Associates will provide the following scope of building plan review services. Plans will be carefully reviewed for their compliance with the model codes adopted by the State of Washington and as amended by any AHJ.

Plans are thoroughly reviewed for the following:

- Building, fire & life safety: IBC with Washington State Amendments (WSA)
- Mechanical: IMC with WSA
- Plumbing: UPC with WSA
- ADA: ICC A117.1
- Energy: Washington State Energy Code
- Fire: IFC with WSA (as needed)
- Existing Buildings: International Existing Building Code
- Electrical as it pertains to building code issues. (Exit lighting, emergency lighting etc.)
- Structural: Our structural plan review staff is experienced in reviewing new and retrofit projects utilizing wood, masonry, reinforced concrete, pre-stressed concrete, structural steel, and light gauge steel construction.



Project Approach

Our clients benefit from Townzen & Associates' astute understanding of local government issues and priorities. This knowledge allows us to effectively address the specific needs of our clients and attain the objectives of the agency.

We consider ourselves an extension of your staff which drives delivery of our higher standard of service and includes "out of the box" thinking and problem-solving. Business and technology changes quickly - because Townzen & Associates' consultants are attuned to what is happening within government, we are creative in quickly confronting challenges and realize that flexibility, adaptability and innovation is always required. We have top-of-their-field people dedicated to using their experience and knowledge to make your job easier.

All projects are considered exceptional—going beyond a merely sufficient level of effort—dedicating our people and resources toward a project's success. We pride ourselves in long-term relationships and winning partnerships with much of our work from valuable referrals and repeat clients. You'll find we have a solid re

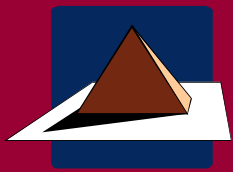
As a professional public service provider, we provide a greater degree of effective communication, coordination, administration and management. We encourage an integrated and motivated professional and construction team whose function it is to achieve timeous completion of a facility, without sacrificing good design, quality and a well-functioning facility. We understand the role of each professional involved in the project, including the architects, the engineers and the builders. Townzen & Associates will always look after the client's interests, whether it involves the building design, the construction methods or changes in either costs or scheduling. At every stage of the project, our involvement will mean real benefits including:

- Optimization and value analyses;
- Program analysis through commissioning including obtaining environmental permits;
- Management of budgets and schedules;
- The ability to work in a "fast track" mode;
- Constant communication among all parties involved;
- The application of strict health and safety standards;

Open communications are the key to any successful project, our philosophy is to keep the client informed of all issues and updates by either personal contact and/or electronic means.

It is Townzen & Associates' years of experience that offer jurisdictions a knowledgeable, professional, and respectful approach to building and fire code enforcement.

Townzen & Associates delivers a quality product on time, every time. We have earned a reputation for stellar service because we are responsive, innovative, and deliver quality products.



Process

Office Hours and Meeting Availability:

Townzen & Associates staff is available for applicant inquiries or conferences anytime during business hours without charge via telephone; 8:00 AM to 5:00 PM, Monday thru Friday. We can easily alter our hours to meet the AHJ's needs. We can also meet with city staff, architects and applicants. We recognize the values of pre-design consultation with prospective applicants and are available to this service as well. Our project manager will be available in person for consultation and meetings with a reasonable lead time.

Communications:

Communication with the applicant on plan review letters and/or issues can be done one of two ways. We can forward all communication through the building official who then sends the information to the applicant or we can provide direct communications with the applicant with courtesy copies to the building official. We have worked projects both ways with different jurisdictions and have no problems either way. All plan check comments will be formatted to the city's established correction list templates.

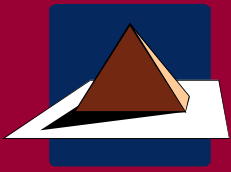
Digital Plan Review:

We know that right the city does not have the ability to perform electronic reviews but is working towards that goal. We have been performing electronic plan reviews for over three years now utilizing the Bluebeam program. We can provide the city with the expertise to help with the transition to electronic reviews and to help with policies and procedures.

Plan Review:

Outlined below is our general process and standard guidelines that we utilize to provide plan review services. If awarded this contract, we would meet with staff to review this guideline and standard and make any adjustments needed to make certain we meet the city's unique processing procedures. We will work with the AHJ in a seamless manner for review of plans for code compliance, keeping projects records accurately and to keep the project moving swiftly to completion.

- Plan reviews result in typewritten lists of comments always referring to specific details, drawing sheets, and applicable code sections. Should the AHJ have a specific format for correction or approval letters we are happy to utilize your format.
- Correction lists will be electronically sent to the AHJ-designated staff members as required by city.
- An information binder/file specific to the AHJ requirements is created to identify items inherent and of interest to the City.
- We recognize and understand that code interpretations are subject to final review and approval by the Building Official.
- It is further understood all plan review comments are subject to the review by AHJ staff members.



Townzen & Associates, Inc

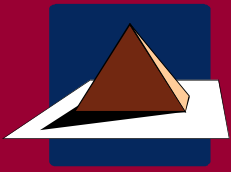
- Plan reviews will be conducted within the time frame guidelines established by the AHJ and identified under the Plan Review Turnaround Schedule.
- Expedited reviews can be accommodated.
- Plan review approval will not be recommended to the AHJ until all code compliance issues are resolved to the best of our knowledge and all permit issuance requirements of the AHJ Building Division are satisfied.
- Upon plans approval, the AHJ is forwarded a transmittal including plans and associated documents with plans stamped "approved for permit issuance" (language to be determined by the AHJ) to indicate plans have been reviewed and found to be in substantial compliance with applicable codes. The transmittal will indicate any deferred submittals, special inspection forms, etc. to be included as part of the information to be submitted to the AHJ during construction.
- Any appeals and/or requests for use of alternate materials, design and methods of construction will be forwarded to the Building Official for determination with recommendations on appropriate response.

Code Interpretations:

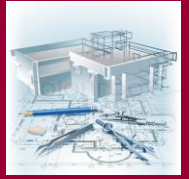
Code interpretations are subject to final review and approval by the Building Official. Our staff can provide unbiased recommendations and any additional background information to help the Building Official make an informed decision.

Quality Control and Assurance:

We provide a thorough assurance/quality control program through assignment of a project manager who follows the plan review project from submission through to approval. We conduct weekly staff meetings to make sure the project is moving smoothly through our process to provide and clarification on any details, issues or questions throughout the process. All plan review projects and the associated documents are thoroughly reviewed by the project manager prior to being released to the jurisdiction.



Townzen & Associates, Inc



Security Consulting

The personnel in our Security Risk Solutions division at Townzen & Associates, Inc. (TA) has over 25 years' experience in consulting, designing, planning and project management of access control, video surveillance and intrusion systems. Our mission is to provide exceptional customer service at an affordable price.



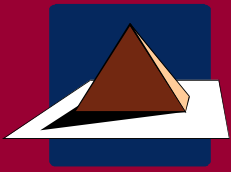
The first step in our approach to every project is to listen. We will listen to your needs and work hand in hand with you to create a solution that meets your security goals and help you understand the financial impact that will have on your organization. We will do this by taking a customer centric product agnostic approach to your project.

Our staff has completed hundreds of security projects that encompass a wide range of facilities, including but not limited to K-12, higher-education, government, utilities, research laboratories, hi-tech and facilities supporting critical national infrastructure.

Our superior services include facility review, risk assessment, architectural security recommendations, technology evaluations, system design and engineering, campus master planning, division 28 specification (concept and specification rescue), bid award assistance and construction administration to name a few.

www.townzen-consulting.com

221 Kenyon St. NW | Suite 102 | Olympia, WA | 98502
Phone: 360-754-2335



PROJECT PROFILE

City of Kalama



City of Vader



City of Woodland



SERVICES PROVIDED:

Full AHJ Services

- Full building review including structural review
- Mechanical & Plumbing
- ADA, Energy
- Fire Code Review
- Issuance of all permits
- All building progress inspections
- All fire systems review and inspections
- All final inspections
- Issuance of Certificate of

OWNER/CLIENT:

City of Kalama
City of Woodland
City of Vader

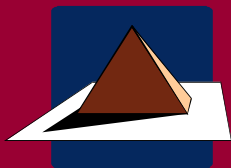
KEY PERSONNEL

PROJECT MANAGER:

Les Townzen

KEY STAFF:

Les Townzen
Debi Cler
Ron Kemp
Gary Carlson
Gary Allsup



PROJECT PROFILE



PROJECT: 6 new elementary schools located on JBLM.

OWNER/CLIENT:
Clover Park School District

PROJECT COST:
Total of all 6 schools-
150M+

PROJECT START-END:
April 2012- Dec 2016

KEY PERSONNEL
PROJECT MANAGER:
Les Townzen

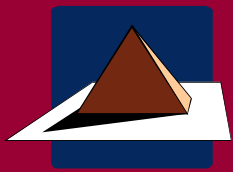
KEY STAFF:
Les Townzen
Peter Watson
Ron Kemp
Nicolas Afeiche

PROJECT INFORMATION

Townzen & Associates was contracted by the Clover Park School District to provide full AHJ services of plan review, permit issuance, progress and final inspections for six new elementary schools. We assisted the school district from pre-design meetings continuing to the final certificate of occupancy inspections. The first two schools were completed in the fall of 2013 with the last school being completed in the winter of 2016.

SERVICES PROVIDED: **Full AHJ Services**

- Full building review including structural review
- Mechanical & Plumbing
- Fire Code Review
- Issuance of all permits
- All building progress inspections
- All fire protection systems review and inspections
- All final inspections
- Issuance of Certificate of Occupancy



PROJECT PROFILE-SCHOOLS

- **Skagit Valley Community College- City of Mount Vernon**
 - New 67,000 Sq. Ft. Science Building and Administration Building
- **South Sound Community College- City of Olympia**
 - New 52,000 Sq. Ft. Science Building
- **Sunrise Elementary – City of Puyallup**
 - New 84,000 SQ FT Elementary School
- **Madison Elementary- City of Mount Vernon**
 - New 83,000 SQ FT Elementary School
- **Pioneer Elementary-Middle Schools- Mason County**
 - New Middle school and remodel/addition to elementary school
- **Clover Park School District- 6 new elementary schools locate on Joint Base Lewis McChord (JBLM).**
 - Replacement of all 6 schools, square footage ranged from 60,000 – 110,000 sq. ft.
- **Roosevelt Elementary- City of Olympia**
 - New two-story classroom building adjacent to existing school- 16,700 Sq. Ft.
- **Pioneer Elementary- City of Olympia**
 - New two-story classroom building adjacent to existing school- 16,700 Sq. Ft.
- **Hanson Elementary- City of Olympia**
 - New two-story classroom building adjacent to existing school- 16,700 Sq. Ft.
- **NW Indian College Library and new lab classrooms- Lummi Tribal Nation**
 - Addition of library and lab classrooms in existing college campus.



PROJECT PROFILE-Columbia Condos



PROJECT INFORMATION

A 7-story 98,000+ Sq. Ft. urban water front project that is being built under the city's Municipal Code alternative for a Type V-residential over a Type I parking garage. This project is also being reviewed under the city's Sea Rise ordinance.

We are providing the plan review services for the following:

- Building
- Mechanical
- Plumbing
- ADA
- Energy
- OMC (Olympia Municipal Code)
- Sea-rise Ordinance

PROJECT: Columbia Condos.

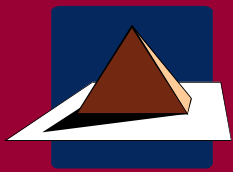
OWNER/CLIENT:
Plan Review Services for
City of Olympia

PROJECT COST: 16M

PROJECT START-END:
We have completed first
round reviews.

KEY PERSONNEL
PROJECT MANAGER:
Les Townzen

KEY STAFF:
Les Townzen
Debi Cler
Nicolas Affiech



PROJECT PROFILE-THE POINT CASINO & HOTEL



PROJECT INFORMATION

Expansion includes:

- 74,000 sq. ft.
- 94 Room, f-Story Hotel with
 - Restaurant
 - Fitness Center
 - Conference Rooms
 - Business Center

SERVICES PROVIDED:

Fire Protection System Plan Reviews

- Sprinkler
- Fire Alarm
- Clean Gas Systems
- Standpipes
- Fire Pump

PROJECT: The Point Hotel

OWNER/CLIENT:
Port Gamble S'Klallam

PROJECT COST:
\$15M

PROJECT START-END:
2017

KEY PERSONNEL
PROJECT MANAGER:
Les Townzen

KEY STAFF:
Les Townzen



PROJECT PROFILE-Columbia Place



PROJECT: Columbia Place.

OWNER/CLIENT:
Plan Review Services for
City of Olympia

PROJECT COST: 22M

PROJECT START-END:
We have completed first
round reviews.

PROJECT INFORMATION

A 7-story 105,000+ Residential, 60,000+ Office and 92,000+Sq. Ft. of parking urban water front project that is being built under the city's Municipal Code alternative for a Type V-residential over a Type I office/retail and parking garage. This project is also being reviewed under the city's Sea Rise ordinance.

We are providing the plan review services for the following:

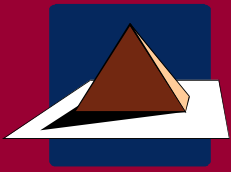
- Building
- Mechanical
- Plumbing
- ADA
- Energy
- OMC (Olympia Municipal Code)
- Sea-rise Ordinance

KEY PERSONNEL

PROJECT MANAGER:
Les Townzen

KEY STAFF:

Les Townzen
Debi Cler
Nicolas Affiech



PROJECT PROFILE-RED WIND CASINO



PROJECT INFORMATION

Townzen & Associates was contracted by the Nisqually Tribe to perform the plan reviews and all inspections for this 3-phase project.

- Phase I: 213,000 sq. ft. - 5 story parking garage addition
- Phase II: 41,000 sq. ft. casino addition
- Phase III: 17,000 sq. ft. Casino remodel

SERVICES PROVIDED:

Full AHJ Services

- Plan Review
- Mechanical & Plumbing
- Fire Code Review
- Issuance of all permits
- All building progress inspections
- All fire systems review and inspections
- All final inspections

OWNER/CLIENT:

Red Wind Casino-
Nisqually Tribe

PROJECT START-END:
October 2013-April 2015

PROJECT COST: Phase I-
\$13M-Phase II-\$9M Phase
III-\$3M Total-\$25M

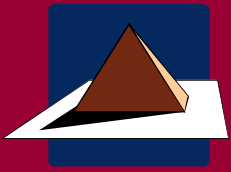
KEY PERSONNEL

PROJECT MANAGER:

Les Townzen

KEY STAFF:

Les Townzen, Ron Kemp



PROJECT PROFILE

**OWNER/CLIENT:**

Medline Industries, Inc

KEY PERSONNEL**PROJECT MANAGER:**

Les Townzen

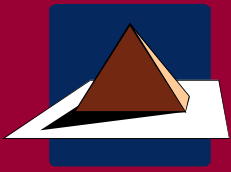
KEY STAFF:

Les Townzen

PROJECT INFORMATION

We serve as the sole fire protection consultant for Medline Industries, Inc. Medline is a multi-billion company with 45 existing distribution warehouses located across the US with an average of 3-5 new ones added per year. The warehouses range from 500,000 to 1M square feet. Below is a list of services that we provide for Medline.

- Site evaluations – providing assessment of water supply capabilities and site feasibility and providing for early pursuit of alternative solutions where deficiencies exist.
- Design reviews - identifying potential design and operational issues, as early as the concept phase of a project.
- Jurisdiction mitigation and code negotiation – identifying high cost-impact issues so that compromises can be negotiated for what would otherwise become major issues such as alternative fire protection reports.
- Appeals process – leading the process that allows for proposals to be pursued through further channels.
- Hazardous material analysis and disclosure – preparation of hazardous materials inventory statements and hazardous materials management plans.



PROJECT PROFILE



PROJECT INFORMATION

Expansion includes:

- 192,000 sq. ft. to expansion of gaming floor
- 200 Room, Six-Story Hotel with
 - Full-Service Spa
 - Fitness Center
 - Conference Rooms
 - Business Center

SERVICES PROVIDED:

- Plan Review
- Fire Code Review
- All fire systems review and inspections
- All final inspections

OWNER/CLIENT:

Yakima Tribal Nation

PROJECT START-END:

October 2013-April 2015

PROJECT COST:

90M+

KEY PERSONNEL

PROJECT MANAGER:

Les Townzen

KEY STAFF:

Les Townzen



PROJECT PROFILE



OWNER/CLIENT:

BCE Engineers

PROJECT START-END:

200210-2015

PROJECT COST:

20M+

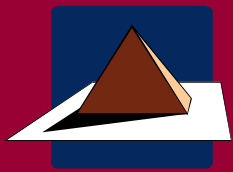
PROJECT INFORMATION

SERVICES PROVIDED:

Townzen & Associates provided technical expertise for numerous military and school projects listed below. We provided fire alarm and mass notification system schematic designs, specification preparation and review of contractor submittal drawings and equipment submittals to assure compliance with project and military specifications.

Projects: Military

1. Joint Base Lewis McChord-UEPH Barracks- 4 barracks housing buildings.
2. Joint Base Lewis McChord-CSMS Building
3. Joint Base Lewis McChord-WIT Building-two story office building
4. Joint Base Lewis McChord - Chapel
5. Joint Base Lewis McChord - Chemical Battalion
6. Joint Base Lewis McChord-Building #2492
7. Joint Base Lewis McChord-Building #3052
8. Joint Base Lewis McChord-Building #3098
9. Joint Base Lewis McChord-Building #576
10. Joint Base Lewis McChord-Building #576
11. Joint Base Lewis McChord-Building #4079
12. Joint Base Lewis McChord-Building #8085
13. Whiteman AFB
14. Fort Stewart
15. Fort Bliss, Texas,- EOD and THADD buildings
16. Naval Base Kitsap-NBK Building



PROJECT PROFILE-LITTLE CREEK CASINO EXPANSION



PROJECT INFORMATION

Expansion includes:

- 5,212 sq. ft.
 - Casino expansion
 - Restaurant

SERVICES PROVIDED:

Fire Protection System Plan Reviews & Inspections

- Sprinkler
- Fire Alarm

PROJECT: Little Creek non-smoking casino expansion.

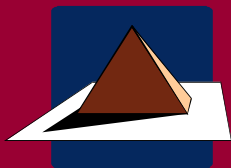
OWNER/CLIENT:
Squaxin Island Tribe

PROJECT COST:

PROJECT START-END:
2013

KEY PERSONNEL
PROJECT MANAGER:
Les Townzen

KEY STAFF:
Les Townzen



PROJECT PROFILE-SIVER REEF CASINO & HOTEL



PROJECT INFORMATION

Townzen & Associates was contracted by the Lummi Tribe to perform the plan reviews for all the fire protection systems. This complex was built in several phases - Townzen & Associates was involved in the project from the first phase, which was the original casino, to the last phase, which was the hotel addition.

SERVICES PROVIDED: Fire Protection System Plan Reviews

- Sprinkler
- Fire Alarm
- Clean Gas Systems
- Standpipes
- Fire Pump

PROJECT: Silver Reef Casino & Hotel.

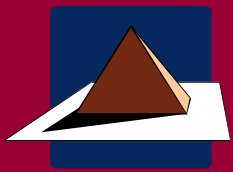
OWNER/CLIENT:
Lummi Tribe

PROJECT COST:
\$8.6M

PROJECT START-END:
2012

KEY PERSONNEL
PROJECT MANAGER:
Les Townzen

KEY STAFF:
Les Townzen



Major Projects-Partial Listing

- **Clover Park School District**- Six new. Elementary Schools at JBLM
- **Lummi Nation**- Administration, Head Start, Casino and Hotel
- **Skagit Valley Hospital**- 220,000 Sq. Ft. 4-Story Addition
- **Harborstone Credit Union**: New branch office at JBLM
- **Nisqually Tribe**: New regional jail and Casino and parking garage expansions.
- **Squaxin Island Tribe**: Little Creek Casino Expansion
- **City of Everson Waste Water Treatment Plant Expansion**: Expansion of existing treatment plant
- **Skagit Cancer Care Building**- New 3 Story Health Care Facility
- **Skagit Valley Community College**- New 67,000 Sq. Ft. Science Building and Administration Building
- **South Sound Community College**- New 52,000 Sq. Ft. Science Building
- **Conoco Lab Addition**
- **Cabela's**: Lacey, WA
- **Wal-Mart**: Mt. Vernon, WA; Yelm, WA
- **Public Storage**: Portland, OR (two projects); Shoreline, WA; Issaquah, WA; Lake Forest, CA; Conaga Park, CA; Irvine, CA; Berkeley, CA; Cupertino, CA; Las Vegas, NV (two projects) Santa Clara, CA; San Lorenzo, CA; Hillsboro, OR;
- **Storage Specialist**: Fontana, CA; Escondido, CA
- **Panorama City, Lacey, WA**- 82,000 Sq. Ft. Nursing Center
- **Skagit Valley Herald**- 65,000 Sq. Ft. Newspaper Facility
- **LOTT Alliance, Olympia, WA**- Fire Alarm Design upgrade to Waste Water Treatment Plant
- **Whirlpool Distribution Center**: Tacoma, WA
- **24-Hour Fitness**: Olympia, WA
- **Citi-Life Condos, Olympia, WA**- 50 Unit Condo Project
- **KJS Office, Olympia, WA**- 4 Story Office
- **Pierce County Maintenance Facility**: Tacoma, WA
- **Yelm Public Safety Building**: Yelm, WA
- **Percival Creek Office Park**: Olympia, WA
- **IKO Pacific**: Sumas, WA
- **BBC Bio Chemical**: Mt. Vernon, WA
- **Lowe's**: Lacey, WA
- **McNeil Island Correctional Facility**: McNeil Island, WA
- **Union Heights Office/Condos**: Olympia, WA
- **Columbia Place**- 7 story retail/apartments
- **Affinity-Senior Housing**- 180,000 SQ FT Senior Apartments
- **Sunrise Elementary** -84,000 SQ FT
- **Madison Elementary**-83,000 SQ FT
- **Fieldstone Assisted Living**- 3 story-92,000 SQ FT
- **Dick's Sporting Goods**
- **Annie's Loft**- 3 story-retail/apartments
- **St. Peter Hospital**-Surgery Center Addition
- **Capital Medical Center**-Surgery Addition



Minuteman Press
 402 West Main Street
 Kelso, WA 98626
 Phone: 360-577-3257 / Fax: 360-577-3259
 E-mail: LVprinter@MinutemanPress.com

Quotation

2/10/2022

Bill to: City of Castle Rock
 Carie Cuttonaro
 141 "A" Street
 P.O. Box 370
 Castle Rock, WA 98611

Phone: 360.274.8181
 Email: finance@ci.castle-rock.wa.us

Ship to: City of Castle Rock
 David Vorse
 141 "A" Street
 P.O. Box 370
 Castle Rock, WA 98611

Email: crpwd@ci.castle-rock.wa.us

100 Annual Clean-up Day Volunteer Form (Job ID 75535)

Total: \$62.66

Volume Discount Savings

<u>Quantity</u>	<u>Price</u>	<u>Difference</u>	<u>Savings</u>	<u>Price per Unit</u>
100	\$62.66			\$0.580
200	\$103.66	\$41.00	17.24%	\$0.480
300	\$150.06	\$87.40	20.17%	\$0.463
400	\$196.45	\$133.79	21.55%	\$0.455
500	\$220.41	\$157.75	29.66%	\$0.408

1000 Annual Clean-up Day Hold Harmless (Job ID 75536)

Total: \$68.70

500 Annual Clean-up Day Flyers - Color (Job ID 75537)

Total: \$119.17

700 Annual Clean-up Day Flyers - B/W (Job ID 75539)

Total: \$152.87

Order Total: \$403.40

Salesperson: Mike

Taxes are included.
 Quote valid for 30 days (Other terms available upon request)

Net 30 days
 Page 1 of 2

Quote based on camera-ready, customer provided artwork or disk. Additional Graphics/Typesetting charges may be applied as needed.



Transportation Improvement Board Consultant Supplemental Agreement

Agency City of Castle Rock

Project Number C-W-952(001)-1

Project Name TIB Complete Streets Improvements

Consulting Firm Gibbs & Olson, Inc.

Supplement Phase Supplement 3 for Construction Observation

The Local Agency of City of Castle Rock desires to supplement the agreement entered into with Gibbs & Olson and executed on May 13, 2019.

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

Section II, **SCOPE OF WORK**, is hereby amended to include preparation of contract documents for bidding,
Limited construction observation

Section IV, **TIME FOR BEGINNING AND COMPLETION**, is amended to change the Completion Date

SUPPLEMENTAL COMPLETION DATE December 31, 2022

Section V, **PAYMENT**, shall be amended as follows as set forth in Exhibit A

MAXIMUM AMOUNT PAYABLE \$48,600

	EXHIBIT A			
	Original Agreement	Supplement 1+2	Supplement 3	Total
Direct Salary Cost	\$7,963.50	\$5,708.00	\$2,261.00	\$15,932.50
Overhead (including Salary Additives)	\$13,805.52	\$8,897.00	\$3,294.00	\$25,996.52
Fixed Fee	\$2,389.05	\$1,713.00	\$679.00	\$4,781.05
Reimbursables	\$841.93	\$682.00	\$366.00	\$1,889.93
Subconsultant Cost	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$25,000.00	\$17,000.00	\$6,600.00	\$48,600.00

If you concur with this supplement and agree to the changes as stated above, please sign and date in the appropriate spaces below.

Agency Signature		Date
Consultant Signature <i>Richard A. [Signature]</i>		Date January 12, 2022



Transportation Improvement Board Consultant Supplemental Agreement

Agency City of Castle Rock

Project Number C-W-952(001)-1

Project Name TIB Complete Streets Improvements

Consulting Firm Gibbs & Olson, Inc.

Supplement Phase Supplement 4 for Construction Observation

The Local Agency of City of Castle Rock desires to supplement the agreement entered into with Gibbs & Olson and executed on May 13, 2019.

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

Section II, **SCOPE OF WORK**, is hereby amended to include preparation of contract documents for bidding,
Photometric design for streetlights on the north side of Huntington Avenue.

Section IV, **TIME FOR BEGINNING AND COMPLETION**, is amended to change the Completion Date

SUPPLEMENTAL COMPLETION DATE December 31, 2022

Section V, **PAYMENT**, shall be amended as follows as set forth in Exhibit A

MAXIMUM AMOUNT PAYABLE \$51,100

EXHIBIT A				
	Original Agreement	Supplement 1-3	Supplement 4	Total
Direct Salary Cost	\$7,963.50	\$7,969.00	\$54.00	\$15,986.50
Overhead (including Salary Additives)	\$13,805.52	\$12,191.00	\$79.00	\$26,075.52
Fixed Fee	\$2,389.05	\$2,392.00	\$17.00	\$4,798.05
Reimbursables	\$841.93	\$1,048.00	\$65.00	\$1,954.93
Subconsultant Cost	\$0.00	\$0.00	\$2,285.00	\$2,285.00
Total	\$25,000.00	\$23,600.00	\$2,500.00	\$51,100.00

If you concur with this supplement and agree to the changes as stated above, please sign and date in the appropriate spaces below.

Agency Signature		Date
Consultant Signature <i>Richard A. Anderson</i>		Date February 10, 2022