

Tuesday, February 28, 2023
City Council Meeting - Hybrid (In-Person & Electronic)

7:00 P.M.

#2113 Regular City Council Meeting - Hybrid (In-Person & Electronic)

In-Person at the College Place Fire Department, 629 S College Avenue, College Place Washington

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Zoom Attendee Link: <https://us06web.zoom.us/j/83574391295>

Or you may call this number to listen: 1-669-900-9128 ID# 835 7439 1295 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

1. Opening Items.

Subject :	1.01 Call To Order
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will call the meeting to order.

Subject :	1.02 Roll Call
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Norma L. Hernández

Paul T. Jessup,

Michael Cleveland,

Tito Espinoza Jr.,

Council Members Loren Peterson,

Monica Boyle

Public Content

Council meetings are primarily structured to permit Council Members to arrive at the decisions necessary to govern the City.

Meeting Protocol for Public Comment:

When submitting public comments, include the following information regardless of the manner you are using: Note that there are deadlines for written comments to be included in the meeting documents.

- Your Name
- Your Address

Written Public comments may be provided by submitting comment to Clerk@cpwa.us no later than 4:30 PM on the meeting date to be included in the record. (If typewritten, no less than 11 pt font).

Verbal Public Comments may be made during the meeting:

- In-person at the meeting location - provided at the beginning of each agenda.
- Telephone comment - Call 1-669-900-9128, entering the meeting ID (provided at beginning of agenda) and raise your hand (*9 to raise hand, *6 to mute/un-mute) when comments are requested.
- Virtual comment - Join using the Zoom Attendee link (provided at beginning of agenda) and raise your hand when comments are requested.

Once recognized, you will have five minutes to speak on any subject that is under the control of the Council.

File Attachments

[It is SO EASY to participate in public meetings!.png \(224 KB\)](#)

2. Consent Agenda.

Subject :	2.01 AB 23047 - Approve Agenda for February 28, 2023
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject :	2.02 AB 23048 - Approve Council Minutes from February 14, 2023
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)

Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent), Minutes
Minutes :	View Minutes for Feb 14, 2023 - City Council Meeting - Hybrid (In-Person & Electro

File Attachments

[2023-2-14_Council_Minutes_Draft_BoardDocs® LT Plus.pdf \(733 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject :	2.03 AB 23049 - Cancellation of the March 14, 2023 Council Meeting
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve cancelling the March 14, 2023 Council Meeting.

Public Content

Information for Consideration:

Clerks will be at the 2023 WMCA Conference.

Consent

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Subject :	2.04 AB 23050 - EMS Contract for 2023 Levy Distribution
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)

Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Recommended Action :	Approve EMS Contract for Levy Distribution for 2023.

Public Content

Information for Consideration:

This is the 2022 EMS Levy Distribution Contract. The 2022 estimated collections are \$450,226. The City utilizes this revenue to provide 24 hour seven days a week, emergency medical services for the community.

File Attachments

[2023 EMS Levy Contract.pdf \(177 KB\)](#)

Consent

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Subject :	2.05 AB 23051 - Administrative Fees Resolution Update
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to authorize Resolution No. 23-008 adopting the updated City fees and charges for 2023.

Public Content

Historical Perspective:

The last update to the Fees Schedule was approved in January 24th for 2023 adding section 18 for Vacant/Abandoned Property charges and updated fees for Webcheck services. Recently, the municipal code was updated with sections 3.52.070 for Multi-Family Tax Exemption. This fees resolution needs to be updated to reflect the code update.

Information for Consideration:

This resolution includes the addition of Section 19 pertaining to the Municipal code section 3.52.070 - Multi-Family Tax Exemption application and per unit fees. The fees proposed are as follows:

SECTION 19: Multi-Family Tax Exemption (MFTE): CPMC CH 3.52.070

A. Multi-Family Tax Exemption Fees

- 1. Application Fee \$150.00
- 2. Per multi-family unit \$ 25.00

These fees are in line with those charged by the City of Walla Walla.

B. Abandoned Property

- 1. Fee for property declared abandoned- non-construction site \$500.00
- 2. Additional annual fee after Jan 1st where the property remains abandoned \$250.00
- 3. Fee for property declared abandoned under construction/construction stopped before completion. fee due on Jan 1 or July 1 whichever date is soonest after 45 days has passed after property under construction declared abandoned and no notable and consistent construction has occurred \$1,000.00
- 4. Additional biannual fee for each 6month period the property remains abandoned and under construction/construction stopped before completion. \$500.00
- 5. Late Fee 20%

File Attachments

[Res_No_23-008_2023_Fees_Resolution_2023-02-28.pdf \(229 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject :	2.06 Excuse Absence of Council Member Williams
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive

and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject :	2.07 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve the consent agenda

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

3. Presentations - None

4. Public Hearings - None

Subject :	4.01 Procedure for Public Testimony
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	4. Public Hearings - None
Access :	Public
Type :	Procedural

Public Content

Hybrid Meeting Public Hearing Testimony Procedure:

When submitting testimony for a public hearing, include the following regardless of the manner you are using:

- Your Name

- Your Address

Public testimony for an item requiring testimony be received by the public can be provided in several ways:

Written:

- Testimony may be submitted in writing to the City Clerk at Clerk@cpwa.usno later than 4:00 PM on the Friday before the meeting date to be included in the meeting packet for inclusion in the record. *Be sure to put "public hearing testimony" in the subject line of your email.*

Verbal:

- Live, In-person testimony at the meeting location - provided at the beginning of each agenda.
- Live, Virtual testimony -Join using theZoom Attendee link (provided at beginning of agenda) and raise your hand when comments are requested.
- Live, Telephone testimony - Call1-669-900-9128, entering the meeting ID (provided at beginning of agenda) and raise your hand (*9 to raise hand, *6 to mute/un-mute) when comments are requested.

5. Action Items.

Subject :	5.01 AB 23052 - Agreement for Professional Services with JUB Engineers for Stormwater Decant Facility - Mr. McAndrews
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to authorize City Administrator to sign the Agreement for Professional Services for design of a Decant Facility.

Public Content

Historical Perspective:

The City put in for grant money for engineering for a decant facility. Ecology has College Place listed on the offer list for \$114,750.

Information for Consideration:

The City is still waiting on the contract from Ecology, but has been told that it is okay to begin engineering and expenses will be eligible for reimbursement once the contract is finalized. There is a slight risk that the funding offer could be removed, in which case the City would end up responsible for engineering costs already accrued. Ecology has indicated that this is unlikely to happen though.

The City has considered both the Public Works yard and the Wastewater Treatment Plant as potential sites for the decant facility. We are currently leaning more toward the WWTP site as it make sense to be able to pump the decanted water directly to the WWTP for treatment and disposal.

Ecology has recently indicated they plan to group the Decant Facility and vacuum truck grants into one agreement. Their recent breakdown per task is different than what the offer list shows, but they said we can move funds between tasks as we see fit. Ecology indicates that the recipient share for decant engineering will be \$22,500.

File Attachments

[FY 2023 Draft Water Quality Funding Offer List.pdf \(3.609 KB\)](#)
[JUB Agreement.pdf \(2.009 KB\)](#)

Subject :	5.02 AB 23053 - Purchase of New Eco 9-Yard Combo Jetter & Vacuum Body on Freightliner Chassis - Mr. McAndrews
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to approve the purchase of a new combo jetter & vacuum truck off from SWS Equipment LLC.

Public Content

Historical Perspective:

The City has been awarded a Washington State Department of Ecology grant for a new vacuum truck to be added to the fleet for stormwater maintenance. The total eligible costs are \$515,000, with \$437,750 being provided by Ecology and \$77,250 being the recipient share.

Information for Consideration:

Due to delays from the the Department of Ecology this has taken quite some time to move forward. The delays have resulted in higher than anticipated equipment costs and the Sourcewell pricing is now up to \$533,288.60 after tax. The SWS quote says that prices are subject to change based on current materials and availability so we've included a small contingency to cover any potential increases.

Department of Ecology has not yet provided an agreement , but they did tell us we are allowed to place the order before the City receives the agreement. All costs will be eligible once the agreement is processed.

The 6-Year Equipment Replacement Plan (FY 2023-2028) as previously approved by Council indicated up to \$750,000 was available and budgeted for the vacuum truck, but also erroneously indicated that it was funded by 100% grant. While the City did budget for the full price, the difference will be covered the Stormwater Utility Reserves.

File Attachments

[2022 Sewer Equipment 900 Eco 2022 Overview.pdf \(4.047 KB\)](#)
[FW_FW_College Place FY23 stormwater agreements.pdf \(77 KB\)](#)
[Ordinance_22-020_ERR_Summary.pdf \(641 KB\)](#)
[SVISQ5~1.PDF \(166 KB\)](#)

Subject :	5.03 AB 23054 - Professional Planning Services Contract - G.R. Dohrn and Associates - Mr. Rickard
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to authorize Mayor Hernandez to sign Amendment No. 3 for Professional Planning Services with G.R. Dohrn and Associates.

Public Content

Historical Perspective:

The City has been utilizing Gregg Dohrn of G.R. Dohrn and Associates for professional planning services since 2017.

Information for Consideration:

The Planning Commission reviewed Contract Amendment 3 proposed by G.R. Dohrn and Associates on January 17, 2023 and recommended the City Council approve the contract.

Contract Amendment No. 3 includes assistance with the following:

Monitoring and evaluating the implementation of the Unified Development Code, and the preparation of potential amendments to further update the document.

Prepare for City review and public comment, potential amendments to the City Comprehensive Plan.

Consultation with affected property owners and the preparation of draft revisions to the Future Land Use Map potentially including revisions to the Urban Growth Area boundaries and/or the future land use designations for the Martin Airfield and nearby properties.

Revisions to the Goals and Policies relating to land use designations.

Research and preparation of a draft inter-local agreement and/or regulations necessary for the application of City development standards in the College Place Urban Growth Area.

Research and prepare draft amendments to the County-wide Planning Policies and provide staff support for a collaborative, multi-jurisdictional process to amend the County-wide Planning Policies. This may include, but is not limited to potential amendments to the:

- Methodology for allocating forecasted growth.
- Methodology for determining vacant and underdeveloped land and market adjustments.
- Process and timing for evaluating potential urban growth area boundary adjustments.
- Goals and policies governing proposed amendments to urban growth area boundaries.
- County practices for assigning zoning to properties in urban growth areas; and
- Goals and policies that may impact the affordability of housing.

Supplemental Planning Services

Project Management

On-Call Planning Services

File Attachments

[!Amendment 3 Scope of Services 02-23-23.pdf \(25 KB\)](#)

Subject :	5.04 AB 23055 - Intergovernmental Agreement for Cooperative Countywide Planning Policies Update - Mr. Rickard
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to authorize Mayor Hernandez to sign the Intergovernmental Agreement for Cooperative Countywide Planning Policies Update.

Public Content

Historical Perspective:

The Countywide Planning Policies (CPP) have not been thoroughly reviewed since their adoption in 1993 aside from a minor amendment that occurred in 2005.

Information for Consideration:

Walla Walla County is required to adopt countywide planning policies in cooperation with the cities located within its boundaries.

The County of Walla Walla, City of Waitsburg, City of Prescott, City of Walla Walla, and the City of College Place wish to collaborate to review, and if necessary, update countywide planning policies pursuant to RCW 36.70A.210. The countywide planning policies provide the framework from which the comprehensive plans of each jurisdiction are developed and adopted. Per WAC

365-196-305, The primary purpose of county-wide planning policies is to ensure consistency between the comprehensive plans of counties and cities sharing a common border or related regional issues. Another purpose of county-wide planning policies is to facilitate the transformation of local governance in the urban growth area, typically through annexation to or incorporation of a city, so that urban governmental services are primarily provided by cities and rural and regional services are provided by counties.

The parties have determined that the residents of each jurisdiction would benefit from a cooperative and collaborative review of the current countywide planning policies. If necessary, based upon the parties review of the current countywide planning policies, the countywide planning policies should be updated prior to each jurisdiction conducting a periodic review of their comprehensive plans and development regulations which must be done by June 30, 2026, pursuant to RCW 36.70A.040. Additionally, the parties wish to review and, if necessary after review, update the countywide planning policies prior to the next urban growth area (UGA) review by the County, which is unscheduled but will next occur between 2024 or in conjunction with the June 30, 2026 periodic update. A cooperative and collaborative planning effort is required pursuant to RCW 36.70A.210.

This Agreement sets forth mutually agreed-upon goals, an administrative structure with identified tasks and responsibilities necessary for collaborative review of the countywide planning policies, pooling and agreed use of funding from the cities of Walla Walla and College Place and Walla Walla County, and providing for additional funding that may be required.

This Agreement does not establish a separate legal entity. It designates a project lead and provides for a joint advisory board (Project Management Team) to oversee the review, and if necessary, drafting of proposed amendments to the countywide planning policies.

The Community Development Department Director for Walla Walla County (Department) is designated as the administrator for any and all funds received or made available to the parties through the interlocal agreement to review, and if necessary revise and propose updated countywide planning policies. The Department shall consider the advice of the Project Management Team and each party regarding the content of interlocal agreement and use of funds.

File Attachments

[Countywide Planning Policies 1993.pdf \(1,567 KB\)](#)
[!20230206 Draft Interlocal Agreement CPP FINAL.pdf \(47 KB\)](#)

Subject :	5.05 AB 23056 - Tyler ERP Change Order - Mr. Carleton
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to authorize the City Finance Director to sign Tyler Technologies Change Order in the amount of \$75,353.00 for implementation of the the new ERP system.

Public Content

Historical Perspective:

In April 2022 City Council approved the implementation of the Tyler Technologies Software as the Cities new ERP system. A number of our current programs are antiquated and in need of replacement. This new Tyler system integrates a number of these software programs into one fully integrated system. Recently we have learned that Springbrook software will not continue to support our current on premises ERP after 2024. This projects replaces that system. Projected go-live is in late 2023 to early 2024.

Information for Consideration:

During the process of current and future state analysis with Tyler, we determined that we need a few additional modules to meet our department needs. Included in these additions are:

1. Executime time and attendance. This module will allow us to complete employee time tracking and scheduling on line. Eliminating the need for paper time cards and manual data re-entry.
2. Accounts Receivable and Purchase Orders. We determined that during the course of system needs analysis that we require PO processing in order to track and approve purchases. As well we need the Accounts Receivable module in order to track over due Utility and Community Development invoices.
3. In order to automatically upload our Water meter information for utility billing, we need to have the Meter Data Sync module to allow this.
4. We are currently required by DOE and DOH to have an asset management system in order to stay compliant with grant requirements. We currently use IWORQ for this process. This new module from Tyler is more cost effective and will integrate with the rest of new system.
5. Community Development identified that additional user licenses will be required to meet the demands of the department.

The total cost of this change-order is \$75,353.00 including yearly software charges of \$31,508.00 and onetime implementation costs of \$43,845.00

For the entire project we will be incurring annual software costs of \$87,968. The total yearly cost of the current software we will be replacing is \$110,367.00. The total one time implementation costs are budgeted at \$252,815.

File Attachments

[Tyler ERP Costs.pdf \(58 KB\)](#)

[Tyler Change Order.pdf \(319 KB\)](#)

Subject :	5.06 AB 23057 - Financial Policy Update - Mr. Carleton
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to approve Ordinance No. 22-003 for an update to the Financial Policies.

Public Content

Historical Perspective:

The last update to the Financial Policies was made 06/28/2022. During the 2022 accountability audit the Auditors recommended City Council approve the ER&R allocation plan.

Information for Consideration:

The ER&R allocation plan has been added to the Cities financial policy under section L-2. The detailed calculation is included in this presentation.

L-2 Equipment Rental and Replacement (ER&R)

The City operates Fund 500 Equipment Rental and Replacement. On a quarterly basis, ER&R Operating Expenditures are allocated to the Funds/Departments that utilize ER&R services. The ER&R Program is run by two employees, who do not have time to keep detailed daily time records. Therefore, an alternative allocation method has been developed to allocate their time and expenditures to different departments/funds. Expenditure categories that are directly tracked by Job number in the BIAS system and other off-line spreadsheets are allocated across the Funds according to a blended percentage of each funds tracked fuel and Job costs to the total tracked fuel and Job costs for each quarter. Those percentages are applied to the following quarterly total expenses: Operating Supplies, Small Tools and Equipment, and Repairs & Maintenance. Fuel is allocated solely according to the percentages of tracked fuel used by Fund /Department to total tracked fuel for the quarter. Remaining unallocated expenditures in each of the ER&R BARS accounts are distributed among the Funds as overhead. This includes capital purchases that belong to the ER&R Fund (fuel management system, large tools and equipment used by the shop, etc.). They are distributed based on the percentage of vehicle visits by fund /department for the quarter. Capital costs tied to purchases for specific Funds/Departments are not allocated by percentages as they only benefit those specific Funds/Departments. After all ER&R expenditures have been assigned to the responsible funds, an adjustment is posted to transfer in reimbursements from those departments to the ER&R Fund.

Steps in the allocation process:

1. Use statistics from the Shop to determine what equipment was worked on for each department and prepare an allocation percentage for the associated time.
2. Update the Street Fund Breakdown by Department based on actual department expenditures for the quarter.
3. Update the Allocation percentage based on Fuel Usage and Job Costs for actual expenses attached to the job.
4. Update the Allocation percentage based on Fuel Usage and Job Costs for actual fuel used by department.
5. Update the Fuel and Job Expenses by Original BARS Posting.
6. Update the Quarter Actual ER&R expenses and prepare adjustment entry into the financials.

File Attachments

[2021 Audit Exit Recommendations.pdf \(30 KB\)](#)

[ER&R allocation procedure.pdf \(157 KB\)](#)

[Finance_Policy_Update_02-28-2023.pdf \(547 KB\)](#)

[Ord_No_23-003_Financial_Policies_Update_02-28-2023.pdf \(111 KB\)](#)

Subject :

5.07 AB 23058 - District Court Services Interlocal

Agreement - Ms. Culwell

Meeting :

Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)

Category :

5. Action Items.

Access :

Public

Type :

Action

Recommended Action :

Motion to approve Resolution No. 23-009 regarding intergovernmental agreement for combined district court services and sharing of costs with and between the County of Walla Walla and cities of College Place and Walla Walla, authorizing City Mayor to execute said agreement.

Public Content

Historical Perspective:

Since 2013, the City has prosecuted misdemeanor crimes and processed civil infractions utilizing the Walla Walla County District Court which also handles the City of Walla Walla misdemeanors and civil infractions; an interlocal agreement governs the parties duties, including court services to be provided and sharing of costs for said services. The former interlocal agreement has expired and the parties wish to renew the agreement for an additional four years unless terminated by any party prior to the end of the term of the agreement.

File Attachments

[District Court Services Interlocal Agreement - WW County-City of College Place-City of Walla Walla.pdf \(5,478 KB\)](#)

[Res 2023-011.pdf \(8,331 KB\)](#)

[Res_No_23-009_District_Court_Services_Interlocal_Agreement_2023-02-28.pdf \(132 KB\)](#)

Subject :

5.08 AB 23059 - Addition of Facility Maintenance Worker I & II to Salary Ordinance - Ms. Doering

Meeting :

Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)

Category :

5. Action Items.

Access :

Public

Type :

Action

Recommended Action :

Motion to approve Ordinance No. 23-004 which includes the addition of the budgeted Facility Maintenance Worker I & II.

Public Content

Information for Consideration:

One full-time Facility Maintenance Worker was budgeted for 2023. The position was not added to the first salary ordinance approved in 2023 as we were still working on the position description and salary study. This information has been negotiated and approved by the union. There are two salary ranges being added to the salary ordinance, but only one actual position. The candidate hired will be placed in the position that they are most qualified for.

File Attachments

[Facility Maintenance Worker Salary Information.pdf \(421 KB\)](#)

[Facility Maintenance Worker I JD 2023.pdf \(625 KB\)](#)

[Facility Maintenance Worker II JD 2023.pdf \(627 KB\)](#)

[Ord_No_23-004_Salary_Update_2_2023-02-28.pdf \(202 KB\)](#)

Subject :	5.09 AB 23060 - Resolution of Support for WCIA FY 2023 Risk Reduction Grant Application for ADA Compliant Sidewalk around the Municipal Campus - Ms. Doering
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to adopt Resolution No. 23-010 which authorizes and supports a application to WCIA Risk Reduction grant for ADA Sidewalk Improvements around the Municipal Campus.

Public Content

Historical Perspective:

This project is within the adopted six year Capital Facility Plan.

Information for Consideration:

The proposal would be to fix sidewalks that are not ADA compliant around the Municipal Campus. This is in the adopted six year Capital Facility Plan. The City has a 50% local match.

File Attachments

[2023 WCIA Grant Application Questions 2-23-2023.pdf \(64 KB\)](#)

[City Hall ADA Ramp - East Side of Building.jpg \(111 KB\)](#)

[City Hall ADA Ramp - Front of Building.jpg \(128 KB\)](#)

[City Hall ADA Ramp - SE Corner.jpg \(124 KB\)](#)

[City Hall East Side - Exceeds Allowable Cross Slope.jpg \(114 KB\)](#)

[City Hall East Side - Trip Hazards & Exceeds Allowable Cross Slope.jpg \(123 KB\)](#)

[City Hall Entrance - Exceeds Allowable Cross Slope .jpg \(124 KB\)](#)

[Fire Station Narrow Walk Option.jpg \(131 KB\)](#)

[North Side Walk Option.jpg \(117 KB\)](#)

[Nelson Proposal 2-18-2022.pdf \(431 KB\)](#)

[Site Layout 2-23-2023.jpg \(529 KB\)](#)

[Res_No_23-010_WCIA_Risk_Reduction_Grant_2023-2-28.pdf \(107 KB\)](#)

Subject :	5.10 AB 23061 - Broadband Action Team - Mr. Rizzitiello
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to approve Resolution No. 23-011 supporting efforts of the Walla Walla - College Place Broadband Action Team and approving City Administrator or Designee as representative.

Public Content

Historical Perspective:

Through the Bipartisan Infrastructure Bill a historic \$43 billion was put into expanding and improving internet footprint.

Information for Consideration:

This grant money will be going out via a BEAD grant. In order to qualify for the BEAD grant each county has to develop a Broadband Action Team (BAT). This team will identify areas that aren't served (under 25 mbps) or underserved (under 300 mbps) within each county and develop a plan to serve those areas. These teams will have a cross section of private sector, public sector, and citizens and will be supported by Washington State University who through contract with State Department of Commerce is supporting such efforts. The plan will take about four months to complete. Community Council through collaboration with the Port will be shepherding the BAT efforts. Resolution of Support is to support Walla Walla Broadband Action Team efforts and appoint City Administrator as representative on the BAT.

File Attachments

[2023-FullWorkbook.pdf \(13.333 KB\)](#)

[Res_No_23-011_Broadband_Action_Team_BEAD_2023-2-28.pdf \(108 KB\)](#)

[Res_No_23-011_Broadband_Action_Team_BEAD_2023-2-28.pdf \(108 KB\)](#)

Subject :	5.11 AB 23062 - FY 2023 Economic Development Fliers - Mr. Rizzitiello
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to adopt Resolution No. 23-012 accepting FY 2023 Economic Development Fliers and allowing them to be

utilized for city marketing efforts.

Public Content

Historical Perspective:

Every year city staff puts together economic development fliers for the respective business districts with new data published from ESRI Business Analyst Online (BAO). This item was approved by the Economic Development, Tourism, and Events Commission during its February 6th, 2023 business meeting.

Information for Consideration:

City staff put together the following documents that once EDTEC and Council approves are then utilized for marketing in economic development efforts locally and at the International Council of Shopping Centers (ICSC) in Las Vegas.

- Available Sites
- Business Flier
- Residential Flier
- Downtown Flier
- Meadowbrook Flier
- Myra Rd Flier

File Attachments

[EcDev_2023_Data_Downtown_Flier.pdf \(449 KB\)](#)

[EcDev_2023_Data_MeadowbrookandStoneCreek.pdf \(488 KB\)](#)

[EcDev_2023_Data_MyraRdFlier.pdf \(443 KB\)](#)

[EconomicDevelopment_2023_Data_Commercial_MarketingFlier.pdf \(1.199 KB\)](#)

[EconomicDevelopment_2023_Data_Residential_MarketingFlier.pdf \(530 KB\)](#)

[EconomicDevelopment_SiteSelection_2023_AvailablePropertiesSummary.pdf \(4.364 KB\)](#)

[Res_No_23-012_Economic_Development_Fliers_2023-2-28.pdf \(106 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject :	5.12 AB 23063 - Resolution of Support for FY 2024 Congressionally Directed Spending Earmark Appropriation Requests - Mr. Rizzitiello
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action

Recommended Action :

Motion to adopt Resolution No. 23-013 which adopts project prioritization for submittal within FY 2024 Congressionally Directed Spending.

Public Content

Historical Perspective:

Ever since the passage of the American Rescue Plan Act and the Bipartisan Infrastructure Act it brought back the concept of earmarks in which jurisdictions can approach Congress members to submit projects for inclusion of Congressionally Directed Spending within Departmental budgets.

Information for Consideration:

The following projects are prioritized:

1. SW Mojonner Reconstruction: \$2.5 million request/\$8.0 million total cost of construction.
2. Well #7 Construction: \$2.0 million request/\$3.5 million total cost of construction.
3. Lions Park Community Center Replacement: \$2.5 million request/\$2.9 million total cost of construction.
4. NE Rose Street Safety Improvements; \$900,000 request/\$1,000,000 total cost of construction.

File Attachments

[College Place CC_Concept 10.1.21.pdf \(5,143 KB\)](#)

[Transportation_Mojonnier_Flier.pdf \(608 KB\)](#)

[Water_WestSideImprovementsFlier.pdf \(461 KB\)](#)

[Res_No_23-013_FY_2024_Prioritized_Project_List_for_Congressional_Spending_2023-2-28.pdf \(112 KB\)](#)

Subject :	5.13 AB 23064 - Resolution of Support for Grants related to College Place East-West Connector Project (SW Mojonner and SE 12th) - Mr. Rizzitiello
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to approve Resolution No.23-014 which supports pursuing and accepting grant funds for the College Place East-West Connector Project (SE 12th and SW Mojonner).

Public Content

Historical Perspective:

As part of the FY 2022 Federal Budget the Infra Grant Program was reconstituted with additional grant funds from the Federal Infrastructure Bill with a specific carve out for rural projects.

The website is here: <https://www.transportation.gov/grants/infra-grants-program>

Information for Consideration:

The Federal Department of Transportation is doing a call for projects through the Infra Program. This program is geared toward Federally Classified Roadways that are of significance. The grant program floor per project submittal is \$5 million. City staff want to classify SW Mojonner and SE 12th as a joint project for purposes of this program called College Place East-West Connector. The total cost to reconstruct both SW Mojonner and SE 12th including infrastructure underneath it is \$10.9 million. Both projects are within the adopted six-year FY 2022 to 2027 Capital Facility Plan adopted November 24th, 2021.

File Attachments

[Res_No_22-043_2023-2028_TIP-2022-05-10.pdf \(469 KB\)](#)

[SE 12TH CROSS SECTION.pdf \(247 KB\)](#)

[SW MOJO CROSS SECTION.pdf \(133 KB\)](#)

[Transportation_Mojonnier_Flier.pdf \(608 KB\)](#)

[Transportation_SE12thFlier.pdf \(646 KB\)](#)

[Res_No_23-014_Federal_Raise_Grant_Support_Mojonnier&12th_2023-2-28.pdf \(117 KB\)](#)

Subject :	5.14 AB 23065 - Resolution of Support for MPO Surface Transportation Block Grant - Transportation Alternatives SE 8th Sidewalk (College to Birch) - Mr. Rizzitiello
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to adopt Resolution No. 23-015 which adopts Resolution of Support for City's application into Surface Transportation Block Grant - Transportation Alternatives Program for SE 8th Sidewalk (College to Birch).

Public Content

Historical Perspective:

The Metropolitan Planning Organization is doing all call for projects to their respective grant programs.

Information for Consideration:

The proposal would entail construction of 584 feet of concrete sidewalk on the north side of SE 8th Street between College and Birch. The estimated cost of engineering/construction would be \$168,554. The proposed split would be MPO Grant of \$151,698.60 with local match of \$16,855.40 (10%). The project would match with sidewalk that will be constructed shortly on SW 8th (College to Bade) with CDBG program and the upcoming SE 8th (Birch to Larch) sidewalk that will be constructed with WSDOT Safe Routes to School Grant Funding.

File Attachments

[GrantApp_STBG_TA_Se8th_BirchCollege.pdf \(1,154 KB\)](#)

[Map.JPG \(125 KB\)](#)

[Res_No_23-015_MPO_Surface_Transportation_Grant_TA_SE_8th_2023-2-28.pdf \(110 KB\)](#)

Subject :	5.15 AB 23066 - Resolution of Support for MPO Surface Transportation Block Grant - SW Mojonnier Rd (College to Bluvue) Construction - Mr. Rizzitiello
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to adopt Resolution No. 23-016 which adopts Resolution of Support for City's application into Surface Transportation Block Grant - Program for SW Mojonnier Rd (College to Bluvue) Construction.

Public Content

Historical Perspective:

The Metropolitan Planning Organization is doing all call for projects to their respective grant programs.

Information for Consideration:

The proposal would entail reconstruction of SW Mojonnier from College to Bluvue. Currently, the corridor is being engineered and right-of-way acquired. The goal is to get this under construction in 2024 and 2025. The total estimated cost of construction is \$8.6 million. This cost is estimated to be covered through a funding stack of MPO grant, Tax Increment Financing District, State Transportation Improvement Board funding, and Development Impact Fees.

File Attachments

[Grant Application_STBG_Mojonnier.pdf \(758 KB\)](#)

[Map.JPG \(237 KB\)](#)

[Transportation_Mojonnier_Flier.pdf \(608 KB\)](#)

[Res_No_23-016_Surface_Transportation_Grant_SW_Mojonnier_2023-2-28.pdf \(110 KB\)](#)

Subject :	5.16 AB 23067 - Resolution of Support for MPO Carbon Reduction Grant- Whitman Drive Multiuse Path Gap (Davis to Academy) Engineering and Construction - Mr. Rizzitiello
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action

Recommended Action :

Motion to adopt Resolution No. 23-017 which adopts Resolution of Support for City's application into Carbon Reduction Grant -Program for Whitman Drive Multiuse Path Gap Completion Project (Davis to Academy).

Public Content

Historical Perspective:

The Metropolitan Planning Organization is doing all call for projects to their respective grant programs.

Information for Consideration:

This project has been in the Council adopted Capital Facility Plan for years. This project has become more critical over the years as the County has completed the Whitman Drive Multiuse Path by Martin Airfield and various developments in town have completed their sections. The last section with no path is 1,208 feet section between Davis Avenue and Academy Way. This proposal if awarded funding would fill the gap. The proposal is to submit a request for \$305,994.80 in grant funding with a local match of \$33,999.42.

File Attachments

[GrantApplication_CarbonReduction_WhitmanDrive.pdf \(760 KB\)](#)

[Map.JPG \(166 KB\)](#)

[Res_No. 23-017_WWV_MPO_Carbon_Reduction_Whitman_Drive_2023-2-28.pdf \(108 KB\)](#)

Subject : 5.17 AB 23068 - Garrison Village Traffic Circle
Signage - Mr. Rizzitiello

Meeting : Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)

Category : 5. Action Items.

Access : Public

Type : Action

Recommended Action : Motion to adopt Resolution No. 23-018 which authorizes removal of the stop sign at the Garrison Village Circle on the NE Myra Rd leg and replace it with a yield sign.

Public Content

Historical Perspective:

There is currently a stop sign at the only City owned leg off the Garrison Village Circle. The circle is one way and all other legs are private and have no stop control.

The City requested JUB Engineers take a look at the circle and make a recommendation.

Information for Consideration:

Travis Marden from JUB Engineers provided a memo and recommended the City remove the stop sign and replace it with a yield sign.

File Attachments

[GarrisonVillageTechMemo-12-02-22.pdf \(444 KB\)](#)

[Res_No_23-018_Garrison_Village_Traffic_Circle_Signage_2023-2-28.pdf \(111 KB\)](#)

Subject :	5.18 AB 23069 - Whitman/Academy Intersection All-Way Stop Control - Mr. Rizzitiello
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to adopt Resolution No. 23-019 which authorizes installation of stop signs on Whitman at Academy for both westbound and eastbound traffic and includes LED units on the borders of the new stop signs.

Public Content

Historical Perspective:

Currently the Whitman/Academy/ Hussey intersection has stop signs on Hussey (in Walla Walla County) and Academy (in city of College Place). There are some potential sight distance issues and the intersection is adjacent to Rogers school.

The City requested JUB Engineers conduct a study and make recommendations on potential ways to increase intersection safety.

Information for Consideration:

Travis Marden from JUB Engineers provided a memo highlighting some of the concerns and the reasons that an all-way stop condition is recommended at the Whitman/Academy intersection.

JUB also provided a cost estimate. If Public Works staff labor is utilized for the installation it should cost around \$6,000 for the solar LED stop signs.

File Attachments

[WhitmanAcademyTechMemo-12-02-22.pdf \(2,452 KB\)](#)

[SW Academy&Whitman Sign Estimate.pdf \(50 KB\)](#)

[Res_No_23-019_Whitman_Drive_&_Academy_Way_Intersection_All-Way_Stop_Control_2023-2-28.pdf \(110 KB\)](#)

Subject :	5.19 AB 23070 - Resolution of Support for AARP Community Challenge Grant for lighting at the Pickleball /Basketball Courts at Kiwanis Park - Mr. Rizzitiello
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)

Category :	5. Action Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to adopt Resolution No. 23-020 which authorizes and supports a application to AARP for the Community Challenge Grant of Kiwanis and Perseverance Park Improvements.

Public Content

Historical Perspective:

The City successfully obtained a \$20,000 AARP Challenge Grant in 2021 to install four free community wifi spots at park property across the community.

Information for Consideration:

The proposal is to submit a proposal for the installation of lighting that would be dark sky compliant yet light up the pickleball and basketball courts at Kiwanis Park when in use. These facilities get a lot of use from community members in the evening hours. Residents even bring their own mobile lighting to facilitate using the assets in the evening hours. This has been an ongoing discussion of the Park, Arbor, and Recreation Board. Additionally, the grant funds would also go for some additional landscaping and amenities at Perseverance Park on the old Cascade Natural Gas site on SE 12th.

File Attachments

[AARP Community Challenge Stats and Facts-July 2021.pdf \(3.075 KB\)](#)

[Res_No_23-020_AARP_Park_Improvements_Kiwanis_&_Preserverence_Parks_2023-2-28.pdf \(108 KB\)](#)

Subject :	5.20 AB 23071 - Resolution to accept State Department of Ecology Water Quality Combined Financial Assistance Agreement for Wastewater System Improvements - Mr. Rizzitiello
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	5. Action Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to adopt Resolution No. 23-021 which authorizes City Administrator to sign the grant agreement with the State Department of Ecology Water Quality Combined Financial Assistance Program for Wastewater System Improvements (Agreement #WQC-2023-CoPIED-00138).

Public Content

Historical Perspective:

This project is within the FY 2023 to 2028 Capital Facility Plan adopted on November 22nd, 2022. The Wastewater Treatment Plant improvements are a condition for our state issued wastewater system permit.

Information for Consideration:

This financing agreement represents \$13 million in grant and \$13 million in loan. This agreement also folds in several other projects identified as needs in the Wastewater System Master Plan approved by the City Council including the Lift Station #5 replacement, and various neighborhood sewer lining projects over the next six years identified in the adopted Capital Facility Plan.

File Attachments

[WQC-2023-CoPIED-00138_Final_Agreement.pdf \(298 KB\)](#)

[Res_No_23-](#)

[021_Acceptance_of_State_Department_of_Ecology_Wastewater_Funding_Agreement_2023-2-28.pdf \(113 KB\)](#)

6. Administrative Reports - None

7. Informational Reports.

Subject :	7.01 AB 23072 - CPPD Monthly Report
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	7. Informational Reports.
Access :	Public
Type :	Information

File Attachments

[Daily Incident Log 01 2023.pdf \(3.972 KB\)](#)

[Incident Activity Report 01 2023.pdf \(3.010 KB\)](#)

[January 2023 Officer Activity.pdf \(112 KB\)](#)

Subject :	7.02 Ab 23073 - Early Draft Cybersecurity Plan
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	7. Informational Reports.
Access :	Public
Type :	Information

File Attachments

[COCP_IT_ITPlan_2022CybersecurityTemplate_Draft.pdf \(578 KB\)](#)

8. Executive Session - None

9. Closing Items.

Subject :	9.01 Good of the Order?
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Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	9. Closing Items.
Access :	Public
Type :	Discussion, Information
Subject :	9.02 Conclusion - Motion to Conclude the Meeting.
Meeting :	Feb 28, 2023 - City Council Meeting - Hybrid (In-Person & Electronic)
Category :	9. Closing Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to conclude the meeting

City Council Meeting - Hybrid (In-Person & Electronic) (Tuesday, February 14, 2023)*Generated by Sherri St Clair on Tuesday, February 14, 2023***1. Opening Items.****Procedural: 1.01 Call To Order****Mayor Hernández called the meeting to order at 7:01 PM.****Procedural: 1.02 Roll Call****PRESENT:**

Mayor - Norma L. Hernández

Council Members – Paul Jessup, Michael Cleveland, Melodie Williams, Heather Schermann, Monica Boyle

Staff- Finance Director, Brian Carleton; City Attorney, Rea Culwell; HR Manager, Shawn Doering; Community Development Director, Jon Rickard; Director of Public Works, Robert McAndrews; City Clerk, Sherri St. Clair

Also Present:Kyle Smith - RH2 Engineering
Sergio Sanchez - Nelson Construction
Bob Stowe - Stowe Development and Strategies
Tito Espinoza Jr. and Loren Peterson**MEMBERS EXCUSED:****MEMBERS ABSENT:****Procedural: 1.03 Pledge of Allegiance****Information: 1.04 Public Comment - None****2. Consent Agenda.**Action (Consent): 2.01 AB 23027 - Approve Agenda for February 14, 2023Action (Consent), Minutes: 2.02 AB 23028 - Approve Council Meeting Minutes from January 24, 2023Action (Consent), Minutes: 2.03 AB 23029 - Approve Council Workshop Minutes from February 7, 2023Action (Consent): 2.04 AB 23030 - Transfer of Pocketinet Franchise to Lightspeed Internet LLCAction (Consent): 2.05 AB 23031 - Bid Award for New Tri-Mower from RDO EquipmentAction (Consent): 2.06 AB 23032 - November 2022 Check Register/Financial ReportsAction (Consent): 2.07 AB 23033 - Appointment Confirmation of Tracy Warner to the Economic Development, Tourism, and Events CommissionAction (Consent): 2.08 AB 23034 - Appointment Confirmation of Jon Nickell and Monica Boyle to the Lodging Tax Advisory CommissionAction (Consent): 2.09 Excuse Absence of Council Member Espinoza and Council Member PetersonAction (Consent): 2.10 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Council Member Cleveland made a motion to approve the consent agenda. Second by Member Schermann and the motion passed 5-0.

3. Presentations. - None

4. Public Hearings.

Procedural: 4.01 Procedure for Public Testimony

Discussion, Information: 4.02 AB 23035 - Request to Vacate Makiah Ct Right of Way

Mr. McAndrews informed the Council that when Makiah Court was constructed the City ended up with an extra 10 feet of right-of-way that is encumbered by a public utility easement. Mr. McAndrews informed Council that the Curnucks, which are the adjacent land owners, have petitioned to have the right-of-way vacated with intent of acquiring the land. Vacating the right-of-way will return the property back to the previous land owner, Brandon Stepper. Furthermore, Mr. McAndrews explained that Mr. Stepper and the Curnucks have come to an agreement regarding this land and vacating this right-of-way would relieve the City's responsibility for routine maintenance.

Mayor Hernández opened the public hearing at 7:07 PM

Testimony: None.

Council Member Cleveland made a motion to close the public hearing at 7:08 PM. Second by Council Member Jessup and the motion passed 5-0.

5. Action Items.

Action: 5.01 AB 23036 - Vacation of NE Makiah Ct Right-of-Way -

This item was presented during the public hearing. Mr. McAndrews informed the Council that this action item is to adopt the resolution to vacate the NE Makiah Ct. right-of-way.

Council Member Jessup made a motion to adopt Resolution No. 23-006 Vacating 10 feet of road right-of-way along the north side of NE Makiah Ct. Second by Member Boyle and the motion passed 5-0.

Action: 5.02 AB 23037 - Meier Contract - Addendum 2 - City Hall Addition -

Mr. Rickard referenced the plans that were presented at the February 7, 2023 workshop. Mr. Rickard informed Council that the City Administrator approved Meier Architecture to provide plans and an estimate to build a larger addition to the building. Mr. Rickard also informed Council that with the City's growing needs, additional office space will be needed and this addition will provide approximately eight additional offices, a larger break room area, reconfiguring existing office space, conversion of the jail cell area, and conversion of the Sally Port.

Council Member Cleveland made a motion to authorize Mayor Hernandez to execute the Meier Architecture & Engineering contract Addendum 2 to Agreement for Services - Rev 2 in the amount of \$197,000.00. Second by Member Schermann and the motion passed 5-0.

Action: 5.03 AB 23038 - Change Order to Agreement for Consultant Services with PBS Engineering for Mojonier Road Reconstruction -

Mr. McAndrews informed the Council that PBS has proposed additional geological exploration of the slope stability on Mojonier Road to determine what kind of slope reinforcement is necessary.

Discussion ensued.

Council Member Boyle made a motion to Authorize Public Works Director to sign Change Order No. 1 increasing the contract for engineering services with PBS by \$27,441.37. Second by Member Schermann and the motion passed 5-0.

Action: 5.04 AB 23039 - Contract Amendment No. 7 Water System Consolidation and Well No. 2 Relocation -

Mr. McAndrews informed the Council that due to supply chain issues, costs for RH2 engineering services has increased for the Well #2 relocation. Mr. Smith of RH2 Engineering informed the Council that the 30 week delay has incurred additional construction costs as well as prevailing wage costs. Mr. Sanchez informed the Council that they were unable to get the products sooner due to supply chain issues and that some of the major components for the Well #2 relocation are estimated to be received in May.

Discussion ensued.

Council Member Schermann made a motion to authorize Public Works Director to sign Contract Amendment No. 7 increasing the engineering fee authorization by \$109,910 for the Well 2 relocation. Second by Member Boyle and the motion passed 5-0.

Action: 5.05 AB 23040 - Accept Downtown & Stone Creek Tax Increment Financing Project Analysis and Authorize Transmission to State Treasurers Office -

In reference to past discussion regarding the Tax Increment Financing (TIF) study, Ms. Culwell informed the Council that the City is requesting that the Council accept the TIF study that was prepared by Mr. Stowe and send the study to the State Treasurers Office for review. Ms. Culwell informed the Council that the State Treasurers Office would have 90 days to review and will provide comments on their review. Ms. Culwell stated that if Council approves, a later action would be to recommend designating the tax increment area for the TIF.

Council Member Jessup made a motion to adopt Resolution #23-007 which accepts Downtown & Stone Creek Tax Increment Financing Project Analysis and authorizes community outreach as well as transmission of report to State Treasurers Office for review. Second by Member Williams and the motion passed 5-0.

Action: 5.06 AB 23041 - Interlocal Agreement with City of Walla Walla to Develop an Equitable Rate to Send Treated Wastewater to Walla Walla -

Mr. McAndrews informed the Council that the City of Walla Walla requested that the City of College Place pay half of the cost of a study to determine an equitable rate charge for sending treated effluent to the Walla Walla Wastewater Treatment Plant. Mr. McAndrews explained that this study would provide an estimate of the cost to College Place which would be useful in future decision making.

Discussion ensued.

Council Member Cleveland made a motion to table the adoption of the Interlocal Agreement to share in costs to determine rates and/or charges for Walla Walla to accept treated wastewater from College Place. Second by Member Williams and the motion passed 5-0.

Action: 5.07 AB 23042 - Sleep Center Support -

In reference to previous discussion regarding enforcing no camping on public property, Ms. Culwell informed the Council that in order to enforce codes for no camping the City must provide an option for emergency shelter. Ms. Culwell recommends supporting the Walla Walla Sleep Center as an emergency shelter option.

Discussion ensued.

It was requested that the step-by-step process for referring and transporting a person to the Walla Walla Sleep Center be provided to the Council.

Council Member Boyle made a motion to approve MOU with Walla Walla Sleep Center, to authorize the City Administrator to execute MOU, and to direct payment of \$2,000 to Walla Walla Sleep Center. Second by Member Schermann and the motion passed 5-0.

6. Administrative Reports.

Discussion, Information: 6.01 AB 23043 - Garrison Village Traffic Circle Signage -

Mr. McAndrews informed the Council that inquiries had been received as to the need for a stop sign at the Myra Road to Garrison Villiages traffic circle and that the location of the stop sign is on City owned property. The City requested that JUB engineers make a recommendation. The recommendation received was to replace the stop sign with a yield sign.

Discussion ensued.

Discussion, Information: 6.02 AB 23044 - Whitman/Academy Intersection All-Way Stop Control -

Mr. McAndrews informed the Council that there have been some sight distance concerns at the Whitman and Academy Way intersection near Rogers School. The City requested that JUB engineers make a recommendation. JUB recommended turning the intersection into a four-way-stop and installing solar LED stop lights at the intersection.

Discussion ensued.

Discussion, Information: 6.03 AB 23045 - Intergovernmental Agreement for Cooperative Countywide Planning Policies Update -

Mr. Rickard informed the Council that County of Walla Walla, City of Walla Walla, City of Waitsburg, City of Prescott, and the City of College Place legal and planning staff have been working on an interlocal agreement regarding Countywide Planning Policies (CPP). Mr. Rickard noted that the agreement had a minor update in 2005 with no major updates since it was adopted in 1993. Mr. Rickard noted that having an updated CPP will lay the groundwork for how the City does its population allocation, growth, unemployment projections, housing need projections, and land use analysis.

Discussion, Information: 6.04 AB 23046 - Unlawful Camping Code -

Ms. Culwell informed the Council that the City's Code Enforcement Officer noted that when the City's Unified Development Code was updated, the time limit as to how long a person can reside in an recreational vehicle on their own property was omitted. Also, the City currently has no anti-camping code on public property. However, the City does prohibit sleeping or residing in a vehicle on a public street, the use of City parks after hours, and trespassing.

Discussion ensued.

7. Informational Reports - None

8. Executive Session - None

9. Closing Items.

Discussion, Information: 9.01 Good of the Order?

No discussion.

Action: 9.02 Conclusion - Motion to Conclude the Meeting.

Council Member Williams made a motion to conclude the meeting at 8:44 PM. Second by Member Jessup and, with no objection, the meeting concluded.

Approved:

Norma L. Hernández – Mayor

Attest:

Sherri St. Clair – City Clerk

The foregoing minutes are the official record of the City Council meeting that occurred February 14, 2023. Further detail may be obtained by reviewing the actual audio recording made during this session.

**WALLA WALLA COUNTY
INTERAGENCY AGREEMENT FOR EMERGENCY MEDICAL SERVICE
2023**

AN AGREEMENT by which the **CITY OF COLLEGE PLACE**, a municipal corporation, hereinafter referred to as CITY, agrees to provide certain emergency medical services to Walla Walla County, a municipal corporation, hereinafter referred to as COUNTY, in accordance with the provisions of the Interlocal Cooperation Act, RCW 39.34.

WHEREAS, the Walla Walla County Commissioners recognize the need for a comprehensive emergency medical services program in Walla Walla County, and

WHEREAS, the County of Walla Walla has no full time Fire Department or Emergency Medical Services staff, and

WHEREAS, the City of College Place through the utilization of its resources is equipped to operate and administer Emergency Medical Services as defined by RCW 18.73.030(10), and

WHEREAS, the parties hereto recognize the advantages to be gained from the establishment of a single integrated comprehensive Emergency Medical Services Program, and the County has the authority pursuant to RCW 36.01.095 to establish such a system, Now, Therefore, the parties agree as follows:

WITNESSETH:

1. The City agrees to provide emergency medical services for the term of this agreement and in so doing shall provide all personnel and equipment required for such service. In connection therewith, the City further agrees to provide sufficient qualified personnel and equipment to operate such emergency medical care services twenty-four (24) hours every day. The area to be served by the City's emergency medical services is within the City boundaries of College Place. This agreement does not preclude contracting with a provider for these services so long as the provider complies with Department of Health regulations.
2. **The County shall pay to the City the annual sum of Four Hundred Seventy-Nine Thousand Three Hundred and Five Dollars (\$479,305) to be used only for provision of emergency medical care or emergency medical services under this agreement, including related personnel costs, training for such personnel, and related equipment, supplies, vehicles, and structures needed for the provision of emergency medical care or emergency medical services pursuant to RCW 84.52.069(5). Distribution by the Walla Walla County Treasurer's Office shall be made at least every two months with the distribution method determined by the County Treasurer.**
3. The City agrees to provide said services Twenty-four (24) hours per day, Seven (7) days per week. When said service is required and dispatched, the City's operator of such service shall be ready to respond to such assignment, provided, however, that should the operator be temporarily unable to provide services because of conditions beyond its control, including but not limited to illness or other disability of operator's employees or failure as to operator's vehicles or equipment, the dispatcher shall be immediately notified to that effect and shall also be notified when the operator

is once again able to respond to emergency calls. Persistent and repeated failure by the City's operator to notify the dispatcher of unavailability shall be deemed just cause for immediate cancellation of this contract by Walla Walla County without the necessity of providing the notice specified.

4. The City, its employees, and contract providers shall comply with all applicable State and Federal laws and ordinances relating to the operation of emergency medical services.
5. The City agrees to save and hold the County harmless from any and all causes of action, judgments, claims, or demands, or from any liability of any nature rising out of omissions of the City's employees or agents; and, the County, likewise, agrees to save and hold the City harmless from any and all causes of action, judgments, claims, or demands, or from any liability of any nature rising out of the exercise of this agreement due to the acts or omissions of the County's employees or agents.
6. This contract shall be in effect from January 1, 2023 to December 31, 2023, provided, however that each party shall have the option to terminate the contract by giving the other party Sixty (60) days advanced written notice thereof. Funds payable by the County to the City shall be prorated for the term remaining in the contract.
7. In the event a new contract is not executed by January 1, 2024, and the parties continue to cooperate in this program, this agreement shall be deemed to continue from month to month until written notice of termination is given, as outlined above.
8. Any modification to this agreement shall be made by both parties in writing.
9. The County shall have the right, at all times, to inspect and review the records maintained by the City and the County Auditor of expenditures by the City of sums received by it under this agreement, in order to comply with any requirements made of the County by the State Auditor, and for any other purposes deemed necessary.
10. The City has no authority, as agent or otherwise, to bind the County to any legal obligation with any other entity, and the City and its employees and agents are independent contractors as to the County and are not the agents or employees of the County.
11. If sufficient funds are not received by the County from EMS tax revenues for payment under this agreement for any fiscal period, the County will prorate and distribute available funds. The Department of EMS shall have priority for the budgeted amount for the year and remaining available funds will be distributed to EMS agencies. No penalty or expense shall accrue to the County in the event this provision applies.
12. All collected back taxes will be distributed to the agency at the next scheduled distribution date.

IN WITNESS WHEREOF, the parties hereto have set their hands this _____ day of _____, 2023.

CITY OF COLLEGE PLACE

**WALLA WALLA COUNTY BOARD OF
COMMISSIONERS**

Mayor

Chairman

Attest:

Commissioner

City Clerk

Commissioner

Approved as to form:

Attest:

College Place City Attorney

Clerk of the Board

Approved as to form:

Prosecuting Attorney

CITY OF COLLEGE PLACE

City of College Place, Washington
RESOLUTION NO. 23-008

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE RELATING TO ADMINISTRATIVE FEES OF THE COLLEGE PLACE MUNICIPAL CODE

WHEREAS, the City adopted Resolution 23-004 on January 24, 2023; and

WHEREAS, there is an imminent need to update and revise fees for 2023; and

WHEREAS, the City intends to re-affirm all previously adopted administrative fees;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of College Place that the following fees and charges shall henceforth be charged:

SECTION 1: General Administrative Fees

A. Copy / Duplication (Charges may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.)

1. General paper copies per page (b/w or color)	\$ 0.15
2. Scanned copies per page	\$ 0.10
3. Electronic files per 4 files	\$ 0.05
4. Large electronic documents per 1GB	\$ 0.10
5. Customized IT fee	Actual cost
6. Certification of copies per page	\$ 3.00
7. USB thumb drive	\$ 4.74
8. DVD/CD	\$ 0.17
9. DVD/CD paper sleeve	\$ 0.06
10. DVD/CD jewel case	\$ 0.31
11. Envelope 6x9	\$ 0.10
12. Envelope 9x12	\$ 0.17
13. Envelope 10x13	\$ 0.18
14. Envelope #10	\$ 0.04
15. Address label	\$ 0.07
16. Postage	Actual cost
17. Staff time to copy or send files – per minute, 2 minute minimum	\$ 0.41
18. Redaction of Body Camera Footage – per minute	\$ 0.69

B. Other General Administrative Fees

1. Research – hourly charge based upon current salary ord. plus copy costs	\$ TBD
2. Special reports – As determined by City Clerk or Administrator	\$ TBD

SECTION 2: CPMC Chapter 6.04 Animal Control Regulations

A. Animal License Fees

1. For each dog requiring an annual certificate of registration (CPMC 6.12.030)	\$ 50.00
2. For each dog spayed or neutered with written proof	\$ 15.00

3. For each dog not spayed or neutered or without written proof	\$ 30.00
4. For each trained Service Animal, there shall be no charge	No Charge
5. Chicken/ Rabbit/ Bees Permit Fee (annual)	\$ 15.00
6. Livestock Management Plan Permit Fee (annual)	\$ 15.00
7. For each replacement for lost tag	\$ 1.00
8. Late registration fee (per animal, except a Service Animal)	\$ 10.00
9.. Impounding fee (CPMC 6.20.030):	
a. For the 1st through 2nd impound in a year	\$ 10.00
b. For the 3rd impound in a year	\$ 50.00
c. For more than 3 impounds a year, thereafter per impound	\$ 100.00

SECTION 3: Community Development Fees

- A. Adult Family Home \$66.00 per site visit
- B. Assisted Living Providers \$66.00 per site visit
- C. Construction Permit:
 - 1. Building Permit & Grading Permit Fees Per Table 1-A

TABLE 1-A - COLLEGE PLACE PERMIT FEES	
Total Valuation	Fee
\$1.00 to \$500.00	\$25.85
\$501.00 to \$2,000.00	\$25.85 for the first \$500 plus \$3.35 for each additional \$100.00, or fraction hereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$76.10 for the first \$2,000.00 plus \$15.40 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$430.30 for the first \$25,000.00 plus \$11.11 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$708.05 for the first \$50,000.00 plus \$7.70 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,093.05 for the first \$100,000.00 plus \$6.15 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,553.05 for the first \$500,000.00 plus \$5.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,000.00 and up	\$6,178.05 for the first \$1,000,000.00 plus \$3.50 for each additional \$1,000.00, or fraction thereof.

2. Building and Project Valuation shall be determined by using the design professional's (Architect/Engineers) Project Cost or the most recent Building Valuation Data (BVD) Sheet. The BVD is adjusted/updated at six month intervals. Projects not identified in the Data Sheet will be valued by using the total project cost provided by the Applicant, Contractor's estimate/bid, or Design Professional's estimate as approved by the Community Development Director.

3. Fees for repair, alteration, or remodel are based on the total Project Cost provided by the Applicant, Contractor's estimate/bid, or Design Professional's estimate as approved by the Community Development Director of work to be performed as submitted by the applicant except that any improvements to be dedicated to the city shall not be included in the valuation.

4. Improvements including and within the building shall be assessed as a Building Permit Fee. Site and utility-related improvements outside of the building shall be assessed as a Grading Permit Fee.

5. Project Cost provided by the Applicant shall include labor. If labor costs are not provided, the Project Cost will be increased by multiplying the project material (included sales tax) by 50%

6. A State Building Code Council (SBCC) fee will be assessed on all building permits.

- a. Residential Building Permits
 - i. Each building permit \$ 6.50
 - ii. Surcharge for each residential unit after the first unit \$ 2.00
- b. Commercial Building Permits
 - i. Each building permit \$ 25.00
 - ii. Surcharge for each residential unit after the first unit \$ 2.00

7. Building and Grading Permit Fees shall be paid by the party applying for the permit.

8. Grading permit fees shall be paid in advance of release of plans to the contractor.

9. Grading fees shall apply to all non-city construction projects to include application to facilities constructed for dedication to the City. Grading fees for projects conducted by other public entities may be waived by Council on a case-by-case basis.

D. Mechanical – Equivalent Appliance Replacement: Residential \$66 per appliance/unit; Commercial \$ 100.00 per appliance/unit.

E. Mechanical – Commercial alteration or expansion to an existing system: Project value, permit fee per Table 1-A of this resolution.

F. Mechanical – New Construction or Remodel: 15% of building permit fee.

G. Plumbing – Over the Counter Permit: Backflow Device \$66.00; Water Heater \$66.00; Building Sewer \$66.00; Moving or Adding Fixture \$66.00.

H. Plumbing – New Construction or Remodel: 15% of building permit fee.

I. Demolition Permits: Buildings older than 50 years may have historical significance according to our historic preservation ordinance and requires additional staff review by the Director.

- 1. Per Building \$ 66.00
- 2. Additional fee for primary structures older than 60 years of age \$ 100.00

J. Licensed Child Care Providers \$ 66.00 per site visit

K. Manufactured Home Placement \$ 250.00

L. Miscellaneous not otherwise listed in fee schedule \$66.00 per site visit/inspection

M. Plan Check Fees

- 1. Internal Review: 65% of the buildings permit fee assessed. (100% of plan review fee collected at application)
- 2. Third Party Review: Actual cost + 20%.

N. Re-inspection Fee (fee must be paid prior to requested inspection) \$ 66.00

O. Roofing Permit: Residential - \$132.00; Commercial based on project value.

P. Signs

- 1. Sandwich board associated with fixed business \$ 30.00 annual fee
 - a. Penalty Fee for late renewal \$ 30.00
- 2. Building mounted sign \$ 100.00
- 3. Additional building mounted sign \$ 50.00
- 4. Pole and/or monument sign: \$50 site plan review fee + fee based on project valuation.

Q. Solar Panels

- 1. Residential \$ 95.00
- 2. Commercial: Fee based on project valuation

R. Unit Charge Protocol (13.04.430) Multiple Dwelling unit converted to Single-Family Unit. \$66.00 per visit/inspection.

S. Work commencing before permit issuance: Any person who commences work requiring a permit on a building, structure, gas, mechanical, plumbing, or city infrastructure system before obtaining the necessary

permits shall be subject to a fee 2 times that of the required permit fees. Permit fees shall double.

SECTION 4: Community Development Fees Continued

A. Administrative Approval without Notice	\$ 100.00
B. Administrative Approval with Notice	\$ 250.00
C. Advertising/Publication Cost	Actual Cost plus 20% admin fee
D. Annexation/De-Annexation (plus advertising/publication costs & 3rd party services)	\$ 250.00
E. Appeals	Actual Cost plus 20% admin fee
1. Transcription preparation of record ordered certified by court or desired by appellant for appeal to be paid by appellant and as per CPMC. (CPMC 19.15.040C)	\$ 400.00 deposit
F. Binding Site Plan	\$ 750.00
G. Boundary Line Adjustment	\$ 100.00
H. Comprehensive Plan, Land Use, & Title 14 Unified Development Regulations – Amendment	\$1,000.00
I. Comprehensive Plan, Land Use, & Title 14 Unified Development Regulations – Amendment proposed by a charitable organization described in section 501(c)(3) – waived	
J. Comprehensive Plan Urban Growth Area Amendment	\$2,000.00 plus County costs
K. Conditional Use Permit	\$ 500.00
L. Critical Areas Permit, Each – Critical Aquifer Recharge Areas, Wetlands, Frequently flooded Areas, Liquefaction, Steep Slopes, Erosion Susceptibility, Wind Erosion Susceptibility, Riparian Buffers...	\$400.00
M. Environmental Impact Statement (EIS)	Actual Cost
N. Mobile Vendor/Food Cart/Food Cart Pod	See Special Use Permit Fee
O. Hearing Examiner Services	Actual Cost plus 20% admin fee
P. Preliminary Plat	\$ 900.00
Q. Plats, Final	\$ 350.00
R. Plats, Short	\$ 400.00
S. Plats, Final Short	\$ 250.00
T. Plat Amendments / Replat	\$ 250.00
U. SEPA Checklist	\$ 250.00
V. Special Use Permit	\$150.00 with annual renewal fee of \$50.00
1. Penalty Fee for late renewal	\$ 150.00
W. Site Plan Application	\$ 900.00
X. Site Plan Review; Single family / Multiple family up to four (4) units	\$ 50.00
Y. Third Party Professional Services	Actual Cost plus 20% admin fee
Z. Variance / Non-Conforming Use	\$ 500.00
AA. Vacation Rental – Short Term Application	See Special Use Permit
BB. Zoning Amendments	\$ 500.00
CC. Zoning & Land Use Compliance Letter	\$ 69.00
DD. Wireless Communication Facilities Fees	
1. Conditional Use Permit (CUP) Development Authorizations are required for all wireless communications facilities unless specifically exempted in CPMC Ch. 14.60.270.B.1. – Permit Fee: See CUP	
2. Building permits and mechanical permits are required for all wireless communications facilities unless specifically exempted in CPMC Ch. 14.60.270.B.2 – Permit Fee: See Building and Mechanical Fees	
3. Wireless Communication Co-location. – Permit Fee: See Building and Mechanical Fees	

4. Telecommunications - Small Wireless Facilities Franchise Deposit for Actual Administrative Costs Incurred in Application and Renewal Review - \$5,000 Deposit
 5. Annual right-of-way use rate (for each small wireless facility installed upon a city owned pole or support structure within the City's right-of-way. - \$270.00
 6. Right-of-way permit application fee for small wireless facilities sites (also known as small wireless permit application) - \$150.00
- EE. Banners Attached to City Property
1. Application Fee Per Installation \$ 69.00
 2. Per Banner Installation Fee \$ 37.50

SECTION 5: Engineering Site Plan / Development Support Review Fees

- A. Final Plat Engineering Review Fee. Assessed for submittal of final long plats for approval. Initial fee covers up to two submittals. Thereafter, submittal fee is reassessed for each subsequent submittal. Fee payment required in advance of review. \$ 350.00
- B. Financial Guarantee Release Reviews \$50 per hour per employee
- C. All other Engineering Review Fees to include Residential, Short Plat, Long Plat, Commercial/Multifamily, and Misc. Engineering Review Fees: The applicant will be invoiced for the full third party review costs plus 20% for City administration and stormwater inspection fees. Final payment is required prior to final project approval. These fees do not cover project inspection or special project support or supplemental inspection assistance (see Utility Drainage/Street Construction/Grading Special Support Fee). At City discretion, the City may perform in-house reviews based on the following fee schedule. In-house review fees must be paid prior to commencing review: Third-party review fee + 20%
 1. Single Family & Duplexes \$ 50.00
 2. Long Plats, PUDs, Commercial and Multifamily Base Review Fee \$4,425.00 (allows 5 reviews)
Note: PUD's are charged separately for the overall PUD and each individual phase thereafter.
 - i. Additional Long Plat Reviews (beyond initial 5 reviews) \$ 870.00 each
 3. Miscellaneous Base Review Fee \$ 540.00
 (allows 2 reviews for parking lots, significant non-plat and misc. reviews)
 - i. Additional Miscellaneous Review Fee (beyond initial 2 reviews) \$ 300.00
 4. Short Plat Base Review Fee (allows 3 reviews) \$ 2,090.00
 - i. Additional Short Plat Reviews (beyond initial 3 reviews) \$ 700.00 each
- D. Re-inspection Fee \$ 68.00
- E. Utility Drainage/Street Construction/Grading Special Support Fee: Up to 5% of project cost to be levied on all projects that include utilities, drainage, stormwater facilities, slopes or streets requiring additional or special project support or supplemental inspection assistance. These funds will go toward the payment of independent inspectors and engineering review hired for construction projects. Independent contractor/inspector costs plus 20% for City administration fees will be invoiced to applicant with full and final payment required prior to final project approval.
- F. Third Party Professional Services Actual Cost + 20% admin fee

SECTION 6: Fire Department Fees

- A. CPR & First Aid Classes: Actual Cost
- B. Commercial Cooking Hood (New installations) Plan Review \$ 100.00
- C. EMS Basic Life Support Transportation Services
 1. Walla Walla County Resident Rates:
 - i. BLS Non-Emergency Rate \$ 550.00
 - ii. BLS Emergency Rate \$ 650.00

iii. Mileage Rate	\$ 12/mile
2. Non-Walla Walla County Resident Rates:	
i. BLS Non-Emergency Rates	\$ 750.00
ii. BLS Emergency Rate	\$ 850.00
iii. Mileage Rate	\$ 12/mile
D. Extinguisher Classes:	Actual Cost
E. False Alarm Fees:	
1. Alarm system malfunction (1st call)	No Charge
2. Alarm system malfunction five days after notification of need for servicing (1st call)	\$ 25.00
3. Alarm system malfunction five days after notification of need for servicing (2nd call)	\$ 100.00
4. Alarm system malfunction five days after notification of need for servicing (after 2 nd call)	\$ 250.00
5. Accidental alarm activation (1 st call)	No Charge
6. Accidental alarm activation five days after notification of need for protection of alarm activation device	\$ 100.00
7. Malicious alarm activation	\$ 500.00
8. Malicious discharge of extinguisher	\$ 500.00
9. Malicious damage to fire alarm system	\$ 500.00
F. Fire Detection Systems (New Installation) Plan Review / Inspection	\$ 100.00
G. Fire Hydrants (each) Determination of Placement / Inspection	\$ 100.00
H. Fire Sprinkler Systems (per riser on new installation) Plan Review	\$ 200.00
I. Fireworks Permits for Sales	\$ 100.00
J. Fireworks Use / Display Permit	\$ 100.00
K. Haz Mat Fee: In accordance with the Washington State Association of Fire Chiefs	
L. Hydrant Flow Tests (By Request)	\$ 50.00
M. Nuisance Abatement Notice Fee	\$ 50.00
N. Nuisance Abatement Arranged by the Fire Department	Actual cost plus \$100
O. Plan Review Fee – Initial Review	\$ 45.00 per hour
P. Plan Review Fee – For Revisions	\$ 45.00 per hour
Q. Plan Review Fee by Outside Agency / Vendor	Actual cost plus \$100
R. Re-inspection Fee for Non Compliance	\$ 100.00
S. Reports:	
1. Copy of EMS Report	See Section 1
2. Copy of Fire Report	See Section 1
3. Other Reports	See Section 1
T. Requests for Code Alternate / Variance	\$ 100.00
U. Special Inspection / Review / Permit	\$ 100.00
V. Salvage Fees for Insurance Companies:	
1. Maximum charge for single-family dwelling salvage	\$1,000.00
2. Maximum charge for commercial salvage	\$2,000.00
3. Debris removal (per cubic yard)	\$ 30.00
4. Boarding of windows and doors (per window or door)	\$ 30.00
5. Furniture salvage (per room)	\$ 40.00
6. Water removal (per sq. ft.)	\$ 2.50
7. Sump pump (flat fee plus \$15.00 per hour)	\$ 120.00
8. Smoke odor removal (per room)	\$ 30.00

- W. Violation Fee: A fine in an amount not to exceed \$1,000 or imprisonment in jail for a period not exceeding 90 days, or by both such fine and imprisonment. Court costs will be assessed to the violator upon loss of any appeal of a violation.

SECTION 7: Public Works Fees

- | | |
|--|---|
| A. Brush & Debris Collection Fee – 3 yards and under | \$ 10.00 per yard |
| B. Brush & Debris Collection Fee – Over 3 yds: employee, equipment time and disposal costs. | |
| C. Commercial Cross Connection Site Inspection Fee | \$ 25.00 |
| D. Dye Test – requested by customer, representative, etc. | \$ 25.00 |
| E. Equipment Rental Fees: As determined by the PW Director for each piece of equipment used. | |
| F. Fire Hydrant Meter & Backflow Fees: | |
| 1. Deposit | \$ 500.00 |
| 2. Rental Fee | \$ 7.00 per day |
| 3. Install Fee | \$ 30.00 |
| 4. Removal Fee | \$ 30.00 |
| 5. Actual cost of water used (per 1,000 gallons) | \$ 1.65 |
| G. Franchise Application | \$5,000.00 |
| H. Labor; Hourly Charge – During Business Hours | \$ 55.80 per hour |
| I. Labor; Hourly Charge – After Business Hours | \$ 83.69 per hour |
| J. Leaf Collection Fee (After December 31) | \$ 10.00 |
| K. Parts, Materials, Supplies provided by Public Works | Actual Cost plus 20% |
| L. Right-of-way Permit | \$ 75.00 |
| M. Right-of-way Permit with street cut | \$ 150.00 |
| N. Sewer Lateral Locate – customer request | \$ 50.00 |
| O. Street Repair: | \$75.00 for 1 st sq. ft. and \$1.50 per sq. ft. thereafter |

SECTION 8: Police Department Fees

- | | |
|--|------------|
| A. Bike License Fees: | |
| 1. Lifetime license for registering owner | \$ 7.00 |
| 2. Replacement license | \$ 1.00 |
| B. Nuisance Code Enforcement Infractions: | |
| 1. Infraction 1 | \$ 250.00 |
| 2. Infraction 2 | \$ 500.00 |
| 3. Infraction 3 | \$1,000.00 |
| C. Concealed Pistol License: | |
| 1. Original / Initial | \$ 36.00 |
| 2. Original / Initial FBI Fee (subject to change by FBI) | \$ 13.25 |
| 3. Renewal | \$ 32.00 |
| 4. Late Renewal | \$ 42.00 |
| 5. Replacement Fee | \$ 10.00 |
| D. Crime Prevention Sign | \$ 10.00 |
| E. Driving While Suspended (DWS) Hearing Fee | \$ 41.00 |
| F. Fingerprinting (per card) | \$ 10.00 |
| G. Impound Hearing Administrative Fee | \$ 41.00 |
| H. Media Fee (per incident) | \$ 10.00 |
| I. Notarizing of Document | \$ 5.00 |
| J. Parking Infraction: | |
| 1. First parking violation | \$ 25.00 |

2. Second parking violation within a three-month period	\$ 50.00
3. Third and subsequent parking violations within a six-month period	\$ 250.00
K. Peddler / Solicitor License (Nonrefundable) (per applicant)	\$ 50.00
L. Public Record Request for Police Reports (per page): See Section 1	
<i>Note: Requests for collision reports should be made through Washington State Patrol</i>	
M. Special Events Application Fee	\$ 50.00
N. Verification of Police Reports /Documents (each)	\$ 3.00
O. VISA Clearance Letter	\$ 10.00
P. Video Redaction Fee (Per minute of staff time)	See Section 1

SECTION 9: Municipal Court Remuneration

A. Witness	Reimbursement per RCW 43.03.060 and RCW 2.36.150
B. Potential Juror	Reimbursement per RCW 43.03.060 and RCW 2.36.150
C. Selected Juror	Reimbursement per RCW 43.03.060 and RCW 2.36.150

SECTION 10: Water System Charges: CPMC Title 13.04

- A. 13.04.050(A) Water System Connection Charges: Per unit charge
 - 1) Single family dwelling (including duplex – per dwelling unit) - \$3,500 per dwelling unit
 - 2) Accessory dwelling unit, duplex, cottage housing, studio and one bedroom apartments, not exceeding 600 square feet (excluding any covered porches, garages, carports, or loft space) shall be assessed a reduced system connection per unit charge (monthly residential base charges per unit are applicable). Dwelling units exceeding 600 square feet shall be assessed the applicable single family dwelling or multiple family dwelling per unit charge. Reduced system connection per unit charge - \$500 per dwelling unit
 - 3) Multiple family dwelling - \$3,500 per dwelling and/or rental unit
 - 4) Business/commercial, or public entities will be charged as per the following schedule:
 - a) For one inch or smaller service - \$3,500
 - b) For a one and one half inch service - \$11,700
 - c) For a two-inch service - \$18,700
 - d) For a three-inch service - \$37,400
 - e) For a four-inch service - \$58,400
 - f) For a six-inch service - \$116,700
 - g) Service connections larger than six inches in size will be negotiated with the city, considering the demand on the existing system and a determination of any necessary system improvements.
 - 5) Mobile, manufactured and modular homes - \$3,500 per unit
 - 6) Gardens, lawn and agricultural use - \$3,500 per connection
 - 7) Fire service connections - \$4,200 per connection
- B. 13.04.050(C) Front Footage Charge: When applicable
 - 1) \$60.00 per assessed front foot of the lot.
- C. 13.04.200(A) Account Names – New Account / Transfer Fee
 - 1) New account establishment fee: \$9.00/account
 - 2) Request for transfer of service: \$9.00/account
- D. 13.04.210 Payment of Bills – Delinquency Charges:
 - 1) Delinquent charges shall be: 8% per annum or a \$6.00 late fee, whichever is greater, for accounts with a balance due of greater than \$10.00.
 - 2) The charge for hanging a red tag shut-off warning notice will be \$20.
- E. 13.04.250 Discontinuance of Service – Customer’s Request – Fee

- 1) \$15.00 per request to turn the service back on.
- F. 13.04260 Discontinuance – Nonpayment of Bill.
 - 1) When water service has been shut off for failure to pay water charges, the reconnection charges shall be as follows:
 - a) If reconnection is requested to be made during normal business: \$20.00
 - b) If reconnection is requested to be made outside normal business hours: \$50.00
- G. 13.04.290 Unauthorized Turn On
 - 1) \$50.00 charge per incident.
- H. 13.04.400(A) Water Charges:
 - 1) Monthly residential base charge per unit - \$41.52
 - 2) Monthly business base charge per unit - \$58.13
 - 3) Consumption charge per 1,000 gallons - \$1.71

SECTION 11: Wastewater System Charges: CPMC Title 13.08

- A. 13.08.525(A) Connection and Modification Fees: Per Unit Charge
 - 1) Single family dwelling (including duplex – per dwelling unit) - \$3,500 per dwelling unit
 - 2) Accessory dwelling unit, duplex, cottage housing, studio and one bedroom apartments, not exceeding 600 square feet (excluding any covered porches, garages, carports, or loft space) shall be assessed a reduced system connection per unit charge (monthly residential base charges per unit are applicable). Dwelling units exceeding 600 square feet shall be assessed the applicable single family dwelling or multiple family dwelling per unit charge. Reduced system connection per unit charge - \$500 per dwelling unit
 - 3) Multiple family dwelling - \$3,500 per dwelling and/or rental unit
 - 4) Business/commercial - \$3,500 per unit
 - 5) Public entities - \$3,500 per site
- B. 13.08.525(B) Front Footage Charge: When applicable
 - 1) \$40.00 per assessed front foot of the lot.
 - 2) 13.08.525(C) Wastewater Inspection Fee: Per Inspection - \$30.00
- C. 13.08.485(B, E) Wastewater Base Charges: Per Unit Charge
 - 1) Monthly residential base charge per unit - \$51.26
 - 2) Monthly small flow nonresidential base charge - \$51.26
 - 3) Monthly unmetered account base charge per unit - \$51.26
- D. 13.08.485(B, E) Wastewater Consumption Charge: Per 1,000 gallons of consumption over 3,000 gallons consumed per month. (Large flow nonresidential customers are not given an unpaid consumption allowance.)
 - 1) Monthly residential consumption charge per 1,000 gallons - \$4.90
 - 2) Monthly small flow nonresidential consumption charge per 1,000 gallons - \$4.90
 - 3) Monthly large flow nonresidential consumption charge per 1,000 gallons - \$8.90
 - 4) Monthly unmetered account consumption charge - \$4.90 for each calculated average of 1,000 gallons of consumption in accordance with 13.08.485(E).
- E. 13.08.490(A) Account Transfer Charge:
 - 1) New account establishment fee: \$9.00/account
 - 2) Request for transfer of service: \$9.00/account
- F. 13.08.490(C) Billing Cycle and Due Date:
 - 1) Delinquent charges shall be: 8% per annum or a \$6.00 late fee, whichever is greater, for accounts with a balance due of greater than \$10.00.
- G. 13.08.495(B) Special Considerations: Vacancy Allowance
 - 1) Base charge per dwelling and/or rental unit - \$51.40

- H. 13.08.500(5) Rate Reduction: Condemned/Unlivable Premises
1) Debt service charge per dwelling and/or rental unit for maximum of one year - \$10.64

SECTION 12: Stormwater System Charges: CPMC Title 13.15

- A. 13.15.070(C) Storm and Surface Water Charges
1) Monthly residential charge per account - \$9.95
2) Monthly non-residential charge per ESU - \$9.95
3) Monthly charge with credit per ESU - \$7.10
- B. 13.15.070(D) Equivalent Service Unit Definition: One Equivalent Service Unit (ESU) is established at 3,500 square feet of impervious surface area. For the purpose of computation of service charges, the number of Equivalent Service Units shall be rounded to the nearest tenth (0.10).
- C. 13.15.072 Liability for payment of bill.
1) New account establishment fee - \$9.00/account
2) Request for transfer of service - \$9.00/account
- D. 13.15.075 Payment of bills – Delinquent charges.
1) Delinquent Charges – 8% per annum or \$6.00 late fee, whichever is greater, for accounts with a balance due of greater than \$10.00.

SECTION 13: Ambulance Utility Charges: CPMC Title 13.16

- A. 13.16.070(B) Utility Fee: Classifications
1) Single Family Residential (including single unit mobile home) - \$4.56/unit
2) Multiple Family (including duplex, triplex, ect.) - \$5.44/unit
3) Commercial/Retail/Industrial (based on calculation method in Section 13.16.070(C) - \$5.10/ERU
4) Assisted Living/Nursing Home (based on calculation method in Section 13.16.070(C) - \$37.34/ERU
5) Public/College/Schools (based on calculation method in Section 13.16.070(C) - \$4.84/ERU
- B. 13.16.070(C) Rates Formula: One Equivalent Residential Unit (ERU) is established at 1,985 square feet. For the purpose of computation of service charges, the number of Equivalent Residential Units shall be rounded to the nearest tenth (0.10).
- C. 13.16.080 Collection of Utility Fees.
1) New account establishment fee - \$9.00/account
2) Request for transfer of service - \$9.00/account
3) Delinquency Charges - 8% per annum or \$6.00 late fee, whichever is greater, for accounts with a balance due of greater than \$10.00.

SECTION 14: Transportation Impact Fees—pending study to establish fee structure.

SECTION 15: Pedestrian Facility In-lieu of Improvements Fee—pending study to establish fee structures for payment in lieu of constructing pedestrian facilities.

SECTION 16: Miscellaneous Fees & Charges

- | | |
|--------------------------------------|----------|
| A. Web Check Electronic Services Fee | \$ 20.00 |
| B. NSF Fee | \$ 20.00 |
| C. Stop Payment Fee | \$ 25.00 |
| D. Business Licenses | \$ 20.00 |

SECTION 17: Community Events/Parks

- A. Farmers Market

1. Registration Fees
 - a. Application Fee – Daily Vendors \$ 10.00
 - b. Membership Fee – Through April 15th \$ 50.00
 - c. Late registration – After April 15th \$ 15.00
 2. Daily Fees
 - a. Member Daily Fee Standard Booth \$ 10.00
 - b. Member Daily Fee Oversize Booth \$ 15.00
 - c. Non-Member Daily Fee Standard Booth \$ 20.00
 - d. Non-Member Daily Fee Oversize Booth \$ 25.00
 - e. Non-Profit Daily Fee \$ 5.00
 - f. Youth Vendor Fee \$ 5.00
 3. Electricity Fees Per Day
 - a. Member – standard outlet (2 plugs) \$ 5.00
 - b. Member – 50 or 30 Amp (limited availability) \$ 7.50
 - c. Non-Member – standard outlet (2 plugs) \$ 7.50
 - d. Non-Member – 50 or 30 Amp (limited availability) \$ 10.00
 4. Product Challenge Submittal \$ 50.00
- B. Parks
1. Reservations
 - a. First come/first served No charge
 - b. Restrict site access \$10.00/hour city resident/\$15.00/hour non-resident
 2. Park setup/cleanup - Hourly staff cost +10% (resident); Hourly staff cost +20% (non-resident)
- C. Special Events
1. Application Fee Varies by event.

SECTION 18: Vacant/Abandoned Property

- A. Vacant Property Registration and Maintenance
 1. Registration Fee \$200.00
 2. Annual fee for property that remains vacant through December 31 \$150.00
 3. Late Fee 20%
- B. Abandoned Property
 1. Fee for property declared abandoned- non-construction site \$500.00
 2. Additional annual fee after Jan 1st where the property remains abandoned \$250.00
 3. Fee for property declared abandoned – under construction/construction stopped before completion. fee due on Jan 1 or July 1 whichever date is soonest after 45 days has passed after property under construction declared abandoned and no notable and consistent construction has occurred \$1,000.00
 4. Additional biannual fee for each 6month period the property remains abandoned and under construction/construction stopped before completion. \$500.00
 5. Late Fee 20%

SECTION 19: Multi-Family Tax Exemption (MFTE): CPMC CH 3.52.070

- A. Multi-Family Tax Exemption Fees
 1. Application Fee \$150.00
 2. Per multi-family unit \$ 25.00

Payment of Fees: All fees are required to be paid prior to services being rendered, as applicable.

Effective Date: Rates, fees, and other charges shall be effective January 24, 2023; after passage and approval as provided by law.

Clerical Corrections: The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

PASSED by the City Council of the City of College Place, Washington, this 28th day of February, 2023.

APPROVED:

ATTEST:

Norma Hernández– Mayor

Sherri St. Clair – City Clerk



State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan

Centennial Clean Water Program

Clean Water Act Section 319 Program

Stormwater Financial Assistance Program

**Washington State Water Pollution Control
Revolving Fund Program (Clean Water State
Revolving Fund)**

Water Quality Program

Washington State Department of Ecology
Olympia, Washington

January 2022, Publication 22-10-001

Publication Information

This document is available on the [Department of Ecology's website](https://apps.ecology.wa.gov/publications/documents/2210001.pdf)¹.

Contact Information

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Financial Management Section

P.O. Box 47600

Olympia, WA 98504-7600

Phone: 360-407-6510

Website²: [Washington State Department of Ecology](http://www.ecology.wa.gov)

ADA Accessibility

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

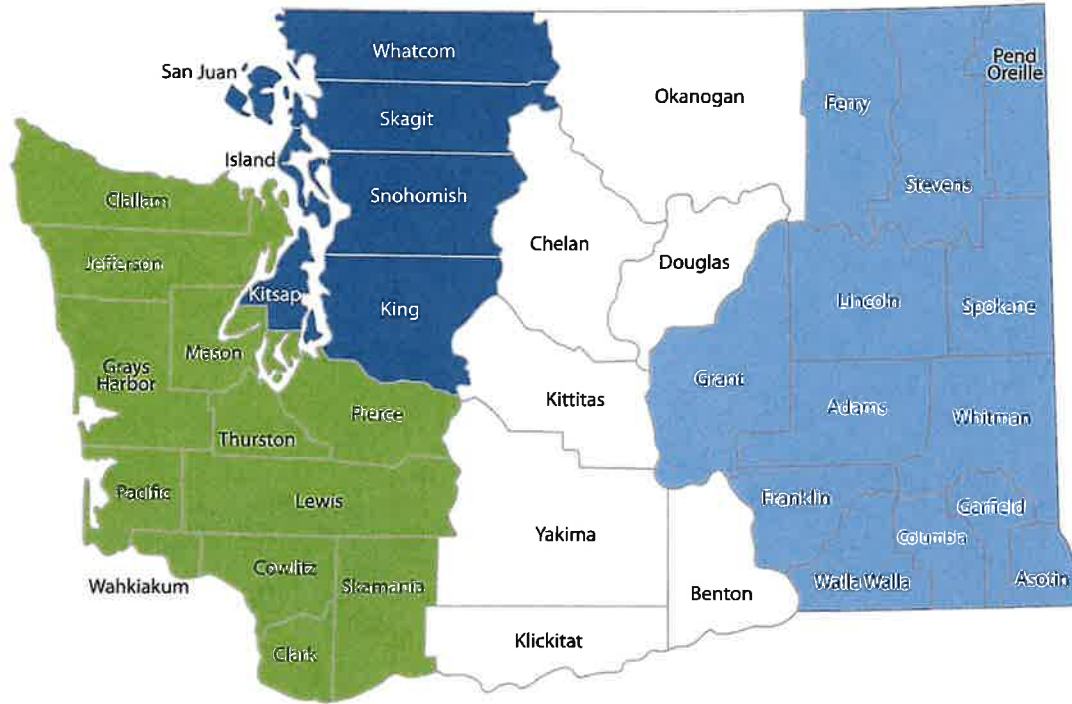
To request an ADA accommodation, contact Ecology by phone at 360-407-6502 or email at elaine.markham@ecy.wa.gov. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

¹ <https://apps.ecology.wa.gov/publications/documents/2210001.pdf>

² www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region
360-407-6300

Northwest Region
206-594-0000

Central Region
509-575-2490

Eastern Region
509-329-3400

Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	P.O. Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	P.O. Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 West Alder Street Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 North Monroe Spokane, WA 99205	509-329-3400
Headquarters	Statewide	P.O. Box 46700 Olympia, WA 98504	360-407-6000

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Introduction

The Washington State Department of Ecology's (Ecology) Water Quality Program (WQP) administers four major funding programs under the Water Quality Combined Funding Program (WQC) through an annual funding cycle. Ecology awards grants and loans on a competitive basis to eligible applicants for high-priority water quality projects throughout Washington.

This document (Draft List) presents the proposed distribution of funding for the State Fiscal Year 2023 (SFY23) Funding Cycle. The Draft List also discusses the goals and objectives for meeting water quality priorities and state and federal funding requirements through the four funding programs.

The Draft List describes how Ecology intends to use and administer funding from the Centennial Clean Water Program (Centennial), the federal Clean Water Act (CWA) Section 319 Program (Section 319), the Stormwater Financial Assistance Program (SFAP), and the Washington State Water Pollution Control Revolving Fund, nationally referred to as the Clean Water State Revolving Fund (CWSRF). The Draft List also serves as the Intended Use Plan (IUP) required by the federal Environmental Protection Agency (EPA) for providing information on how Ecology will administer the CWSRF. Due to the integrated nature of the funding programs, Ecology publishes one combined document.

Overview of the Funding Programs

CWSRF

CWSRF is a low-interest rate loan program established by Congress under Title VI of the CWA Amendments of 1987 to fund water quality related projects. CWSRF funds a broad range of facility and activity projects, including:

- Planning, design, and construction of wastewater facilities, stormwater facilities, and large onsite sewage systems.
- Planning and implementation of nonpoint source pollution control activities.
- Planning and implementation of estuary conservation and management activities.
- Onsite sewage system repair and replacement programs.

Ecology also uses CWSRF to provide special funding for financially challenged (hardship) communities and for projects or portions of projects that meet one or more of EPA's criteria for green project reserve (GPR).

Since the program's inception, Ecology has received a federal Capitalization Grant from EPA each federal fiscal year (FFY) to help fund CWSRF; the grant is based on Congressional appropriation. The state must provide a match of the Capitalization Grant. Each year Ecology estimates the funds available for CWSRF from multiple sources and offers the combined total in new loans to eligible public bodies for high priority water quality projects (see Table 4).

In November 2021 President Biden signed the Bipartisan Infrastructure Law (BIL). The BIL authorizes a new Capitalization Grant to provide further funding for CWSRF. Ecology plans to combine the two Capitalization Grants to help fund projects described in the Draft List. Throughout the remainder of this document, when needed, Ecology will differentiate between the grants using the phrases, “base Capitalization Grant” and “BIL Capitalization Grant”, respectively, or use the phrase “combined Capitalization Grant” to refer to the combined total of both grants.

Ecology must manage CWSRF in accordance with state and federal laws and rules, and conditions imposed through the Capitalization Grant. The key state law is [Chapter 90.50A RCW](#)³, and the key state rule is [Chapter 173-98 WAC](#)⁴.

Interest Rates

Ecology bases interest rates for non-hardship projects on the average market interest rate for tax-exempt municipal bonds. Ecology uses the average 11-Bond GO (General Obligation) Index rate for the period 30-180 days prior to the beginning of a new funding cycle and sets the interest rate, depending on the loan term, at 80%, 60%, or 30% of that average for most projects. Table 1 shows the term and interest rates for standard CWSRF loans for SFY23.

Table 1: SFY23 Interest Rates for Standard CWSRF Loans

Loan Term	Interest Rate for Most Projects	Interest Rate for Nonpoint Source Activity Projects
5 Years	0.5%	0.4%
20 Years	1.1%	0.7%
30 Years	1.4%	1.1%

Hardship for Wastewater Facility Construction

Wastewater facility construction projects funded through CWSRF are eligible for financial hardship consideration if the project meets the following criteria:

- The existing residential population of the service area for the project is 25,000 or less at the time of application.
- Financing the project without subsidy would cause existing residential sewer fees to be 2% or more of the median household income (MHI) for the service area.

If Ecology determines that financial hardship exists, it may structure a funding offer that includes a combination of grant, forgivable principal loan (FP loan), and further subsidized loan interest rates. Table 2 shows the wastewater facility construction hardship interest rate and grant/FP loan eligibility for SFY23.

³ <http://apps.leg.wa.gov/rcw/default.aspx?cite=90.50A&full=true>

⁴ <http://apps.leg.wa.gov/wac/default.aspx?cite=173-98&full=true>

Table 2: SFY23 Hardship Interest Rates and Grant/Forgivable Principal Loan Eligibility

Sewer fee divided by MHI is:	Below 2% (non-hardship)	Above 2% but below 3% (moderate hardship)	Above 3% but below 5% (elevated hardship)	Above 5% (severe hardship)
5 years loan term:	0.5%	0.4%	0.2%	0.0%
20 years loan term:	1.1%	0.7%	0.4%	0.0%
30 years loan term:	1.4%	1.1%	0.7%	0.4%
Grant/FP loan eligibility:	Not eligible	50% up to \$5M	75% up to \$5M	100% up to \$5M

Hardship for Wastewater and Stormwater Facility Preconstruction

Wastewater and stormwater facility preconstruction projects funded through CWSRF are eligible for financial hardship consideration if the project meets the following criteria:

- The existing residential population of the service area for the project is 25,000 or less at the time of application.
- The MHI for the service area is less than 80% of the state MHI.

Ecology may award applicants that meet these criteria a FP loan and/or a Centennial grant for 50% of the eligible preconstruction project costs.

SFAP

SFAP is a state grant program established through legislative appropriation. SFAP funds stormwater facilities and stormwater activities that reduce water pollution from stormwater caused by existing infrastructure and development. Cities, counties, and ports are eligible for SFAP grants.

Funding for SFAP comes from the Model Toxics Control Act (MTCA) Stormwater Account.

The state rule [Chapter 173-323 WAC](#)⁵ applies to SFAP. In addition, Ecology must implement the program in accordance with any conditions in the SFAP funding appropriation. Ecology works with the Financial Advisory Council to update guidelines for program implementation. These guidelines are integrated into the [Funding Guidelines State Fiscal Year 2023 Water Quality Financial Assistance](#)⁶ publication.

Hardship for Stormwater Projects Funded Through SFAP

Stormwater projects in cities and counties funded through SFAP are eligible for financial hardship consideration if the project meets the following criteria:

- The existing residential population is 25,000 or less at the time of application.
- The MHI for the city or county is less than 80% of the state MHI.

⁵ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-323&full=true>

⁶ <https://apps.ecology.wa.gov/publications/documents/2110028.pdf>

Cities or counties that meet these criteria are eligible for a SFAP grant with a match requirement of 15% of the total eligible project cost. Non-hardship projects require the standard 25% match.

Ports are not eligible for hardship funding under SFAP.

Centennial

Centennial is a state funding program established by the State Legislature in 1986. It provides grants to eligible public bodies for wastewater facility preconstruction and construction in qualified hardship communities, a limited range of stormwater activity projects, and nonpoint source pollution control activity projects. Nonpoint source pollution control projects include:

- Stream restoration and buffers.
- Water quality-focused agricultural best management practices (BMPs).
- Onsite sewage system repair and replacement.

Although rare, Centennial can also be used to make loans with rates and terms aligned with CWSRF.

Centennial may be funded from various state sources.

Ecology must manage Centennial in accordance with state laws and rules. The key state law is [Chapter 70A.135 RCW](#)⁷, and the key state rule is [Chapter 173-95A WAC](#)⁸.

Section 319

Congress established Section 319 as part of the CWA amendments of 1987 to address nonpoint sources of water pollution.

Section 319 provides grants for a variety of activity projects that address nonpoint sources of pollution. Projects include:

- Stream restoration and buffers.
- Water quality-focused agricultural BMPs.

Projects that implement BMPs are required to collect and report data that estimate load reductions of nitrogen, phosphorus, and sediments. Ecology must report the reductions to EPA annually. Eligible applicants include public bodies and not-for-profit groups.

Based on Congressional appropriations, EPA offers an annual grant to Washington State to implement [Washington's Water Quality Management Plan to Control Nonpoint Sources of Pollution](#)⁹. The grant from EPA requires a 40% state match. Ecology provides this match by awarding Centennial grants to nonpoint source pollution control projects.

⁷ <https://apps.leg.wa.gov/rcw/default.aspx?cite=70A.135&full=true>

⁸ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-95A&full=true>

⁹ <https://apps.ecology.wa.gov/publications/documents/1510015.pdf>

There are no specific state laws or rules for Section 319, but Ecology uses a combination of federal laws, rules, and guidelines and the Centennial law and rule to govern the program.

Mission, Goals, and Objectives

The overall mission of Ecology is to protect, preserve, and enhance Washington's environment and promote the wise management of our air, land, and water. In addition, the goals of Ecology's WQP include:

- Prevent and reduce water pollution.
- Clean up polluted waters and engage citizens in the work to protect and restore water quality.
- Provide excellent technical and financial assistance.

The following combined list of short- and long-term goals and objectives help achieve the overall mission of Ecology and the WQP through the financial assistance programs.

Short- and Long-term Goals and Objectives

Goal 1: Identify and fund the highest priority water quality focused projects statewide.

Objectives

- Communicate with regional Ecology experts to identify water quality priorities.
- Coordinate with external partners, including advisory groups, tribes, special purpose districts, and state, federal, and local governments for input on water quality priorities.
- Communicate with the Legislature about needs and priorities for funding.

Goal 2: Provide funding through a fair, objective, and transparent process.

Objectives

- Involve stakeholders, including the public, in major funding program development, including rules and funding offer lists.
- Conduct two application Evaluators' meetings with a focus on consistency and objectivity in scoring.

Goal 3: Provide the best possible funding packages for small, financially challenged communities.

Objectives

- Set aside one-third of Centennial for wastewater facility construction projects and wastewater facility preconstruction projects in small communities. The set-aside applies to construction projects that would otherwise result in sewer fees for residential ratepayers

that are more than 2% of the median household income (MHI). The set-aside also applies to preconstruction projects in communities with MHI's less than 80% of the state MHI.

- Set aside 5% of CWSRF for facility preconstruction projects in small communities with MHIs less than the state MHI. Provide forgivable principal loans and/or Centennial grants in those communities if the MHI is less than 80% of the state MHI.
- Reduce the SFAP grant match requirement for stormwater projects in small communities with MHIs less than 80% of the state MHI.
- Reduce the CWSRF interest rates for local onsite sewage system repair and replacement programs if they target loans to financially challenged homeowners.

Goal 4: Provide technical assistance to funding applicants and recipients.

Objectives

- Work with EPA, other federal agencies, and other state agencies to ensure effective coordination associated with major federal and state requirements.
- Provide outreach at workshops, conferences, and meetings to present information related to the funding programs and requirements.
- Conduct annual funding applicant training workshops.
- Conduct annual funding recipient training workshops.
- Maintain and update the Water Quality Grants and Loans webpages.

Goal 5: Provide sound financial management of the funding programs and projects.

Objectives

- Evaluate CWSRF annually to ensure the availability of funds in perpetuity as defined by [Chapter 173-98 WAC](#)¹⁰.
- Conduct financial capability assessments of loan recipients prior to signing agreements.
- Coordinate with Ecology's Fiscal Office on overall financial management issues.
- Conduct internal workgroup meetings to identify problems, needs, and emerging issues.
- Coordinate with advisory groups, councils, and other funding agencies and programs.

SFY23 Funding Cycle

The annual funding cycle combines the four major funding programs into one process, using one application, one rating and ranking process, and preparing one prioritized offer list.

¹⁰ <http://apps.leg.wa.gov/wac/default.aspx?cite=173-98&full=true>

Applicants submit applications for funding through the [Ecology Administration of Grants and Loans \(EAGL\)](#)¹¹. Figure 1 is a diagram of the SFY23 Funding Cycle process.

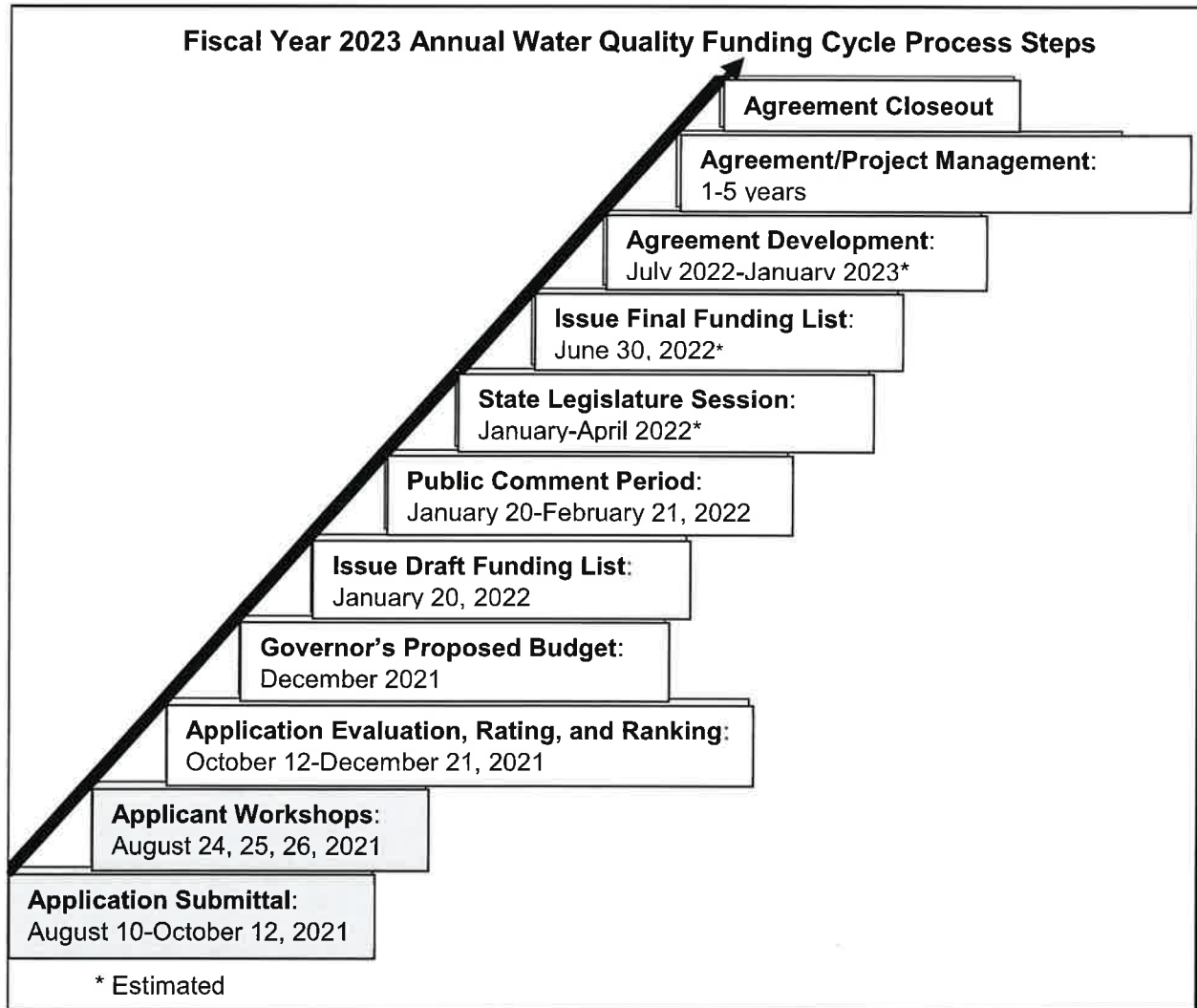


Figure 1: SFY23 Funding Cycle Process

Rating Criteria and Rating and Ranking Process

Rating Criteria

The SFY23 application rating criteria and points are listed in Table 3.

¹¹ <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans>

Table 3: SFY23 Application Rating Criteria

Application Rating Criteria and Guidance
Funding Request
0-15 points: Applicant has identified adequate matching funds. (Full points if no match is required.)
Scope of Work - Additional Tasks WQC
0-75 points: The scope of work represents a complete and concise description of the project tasks and outcomes, including deliverables. To receive full points, scope of work must align with the schedule and detailed budget.
Task Costs and Budget
0-50 points: The application demonstrates how the applicant arrived at the cost estimate for each task. The process used by the applicant to develop this estimate is based on real-world data.
0-85 points: The cost to complete the scope of work is reasonable when compared to similar projects in the region.
Project Team
0-50 points: Team members' roles and responsibilities are well defined and adequate for the scope of work. Team members' past experience is relevant to the proposed project. Applicant has a plan in place to maintain sufficient staffing levels to complete the project.
0-15 points: The applicant documents successful performance on other funded water quality projects, including Ecology funded projects. Previously constructed projects provided the water quality benefits described in the project application on time and within budget.
Project Planning and Schedule
0-40 points: Applicant used a complete and well-defined set of criteria to determine the value and feasibility of the proposed project and included the useful life and long-term maintenance costs in their evaluation of the project and project alternatives.
0-20 points: Applicant has provided documentation showing that key stakeholders have been identified and how they will support the project.
0-25 points: The project schedule includes all tasks including pre-project administrative elements such as permitting, MOUs, landowner agreements, etc., and provides sufficient time to complete all elements.
0-75 points: The applicant is ready to start on the proposed scope of work within 10 months of publication of the Final Offer List.
Water Quality and Public Health Improvements
0-135 points: Project proposes to reduce or prevent pollution in a waterbody that has been identified as a priority by a local, state or federal agency through the development of a federal, state or local water quality plan.
0-150 points: The proposed project area is directly connected to the water body identified for improvement and applicant has provided sufficient technical justification to show the proposed project will reduce the pollutants of concern in the water body identified for improvement.
0-50 points: Applicant has identified how the project will be evaluated in order to determine success, noted if the measure is quantitative or qualitative, and defined a goal.
0-100 points: The water quality and public health improvements that will be achieved represent a good value.
0-50 points: Applicant has a plan and commitments in place to fund long-term maintenance and sustain the water quality benefits of this project.
0-15 points: How well does the applicant and the project address greenhouse gas emission reductions in accordance with RCW 70.235.070?
Financial Hardship
0 points: If the applicant does not meet the criteria for financial hardship.
50 points: If the applicant meets the criteria for financial hardship.

Rating and Ranking Process

Before rating and ranking projects, Ecology headquarters staff screened and verified the general eligibility of each application. Then two Ecology regional staff with water quality technical expertise independently rated each eligible proposal. One evaluator was from the region where the proposal originated, and the other was from a different region. Ecology then averaged the two scores to obtain the final score. In cases where the two scores deviated by more than 100 points, an evaluator from Ecology headquarters conducted a third independent evaluation, and staff averaged the two closest scores to obtain the final score.

In order to be eligible for funding, a proposal must have received an overall score of at least 600 points and scored at least 250 points on the Water Quality and Public Health Improvements portion of the application.

Unrated Proposals

Staff determined that 3 proposals were ineligible for funding. These were not rated or ranked. There were 3 eligible wastewater facility refinance proposals. These were not rated or ranked, but funding is proposed for them. There were 2 requests for additional funding for already-funded projects and 1 already-funded project that didn't request funding. These were not rated or ranked, but Ecology will propose additional funding for all 3 projects through amendments to existing funding agreements.

Tiebreakers

If two projects had the same total score, Ecology first used scores on the Water Quality and Public Health Improvements form to break the tie. If a tie remained, Ecology used scores on the Project Schedule form. If a tie still remained, Ecology then used scores on the Task Costs/Budget form to break the tie. If a tie still remained, and both projects were eligible for FP loans, but there was insufficient FP loan available for both projects, Ecology proposed the FP loan to the applicant with the highest unemployment rate.

After completing the rating process, Ecology staff generated the ranked list of project proposals based on the final average scores. The full ranked list is presented in Appendix 1.

Available Funding, Set-asides, and Limits

Funding levels vary from year to year, depending on state and federal appropriations. Administrative rules, program policies, legislative directives, federal grant conditions, and funding levels result in requirements that Ecology set aside portions of the available funding for particular purposes and impose limits on uses and amounts. The set-asides and limitations vary from year to year. The SFY23 Draft List represents the second year of the 2021-23 Biennium, and fund levels are based on the 2021-2023 Biennial Budget plus any additional funding in the Governor's proposed Supplemental Budget released in December 2021.

The following are some specific funding levels, set-asides, and limitations for the programs.

CWSRF

There is \$310,818,652 available for CWSRF loans based on Ecology's cash flow model calculations, accounting for income, disbursements, and early loan repayments. See Appendix 1a for a list of projects proposed CWSRF funding.

Note: The Governor's budget included new appropriation authority of \$200 million to provide access for Ecology to award funds on this list that were deposited in the CWSRF account from unanticipated early loan repayments over the past year.

The following are set-asides and limits on CWSRF.

- 10% of the Capitalization Grant is set-aside for GPR projects or project components.
 - GPR-eligible projects or project elements may receive up to 25% FP loan.
- 10% of the base Capitalization Grant is set aside for FP loans.
- 49% of the BIL Capitalization Grant is set aside for FP loans.
- 75% of CWSRF is set aside for wastewater and stormwater facility construction projects.
 - No more than 50% of the amount in this category may be allocated to any applicant.
 - Wastewater facility construction hardship may be eligible for up to 100% FP loan and/or Centennial grant.
 - The combined total of CWSRF FP loan and Centennial grant may not exceed \$5,000,000 for any project.
 - A Step 4 (Design and Construction) project may not exceed \$7,000,000 in total costs.
- 20% of CWSRF is set aside for nonpoint source pollution control activities projects.
 - No more than 50% of the amount in this category may be allocated to any applicant.
- 5% of CWSRF is set aside for wastewater and stormwater facility preconstruction projects in communities with populations less than 25,000 and MHIs less than the state MHI. In addition, if the MHI is less than 80% of the state MHI, the community may qualify for up to 50% FP loan and/or Centennial grant.
 - No more than 20% of the amount in this category may be allocated to any applicant.
- \$5,000,000 standard loan is set aside for the ongoing CWSRF Emergency Funding Program.
- \$5,000,000 standard loan and \$5,000,000 FP loan is set aside for the proposed new planning and other predesign work funding opportunity described in the *Request for Comments on New Proposals* section.
- A "to be determined" amount of standard loan and FP loan is proposed to be directed to potential wastewater construction hardship projects listed in Table 12 described in the *Request for Comments on New Proposals* section.
- Except for GPR, funds may be moved from one category to another if there is limited demand.

SFAP

There is a total of \$33,333,601 available for SFAP grants. See Appendix 1d for a list of projects proposed SFAP funding.

The following are set-asides and limits on SFAP.

- 100% is provided to cities, counties, and ports implementing stormwater-related projects.
- The total SFAP project funding provided to any community may not exceed \$5,000,000.

Centennial

There is \$19,000,000 available for Centennial grants. See Appendix 1b for a list of projects proposed Centennial funding.

The following are set-asides and limits on Centennial.

- 33.33% for wastewater facility construction hardship projects.
- 33.33% for nonpoint source pollution control activities projects. (This also meets the 40% required state match for EPA grant for Section 319.)
 - Projects awarded a grant of \$250,000 or less may have any combination of the three types of match: Cash, In Kind Interlocal, and In Kind Other.
 - Projects awarded a grant of more than \$250,000 up to the maximum amount of \$500,000 must have a Cash match.
- A “to be determined” amount proposed to be directed to potential wastewater construction hardship projects listed in Table 12 described in the *Request for Comments on New Proposals* section.
- The remaining funding is available, competitively, to fund either wastewater facility construction hardship or nonpoint source projects based on ranked priority.
- Funds may be moved from one category to another if there is limited demand.

Section 319

There is \$1,579,509 available for Section 319 grants. See Appendix 1c for a list of projects proposed Section 319 funding.

The following are set-asides and limits on Section 319.

- 100% is for nonpoint source pollution control activities projects.
 - Projects awarded a grant of \$250,000 or less may have any combination of the three types of match: Cash, In Kind Interlocal, and In Kind Other.
 - Projects awarded a grant of more than \$250,000 up to the maximum amount of \$500,000 must have a Cash match.

Table 4 shows the estimated SFY23 funding for the various programs, with detailed information on CWSRF. Table 5 summarizes the SFY23 set-asides for each program by category.

Table 4: SFY23 Estimated Available Funding

	Cumulative Through SFY21	Estimated for SFY22	Estimated for SFY23	Totals
Sources of CWSRF Funds				
Federal Funds Received	\$831,511,360	\$76,779,783	\$76,779,783	\$985,070,926
State Match	\$152,673,027	\$15,355,957	\$15,355,957	\$183,384,940
Principal and Interest Collected	\$1,227,117,365	\$65,976,405	\$71,087,953	\$1,364,181,723
State Treasurer's Office Interest	\$48,878,907	\$3,295,198	\$3,295,198	\$55,469,303
<i>Subtotals</i>	<i>\$2,260,180,659</i>	<i>\$161,407,343</i>	<i>\$166,518,891</i>	<i>\$2,588,106,893</i>
Uses of CWSRF Funds				
Existing Loan Obligations	\$2,213,409,921	\$249,623,962	\$310,818,652	\$2,773,852,535
Administration Expended from Capitalization Grants	\$29,661,714	\$0	\$0	\$29,661,714
<i>Subtotals</i>	<i>\$2,243,071,635</i>	<i>\$249,623,962</i>	<i>\$310,818,652</i>	<i>\$2,803,514,249</i>
Total Available for CWSRF Loans	---	---	---	\$310,818,652
Total Available for SFAP Grants	---	---	---	\$33,333,601
Total Available for Centennial Grants	---	---	---	\$19,000,000
Total Available for Section 319 Grants	---	---	---	\$1,579,509
GRAND TOTAL AVAILABLE FUNDING	---	---	---	\$364,731,762

Table 5: SFY23 Set-asides

Category	CWSRF Standard Loans	CWSRF FP Loans	SFAP Grants	Centennial Grants	Section 319 Grants
Emergency Funding Program	\$5,000,000				
Proposed Planning and Other Predesign Work Funding Opportunity	\$5,000,000	\$5,000,000 (may be included in the \$19,904,939 FP loan cited below)			
Proposed Table 12 Potential Wastewater Facility-Hardship Projects	TBD	TBD		TBD	
Forgivable Principal Loans		\$19,904,939			
Green Project Reserve	\$7,677,978				
Nonpoint Source Pollution Control Activities	\$62,163,730			\$6,333,333	\$1,579,509
Stormwater Facility and Activity Projects			\$33,333,601		
Wastewater and Stormwater Facility Construction	\$233,113,989				
Wastewater and Stormwater Facility Preconstruction	\$15,540,933				
Wastewater Facility Construction in Hardship Communities				\$6,333,333	

Demand for Funds, Allocation Process, and Allocation of Funds

Demand for Funds

Ecology received 124 applications for funding. Applicants requested a total of \$413,486,555 in funding. Table 6 provides a summary of project applications and funding requests by category.

Table 6: SFY23 Funding Requested

Category	Projects	Loan Requested/ Willing to Accept	Grant Requested/ Eligible
Nonpoint Source Pollution Control Activity	45	\$922,009	\$12,608,663
Onsite Sewage System	3	\$0	\$702,388
Stormwater Activity	8	\$0	\$1,666,568
Stormwater Facility	40	\$6,612,005	\$35,568,039
Wastewater Facility-Hardship	5	\$30,794,538	\$10,877,228
Wastewater Facility	17	\$308,399,345	\$0
Wastewater Facility-Refinance	6	\$5,335,772	\$0
Totals	124	\$352,063,669	\$61,422,886
Total Funding Requested		\$413,486,555	

Allocation Process

Ecology developed the list of projects, proposed funding, and the allocation of funds, based on available funds, project priority, project type, funding source requirements, rating scores, and demand. CWSRF loans are only proposed to applicants eligible for and willing to accept loans.

Due to the integrated nature of the process, the allocation of funds does not necessarily strictly follow the project ranking. In cases where the demand for the funds did not meet the set-asides, Ecology shifted the funds to other projects in ranked priority order.

Allocation of Funds

Ecology is proposing grant and loan funding for 117 projects for a total of \$364,731,762. The total includes \$310,818,652 from CWSRF, \$33,333,601 from SFAP, \$19,000,000 from Centennial, and \$1,579,509 from Section 319.

Detailed information on all proposals received and proposed funding can be found in Appendix 1. Tables 7 through 11 present information on the proposed funding for specific categories of significant interest.

- Table 7 summarizes the allocation of proposed funding by category, funding program, and funding type.
- Table 8 provides information on the proposed CWSRF and Centennial funding for wastewater facility construction hardship projects.
- Table 9 provides information on the proposed CWSRF and Centennial funding for wastewater and stormwater facility preconstruction projects in communities with a population less than 25,000 and a MHI less than the state MHI.
- Table 10 provides information on the proposed CWSRF funding for nonpoint projects.

- Table 11 provides information on the proposed funding for projects located in the Puget Sound watershed.

Table 7: SFY23 Summary of Allocation of Funds

Category	Projects	CWSRF Standard Loan	CWSRF FP Loan	SFAP Grant	Centennial Grant	Section 319 Grant
Nonpoint Source Pollution Control Activity	40	\$0	\$0	\$0	\$9,394,333	\$1,579,509
Onsite Sewage System	3	\$0	\$0	\$0	\$702,388	\$0
Stormwater Activity	8	\$0	\$0	\$1,612,026	\$0	\$0
Stormwater Facility	39	\$636,978	\$44,832	\$31,721,575	\$0	\$0
Wastewater Facility-Hardship	5	\$30,254,021	\$2,514,466	\$0	\$8,903,280	\$0
Wastewater Facility	18	\$264,497,965	\$7,884,619	\$0	\$0	\$0
Wastewater Facility-Refinance	4	\$4,985,772	\$0	\$0	\$0	\$0
Totals	117	\$300,374,736	\$10,443,916	\$33,333,601	\$19,000,000	\$1,579,509
Total Funding	\$364,731,762					

Table 8: SFY23 CWSRF and Centennial Funding for Wastewater Facility Construction Hardship

Rank	Application Number	Applicant	Hardship Level	CWSRF Standard Loan	CWSRF Loan Interest Rate	CWSRF FP Loan	Centennial Grant
1	WQC-2023-CoPIED-00138	College Place city of - Engineering Department	Moderate	\$21,090,000	0.7%	\$0	\$5,000,000
2	WQC-2023-EaSoWd-00130	Eastsound Sewer & Water District	Moderate	\$3,469,041	1.2%	\$200,000	\$1,771,725
3	WQC-2023-Warden-00095	Warden, City of	Moderate	\$332,970	0.8%	\$34,750	\$288,280
6	WQC-2023-Rearda-00154	Reardan town of	Moderate	\$2,001,345	0.8%	\$146,450	\$1,287,205
46	WQC-2023-StJohn-00100	St John town of	Moderate	\$3,360,665	0.8%	\$2,133,266	\$556,070
Totals				\$30,254,021		\$2,514,466	\$8,903,280

Table 9: SFY23 CWSRF and Centennial Funding for Wastewater and Stormwater Facility Preconstruction

Rank	Application Number	Applicant	CWSRF Standard Loan	CWSRF FP Loan	Centennial Grant
2	WQC-2023-EaSoWd-00130	Eastsound Sewer & Water District	\$200,000	\$200,000	\$0
3	WQC-2023-Warden-00095	Warden, City of	\$34,750	\$34,750	\$0
6	WQC-2023-Rearda-00154	Reardan town of	\$146,450	\$146,450	\$0
8	WQC-2023-CiOrov-00113	Oroville city of	\$177,633	\$177,633	\$0
10	WQC-2023-SnPaUd-00098	Snoqualmie Pass Utility District	\$785,000	\$785,000	\$0
15	WQC-2023-CiKitt-00080	Kittitas city of	\$97,000	\$97,000	\$0
17	WQC-2023-FiBaSD-00031	Fisherman Bay Sewer District	\$382,000	\$382,000	\$0
27	WQC-2023-CiTeko-00135	Tekoa city of	\$75,000	\$75,000	\$0
35	WQC-2023-RitzCi-00104	Ritzville City of	\$162,500	\$162,500	\$0
46	WQC-2023-StJohn-00100	St John town of	\$159,317	\$159,317	\$0
50	WQC-2023-GarTo-00079	Garfield, Town of	\$50,000	\$50,000	\$0
73	WQC-2023-VashSD-00172	Vashon Sewer District	\$100,000	\$0	\$0
86	WQC-2023-ToAlmi-00174	Almira town of	\$30,486	\$30,486	\$0
Totals			\$2,400,136	\$2,300,136	\$0

Table 10: SFY23 CWSRF Funding for Nonpoint Projects

There was only 1 nonpoint or onsite sewage system project requesting loan funds, but that project scored below the 600 point minimum requirement for funding.

Table 11: SFY23 Funding for Projects in the Puget Sound Watershed

Rank	Application Number	Applicant	WRIA	CWSRF Standard Loan	CWSRF FP Loan	SFAP Grant	Centennial Grant	Section 319 Grant	Total Funding
2	WQC-2023-EaSoWd-00130	Eastsound Sewer & Water District	2 (100.00)	\$3,469,041	\$200,000	\$0	\$1,771,725	\$0	\$5,440,766
4	WQC-2023-KCWLRD-00026	King County - Water and Land Resources Division	9 (100.00)	\$0	\$0	\$0	\$135,300	\$0	\$135,300
11	WQC-2023-Sultan-00124	Sultan city of	7 (100.00)	\$17,742,000	\$0	\$0	\$0	\$0	\$17,742,000
16	WQC-2023-BellPW-00074	Bellingham city of - Public Works Department	1 (100.00)	\$0	\$0	\$0	\$500,000	\$0	\$500,000
17	WQC-2023-FiBaSD-00031	Fisherman Bay Sewer District	2 (100.00)	\$382,000	\$382,000	\$0	\$0	\$0	\$764,000
18	WQC-2023-SoSaSo-00033	Sound Salmon Solutions	5 (100.00)	\$0	\$0	\$0	\$0	\$136,181	\$136,181
20	WQC-2023-SnohCD-00010	Snohomish Conservation District	5 (100.00)	\$0	\$0	\$0	\$167,206	\$0	\$167,206
21	WQC-2023-SnohCD-00008	Snohomish Conservation District	7 (100.00)	\$0	\$0	\$0	\$152,245	\$0	\$152,245
23	WQC-2023-SnCoCN-00093	Snohomish County Conservation Natural Resources Department	5 (100.00)	\$0	\$0	\$0	\$500,000	\$0	\$500,000
24	WQC-2023-BremPW-00148	Bremerton city of - Public Works and Utilities	15 (100.00)	\$5,008,000	\$0	\$0	\$0	\$0	\$5,008,000
30	WQC-2023-SSIT-00152	Sauk-Suiattle Indian Tribe	4 (100.00)	\$0	\$0	\$0	\$22,388	\$0	\$22,388

Rank	Application Number	Applicant	WRIA	CWSRF Standard Loan	CWSRF FP Loan	SFAP Grant	Centennial Grant	Section 319 Grant	Total Funding
32	WQC-2023-SkCoPW-00001	Skagit County - Public Works Department	3 (100.00)	\$0	\$0	\$0	\$460,852	\$0	\$460,852
33	WQC-2023-Tukwil-00073	Tukwila city of - Public Works	9 (99.94)	\$0	\$0	\$1,176,341	\$0	\$0	\$1,176,341
41	WQC-2023-KCWLRD-00090	King County - Water and Land Resources Division	9 (100.00)	\$0	\$0	\$0	\$450,000	\$0	\$450,000
48	WQC-2023-KirkPW-00015	Kirkland city of - Public Works	8 (100.00)	\$0	\$0	\$335,096	\$0	\$0	\$335,096
51	WQC-2023-KirkPW-00132	Kirkland city of - Public Works	8 (100.00)	\$0	\$0	\$528,000	\$0	\$0	\$528,000
53	WQC-2023-PiCoPW-00184	Pierce County - Public Works and Utility Department	10 (50.17)	\$0	\$0	\$0	\$180,000	\$0	\$180,000
54	WQC-2023-LyndPW-00043	Lynden city of - Public Works Department	1 (100.00)	\$134,498	\$44,832	\$537,991	\$0	\$0	\$717,321
55	WQC-2023-PuyaPW-00062	Puyallup city of - Public Works	10 (53.90)	\$0	\$0	\$2,421,318	\$0	\$0	\$2,421,318
64	WQC-2023-PoAnPW-00153	Port Angeles city of - Public Works	18 (100.00)	\$0	\$0	\$1,005,426	\$0	\$0	\$1,005,426
65	WQC-2023-Tumwat-00050	Tumwater city of	13 (100.00)	\$0	\$0	\$0	\$500,000	\$0	\$500,000
66	WQC-2023-MaryPW-00143	Marysville city of - Public Works Department	7 (100.00)	\$0	\$0	\$778,163	\$0	\$0	\$778,163
67	WQC-2023-KiCoPW-00013	Kitsap County - Public Works	15 (100.00)	\$0	\$0	\$2,417,889	\$0	\$0	\$2,417,889
68	WQC-2023-BellPW-00110	Bellingham city of - Public Works Department	1 (100.00)	\$0	\$0	\$552,335	\$0	\$0	\$552,335
69	WQC-2023-Tumwat-00049	Tumwater city of	13 (73.89)	\$0	\$0	\$149,524	\$0	\$0	\$149,524
71	WQC-2023-PuyaPW-00091	Puyallup city of - Public Works	10 (53.90)	\$0	\$0	\$196,703	\$0	\$0	\$196,703
72	WQC-2023-Edmond-00101	Edmonds city of	8 (100.00)	\$0	\$0	\$0	\$500,000	\$0	\$500,000
73	WQC-2023-VashSD-00172	Vashon Sewer District	15 (100.00)	\$687,000	\$0	\$0	\$0	\$0	\$687,000
74	WQC-2023-LaFoED-00102	Lake Forest Park city of - Engineering Department	8 (100.00)	\$0	\$0	\$90,750	\$0	\$0	\$90,750
75	WQC-2023-EverPW-00118	City of Everett	7 (88.82)	\$0	\$0	\$301,110	\$0	\$0	\$301,110
76	WQC-2023-Issaqu-00127	Issaquah city of	8 (100.00)	\$0	\$0	\$205,500	\$0	\$0	\$205,500
79	WQC-2023-LyndPW-00048	Lynden city of - Public Works Department	1 (100.00)	\$0	\$0	\$241,875	\$0	\$0	\$241,875
82	WQC-2023-Tumwat-00051	Tumwater city of	13 (100.00)	\$0	\$0	\$92,788	\$0	\$0	\$92,788
83	WQC-2023-MaVaPW-00061	Maple Valley city of - Public Works	9 (100.00)	\$127,875	\$0	\$383,625	\$0	\$0	\$511,500
85	WQC-2023-BellPW-00111	Bellingham city of - Public Works Department	1 (100.00)	\$0	\$0	\$1,499,758	\$0	\$0	\$1,499,758
87	WQC-2023-Tukwil-00173	Tukwila city of - Public Works	9 (99.94)	\$0	\$0	\$72,353	\$0	\$0	\$72,353
89	WQC-2023-BothPW-00078	Bothell city of - Public Works	8 (100.00)	\$0	\$0	\$108,503	\$0	\$0	\$108,503
92	WQC-2023-JeCoPH-00032	Jefferson County Public Health	17 (100.00)	\$0	\$0	\$0	\$305,744	\$0	\$305,744
94	WQC-2023-BellPW-00188	Bellingham city of - Public Works Department	1 (100.00)	\$0	\$0	\$148,044	\$0	\$0	\$148,044
95	WQC-2023-PuyaPW-00106	Puyallup city of - Public Works	10 (50.17)	\$0	\$0	\$517,754	\$0	\$0	\$517,754
96	WQC-2023-Burlin-00176	Burlington city of	3 (100.00)	\$0	\$0	\$199,351	\$0	\$0	\$199,351
103	WQC-2023-Renton-00022	Renton city of	8 (99.99)	\$0	\$0	\$405,000	\$0	\$0	\$405,000
104	WQC-2023-KCoNRP-00016	King County - Natural Resources and Parks Department	8 (75.29)	\$2,060,000	\$0	\$0	\$0	\$0	\$2,060,000
108	WQC-2023-KCWLRD-00180	King County - Water and Land Resources Division	9 (100.00)	\$0	\$0	\$138,481	\$0	\$0	\$138,481
109	WQC-2023-CICHHS-00131	Clallam County - Health and Human Services	18 (100.00)	\$0	\$0	\$0	\$200,468	\$0	\$200,468
110	WQC-2023-NoSeAl-00053	Northwest Seaport Alliance	10 (53.90)	\$0	\$0	\$3,272,922	\$0	\$0	\$3,272,922
111	WQC-2023-BothPW-00189	Bothell city of - Public Works	8 (100.00)	\$0	\$0	\$45,024	\$0	\$0	\$45,024

Rank	Application Number	Applicant	WRIA	CWSRF Standard Loan	CWSRF FP Loan	SFAP Grant	Centennial Grant	Section 319 Grant	Total Funding
113	WQC-2023-Sammam-00171	Sammamish city of	8 (94.73)	\$0	\$0	\$276,195	\$0	\$0	\$276,195
Not rated	WQC-2021-SeaPUD-00191	Seattle city of - Public Utilities Department	8 (100.00)	\$68,840,000	\$0	\$0	\$0	\$0	\$68,840,000
Not rated	WQC-2023-KCoNRP-00125	King County - Natural Resources and Parks Department	8 (74.63)	\$100,128,893	\$0	\$0	\$0	\$0	\$100,128,893
Not rated	WQC-2023-KCoNRP-00126	King County - Natural Resources and Parks Department	8 (74.63)	\$29,760,000	\$0	\$0	\$0	\$0	\$29,760,000
Totals				\$228,339,307	\$626,832	\$18,097,819	\$5,845,928	\$136,181	\$253,046,067

Anticipated Centennial Grant and CWSRF FP Loan Need in the Next Biennium

Ecology anticipates an ongoing strong demand for Centennial grants and CWSRF FP loans in the next biennium. Centennial grants, in combination with CWSRF low interest loans and FP loans, often represent the only available sources of funding for small communities to affordably meet their wastewater infrastructure needs and to help communities address nonpoint source pollution, riparian restoration, and onsite sewage system repair and replacement projects.

Table 12 lists the estimated funding need, including Centennial grant and CWSRF FP loan hardship needs in the next biennium. The wastewater projects in this list are based on projects Ecology has already rated and ranked and provided funding for, or projects for which applications were submitted, rated and ranked, but not yet offered or awarded funding.

By including this Table 12 list of projects in this Draft List and Intended Use Plan, Ecology is proposing a new simplified funding process to help meet the anticipated wastewater infrastructure needs for small financially disadvantaged communities. Please see the *Request for Comments on New Proposals* section for additional information and request for comment on the proposals.

Table 12: Estimated Centennial Grant and CWSRF FP Loan Need in the Next Biennium

Community	Project Title	Project Category	Current Phase	Next Phase	Estimated Cost for Current Phase	Estimated Cost for Next Phase(s) During Next Biennium
Aberdeen, city of	Pump Station Improvement Project	Wastewater Facility	Design	Construction	\$735,000	\$7,350,000
Clallam County	Clallam Bay - Sekiu Wastewater Treatment Facility	Wastewater Facility	Design	Construction	\$5,598,700	\$55,987,000
Clarkston city of	Collection Facility Plan	Wastewater Facility	Planning	Design & Construction	\$170,000	\$8,500,000
Cle Elum city of	General Sewer Plan	Wastewater Facility	Planning	Design & Construction	\$230,000	\$11,500,000
Cusick, Town of	Wastewater Facility Plan	Wastewater Facility	Planning	Design & Construction	\$90,000	\$4,500,000
Dayton, City of	Wastewater Treatment Plant	Wastewater Facility	Design	Construction	\$990,000	\$9,900,000
Fisherman Bay Sewer District	Design of Fisherman Bay Sewer District	Wastewater Facility	Design	Construction	\$764,000	\$7,640,000

Community	Project Title	Project Category	Current Phase	Next Phase	Estimated Cost for Current Phase	Estimated Cost for Next Phase(s) During Next Biennium
	WWTP Upgrade and Expansion					
Garfield, Town of	Garfield Wastewater Treatment Plant Facilities Plan	Wastewater Facility	Planning	Design & Construction	\$100,000	\$5,000,000
Grand Coulee city of	Wastewater Facility Plan	Wastewater Facility	Planning	Design & Construction	\$111,000	\$5,550,000
Holmes Harbor Sewer District	General Sewer Plan	Wastewater Facility	Planning	Design & Construction	\$70,000	\$3,500,000
Hoquiam, City of	General Sewer and Wastewater Facility Plan Project	Wastewater Facility	Planning	Design & Construction	\$666,906	\$33,345,317
Kitsap County	Sewer Utility Facility Plans (4 Wastewater Facilities)	Wastewater Facility	Planning	Design & Construction	\$2,753,682	\$137,684,100
Kittitas city of	General Sewer Plan	Wastewater Facility	Planning	Design	\$194,000	\$970,000
Main Street Sewer District	General Sewer Plan and Facilities Plan	Wastewater Facility	Planning	Design & Construction	\$75,000	\$3,750,000
Mossyrock city of	General Sewer Plan Update / Wastewater Treatment Plant Planning and Upgrade	Wastewater Facility	Planning	Design & Construction	\$200,000	\$10,000,000
Newport city of	Wastewater Master Plan	Wastewater Facility	Planning	Design & Construction	\$308,500	\$15,425,000
Oakesdale town of	Wastewater Facility Plan and Other Requirements [REAPP]	Wastewater Facility	Planning	Design & Construction	\$189,000	\$9,450,000
Okanogan, City of	Wastewater Facility/General Sewer Plan	Wastewater Facility	Planning	Design & Construction	\$210,000	\$10,500,000
Oroville city of	City of Oroville General Sewer Plan	Wastewater Facility	Planning	Design	\$355,265	\$1,776,325
Othello city of	Wastewater Facility Plan	Wastewater Facility	Planning	Design & Construction	\$375,750	\$18,787,500
Palouse, City of	Wastewater System Improvements	Wastewater Facility	Design	Construction	\$1,845,000	\$18,450,000
Pateros City of	Wastewater Facility Engineering Report and General Sewer Plan Update	Wastewater Facility	Planning	Design & Construction	\$192,810	\$9,640,500
Republic, City of	President's Bowl I/I Reduction Plan, Headworks & Effluent Pumping	Wastewater Facility	Planning	Design & Construction	\$144,650	\$7,232,500
Ritzville City of	City of Ritzville General Sewer Plan Update	Wastewater Facility	Planning	Design	\$325,000	\$1,625,000
Royal City city of	Wastewater Facility Plan	Wastewater Facility	Planning	Design & Construction	\$150,000	\$7,500,000
Sequim, City of	Aerobic Digester Capacity Upgrades	Wastewater Facility	Design	Construction	\$178,050	\$1,780,500
Snoqualmie	Snoqualmie Pass	Wastewater	Design	Construction	\$1,570,000	\$15,700,000

Community	Project Title	Project Category	Current Phase	Next Phase	Estimated Cost for Current Phase	Estimated Cost for Next Phase(s) During Next Biennium
Pass Utility District	Phase 2-4 MBR WWTP Improvements Eng. & Constr Services	Facility				
Springdale town of	Facilities Plan	Wastewater Facility	Planning	Design & Construction	\$75,000	\$3,750,000
Tekoa city of	Wastewater Treatment Plant Facilities Plan	Wastewater Facility	Planning	Design	\$150,000	\$750,000
Twisp town of	Wastewater Treatment System Improvements	Wastewater Facility	Design	Construction	\$779,000	\$7,790,000
Wapato, City of	Facility Plan Amendment No. 2 – Metals Removal Study	Wastewater Facility	Planning	Design & Construction	\$113,000	\$5,650,000
Winthrop town of	Town of Winthrop Wastewater Facility/General Sewer Plan	Wastewater Facility	Planning	Design & Construction	\$200,000	\$10,000,000
Statewide	Implement nonpoint source pollution mitigation and riparian restoration	Nonpoint Source Activity	Implementation	Implementation	N/A	\$26,958,016
Statewide	Onsite sewage systems, including support for the statewide Regional On-Site Sewage System Loan Program	Onsite Sewage System	Implementation	Implementation	N/A	\$7,811,282
Total Estimated Need					\$19,909,313	\$450,983,742

CWSRF Key Conditions

This section addresses several of the key conditions that apply to CWSRF. These conditions are listed alphabetically by topic. Other sections of this document address the remaining key conditions that apply to CWSRF.

Accounting Standards

Recipients must maintain accurate records and accounts for the project in accordance with Generally Accepted Accounting Principles (GAAP) as issued by the Governmental Accounting Standards Board (GASB), including standards related to the reporting of infrastructure assets, or in accordance with the state standards in [Chapter 43.09.200 RCW](http://app.leg.wa.gov/rcw/default.aspx?cite=43.09.200)¹².

Additional Subsidization

The FFY22 combined Capitalization Grant is expected to require Ecology to award a minimum of \$19,904,939 in Additional Subsidization (AS). This figure is based on expectations that the FFY22 base Capitalization Grant will be \$45,428,602 and require a minimum of 10% for AS, and that

¹² <http://app.leg.wa.gov/rcw/default.aspx?cite=43.09.200>

the FFY22 BIL Capitalization Grant will be \$31,351,181 and require 49% for AS. AS may be awarded in the form of FP loans, negative interest rate loans, or grants. Ecology always awards AS in the form of FP loans.

Ecology may award FP loans to the following types of projects:

- Wastewater and stormwater facility preconstruction hardship projects where the project involves sustainable planning or design.
- Wastewater facility construction hardship projects meeting the criteria described in the *Affordability Criteria* section.
- GPR-eligible projects.

Table 13 contains a list of projects proposed AS in the form of FP loans.

Table 13: SFY23 CWSRF Forgivable Principal Loan Funding

Rank	Application Number	Applicant	CWSRF FP Loan	Additional Subsidization Category
2	WQC-2023-EaSoWd-00130	Eastsound Sewer & Water District	\$200,000	Sustainable Planning or Design; Affordability
3	WQC-2023-Warden-00095	Warden, City of	\$34,750	Sustainable Planning or Design; Affordability
6	WQC-2023-Rearda-00154	Reardan town of	\$146,450	Sustainable Planning or Design; Affordability
8	WQC-2023-CiOrov-00113	Oroville city of	\$177,633	Sustainable Planning or Design; Affordability
10	WQC-2023-SnPaUd-00098	Snoqualmie Pass Utility District	\$785,000	Sustainable Planning or Design; Affordability
15	WQC-2023-CiKitt-00080	Kittitas city of	\$97,000	Sustainable Planning or Design; Affordability
17	WQC-2023-FiBaSD-00031	Fisherman Bay Sewer District	\$382,000	Sustainable Planning or Design; Affordability
27	WQC-2023-CiTeko-00135	Tekoa city of	\$75,000	Sustainable Planning or Design; Affordability
35	WQC-2023-RitzCi-00104	Ritzville City of	\$162,500	Sustainable Planning or Design; Affordability
46	WQC-2023-StJohn-00100	St John town of	\$2,133,266	Sustainable Planning or Design; Affordability
50	WQC-2023-GarfTo-00079	Garfield, Town of	\$50,000	Sustainable Planning or Design; Affordability
54	WQC-2023-LyndPW-00043	Lynden city of - Public Works Department	\$44,832	Green Project Reserve
86	WQC-2023-ToAlmi-00174	Almira town of	\$30,486	Sustainable Planning or Design; Affordability
100	WQC-2023-Kennew-00139	Kennewick city of	\$6,125,000	Green Project Reserve
Total			\$10,443,917	

Ecology acknowledges that the total proposed AS in Table 13 does not meet the minimum AS that is expected to be required by the FFY22 combined Capitalization Grant. However, Ecology is proposing options for meeting the expected minimum AS requirements. Please see the *Request for Comments on New Proposals* section for additional information and a request for comment on the proposals.

Administration Expenses

When CWSRF loans enter repayment, Ecology applies an administration charge to the declining loan balance. Account 564 is used for tracking CWSRF Administration Charge revenue and expenditure activity. The current administration charge is 0.3%. Ecology deducts the charge from the loan interest rate for loans with an interest rate greater than the charge.

Ecology may use the funds in Account 564 for CWSRF administration purposes or transfer them to the CWSRF account (Account 727) to make them available for loans for high priority water quality projects.

Ecology estimates Account 564 will have a balance of \$5,000,000 at the end of SFY22. Ecology estimates the balance will be \$10,512,000 at end of SFY23. Ecology anticipates spending \$2,225,000 from the account in SFY22 and \$3,144,000 from the account in SFY23.

The CWSRF Capitalization Grant allows several options for using additional funds for administration expenses. The annual CWSRF administrative allowance is the greater of the following:

- 4% of the cumulative Capitalization Grant minus cumulative administration expenses paid from the Capitalization Grant.
- \$400,000.
- 0.112% of the Total Net Position of the CWSRF fund based on the prior years audited financial reports.

All SFY23 CWSRF administration expenses are expected to be covered with Account 564 funds. However, Ecology reserves the maximum allowable authority of the Capitalization Grant for administration expenses.

Affordability Criteria

For the purposes of providing AS, Ecology's "affordability" (hardship) criteria must include the following:

- Income.
- Population trends.
- Unemployment data.

Ecology uses income and population trends during the assessment of eligibility for AS. Ecology uses unemployment data as a rating tiebreaker in cases where two projects are eligible for FP loans, but there is insufficient FP loan available for both projects, and Ecology is unable to break

the tie using the first three tiebreakers as described in the *Tiebreakers* section. In such cases, Ecology will offer the FP loan to the applicant with the highest unemployment rate.

American Iron and Steel and Buy America Build America Act

Since 2014, recipients of CWSRF funding for wastewater and stormwater facility Step 3 (Construction) and Step 4 (Design and Construction) projects have been required to meet the American Iron and Steel (AIS) requirements. However, following passage of the BIL in November 2021, such recipients will now be required to meet the Buy America Build America Act (BABAA) requirements in addition to the AIS requirements. EPA is currently developing guidelines in coordination with the Office of Management and Budget, to describe how the BABAA requirements must be met. When final guidance is available, Ecology will include provisions addressing the requirements in all funding agreements for such projects.

Architectural and Engineering Services Procurement

Ecology requires Designated Equivalency Projects (DEPs) and Alternate DEPs to procure architectural and engineering (A/E) services according to the federal requirements found in [Chapter 11 of Title 40, USC](#)¹³. (See the “Equivalency Requirements, Designated Equivalency Projects, and Alternate Equivalency Projects” section for more information about DEPs.)

A/E services include, but are not limited to, program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, and architectural related services. Ecology includes provisions addressing the requirements in all funding agreements for such projects.

Assurances and Certifications

The 2021 Operating Agreement between Ecology and EPA for CWSRF includes the necessary assurances and certifications required by EPA and the CWA. The Operating Agreement specifies a number of conditions that must be met for CWSRF. Each Capitalization Grant typically contains additional conditions that must be met. Ecology is committed to being in compliance with all conditions in the Operating Agreement and any additional conditions found in the Capitalization Grant for any given year.

Binding Commitments

Ecology must make binding commitments for 120% of the federal funds received within one year following receipt of payment. Table 14 shows that Ecology expects to meet the requirement. Table 15 lists all of the projects proposed funding for SFY23 through CWSRF in ranked order and the projected binding commitment date.

¹³ <http://www.gpo.gov/fdsys/pkg/USCODE-2011-title40/pdf/USCODE-2011-title40-subtitleI-chap11.pdf>

Table 14: CWSRF Estimated Binding Commitments with Respect to Federal Funds Received

	Amounts and Percent
Federal Funds Received (Cumulative Projected Through SFY22)	\$908,291,143
FFY22 Capitalization Grant (for SFY23)	\$76,779,783
Loan Obligations (Cumulative Projected Through SFY23)	\$2,773,852,535
Estimated % Federal Funds Received Under Binding Commitment	305%

Table 15: CWSRF Estimated Schedule of Binding Commitments

Rank	Application Number	Applicant	CWSRF Loan	Scheduled Binding Commitment Date
1	WQC-2023-CoPIED-00138	College Place city of - Engineering Department	\$21,090,000	1/31/2023
2	WQC-2023-EaSoWd-00130	Eastsound Sewer & Water District	\$3,669,041	1/31/2023
3	WQC-2023-Warden-00095	Warden, City of	\$367,720	9/30/2022
6	WQC-2023-Rearda-00154	Reardan town of	\$2,147,795	1/31/2023
7	WQC-2023-Waterv-00160	Waterville town of	\$6,475,000	1/31/2023
8	WQC-2023-CiOrov-00113	Oroville city of	\$355,265	9/30/2022
10	WQC-2023-SnPaUd-00098	Snoqualmie Pass Utility District	\$1,570,000	1/31/2023
11	WQC-2023-Sultan-00124	Sultan city of	\$17,742,000	1/31/2023
15	WQC-2023-CiKitt-00080	Kittitas city of	\$194,000	9/30/2022
17	WQC-2023-FiBaSD-00031	Fisherman Bay Sewer District	\$764,000	11/30/2022
19	WQC-2023-AberPW-00072	Aberdeen city of - Public Works	\$8,590,000	1/31/2023
24	WQC-2023-BremPW-00148	Bremerton city of - Public Works and Utilities	\$5,008,000	1/31/2023
27	WQC-2023-CiTeko-00135	Tekoa city of	\$150,000	9/30/2022
35	WQC-2023-RitzCi-00104	Ritzville City of	\$325,000	9/30/2022
46	WQC-2023-StJohn-00100	St John town of	\$5,493,931	1/31/2023
50	WQC-2023-GarTo-00079	Garfield, Town of	\$100,000	9/30/2022
54	WQC-2023-LyndPW-00043	Lynden city of - Public Works Department	\$179,330	9/30/2022
73	WQC-2023-VashSD-00172	Vashon Sewer District	\$687,000	11/30/2022
81	WQC-2023-Spokane-00103	Spokane city of	\$87,500	9/30/2022
83	WQC-2023-MaVaPW-00061	Maple Valley city of - Public Works	\$127,875	9/30/2022
84	WQC-2023-CiBrid-00082	Bridgeport City of	\$9,900	9/30/2022
86	WQC-2023-ToAlmi-00174	Almira town of	\$533,426	11/30/2022
91	WQC-2023-Grandv-00123	Grandview city of	\$189,705	9/30/2022
97	WQC-2023-Spokane-00096	Spokane city of	\$87,500	9/30/2022
100	WQC-2023-Kennew-00139	Kennewick city of	\$29,100,000	1/31/2023
104	WQC-2023-KCoNRP-00016	King County - Natural Resources and Parks Department	\$2,060,000	1/31/2023
Not rated	WQC-2021-SeaPUD-00191	Seattle city of - Public Utilities	\$68,840,000	1/31/2023

Rank	Application Number	Applicant	CWSRF Loan	Scheduled Binding Commitment Date
		Department		
Not rated	WQC-2023-KCoNRP-00125	King County - Natural Resources and Parks Department	\$100,128,893	1/31/2023
Not rated	WQC-2023-KCoNRP-00126	King County - Natural Resources and Parks Department	\$29,760,000	1/31/2023
Refinance	WQC-2023-Metali-00037	Metalline town of	\$110,000	9/30/2022
Refinance	WQC-2023-ToCath-00020	Cathlamet town of	\$4,482,772	1/31/2023
Refinance	WQC-2023-ToSpri-00042	Springdale town of	\$223,000	9/30/2022
Refinance	WQC-2023-ToWasht-00105	Washtucna town of	\$170,000	9/30/2022

By-pass for CWSRF

If an applicant declines the CWSRF funding or CWSRF funds are otherwise unobligated, Ecology will shift the funds to the next project in ranked priority order.

Cost and Effectiveness Analysis

Ecology requires a Cost and Effectiveness Analysis certification for all CWSRF-funded projects.

- A cost-effectiveness analysis must include a comparison of the life cycle costs of alternatives taking into account:
 - The cost of constructing the project or activity.
 - The cost of operating and maintaining the project or activity over the life of the project or activity.
 - The cost of replacing the project or activity.
 - The selection, to the maximum extent practicable, of a project or activity that maximizes the potential for efficient water use, reuse, recapture, and conservation, and energy conservation.

Recipients must complete the certification in EAGL prior to loan signing.

Clean Water State Revolving Fund Data System

Ecology must enter information on all CWSRF-funded projects into the Clean Water State Revolving Fund Data System within a month of signing an agreement or amendment. Ecology enters additional financial information related to the CWSRF fund for the prior SFY into the Clean Water State Revolving Fund Data system by August 31 each year.

Davis-Bacon Act Wages

Recipients of CWSRF funding for wastewater and stormwater facility Step 3 and Step 4 projects must comply with the federal Davis-Bacon Act wage requirements. Ecology includes provisions that address the requirements in funding agreements for such projects.

Deposits of the State Match

The Washington State Treasurer deposits into the CWSRF account the state's match of the Capitalization Grant on or before the date on which each grant payment is made. Table 16 shows the SFY23 estimated schedule of payments for the FFY22 combined Capitalization Grant; the state match will be deposited on or before the listed dates. The source of the state match is the Public Works Assistance Account.

Table 16: Estimated Schedule of Payments for FFY22 Combined Capitalization Grant

Federal Quarter Beginning	FFY22 Title VI Grant Payments
7/1/2022	\$76,779,783
10/1/2022	
1/1/2023	
4/1/2023	
Total	\$76,779,783

Disadvantaged Business Enterprise

Ecology requires all recipients of CWSRF funding to comply with the federal Disadvantaged Business Enterprise (DBE) standards. Ecology requires all such recipients to report on meeting the DBE standards, and Ecology reports the results to EPA annually.

Drawing Funds from the Capitalization Grant

Ecology pays out all state matching funds prior to drawing any federal capitalization dollars in an effort to simplify the state match process.

Equivalency Requirements, Designated Equivalency Projects, and Alternate Equivalency Projects

"Equivalency requirements" refer to specific federal laws and authorities that EPA requires Ecology to report on and/or track compliance with by CWSRF loan recipients to an amount equivalent to the amount of the combined Capitalization Grant Ecology receives from EPA.

The equivalency requirements for CWSRF apply to the following (each equivalency requirement is further described elsewhere in its own section):

- Architectural and engineering (A/E) services procurement.
- A report on compliance with specific federal environmental assurances, often referred to by EPA as cross cutters.
- Disadvantaged Business Enterprises (DBE).
- Funding Accountability and Transparency Act (FFATA).
- Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment.

- Signage.
- Single Audit Act (SAA).
- Suspension and debarment.
- Uniform Relocation and Real Property Acquisition Policies Act.

Ecology applies the DBE, signage, and suspension and debarment requirements to all recipients of CWSRF funding. In addition to these, Ecology applies the A/E services procurement, the federal environmental assurances, prohibition on certain telecommunication and video surveillance services or equipment, and the Uniform Relocation and Real Property Acquisition Policies Act to Alternate DEPs. Ecology applies all the equivalency requirements to DEPs, including the FFATA and SAA requirements. Alternate DEPs are required to meet all the federal requirements, but their funding is not considered as “federal” for the purposes of complying with the SAA or Ecology’s FFATA reporting unless their funding agreement is amended to specify the funding is federal. Funding for DEPs is assigned as “CWSRF-SFY23 (Federal)” to the amount of the Capitalization Grant; the remainder is assigned as “CWSRF-SFY23 (State)”. Funding for any Alternate DEPs is assigned as “CWSRF-SFY23 (State)”.

The core criteria for determining which projects are DEPs and any identified Alternate DEPs are:

- Step 3 and Step 4 wastewater facility projects.
- Population of the applicant is 25,000 or more.

Ecology maintains the option to modify the criteria for determining DEPs and Alternate DEPs if needed to ensure the funding for DEPs is adequate to equal or exceed the amount of the Capitalization Grant. Ecology also maintains the option to remove projects from the DEPs list or Alternate DEPs list if deemed appropriate, for example, if they are unlikely to have a significant environmental impact, and removing them will not impact Ecology’s ability to meet EPA’s equivalency requirements. Table 17 shows the projects assigned as DEPs for SFY23.

Table 17: SFY23 Designated Equivalency Projects

Rank	Application Number	Applicant	Population of Applicant	CWSRF-SFY23 (Federal)	CWSRF-SFY23 (State)
Not rated	WQC-2023-KCoNRP-00125	King County - Natural Resources and Parks Department	2,195,502	76,779,783	\$23,349,110

Federal Environmental Assurances (a.k.a., Cross Cutters)

All DEPs and Alternate DEPs must report compliance on a specific list of federal environmental assurances, which EPA refers to as environmental cross cutters. Compliance requirements are described in Ecology’s policy and guidance. Compliance must be met prior to signing a funding agreement for Step 3 projects and prior to beginning construction for Step 4 projects.

Financial Capability Assessment

Ecology is required to conduct a Financial Capability Assessment (FCA) for all projects funded with CWSRF standard loans. Ecology uses information obtained from the Office of the Washington State Auditor's [Financial Intelligence Tool \(FIT\)](https://portal.sao.wa.gov/FIT/)¹⁴ and information obtained from applicants requesting CWSRF loan funding to conduct a FCA prior to signing a funding agreement. Ecology posts the completed FCAs in the project files in EAGL.

Fiscal Sustainability Plan (a.k.a., Asset Management Plan)

Recipients of CWSRF funding for wastewater and stormwater facilities with a construction component must certify that they have prepared an Asset Management Plan containing:

- An inventory of critical assets that are part of the system.
- An evaluation of the condition and performance of the critical assets.
- A plan to maintain, repair, and replace the critical assets and to fund those activities.
- A process to evaluate and implement water and energy conservation efforts as part of the plan.

Recipients must complete the certification in EAGL prior to loan signing. Recipients who do not already have a plan that meets the minimum requirements must prepare one as part of the Scope of Work for the project and submit a new certification statement upon completion.

Federal Funding Accountability and Transparency Act

Ecology applies the FFATA requirements to DEPs. Ecology requires all DEPs to complete a FFATA Data Collection Form. Ecology enters information on CWSRF agreements for DEPs into the FFATA Sub-Award Reporting System (FSRS) until reaching the amount of the Capitalization Grant.

Green Project Reserve

The FFY22 combined Capitalization Grant is expected to require Ecology to award a minimum of \$7,677,978 for projects or portions of projects that meet one or more of EPA's GPR criteria. This figure is based on an expected FFY22 combined Capitalization Grant of \$76,779,783 and the expectation that 10% of the amount must be awarded to GPR-eligible projects.

Ecology must also make a "*timely and concerted solicitation*" of GPR projects. Ecology meets this requirement by explaining the advantages of GPR projects at trainings and in presentations throughout the year. Ecology provides up to 25% FP loans to the highest ranked priority GPR-eligible projects. Table 18 shows the list of GPR-eligible projects proposed funding in SFY23.

¹⁴ <https://portal.sao.wa.gov/FIT/>

Table 18: SFY23 CWSRF Funding for Green Project Reserve

Rank	Application Number	Applicant	CWSRF Standard Loan	CWSRF FP Loan	GPR Category
54	WQC-2023-LyndPW-00043	Lynden city of - Public Works Department	\$134,498	\$44,832	1.2-1. Implementation of green streets.
100	WQC-2023-Kennew-00139	Kennewick city of	\$22,975,000	\$6,125,000	4.4-1b. Technology or approach that is not widely used in the State, but does perform as well or better than conventional technology/approaches at lower cost.
Total			\$23,109,498	\$6,169,832	

Loan Terms and Project Life

Loan terms cannot be longer than 30 years or the life of the project being funded, whichever is shorter. Ecology prepares or obtains documentation regarding the projected project life and posts it in project files in EAGL for all CWSRF-funded projects.

Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment

Effective August 13, 2021, recipients of federal funds must comply with regulations at [2 CFR 200.216](#)¹⁵, *Prohibition on certain telecommunication and video surveillance services or equipment*, implementing section 889 of [Public Law 115-232](#)¹⁶. The regulation prohibits the use of federal funds to procure (enter into, extend, or renew contracts) or obtain equipment, systems, or services that use “covered telecommunications equipment or services” identified in the regulation as a substantial or essential component of any system, or as critical technology as part of any system. Covered telecommunications equipment or services include:

- Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
- For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- Telecommunications or video surveillance services provided by such entities or using such equipment.
- Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be

¹⁵ https://www.ecfr.gov/cgi-bin/text-idx?SID=2312b40f5181614169488e0699a25e61&mc=true&node=se2.1.200_1216&rgn=div8

¹⁶ <https://www.congress.gov/115/plaws/publ232/PLAW-115publ232.pdf>

an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

For existing funding agreements for DEPs, Ecology will require the recipient to include a statement certifying compliance with the prohibition with each payment request submitted on or after August 13, 2021. For future funding agreements for DEPs, Ecology will include the prohibition in the funding agreement.

Signage

Ecology requires all funding recipients to inform the public about the project and about Ecology and EPA participation for the following:

- Any site-specific project that is accessible to the public must acknowledge state and federal participation by one of the following means:
 - Standard signage (appropriately sized and weather resistant).
 - Posters and wall signage in a public building or location.
 - Newspaper or periodical advertisement for project construction, groundbreaking ceremony, or operation of the new or improved facility.
 - Online signage placed on community website or social media outlet.
 - Press release.
- All publications must include acknowledgment of state and federal participation.

Single Audit Act

All recipients of federal funding of \$750,000 or more must comply with the federal SAA. Compliance typically involves an annual audit from an independent auditor that examines the recipient's financial management and compliance with rules and conditions associated with receiving the funds.

Ecology's Fiscal Office sends annual notices to all DEPs regarding their obligations under the SAA. The notices specify the amount of funds disbursed during the prior year that are considered "federal" for the purposes of complying with the SAA.

State Environmental Review Process

Recipients of CWSRF funding for wastewater and stormwater facility projects must comply with the State Environmental Review Process (SERP) requirements described in Ecology policy and guidance. Ecology posts information on SERP determinations on our [Environmental Review Webpage](#)¹⁷.

¹⁷ <https://www.ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Environmental-review>

Suspension and Debarment

Ecology requires all recipients of CWSRF funding to comply with the federal suspension and debarment requirements. Ecology confirms compliance before signing funding agreements.

Technical Assistance

The FFY22 combined Capitalization Grant is expected to allow states to use up to 2% of the grant to provide technical assistance and “bank” any unused portion. Ecology’s CWSRF Administrative Charge Account 564 is used for administration of the CWSRF, including providing technical assistance. Thus, Ecology chooses to “bank” the 2% allowance for potential use in future funding cycles.

Timely and Expeditious Use of Funds

In accordance with EPA Memorandum #SRF 99-05, Ecology must execute binding commitments at least equal to the amount of all CWSRF funds available within one year of fund availability. Table 19 shows the projected cumulative funds received, cumulative principal and interest collected, and the cumulative administration expenditures through SFY22 in addition to the projected cumulative loan obligations through SFY23. The table shows that Ecology projects it will commit more than 100% of the cumulative funds available through SFY23.

Table 19: Timely and Expeditious Use of Federal Funds

	Amounts
Federal Funds Received (Cumulative Projected Through SFY22)	\$908,291,143
State Match (Cumulative Projected Through SFY22)	\$168,028,984
Principal and Interest Collected (Cumulative Projected Through SFY22)	\$1,293,093,770
State Treasurer's Office Interest (Cumulative Projected Through SFY22/Cash Basis)	\$52,174,105
Administration From Capitalization Grants (Cumulative Projected Through SFY22)	(\$29,661,714)
Total Funds (Cumulative Projected Through SFY22)	\$2,391,926,288
Loan Obligations (Cumulative Projected Through SFY23)	\$2,773,852,535
Loan Obligations to Total Funds Available	116.0%

Uniform Relocation and Real Property Acquisition Policies Act

The Uniform Relocation and Real Property Acquisition Policies Act is a federal law that applies to property acquisition. Ecology requires all DEPs and Alternate DEPs to comply with the act if the project includes property acquisition.

Public Outreach and Draft List Comment Period

Public Outreach

Ecology conducted an extensive outreach campaign for the SFY23 Funding Cycle, including holding three applicant workshops where staff presented information on the funding programs and the application process. Ecology held the workshops:

- August 24, 2021, via WebEx with a focus on stormwater projects.
- August 25, 2021, via WebEx with a focus on nonpoint and onsite sewage system projects.
- August 26, 2021, via WebEx with a focus on wastewater projects.

Ecology also conducted outreach at conferences, meetings, technical workgroups, and other information-sharing sessions whenever possible.

Public Comment Period

There is a 30-day public comment period for the Draft List. Comments will be accepted through February 21, 2022. Comments must be submitted via [eComments](#)¹⁸. If you have questions but don't necessarily want to submit comments, please contact Daniel Thompson at daniel.thompson@ecy.wa.gov or 360-407-6510 or attend the public meeting Ecology is holding at 1:00pm on Thursday, February 3, via [Zoom](#)¹⁹. Ecology will respond to all comments received during the comment period when we publish the Final List. Because this is the second year of the 2021-2023 Biennium, we expect to publish the Final List in May 2022. All commenters will be notified by email when the Final List is published.

Request for Comments on New Proposals

In addition to requesting comments on the proposed funding in the Draft List, Ecology is requesting comments on the proposals described in the two next sections.

Proposed Planning and Other Predesign Work Funding Opportunity for Small Communities

In order to help small communities prepare for design and/or construction projects (design and/or implementation for nonpoint projects) and to simplify the application and funding processes, Ecology is proposing to create a new planning and other predesign work funding opportunity for communities with a population of 25,000 or less. The funding opportunity would be noncompetitive and open year-round, with quarterly eligibility checks by Ecology staff followed by funding offers and development of funding agreements. While the funding would be noncompetitive, in order to be eligible applications would have to meet review criteria such as water quality improvement and readiness to proceed.

¹⁸ <https://wq.ecology.commentinput.com/?id=93GbP>

¹⁹ <https://waecy-wa-gov.zoom.us/j/85726480164?pwd=OVJOT3V1d3VyeitLY0djY0Z4VWtYZz09>

Funding for the program would be via an annual CWSRF set-aside of \$5,000,000 in standard loan and \$5,000,000 in forgivable loan.

Proposed Guaranteed Funding Through Construction for Potential Wastewater Hardship Projects in Table 12

In order to help existing recipients in the small communities cited in Table 12 plan for their wastewater construction projects, and to simplify the application and funding processes, Ecology is proposing to guarantee funding through construction provided the recipients meet the review and approval requirements and progress timelines defined in their existing funding agreements. Existing recipients would not need to apply for design or construction funding through the WQC. Funding for subsequent phases would be amended into existing funding agreements. Ecology would assess construction hardship for the projects by obtaining information from the recipients, rather than requiring completion of the Financial Hardship form in the WQC application.

Loan, grant, and FP loan funding for such projects would be listed and described in the funding lists for subsequent WQC funding cycles.

Ecology is seeking comment on these 2 proposals and will be discussing them with the Financial Advisory Council in February.

Appendix 1: Combined List of all Projects and Proposed Funding

Appendix 1 contains a list of all proposals received and proposed funding in ranked order and includes a variety of information, including summaries, for each proposal. Appendices 1a through 1d provide a breakout of proposed funding for each of the four funding programs. Appendix 1e provides a summary list of all applications received and proposed funding as a quick reference; it is sorted alphabetically by applicant name.

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Applicant Name:		College Place city of - Engineering Department				Application Number:		WQC-2023-CoPIED-00138		
Project Title:		College Place WWT/P Construction				Project Category:		Wastewater Facility-Hardship		
1	894.5	Walla Walla	\$5,000,000	\$21,090,000	\$5,000,000	\$0	\$21,090,000	\$0	\$0	6, 7, 8, 9, 10
This project improves water quality in Garrison Creek and the Walla Walla River through the construction of wastewater treatment facility upgrades at the RECIPIENT's wastewater treatment plant located in Walla Walla County within the city limits. The project replaces aged infrastructure and increases storage capacity at the treatment facility to prevent discharge to Garrison Creek during the critical period as required per the TMDL Action Plan and Compliance Schedule.										

Applicant Name:		Eastsound Sewer & Water District				Application Number:		WQC-2023-EaSoWd-00130		
Project Title:		Eastsound Sewer and Water District Upgrades Phase II				Project Category:		Wastewater Facility-Hardship		
2	887.5	San Juan	\$1,771,725	\$3,669,041	\$1,771,725	\$0	\$3,469,041	\$200,000	\$0	6, 7, 8, 9, 10, 12
Eastsound Sewer and Water District is upgrading its existing WWT/P to address aging equipment, future flows and loading capacity, and discharge permit requirements. Phase I of the upgrades includes a new 3rd treatment train and other facility upgrades. This application is for Phase II of the project in which treatment trains I and II will be upgraded to a conventional activated sludge process to match the biological nutrient removal capabilities of the new 3rd train.										

Applicant Name:		Warden, City of				Application Number:		WQC-2023-Warden-00095		
Project Title:		Lift Station 1 Improvements				Project Category:		Wastewater Facility-Hardship		
3	867	Grant	\$288,280	\$367,720	\$288,280	\$0	\$332,970	\$34,750	\$0	6, 7, 8, 9, 10, 12
Upgrade Lift Station No. 1 with new pumps, piping, electrical materials and telemetry, a generator, and other site improvements.										

Applicant Name:		King County - Water and Land Resources Division				Application Number:		WQC-2023-KCWLRD-00026		
Project Title:		Horsehead Bend Natural Area Revegetation				Project Category:		Nonpoint Source Activity		
4	909	King	\$135,300	\$0	\$135,300	\$0	\$0	\$0	\$0	22
King County will revegetate 8.5 acres of riparian shoreline along the Green/Duwanish River at Horsehead Bend Natural Area to address high summer water temperatures and to improve fish and wildlife habitat. This project site was identified as having a critical need for tree shade in the Muckleshoot Indian Tribe's riparian sun/shade maps. Planting this site will help implement recommendations from Ecology's 2011 Green River Temperature Total Maximum Daily Load (TMDL) report.										

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Applicant Name: Spokane Tribe of Indians										WQC-2023-STOI-00097
Project Title:		DIF project maintenance, riparian restoration, and livestock B				Project Category:		Nonpoint Source Activity		
5	896.5	Spokane	\$193,401	\$0	\$193,401	\$0	\$0	\$0	\$0	22
This project includes Direct Implementation Fund (DIF) project maintenance, riparian restoration and livestock best management practices to address high priority water quality issues at sites identified by ECOLOGY within the Colville, Little Spokane, and Hangman watersheds.										

Applicant Name: Rearдан town of										WQC-2023-Rearda-00154
Project Title:		Rearдан I&I Reduction Project				Project Category:		Wastewater Facility-Hardship		Step 4: Design & Construction
6	831	Lincoln	\$1,287,205	\$2,147,795	\$1,287,205	\$0	\$2,001,345	\$146,450	\$0	6, 7, 8, 9, 10, 12, 38
This project will address infiltration and inflow (I&I) related issues discovered during I&I investigations completed in 2018 and 2020-2021. Scope includes 8,200 linear feet of cured in place pipe (CIPP), 3,700 feet of replaced sewer main, reconnection of sewer services, rehabilitation or replacement of manholes and reconnection of sewer services. Additional work includes installing SCADA control system and emergency backup power connection at the Town's lift station.										

Applicant Name: Waterville town of										WQC-2023-Waterv-00160
Project Title:		Wastewater Treatment Plant Design and Construction				Project Category:		Wastewater Facility		Step 4: Design & Construction
7	880.5	Douglas	\$0	\$7,000,000	\$0	\$0	\$6,475,000	\$0	\$0	6, 7, 8, 9, 10, 12, 33
The Town of Waterville's wastewater is collected, conveyed, and treated using gravity/pressure sewer, treatment lagoons, an irrigation pump station, and an irrigation spray field system. A wastewater treatment engineering report was completed and approved in 2017. This funding request is to combine previously acquired Ecology design funding and new requested construction funding for Waterville WWTP recommended alternative in the Town's approved engineering report.										

Applicant Name: Oroville city of										WQC-2023-CIOrov-00113
Project Title:		City of Oroville General Sewer Plan				Project Category:		Wastewater Facility		
8	878	Okanogan	\$0	\$355,265	\$0	\$0	\$177,633	\$177,633	\$0	6, 8, 9, 10
The City of Oroville will prepare a General Sewer Plan (GSP) conforming to the requirements of WAC 173-240-050. The GSP will include a comprehensive investigation of the City's wastewater conveyance system. The GSP will update system mapping, modeling, video inspection, address inadequate sewers, and capacity issues. The plan will provide capital planning for the future 20-year planning period.										

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Applicant Name:		Mid-Columbia Fisheries Enhancement Group				Application Number:		WQC-2023-MCEEG-00116		
Project Title:		Upper Yakima River Riparian Reforestation				Project Category:		Nonpoint Source Activity		
9	876	Kittitas	\$339,085	\$0	\$0	\$339,085	\$0	\$0	\$0	22
This project will reduce water temperature and suspended sediment in Sorenson Creek and the Upper Yakima River through riparian restoration and project stewardship on 3400 stream feet at three sites. Funds will also reduce turbidity in Sorenson Creek through development of a future water quality improvement project. Outreach will increase awareness while increasing volunteer stewardship at 5 large-scale riparian restoration sites on 7,900 stream feet (3 sites above, and 2 additional sites).										

Applicant Name:		Snoqualmie Pass Utility District				Application Number:		WQC-2023-SnPAUd-00098		
Project Title:		Snoqualmie Pass Phase 2-4 MBR WWTTP Improvements Eng. &				Project Category:		Wastewater Facility		
10	875	Kittitas	\$0	\$1,570,000	\$0	\$0	\$785,000	\$785,000	\$0	6, 8, 9, 10
Phase 2 of the Membrane Bioreactor WWTTP Improvements for Snoqualmie Pass Utility District will allow all sewer flows received by the facility to be treated and discharged to Coal Creek in lieu of the existing land application site located on 45-acres of Forest Service Property. Includes expansion of the Phase 1 MBR Process Building, MBR process equipment, pumps, piping, solids handling, aerobic digestion, sludge dewatering, drying beds, standby generator, instrumentation and controls.										

Applicant Name:		Sultan city of				Application Number:		WQC-2023-Sultan-00124		
Project Title:		Sultan Wastewater Treatment Facility (WWTF) Upgrade				Project Category:		Wastewater Facility		
11	873.5	Snohomish	\$0	\$17,742,000	\$0	\$0	\$17,742,000	\$0	\$0	6, 7, 8, 9, 10
This project will upgrade and expand the City's existing WWTF by increasing capacity from 0.7 MGD to 1.1 MGD to accommodate anticipated growth of the community through 2030.										

Applicant Name:		Spokane Riverkeeper				Application Number:		WQC-2023-SpRIKe-00137		
Project Title:		Rock and Hangman Creeks Riparian Restoration and Water Q				Project Category:		Nonpoint Source Activity		
12	870.5	Spokane	\$192,669	\$0	\$0	\$192,669	\$0	\$0	\$0	22
The Spokane Riverkeeper has begun to address water quality concerns along Hangman Creek and its tributaries, such as Rock Creek, in recent years. The Spokane Riverkeeper will continue to improve nonpoint pollution issues throughout the watershed by installing 50 acres of riparian plantings, establishing three water quality locations, 10 water temperature loggers, and providing education and outreach programs to maximize restoration efforts along this watershed, leveraging NRCS funding.										

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Applicant Name:		Palouse Rock Lake Conservation District				Application Number:		WQC-2023-PaRoCD-00018		
Project Title:		Improving Water Quality on Rebel Flat Creek				Project Category:		Nonpoint Source Activity		
13	869	Whitman	\$416,601	\$0	\$416,601	\$0	\$0	\$0	\$0	22
Concerns regarding water quality and soil erosion on the Palouse create a high demand for best management practices aimed to reduce nonpoint source pollutants. This project will improve water quality and the culture of conservation by implementing 9,990 acres of conservation tillage, restoring and maintaining two miles of riparian habitat, excluding livestock from stream access, creating cover crop demonstrations, and providing various education and outreach opportunities.										

Applicant Name:		Chelan County - Natural Resource Department				Application Number:		WQC-2023-ChCoNR-00039		
Project Title:		Leavenworth Watersheds - Phased Water Quality Improvement				Project Category:		Nonpoint Source Activity		
14	869	Chelan	\$101,742	\$0	\$101,742	\$0	\$0	\$0	\$0	22
The Leavenworth Watersheds Phased Water Quality Improvement Project will allow for the continuation of a strategy to address a total of 27 temperature, DO, instream flow, pH and bacteria listings in Chumstick and Icicle Creeks. Building on four prior Water Quality grants (3 in the Chumstick and 1 in the Icicle), this project includes riparian planting on 1726 stream ft and 2.8 acres, monitoring and maintenance of new and past projects, and planning of the next phase of water quality restoration.										

Applicant Name:		Kitittias city of				Application Number:		WQC-2023-ClKitt-00080		
Project Title:		General Sewer Plan				Project Category:		Wastewater Facility		
15	868.5	Kitittias	\$0	\$194,000	\$0	\$0	\$97,000	\$97,000	\$0	6, 8, 9, 10
The proposed General Sewer Plan (Plan) will evaluate the City of Kitittias wastewater collection system's ability to meet the City's current and future needs, by identifying and prioritizing deficiencies, and planning for upgrades necessary to rectify the deficiencies. The Plan will be a useful tool in addressing capacity and operational issues and is a necessary step in obtaining funding and regulatory approval for improvements.										

Applicant Name:		Bellingham city of - Public Works Department				Application Number:		WQC-2023-BellPW-00074		
Project Title:		Padden Creek 24th-30th Streets Restoration Phase 2				Project Category:		Nonpoint Source Activity		
16	867.5	Whatcom	\$500,000	\$0	\$500,000	\$0	\$0	\$0	\$0	22
This project will improve the water quality and aquatic function of Padden Creek, a lowland urban stream in the City of Bellingham. This project will restore a total of approximately 2 acres of stream and riparian habitat through floodplain enhancement, riparian buffer enhancement, wetland restoration, large woody debris additions, and the creation of backwaters, side channels, pools, and riffles. This effort will reduce bacteria and temperature and increase dissolved oxygen in Padden Creek.										

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Applicant Name:		Fisherman Bay Sewer District								WQC-2023-FiBaSD-00031
Project Title:		Design of Fisherman Bay Sewer District WWTU Upgrade and I				Project Category:		Wastewater Facility		
17	866	San Juan	\$0	\$764,000	\$0	\$0	\$382,000	\$382,000	\$0	6, 8, 9, 10, 14
The Fisherman Bay Sewer District is upgrading its existing wastewater treatment facility and outfall to address aging equipment, future flow and loading capacity, standards for redundancy and reliability, and discharge permit requirements. The current lagoon plant has not had a major upgrade since 1995 and is reaching its capacity and end of life. The District has a Median Household Income less than 30,000 and the base sewer rate is 3.6% of the MHI so cost and efficiency are top priorities.										

Applicant Name:		Sound Salmon Solutions								WQC-2023-SoSaSo-00033
Project Title:		Segeisen Stillaguamish Riparian Restoration Phase II				Project Category:		Nonpoint Source Activity		
18	866	Snohomish	\$136,181	\$0	\$0	\$136,181	\$0	\$0	\$0	22
Sound Salmon Solutions (SSS) will restore 9.52 acres of riparian habitat on 1,600 feet of the North Fork Stillaguamish River by controlling invasive vegetation and planting native trees and shrubs on a 300-foot wide habitat buffer to improve water quality.										

Applicant Name:		Aberdeen city of - Public Works								WQC-2023-AberPW-00072
Project Title:		City of Aberdeen - WWTU Influent Screening and Conveyance				Project Category:		Wastewater Facility		
19	863	Grays Harbor	\$0	\$8,590,000	\$0	\$0	\$8,590,000	\$0	\$0	6, 7, 8, 9, 10
This project reduces risks to water quality in the Chehalis River Estuary and Grays Harbor through the construction of wastewater treatment facilities at the 10 MGD Wastewater Treatment Plant (WWTU) in Aberdeen. Improvements will be made to the influent pump station, headworks and sampling facilities along with flood proofing and code compliance upgrades at these facilities, along with installation of new perforated plate screens, washer/compactors, and a plant drain pump station.										

Applicant Name:		Snohomish Conservation District								WQC-2023-SnohCD-00010
Project Title:		South Fork Stillaguamish Floodplain Restoration				Project Category:		Nonpoint Source Activity		
20	858.5	Snohomish	\$167,206	\$0	\$167,206	\$0	\$0	\$0	\$0	22
Snohomish Conservation District (District) proposes to address documented impaired water temperatures and dissolved oxygen levels on the South Fork Stillaguamish River that threaten ESA-listed Chinook salmon, other salmonids, and aquatic life through invasive species control and riparian reforestation. The District will actively control invasives and plant 7000 native trees and shrubs on 8.1 acres of floodplain forest and associated wetlands.										

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Applicant Name: Snohomish Conservation District										
Project Title:		Re-Tree Woods Creek Phase II				Project Category:		Nonpoint Source Activity		
21	858	Snohomish	\$152,245	\$0	\$152,245	\$0	\$0	\$0	\$0	22
The Snohomish Conservation District (SCD) will build off its original Re-tree Woods Creek campaign from 2013 by working with private landowners living along high priority reaches of Woods Creek to build a sense of stewardship for the watershed through a large-scale re-forestation initiative. Six new acres of streamside forest will be planted to address high summer water temperatures for juvenile salmon. Additionally, SCD will continue to maintain plantings installed from a previous grant round.										

Applicant Name: Walla Walla County Conservation District										
Project Title:		Canopy Cover Improvements on the Touchet River, Phase 2				Project Category:		Nonpoint Source Activity		
22	855.5	Walla Walla	\$234,648	\$0	\$234,648	\$0	\$0	\$0	\$0	22
This proposed project will plant primary successional riparian species along a 2.5 mile stretch of the Touchet River to improve canopy cover and address the water temperature TMDL. The presence and in some areas near monoculture of false indigo (Amorpha fruticosa) has reduced diversity along the banks of the Touchet River and limited establishment of taller shade trees. For this project, false indigo will be controlled through chemical application prior to planting native vegetation.										

Applicant Name: Snohomish County Conservation Natural Resources Department										
Project Title:		Jim Creek Restoration				Project Category:		Nonpoint Source Activity		
23	854.5	Snohomish	\$500,000	\$0	\$500,000	\$0	\$0	\$0	\$0	22
The Jim Creek Restoration project will be implemented in a stream reach supported by cold tributary discharge described in previous Ecology-funded assessments. The project will construct wood structures, create shade, complex edge habitat, and plant native riparian trees & shrubs to improve rearing and refuge habitat, for ESA-listed salmonids. This project integrates Watershed Characterization and field-based factors (flow/temperature) affecting a 303D-listed stream reach immediately downstream.										

Applicant Name: Bremerton city of - Public Works and Utilities										
Project Title:		Tracyton Beach Road Sewer Improvements				Project Category:		Wastewater Facility		
24	854	Kitsap	\$0	\$5,008,000	\$0	\$0	\$0	\$5,008,000	\$0	6, 7, 8, 9, 10, 12
This project will remedy an ongoing challenging maintenance and potential environmental concern for the sewer along Tracyton Beach Road in East Bremerton. This 4000 foot long 8-inch diameter sewer requires weekly maintenance by City operations staff due to the low flow velocities through the sewer. The proposed design will remedy this by increasing the velocity through main using pumps and improved sewer collection.										

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Applicant Name:		Vancouver city of			Application Number:		WQC-2023-Vancou-00186			
Project Title:		Burnt Bridge Creek Critical Lands Acquisition			Project Category:		Nonpoint Source Activity			
25	853.5	Clark	\$375,000	\$0	\$375,000	\$0	\$0	\$0	\$0	22
Purchasing property in this reach of Burnt Bridge Creek will allow the City to preserve and protect an open space, restore riparian habitat, and increase tree canopy to improve air and water quality, support a healthier aquatic community, and lower risk to human health. Preserving green spaces throughout Vancouver is particularly important in areas with fewer outdoor amenities, and higher percentages of low-income or vulnerable individuals, to improve health equity in our community.										
Applicant Name:		Pend Oreille Conservation District			Application Number:		WQC-2023-PeOrCD-00156			
Project Title:		Sandy Shores/Sunnyside Bank Stabilization on the Pend Oreille			Project Category:		Nonpoint Source Activity			
26	853	Pend Oreille	\$328,226	\$0	\$328,226	\$0	\$0	\$0	\$0	22
The project will stabilize up to 1000 feet of streambank along the Pend Oreille River using engineered site plans to re-slope the bank, install large woody debris, and plant vegetation. This project will directly address the TMDL for temperature on the river, improve fish habitat and overall water quality. Additionally, it will fund a permanent, locally stocked, native riparian nursery and will help to implement a monitoring program for previous and current bank stabilization projects.										
Applicant Name:		Tekoa city of			Application Number:		WQC-2023-CITeko-00135			
Project Title:		Wastewater Treatment Plant Facilities Plan			Project Category:		Wastewater Facility			
27	853	Whitman	\$0	\$150,000	\$0	\$0	\$75,000	\$75,000	\$0	6, 8, 9, 10
This project will be the completion of a facilities plan for upgrades at the City of Tekoa's Wastewater Plant. The existing plant requires upgrades to meet new discharge limits put into place on Hangman Creek, the receiving water body for the treated effluent discharged from the wastewater plant.										
Applicant Name:		Palouse Rock Lake Conservation District			Application Number:		WQC-2023-PaRoCD-00011			
Project Title:		One Pass at a Time- Conservation of Pine Creek Watershed			Project Category:		Nonpoint Source Activity			
28	850	Whitman	\$368,367	\$0	\$368,367	\$0	\$0	\$0	\$0	22
Pine Creek fails state water quality standards by multiple parameters. This proposal will address these failures and improve water quality by 1) Implementing 6750 acres of conservation tillage practices in the Pine Creek HUC-10 watershed through cost-sharing to reduce erosion and nonpoint source pollution 2) Implementing 1 mile of riparian enhancement in the Pine Creek HUC-10 3) demonstrate cover cropping as a viable chemical fallow alternative and 4) conduct local outreach and education.										

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Applicant Name:		Okanogan Highlands Alliance					Application Number:		WQC-2023-OKHIAI-00185	
Project Title:		Triple Creek Water Quality Restoration Project, Phase 3				Project Category:		Nonpoint Source Activity		
29	848.5	Okanogan	\$136,388	\$0	\$0	\$136,388	\$0	\$0	\$0	22

The Triple Creek Project uses long-range planning and adaptive management to maximize the interplay of geomorphic changes and biological changes, improving water quality and restoring a functional wetland habitat. Aggrading the stream and increasing its sinuosity will recharge the floodplain, enabling positive biofeedback and ecosystem services. Streambank plantings will shade and cool surface water. This project galvanizes lessons learned with outreach activities to the community.

Applicant Name:		Sauk-Suiattle Indian Tribe				Application Number:		WQC-2023-SSIT-00152	
Project Title:		Sauk-Suiattle Indian Tribe Spearhead Lake cleanup project				Project Category:		Onsite Sewage System	
30	844	Skagit	\$22,388	\$0	\$22,388	\$0	\$0	\$0	22, 34

The Sauk-Suiattle Indian Tribe is requesting funding for a composting toilet as part of its overall Spearhead Lake Cleanup Plan. Sauk-Suiattle owns this 22-acre lake, and allows public access for fishing and camping, but its remote location and lack of facilities has led to abuses and illegal activities, including contamination from human feces and toilet paper, trash, tree-cutting, and shooting. The composting toilet will help with the fecal contamination.

Applicant Name:		Lower Columbia Fish Enhancement Group					Application Number:		WQC-2023-LoCFEG-00134	
Project Title:		SF TOUTLE LOWER BROWNELL RIPARIAN RESTORATI			Project Category:		Nonpoint Source Activity			
31	843.5	Cowlitz	\$67,848	\$0	\$0	\$67,848	\$0	\$0	\$0	22

This project will improve water temperature conditions for cold water species in a category 5 listed (listing 72849) reach of the SF Toutle River. The Lower Columbia Fish Enhancement Group is working on a watershed-scale restoration effort on the SFT with projects spanning from the mouth to the base of Mount Saint Helens. This proposal increases the effectiveness of the riparian component of a funded SRFB project (# 21-1061) that will complete instream, floodplain, and riparian work.

Applicant Name:		Skagit County - Public Works Department				Application Number:		WQC-2023-SkCoPW-00001	
Project Title:		Barrel Springs Restoration Project			Project Category:		Nonpoint Source Activity		
32	843	Skagit	\$460,852	\$0	\$460,852	\$0	\$0	\$0	22

A privately owned, failing, 13-ft fall dam on Barrel Springs that impacts water quality by impeding and heating critical summer streamflow to Dry Creek and temperature-listed Friday Creek will be removed. Three undersized culverts, two which are perched and failing, will be removed from Barrel Springs and Dry Creek. This, combined with channel restoration, will address an active water quality impairment and eliminate ongoing erosion, while restoring habitat for ESA-listed species.

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Applicant Name:		Tukwila city of - Public Works				Application Number:		WQC-2023-Tukwil-00073		
Project Title:		Stormwater Outfall Water Quality Retrofit Program				Project Category:		Stormwater Facility		
33	837.5	King	\$1,037,948	\$0	\$0	\$0	\$0	\$0	\$1,176,341	6, 15, 22, 24, 29
This project will improve water quality in the Green-Duwamish River through the installation of conveyance, and stormwater treatment facilities for two outfalls along Interurban Avenue S and Tukwila International Boulevard at Riverton Creek in the City of Tukwila. This project will provide basic, enhanced water quality treatment for total suspended solids (TSS), and metal pollutants for approximately 3.1 acres of roadway runoff from two arterial roadways.										

Applicant Name:		Foster Creek Conservation District				Application Number:		WQC-2023-FoCrCD-00058		
Project Title:		Foster Watershed Restoration to Improve Water Quality				Project Category:		Nonpoint Source Activity		
34	837.5	Douglas	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	22
In the Foster Creek Watershed, Foster Creek Conservation District (FCCD) will address 303(d) listings for temperature, pH, and dissolved oxygen through collaborative planning with partner organizations. In this new stage of this program, we will implement stream restoration projects, maintain previous project sites, continue monitoring, and provide educational programs to the community. We will also develop a watershed plan for WRIA 50-Foster Creek to guide future efforts.										

Applicant Name:		Ritzville City of				Application Number:		WQC-2023-RitzCi-00104		
Project Title:		City of Ritzville General Sewer Plan Update				Project Category:		Wastewater Facility		
35	834	Adams	\$0	\$325,000	\$0	\$0	\$162,500	\$162,500	\$0	6, 8, 9, 10
The City of Ritzville will prepare a General Sewer Plan (GSP) conforming to the requirements of WAC 173-240-050. The GSP will include a comprehensive investigation of the City's wastewater conveyance system. The GSP will update system mapping, modeling, video inspection, address inadequate sewers, and capacity issues. The plan will provide capital planning for the future 20-year planning period.										

Applicant Name:		Lower Columbia Estuary Partnership				Application Number:		WQC-2023-LCEP-00164		
Project Title:		Burnt Bridge Creek Water Quality, Education, and Restoration				Project Category:		Nonpoint Source Activity		
36	833	Clark	\$103,591	\$0	\$0	\$103,591	\$0	\$0	\$0	22
The project will establish a riparian forest along 3-acres of Burnt Bridge Creek (BBC), provide stormwater/clean water education to 22 teachers and 500 students; engage students, parents and 300 volunteers in tree plantings; and develop restoration alternatives and preliminary designs for the 45-acre lower BBC floodplain. Work will implement actions from the BBC Source Assessment Report. Preliminary designs will result in future floodplain restoration with significant water quality benefits.										

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan

Draft Combined Summary List

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Applicant Name:		Palouse Conservation District						Application Number:			WQC-2023-PaloCD-00009
Project Title:		Partnership to Restore Riparian Areas in the Lower Fourmile Creek Watershed				Project Category:		Nonpoint Source Activity			
37	832.5	Whitman	\$496,156	\$0	\$496,156	\$0	\$0	\$0	\$0	\$0	22
Riparian buffers improve water quality and ecological functions of streams. This project will restore 30 acres of riparian areas (23,000 streambank feet) in the lower Fourmile Creek watershed, including installing up to 600 feet of streambank protection and 10 to 12 beaver dam analogues, providing technical assistance, assessing revegetation methods, installing interpretive signs, and developing place-based curriculum on riparian restoration and conservation agriculture.											

Applicant Name:		Grant County Conservation District						Application Number:			WQC-2023-GCCD-00056
Project Title:		Moses Lake Shoreline Restoration and Nutrient Reduction				Project Category:		Nonpoint Source Activity			
38	830	Grant	\$187,484	\$0	\$187,484	\$0	\$0	\$0	\$0	\$0	22
The Grant County Conservation District (GCCD) is proposing to address non-point sources of nutrients, especially phosphorus, entering Moses Lake through shoreline land uses and practices. This project will develop and implement a shoreline nutrient assessment for shoreline property owners, develop a public demonstration for the community, conduct education and outreach, and continue the USGS Adrian Sink groundwater study.											

Applicant Name:		Mid-Columbia Fisheries Enhancement Group						Application Number:			WQC-2023-MCFEG-00117
Project Title:		Lower Cowiche Creek Floodplain and Aquatic Restoration				Project Category:		Nonpoint Source Activity			
39	829.5	Yakima	\$365,332	\$0	\$0	\$365,332	\$0	\$0	\$0	\$0	22
This project will improve water quality and work towards addressing temperature, nutrient and bacteria loading in Cowiche Creek, which is listed on the Washington State's 303(d) list for these impairments. The project removes 870 feet of an old railroad berm to allow the establishment of a native riparian buffer to increase shading, buffer the stream, and increase floodplain function and connectivity. The project will also install pools to improve fish habitat and add thermal stratification.											

Applicant Name:		Okanogan Conservation District						Application Number:			WQC-2023-OkanCD-00044
Project Title:		Antoine Creek Water Quality Improvements				Project Category:		Nonpoint Source Activity			
40	828.5	Okanogan	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	22
Okanogan CD and partners will implement water quality improvement projects, conduct outreach, and plan additional BMPs on Antoine Creek, in Okanogan County, Washington. Two miles of Antoine Creek will be protected from livestock with exclusion fencing. Five acres of riparian planting will be installed on barren streambanks. 13 acres of weed control and reseeding will protect slopes from soil erosion into the creek. Antoine Creek is important habitat for Upper Columbia steelhead.											

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Applicant Name: King County - Water and Land Resources Division										
Project Title: Flaming Geyser State Park Riparian Revegetation					Project Category: Nonpoint Source Activity			Application Number: WQC-2023-KCWL RD-00090		
41	827.5	King	\$450,000	\$0	\$450,000	\$0	\$0	\$0	\$0	22
A 2016 water quality study showed that the Green River increases temperature by 2-3 degrees Celsius between RM 44 and 40.5 in the summer; it flows through Flaming Geyser State Park between RM 44 and 41. The riparian zone through the park was identified by the Muckleshoot Indian Tribe as having a critical need of shade; most of the park's riparian zones lack trees. King County proposes to revegetate 14 ac. along 0.8 mi. of Green R. shoreline in the State Park (phase 2 of a multi-year effort).										

Applicant Name: Kooskooskie Commons										
Project Title: Water Quality Improvements on Yellowhawk Creek					Project Category: Nonpoint Source Activity			Application Number: WQC-2023-KooCom-00055		
42	827.5	Walla Walla	\$238,415	\$0	\$0	\$238,415	\$0	\$0	\$0	22
The Applicant will implement a riparian restoration program along Yellowhawk Creek and the Walla Walla River to improve temperature and fecal coliform impairments due to legacy agricultural practices. The organization will install riparian buffers, monitor water quality, perform public outreach, and explore land trust easements for long-term protection of riparian areas and water trust agreements to protect flows and cold-water inputs to the stream.										

Applicant Name: North Yakima Conservation District										
Project Title: Trout Meadows Long Range Implementation Project					Project Category: Nonpoint Source Activity			Application Number: WQC-2023-NoYaCD-00071		
43	827.5	Yakima	\$229,510	\$0	\$229,510	\$0	\$0	\$0	\$0	22
The Trout Meadows Long Range Implementation Project addresses a 303(d) stream temperature listing in the Naches River by implementing riparian vegetation recovery actions. This project will establish 5 acres of floodplain with riparian vegetation and expand the establishment of 75-foot buffers along 9,500 feet of the Naches River mainstem and side channels. This project restores additional floodplain acreage from Task 2 Trout Meadows Riparian Establishment in WQC-2020-NoYaCD-00003.										

Applicant Name: Asotin County - Public Works Department										
Project Title: The Ridges Urban Stormwater Retrofit Construction					Project Category: Stormwater Facility			Application Number: WQC-2023-AsCoPW-00023		
44	825	Asotin	\$727,500	\$0	\$0	\$0	\$0	\$0	\$824,500	6, 15, 22, 29
This project will improve water quality in the Snake River through the construction of water quality facilities at the Ridges subdivision in the urbanized area of Asotin County. The RECIPIENT will construct a project to provide treatment for total suspended solids (TSS), and oil (total petroleum hydrocarbons), dissolved copper, and dissolved zinc and will also reduce flows to Snake River by increasing stormwater infiltration.										

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Applicant Name:		Spokane Conservation District				Application Number:		WQC-2023-SpoCoD-00165		
Project Title:		Spokane Riparian Establishment Project				Project Category:		Nonpoint Source Activity		
45	820	Spokane	\$212,625	\$0	\$212,625	\$0	\$0	\$0	\$0	22
The Spokane County region is a hotbed of activity regarding stream buffers. From the Conservation District's Commodity Buffer Program to the FSA/NRCS Continuous Conservation Reserve Program, many miles of buffers are being installed. This project aims to focus on three main projects for implementation. Together, they cover approximately 4,800' of stream banks on Cove Creek, California Creek, and Deadman Creek. The project will require irrigation plans, riparian planting, and planting crews.										

Applicant Name:		St John town of				Application Number:		WQC-2023-StJohn-00100		
Project Title:		St. John Wastewater Treatment Plant Replacement				Project Category:		Wastewater Facility-Hardship		
46	768	Whitman	\$2,530,018	\$3,519,982	\$556,070	\$0	\$3,360,665	\$2,133,266	\$0	6, 7, 8, 9, 10, 12
Execution of improvements included in the Wastewater Treatment Facilities Plan (Plan). Upgrades will start with Infiltration and Inflow (I&I) reduction measures taken on separately by the town and immediately/concurrently by design of a new package Wastewater Treatment Plant (WWTP) at the site of the existing WWTP.										

Applicant Name:		Spokane city of				Application Number:		WQC-2023-Spokan-00120		
Project Title:		Bioretention Soil Media Study: Development of Non-Vegetated				Project Category:		Stormwater Facility		
47	813.5	Okanogan	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000	6, 15, 21, 22, 27, 29
This study will evaluate the treatment performance of two non-vegetated bioretention soil media (BSM) BMPs in EWA through the TAPE process. The media tested will include the high performance BSM and the 60 sand: 40 compost (60:40) BSM. A rock mulch will be used to protect the surface from erosion. If the bioretention BMPs meet the TAPE performance criteria without vegetation, the results will be used to recommend that these BMPs be approved for general use statewide without vegetation.										

Applicant Name:		Kirkland city of - Public Works				Application Number:		WQC-2023-KirkPW-00015		
Project Title:		Juanita/High Woodlands Stormwater Retrofit Planning				Project Category:		Stormwater Facility		
48	812	King	\$335,096	\$0	\$0	\$0	\$0	\$0	\$335,096	6, 15, 21, 22, 27
Conduct planning for stormwater retrofit facilities in the High Woodlands portion of the Juanita Creek Watershed. Site identification, field investigation, and public engagement will result in Design Reports for the top 3 identified sites/facilities. Work will coordinate with the WSDOT culvert replacement at I-405/NE 145th Street that will open the channel in this area for fish passage. Target pollutants include Total Suspended Solids, dissolved zinc and dissolved copper.										

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Applicant Name: Cascadia Conservation District										WQC-2023-CascCD-00024
Project Title:		Wenatchee Watershed Habitat Restoration and Water Quality			Project Category:		Nonpoint Source Activity			
49	801	Chelan	\$249,255	\$0	\$249,255	\$0	\$0	\$0	\$0	22
The Wenatchee Watershed Habitat Restoration and Water Quality Project will improve habitat and water quality by implementing habitat restoration projects, watershed education efforts and landowner assistance. This project will restore 5.37 acres of riparian buffer, monitor and maintain 8 previously planted projects, plan 4 new riparian projects, provide water quality technical assistance to 30 landowners, certify 3 new farms as Salmon-Safe and continue watershed education and outreach efforts.										

Applicant Name: Garfield, Town of										WQC-2023-GarT-o-00079
Project Title:		Garfield Wastewater Treatment Plant Facilities Plan			Project Category:		Wastewater Facility			
50	801	Whitman	\$0	\$100,000	\$0	\$0	\$50,000	\$50,000	\$0	6, 8, 9, 10
Wastewater Treatment Plant (WWTP) Facilities Plan completion in compliance with Washington Administrative Code (WAC) 173-240-060.										

Applicant Name: Kirkland city of - Public Works										WQC-2023-KirkPW-00132
Project Title:		Spinney Homestead Stormwater Retrofit Facility Design			Project Category:		Stormwater Facility			
51	791	King	\$528,000	\$0	\$0	\$0	\$0	\$0	\$528,000	6, 22
This project will improve water quality in Forbes Creek and Lake Washington through stormwater quality treatment and an infiltration vault at Spinney Homestead Park in Kirkland. This project will take the facility to 100 design with advertisement ready documentation. Stormwater will be treated to the Enhanced level, which will reduce total suspended solids, oil, dissolved metals (copper, zinc), and total phosphorous. Infiltration via the vault will reduce stormwater flows to Forbes Creek.										

Applicant Name: Walla Walla city of										WQC-2023-WalWal-00066
Project Title:		Pine Street/ 2nd Ave to 9th Ave/ Stormwater Green Retrofit Project			Project Category:		Stormwater Facility			
52	786.5	Walla Walla	\$1,706,189	\$0	\$0	\$0	\$0	\$0	\$1,706,189	6, 21, 22
Design and construct stormwater facilities to treat and infiltrate stormwater runoff along a six block section of Pine Street in downtown Walla Walla. This project will improve water quality in Butcher Creek, Mill Creek and the Walla Walla River by eliminating existing stormwater discharges into Butcher Creek and Mill Creek. This project will utilize infiltration to reduce total suspended solids, hydrocarbons, metals, fertilizer, pesticides and fecal coliform in receiving water bodies.										

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Applicant Name:		Pierce County - Public Works and Utility Department				Application Number:		WQC-2023-PtCoPW-00184		
Project Title:		Pierce County Septic Repair Program				Project Category:		Onsite Sewage System		
53	785	Pierce	\$180,000	\$0	\$180,000	\$0	\$0	\$0	\$0	22, 34
Continue and expand Pierce County's financial assistance program for homeowners to repair or replace failing on-site sewage systems or, where available, connect to sewer. The program priorities are to resolve sources of sewage that pose a health or water quality risk to shellfish growing areas, swimming beaches, 303(d) listed waterbodies, Puget Sound, stormwater facilities, or other potential surface water threats.										

Applicant Name:		Lynden city of - Public Works Department				Application Number:		WQC-2023-LyndPW-00043		
Project Title:		9th Street Judson Area Stormwater LID - Phase 2				Project Category:		Stormwater Facility		
54	782	Whatcom	\$537,991	\$179,330	\$0	\$0	\$134,498	\$44,832	\$537,991	6, 8, 9, 10, 13, 22
This project is the second phase of construction for a project that will ultimately retrofit five square blocks in downtown Lynden with improved stormwater infrastructure in concert with a roadway maintenance project. This project will improve water quality in the Nooksack River through construction of stormwater low impact development (LID) best management practices (BMPs) This second phase will provide runoff treatment and infiltration for runoff from 1.71-acres of residential development.										

Applicant Name:		Puyallup city of - Public Works				Application Number:		WQC-2023-PuyalPW-00062		
Project Title:		5th Ave NW Improvement Project; 4th St NW to 7th St NW				Project Category:		Stormwater Facility		
55	777.5	Pierce	\$2,421,318	\$0	\$0	\$0	\$0	\$0	\$2,421,318	6, 21, 22, 28
This project will improve water quality in the Puyallup River through installation of approximately 1,800 linear feet of permeable pavement along 5th Avenue NW, 6th Street NW, and 5th Street NW in the City of Puyallup. This project will provide treatment for total suspended solids (TSS), reduce levels of dissolved copper and zinc, and will also reduce flows to the Puyallup River by increasing stormwater infiltration and providing stormwater detention.										

Applicant Name:		Whitman Conservation District				Application Number:		WQC-2023-WhitCD-00081		
Project Title:		South Fork of the Palouse River Nature Reserve and Learning				Project Category:		Nonpoint Source Activity		
56	775.5	Whitman	\$367,500	\$0	\$367,500	\$0	\$0	\$0	\$0	22
An opportunity has arisen to purchase 125-acres with 3,800 feet of the South Fork of the Palouse River bisecting the property. Approximately 30-acres is FEMA designated floodplain and is need of dire restoration work. The property is only ten minutes from Colfax and would be open to the public, it would also serve as an opportunity to teach the local schools and community about water quality issues on the Palouse.										

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Applicant Name: Stewardship Partners										Application Number: WQC-2023-StePar*-00109
Project Title:		Wallace Acres Livestock Exclusion and Riparian Restoration			Project Category:		Nonpoint Source Activity			
57	773.5	King	\$164,725	\$0	\$0	\$0	\$0	\$0	\$0	5
The Wallace Acres Livestock Exclusion and Riparian Restoration project improves water quality by installing 1.5 miles of livestock exclusion fencing and restoring approximately 1,540 linear feet (~ 5 acres) of riparian buffer along the mainstem Snoqualmie River with a voluntary agricultural landowner. The project promotes Best Management Practices (BMPs) as part of Stewardship Partners voluntary incentive-based approach to landowner stewardship.										

Applicant Name: Whitman Conservation District										Application Number: WQC-2023-WhitCD-00086
Project Title:		North Fork of the Palouse Restoration			Project Category:		Nonpoint Source Activity			
58	772	Whitman	\$180,000	\$0	\$180,000	\$0	\$0	\$0	\$0	22
In the total maximum daily load (TMDL) report from Department of Ecology's (DOE) Water Quality Program, the North Fork Palouse River has been listed as impaired for DO, pH, and bacteria. A primary causal agent of impairment is cited as nonpoint source pollution. To address these impairments, Whitman Conservation District plans to implement a series of restoration strategies surrounding the confluence of Silver Creek and the North Fork Palouse River at Elberton, WA.										

Applicant Name: Walla Walla city of										Application Number: WQC-2023-WalWa-00067
Project Title:		Poplar Street Ph 2/ 5th Ave to 14th Ave/ Stormwater Green Rel			Project Category:		Stormwater Facility			
59	772	Walla Walla	\$2,210,664	\$0	\$0	\$0	\$0	\$0	\$2,210,664	6, 21, 22
Design and construct stormwater facilities to treat and infiltrate stormwater runoff along an eight block section of Poplar Street in downtown Walla Walla. This project will improve water quality in Lincoln Creek, Mill Creek and the Walla Walla River by eliminating 25 mapped stormwater outfalls that discharge directly into Lincoln and Mill Creek. This will reduce the levels of total suspended solids, hydrocarbons, metals, fertilizer, pesticides and fecal coliform in receiving water bodies.										

Applicant Name: Thurston County - Public Health and Social Services Department										Application Number: WQC-2023-ThCoPH-00177
Project Title:		Black Lake Pollution Identification and Correction Project			Project Category:		Nonpoint Source Activity			
60	771.5	Thurston	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	22
Conduct a pollution identification and correction project in the Black Lake basin to reduce E.coli bacteria sources. A 2021 Herrera study for Black Lake Special District found high levels of E.coli and presence of human biomarker HF 183 in 3 drainages to Black Lake. The PIC project will conduct additional sampling to bracket the sources of bacteria, conduct site visits, work with property owners to ensure septic systems are functioning properly and other bacteria sources are addressed.										

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Applicant Name:		Vancouver city of				Application Number:		WQC-2023-Vancou-00115		
Project Title:		Fruit Valley Neighborhood Stormwater Retrofits				Project Category:		Stormwater Facility		
61	771	Clark	\$2,934,764	\$0	\$0	\$0	\$0	\$0	\$2,934,764	6, 22, 24, 31
The Fruit Valley Neighborhood consists of older residential lands and street right-of-ways discharging untreated stormwater runoff within the Columbia Slope Watershed. This project will include stormwater low impact development (LID) retrofits to provide water quality improvements within this region of the City. The project will result in improved water quality within the Columbia River Basin and protect human health and aquatic life.										

Applicant Name:		Union Gap city of				Application Number:		WQC-2023-UniGap-00029		
Project Title:		Rudkin Road Storm Drainage Improvements				Project Category:		Stormwater Facility		
62	769.5	Yakima	\$282,750	\$0	\$0	\$0	\$0	\$0	\$320,450	6, 15, 22
The proposed project will reduce untreated stormwater discharges directed to Spring Creek and ultimately to the Yakima River by intercepting and redirecting storm drainage for storage and treatment.										

Applicant Name:		Whitman Conservation District				Application Number:		WQC-2023-WhitCD-00181		
Project Title:		Main Palouse car riprap removal and bioengineered river bank				Project Category:		Nonpoint Source Activity		
63	769	Whitman	\$202,500	\$0	\$202,500	\$0	\$0	\$0	\$0	22
The Palouse River's Total Maximum Daily Load (TMDL) and Water Quality Assessment Category 5 and 4A listings have specifically listed the Palouse River as impaired for pH. Increased temperature, and dissolved oxygen. To address these issues, the Whitman Conservation District (WCD) has identified multiple project sites for riparian restoration in the Palouse River Watershed.										

Applicant Name:		Port Angeles city of - Public Works				Application Number:		WQC-2023-PoAnPW-00153		
Project Title:		City Hall Parking Lot LID Retrofit				Project Category:		Stormwater Facility		
64	768	Clallam	\$887,140	\$0	\$0	\$0	\$0	\$0	\$1,005,426	6, 15, 22
This project will improve water quality in Peabody Creek through construction of stormwater facility best management practices (BMPs) at the City Hall parking lot in the City of Port Angeles. This project will construct stormwater facility BMPs that target Total Suspended Solids, phosphorus, copper and zinc pollutants in addition to reducing peak flows to Peabody Creek.										

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Applicant Name: Tumwater city of					Application Number: WQC-2023-Tumwat-00050					
Project Title: City of Tumwater's Septic to Sewer Conversion Program					Project Category: Onsite Sewage System					
65	766.5	Thurston	\$500,000	\$0	\$500,000	\$0	\$0	\$0	\$0	22, 34
The City of Tumwater is seeking funding to create a more effective septic to sewer conversion program specifically for high-density septic systems in mobile home communities. This grant will fund a social marketing style campaign with a pilot program at a local mobile home park. As a result of this funding, 39 septic systems will be converted to city sewer and a blueprint for how to run an effective septic to sewer program with mobile home parks will be created for broader regional use.										

Applicant Name: Marysville city of - Public Works Department					Application Number: WQC-2023-MaryPW-00143					
Project Title: LID Retrofit for Cascade and Shoultes Safe Routes					Project Category: Stormwater Facility					
66	766.5	Snohomish	\$778,163	\$0	\$0	\$0	\$0	\$0	\$778,163	6, 22, 24
This project will improve water quality in the Quilceda and Allen Creeks (both tributary to the Ebey Slough, which is tributary to the Snohomish River system) via installation of green infrastructure at both 51st Ave NE & 100th St NE in the City of Marysville. The project will provide treatment for total suspended solids (TSS), oil (total petroleum hydrocarbons), dissolved copper, dissolved zinc, and total phosphorus and will also reduce flows by increasing stormwater infiltration.										

Applicant Name: Kitsap County - Public Works					Application Number: WQC-2023-KiCoPW-00013					
Project Title: Suquamish Regional Stormwater Treatment Facility					Project Category: Stormwater Facility					
67	765	Kitsap	\$2,417,889	\$0	\$0	\$0	\$0	\$0	\$2,417,889	6, 22, 24
This project will improve water quality in the Puget Sound through installation of a regional stormwater treatment facility in Suquamish, WA. This project will provide treatment for total suspended solids (TSS), dissolved copper, dissolved zinc, and total phosphorus.										

Applicant Name: Bellingham city of - Public Works Department					Application Number: WQC-2023-BellPW-00110					
Project Title: Lake Whatcom Vault Retrofit, Phase 1					Project Category: Stormwater Facility					
68	765	Whatcom	\$552,335	\$0	\$0	\$0	\$0	\$0	\$552,335	6, 22
This project will retrofit three existing stormwater treatment facility to reduce phosphorus (P) and bacteria loading to Lake Whatcom. This project will implement the second set of a number of planned retrofits that are intended to assist the City of Bellingham in meeting Lake Whatcom TMDL P-reduction targets.										

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Applicant Name:		Tumwater city of				Application Number:				WQC-2023-Tumwat-00049
Project Title:		City of Tumwater SMAP Basin Planning				Project Category:		Stormwater Facility		
69	764.5	Thurston	\$149,524	\$0	\$0	\$0	\$0	\$0	\$149,524	3, 6, 22, 29
The City of Tumwater is seeking funding to complete three Stormwater Management Action Plans (SMAPs) for our three highest priority catchment areas within the City. These SMAPs will identify opportunities for stormwater retrofits, land management or development strategy changes, and customized implementation of stormwater management actions to prevent water quality degradation and improve water quality and habitat in receiving waters.										

Applicant Name:		Foster Creek Conservation District				Application Number:				WQC-2023-FoCrCD-00059
Project Title:		Foster Watershed Soil health and Water Quality Initiative				Project Category:		Nonpoint Source Activity		
70	763.5	Douglas	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	22
In the Foster Watershed, Foster Creek Conservation District (FCCD) will address 303(d) listings for temperature, pH, and dissolved oxygen by updating the watershed plan to prioritize pervasive erosional inputs from surrounding agriculture lands via mapping and stakeholder engagement. This project will also promote conservation through education and outreach, continue the direct seed cost share program and advance their existing water quality and soil health monitoring data collection programs.										

Applicant Name:		Puyallup city of - Public Works				Application Number:				WQC-2023-PuyPW-00091
Project Title:		Permeable Pavement Enhanced Maintenance Plan and Special				Project Category:		Stormwater Activity		
71	758	Pierce	\$196,703	\$0	\$0	\$0	\$0	\$0	\$196,703	18, 22, 24, 28
*The City proposes to purchase a pavement cleaning machine, Triverus Municipal Cleaning Vehicle (MCV), with Ecology grant funds. The MCV specializes in cleaning permeable surfaces and is needed to prolong the lifespan of permeable pavements in the City. Permeable surfaces provide water quality treatment and reduces total stormwater volume runoff, improving water quality in the region.										

Applicant Name:		Edmonds city of				Application Number:				WQC-2023-Edmond-00101
Project Title:		7313 Lake Ballinger Way Floodplain Purchase & Structure Rel				Project Category:		Nonpoint Source Activity		
72	754.5	Snohomish	\$500,000	\$0	\$500,000	\$0	\$0	\$0	\$0	22
The project proposes to purchase an existing single family residential property located within the Lake Ballinger flood plain and which is subject to seasonal flooding. The City proposes to remove the home and any pollution generating surfaces from the site, restoring the natural floodplain area. The intent is for the purchase and demolition to be followed by a future project to split appropriate flows from the City storm system and provide water quality treatment to the maximum extent feasible.										

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Applicant Name:		Vashon Sewer District				Application Number:		WQC-2023-VashSD-00172		
Project Title:		Emergency Pipe Repair Between Manholes 16 - 15 and 24 - 27				Project Category:		Wastewater Facility		Step 4: Design & Construction
73	751.5	King	\$0	\$687,000	\$0	\$0	\$687,000	\$0	\$0	6, 7, 8, 9, 10, 12
Two stretches of pipe at Vashon Water District have deteriorated due to hydrogen sulfide build up, root intrusions, and debris build up leading to erosion of the top half of the pipe, blockages, and overflows. In order to alleviate these issues, the stretch of pipe between Manholes 16 and 15 will utilize a pipe bursting repair method, while the stretch between Manholes 27 and 24 will utilize UV cured-in-place pipe.										

Applicant Name:		Lake Forest Park city of - Engineering Department				Application Number:		WQC-2023-LaFoED-00102		
Project Title:		Lake Forest Park Stormwater Management Action Plan				Project Category:		Stormwater Facility		
74	750	Snohomish	\$90,750	\$0	\$0	\$0	\$0	\$0	\$90,750	6, 22, 29
This project will create an actionable plan to improve receiving water quality conditions in Lake Forest Park. The plan will leverage prior work to assess the existing condition of these waters and impacts from stormwater system discharges and develop an implementation plan for policy, programmatic, and structural (e.g. stormwater management facility retrofit) changes. The plan will focus on the highest-value opportunities for improvement identified during prior assessments.										

Applicant Name:		City of Everett				Application Number:		WQC-2023-EverPW-00118		
Project Title:		Regional Stormwater Facility Planning				Project Category:		Stormwater Facility		
75	746	Snohomish	\$301,110	\$0	\$0	\$0	\$0	\$0	\$301,110	6, 22, 29
This project will assess the options for implementing regional facilities within the City of Everett to enhance water quality treatment and flow control. The work will utilize and build upon SMAP efforts performed by the City and will rate and rank facility locations based on catchment area, improvements to surface water, and opportunities to address current developed areas and potential funding strategies for future redevelopment, such as fee-in-lieu or public private partnership strategies.										

Applicant Name:		Issaquah city of				Application Number:		WQC-2023-Issaqu-00127		
Project Title:		NW Birch Place Stormwater Treatment Retrofit Project				Project Category:		Stormwater Facility		
76	743.5	King	\$205,500	\$0	\$0	\$0	\$0	\$0	\$205,500	6, 22, 28, 29
The project proposes to install a stormwater media treatment vault (MTV) that will retrofit approximately 8.5 acres of urban public and private roads within the Old Town area of downtown Issaquah and includes substantial pollution generating impervious surfaces.										

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Applicant Name:		Skagit Fisheries Enhancement Group				Application Number:		WQC-2023-SFEG-00162		
Project Title:		Little Carey's Stream and Wetland Restoration				Project Category:		Nonpoint Source Activity		
77	738	Skagit	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	5
SFEG is working with Forterra and the Skagit Conservation District to restore and protect an 20-acre wetland and buffer along 1500 feet of Little Carey's Creek in Hamilton, WA. The property was used for agriculture, and a historic forest/shrub-scrub wetland was cleared and the stream was channelized. The project will replant the wetland and buffer with native trees and shrubs, and restore the stream channel to its former path through a forest area. We will also improve fish passage downstream.										

Applicant Name:		Clark Public Utility District				Application Number:		WQC-2023-ClAPUD-00141		
Project Title:		Schaefer Restoration Project				Project Category:		Nonpoint Source Activity		
78	735.5	Clark	\$249,652	\$0	\$249,652	\$0	\$0	\$0	\$0	22
Restore 20 acres of riparian habitat, previously pasture land, along 2,400 feet of a tributary to the East Fork Lewis river and treat 40 acres of invasive Japanese knotweed and other high priority aquatic invasive species within the East Fork Lewis River watershed. This project complements work which has already been implemented by Clark County further upstream in the wetland this stream feeds into and fits into a plan to restore the wetland and control knotweed at the watershed level.										

Applicant Name:		Lynden city of - Public Works Department				Application Number:		WQC-2023-LyndPW-00048		
Project Title:		City of Lynden Enhanced Street Sweeping Project				Project Category:		Stormwater Activity		
79	735	Whatcom	\$241,875	\$0	\$0	\$0	\$0	\$0	\$241,875	18, 22
The Enhanced Street Sweeping Project will improve water quality in the receiving waters around the City of Lynden by expanding the existing street sweeping program to increase the frequency and effectiveness of roadway material and debris removal from City streets before it enters the stormwater conveyance system. The project includes the finalization of a draft Street Sweeping Enhanced Maintenance Plan (EMP), the purchase of a regenerative air sweeper, and implementation of the EMP.										

Applicant Name:		Chelan County - Natural Resource Department				Application Number:		WQC-2023-ChCoNR-00088		
Project Title:		Peshastin Watershed Alluvial Water Storage and Riparian Res				Project Category:		Nonpoint Source Activity		
80	735	Chelan	\$186,814	\$0	\$186,814	\$0	\$0	\$0	\$0	22
We propose a project to address water quality issues in the Peshastin Watershed, specifically Peshastin and Larsen Creeks. This project includes implementation of alluvial water storage treatments and riparian planting. Proposed monitoring and maintenance will measure project efficacy and allow for adaptive management. Additionally, we propose an effort to prioritize prospective water quality efforts within the Peshastin watershed, and conduct outreach to landowners of high-priority parcels.										

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Applicant Name: Spokane city of					Application Number: WQC-2023-Spokane-00103					
Project Title: Drywell Rehabilitation in Wellhead Protection Zones					Project Category: Stormwater Facility					
81	732	Spokane	\$262,500	\$350,000	\$0	\$0	\$87,500	\$0	\$262,500	6, 8, 9, 10, 22, 29
This project will identify and rehabilitate drywells within the City's Wellhead Protection Zones that do not meet Underground Injection Control (UIC) water quality treatment requirements. This application is for planning and design only, construction will be applied for in the future.										

Applicant Name: Tunwwater city of					Application Number: WQC-2023-Tunwat-00051					
Project Title: Tunwwater Valley Golf Course Parking Lot Stormwater Retrofi					Project Category: Stormwater Facility					
82	730.5	Thurston	\$92,788	\$0	\$0	\$0	\$0	\$0	\$92,788	6, 22, 30
The City of Tunwwater is seeking funding to complete designs and construct two BMPs to treat 2.43 acres of parking lot at the Tunwwater Valley Golf Course which currently receives no treatment prior to entering the Deschutes River. The parking lot is visited by approximately 18,000 vehicles each year. All of the subsequent pollution from these vehicles is washed into the river during rain events events, an extreme danger to the local declining population of coho salmon.										

Applicant Name: Maple Valley city of - Public Works					Application Number: WQC-2023-MaVaPW-00061					
Project Title: Cedar Downs Water Quality Retrofit Project					Project Category: Stormwater Facility					
83	730	King	\$383,625	\$400,000	\$0	\$0	\$127,875	\$0	\$383,625	6, 8, 9, 10, 21, 22, 29
This project will retrofit two existing stormwater detention facilities that were designed and constructed in the late 1970's and capture approximately 46 acres of stormwater runoff prior to discharge to Jenkins Creek. The proposed project will install a hydrodynamic separator unit and a biofiltration (modular or tree filter) system ahead of the detention facilities to provide enhanced treatment and reconfigure the inlet and outlet structures to better utilize the existing storage capacity.										

Applicant Name: Bridgeport City of					Application Number: WQC-2023-CIBrid-00082					
Project Title: Stormwater Plan					Project Category: Stormwater Facility					
84	726.5	Douglas	\$49,500	\$16,500	\$0	\$0	\$9,900	\$0	\$56,100	3, 6, 8, 9, 10, 15, 22, 29
The City of Bridgeport's stormwater plan will include survey of existing facilities, stormwater modeling, inspection of existing stormwater facilities and outfalls, development of a capital improvement plan to improve existing infrastructure and connect future stormwater systems, and provide the City with guidance to cost-effectively manage stormwater runoff and preserve the quality of the Columbia River.										

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Applicant Name:		Bellingham city of - Public Works Department					Application Number:		WQC-2023-BellPW-00111	
Project Title:		Little Squalicum Creek Water Quality Retrofits, Phase 2			Project Category:		Stormwater Facility			
85	722.5	Whatcom	\$1,499,758	\$0	\$0	\$0	\$0	\$0	\$1,499,758	6, 22
This project will implement the second phase in a multi-year project to provide water quality treatment for runoff that enters Little Squalicum Creek from developed land that is currently untreated. This water quality project will protect the biological and water quality improvements installed as part of the Little Squalicum Estuary project as well as providing water quality improvements throughout this medium-density, mixed land use basin.										

Applicant Name:		Almira town of					Application Number:		WQC-2023-ToAlmi-00174	
Project Title:		Almira Lift Station Renovation			Project Category:		Wastewater Facility		Step 4: Design & Construction	
86	720	Lincoln	\$0	\$533,426	\$0	\$0	\$502,940	\$30,486	\$0	6, 7, 8, 9, 10, 12
The Town of Almira owns and operates a Large On-Site Sewage System permitted by DOH. Then entire town's sewage is pumped to the treatment lagoons by a single lift station which was built in 1982. While the lift station is currently in good working condition, the components of the lift station are old and replacement parts are nearly impossible to find. The Town would like to completely replace all of the lift station components, including the wet well, pumps, emergency generator, and controls.										

Applicant Name:		Tukwila city of - Public Works					Application Number:		WQC-2023-Tukwil-00173	
Project Title:		Tukwila's SMAP Basin Planning for Retrofitted Water Quality			Project Category:		Stormwater Facility			
87	718	King	\$63,841	\$0	\$0	\$0	\$0	\$0	\$72,353	6, 15, 22, 29
The City is developing a stormwater-focused basin plan aimed at reducing stormwater pollution. This effort entails strategically identifying and prioritizing water quality and flow control improvements to protect receiving waters. Tukwila will develop a Stormwater Management Action Plan (SMAP) within the selected basin, including documenting capital improvements for water quality and flow control, policy recommendations and targeted stormwater management actions.										

Applicant Name:		East Wenatchee city of					Application Number:		WQC-2023-Ewena-00168	
Project Title:		Grant Road Oil Treatment and Bioretention			Project Category:		Stormwater Facility			
88	717.5	Douglas	\$757,500	\$0	\$0	\$0	\$0	\$0	\$858,500	6, 15, 22
This project will provide oil control and bioretention of stormwater for around 1 mile of Grant road, which has an ADT of 20,000 vehicles. The City owns a parcel approximately 700' south of Grant Road that is perfectly situated for an oil water separator, and a bioinfiltration pond. This will prevent a significant amount (up to 38,100 cubic feet) of untreated runoff containing hydrocarbons, metals and sediment from discharging into the Columbia River via the Grant Road outfall per rain event.										

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Applicant Name:		Bothell city of - Public Works				Application Number:		WQC-2023-BothPW-00078	
Project Title:		Bothell Stormwater Pond Retrofit at Canyon Ridge Estates			Project Category:		Stormwater Facility		
89	717	Snohomish	\$108,503	\$0	\$0	\$0	\$0	\$108,503	6, 22, 30
The project will complete feasibility and design for retrofitting one stormwater detention facility. The current stormwater pond receives flow at a high velocity and does not provide any real water quality benefit. The retrofit will add water quality elements and increase flow control to improve overall stormwater quality downstream of the facility. The facility is located in Canyon Ridge Estates and contributes flow to North Creek through a downstream wetland system.									

Applicant Name:		College Place city of - Engineering Department				Application Number:		WQC-2023-CoPIED-00112	
Project Title:		Lions Park Stormwater Improvements				Project Category:		Stormwater Facility	
90	716	Walla Walla	\$764,250	\$0	\$0	\$0	\$0	\$866,150	6, 15, 22, 24, 29, 30
Garrison Creek runs through Lions Park. The City currently has five storm outfalls into Garrison Creek at the Park. These outfalls drain an area of approximately 16 acres and directly discharge to the creek with no treatment. The Lions Park project will install facilities that will provide basic treatment for approximately 15.5 acres of stormwater for the approximate treatment storm. This will be a significant improvement in the quality of the water discharging to Garrison Creek in this area.									

Applicant Name:		Grandview city of			Application Number:		WQC-2023-Grandv-00123			
Project Title:		Storm Drainage Improvements Project			Project Category:		Stormwater Facility			
91	714.5	Yakima	\$948,525	\$316,175	\$0	\$0	\$189,705	\$0	\$1,074,995	6, 8, 9, 10, 15, 21, 22, 24
Funding will be used to construct conveyance, pre-treatment, and detention facilities necessary to manage municipal stormwater from discharging into adjacent waterbodies. Untreated City stormwater from Larson St., W. Fifth St., and Butternut Rd. is directed to existing irrigation infrastructure owned by Sunnyside Valley Irrigation District. The storm drainage is commingled with irrigation water and is discharged to a 303d listed waterbody. This funding application is for construction funding.										

Applicant Name:		Jefferson County Public Health				Application Number:		WQC-2023-JeCoPH-00032	
Project Title:		Chimacum-Port Hadlock Pollution Identification and Correctio			Project Category:		Nonpoint Source Activity		
92	712.5	Jefferson	\$305,744	\$0	\$305,744	\$0	\$0	\$0	22
Jefferson County Public Health (JCPH) will implement a Pollution Identification and Correction (PIC) project for the Chimacum and Port Hadlock areas to protect water quality from threats of nonpoint source pollution. JCPH will monitor water quality for bacteria to identify areas of concern, followed by property research, corrective actions, and outreach to resolve pollution sources. The project will protect human health, ensure shellfish beds remain open and protect water quality.									

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Applicant Name:		Vancouver city of				Application Number:				WQC-2023-Vancou-00147
Project Title:		Vancouver Stormwater Maintenance and Program Enhanceme				Project Category:		Stormwater Activity		
93	712	Clark	\$263,727	\$0	\$0	\$0	\$0	\$0	\$156,186	22, 23, 24, 29
This project will develop and enhance tools to support stormwater facility owners with user-friendly long-term maintenance plans and strategies for water quality treatment and compliance. This project will also create a framework and checklists for the City of Vancouver to conduct a self-audit review of current Stormwater Management Program elements and Permit compliance.										

Applicant Name:		Bellingham city of - Public Works Department				Application Number:				WQC-2023-BellPW-00188
Project Title:		Phosphorus and Bacteria Optimized Operations and Maintenan				Project Category:		Stormwater Activity		
94	710.5	Whatcom	\$148,044	\$0	\$0	\$0	\$0	\$0	\$148,044	22, 29
This project will describe, define, and investigate the connections between municipal operations and maintenance (O+M) activities and the transport of nutrients and bacteria into nearby waterbodies. Findings will be used to develop watershed-scale O+M procedures that 1) limit nutrient and bacteria sources from O+M practices and 2) optimize the function of existing stormwater infrastructure. The outcomes of this project will be applied to the City's TMDL response in the Lake Whatcom Watershed.										

Applicant Name:		Puyallup city of - Public Works				Application Number:				WQC-2023-PuyAPW-00106
Project Title:		8th Ave NW Improvement Project				Project Category:		Stormwater Facility		
95	707.5	Pierce	\$517,754	\$0	\$0	\$0	\$0	\$0	\$517,754	6, 21, 22, 28
This project will improve water quality in the Puyallup River through installation of approximately 340 linear feet of permeable pavement along 8th Ave NW, between 8th St NW and 9th St NW, in the City of Puyallup. This project will provide treatment for total suspended solids (TSS), reduce levels of dissolved copper and zinc, and will also reduce flows to the Puyallup River by increasing stormwater infiltration and providing stormwater detention.										

Applicant Name:		Burlington city of				Application Number:				WQC-2023-Burlin-00176
Project Title:		Pine Street Pervious Concrete Shoulders				Project Category:		Stormwater Facility		
96	703.5	Skagit	\$175,898	\$0	\$0	\$0	\$0	\$0	\$199,351	6, 15, 22, 24, 28, 31
This green retrofit design project proposal will provide for planning, permitting and design of pervious concrete to replace gravel shoulders. By reducing impervious area and treating stormwater with the cation exchange in the soil, water quality in the region will improve. This is the second project in an effort to reduce the amount of City owned impervious gravel surfacing. The first project, designed using \$120K Ecology grant, was constructed in 2016 also using an Ecology grant.										

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Applicant Name: Spokane city of										
Project Title: Washington Basin Stormwater Separation Study					Project Category:		Stormwater Facility		Application Number: WQC-2023-Spokane-00096	
97	701	Spokane	\$262,500	\$350,000	\$0	\$0	\$87,500	\$0	\$262,500	6, 8, 9, 10, 22, 24, 28, 29
The Washington Basin Stormwater Separation Study aims to study the treatment options available to treat and infiltrate stormwater within the City of Spokane's Washington Basin MS4. This application is for planning and design only, construction will be applied for in the future										

Applicant Name: College Place city of - Engineering Department										
Project Title: College Place Vacuum Truck					Project Category:		Stormwater Activity		Application Number: WQC-2023-CoPIED-00003	
98	697	Walla Walla	\$397,500	\$0	\$0	\$0	\$0	\$0	\$450,500	15, 18, 22, 24
The City of College Place is seeking to procure a new vacuum truck (truck). The truck will be used for implementing the NPDES Phase II Eastern Washington Municipal Stormwater Permit issued by the Department of Ecology.										

Applicant Name: East Wenatchee city of										
Project Title: 19th/Cascade Green Retrofit & LID Stormwater Facility (CD/C					Project Category:		Stormwater Facility		Application Number: WQC-2023-Ewena-00167	
99	694	Douglas	\$1,957,313	\$0	\$0	\$0	\$0	\$0	\$2,218,288	6, 15, 22, 24
This project will improve surface water quality in the Columbia River and Sand Canyon Drainage by providing runoff treatment and flow control capacity for over 1.3 miles (approximately) of urban roadway corridor through improved conveyance and construction of a regional stormwater facility. This facility will consist of a treatment train approach including pre-treatment for TSS, bio-filtration for basic treatment and bio-infiltration for metals.										

Applicant Name: Kennewick city of										
Project Title: Kennewick WWTP Phase 2					Project Category:		Wastewater Facility		Application Number: WQC-2023-Kennew-00139	
100	693.5	Benton	\$0	\$29,100,000	\$0	\$0	\$22,975,000	\$6,125,000	\$0	6, 8, 9, 10, 12, 13, 37
The City of Kennewick is implementing Phase 2 of the 2014 Facility Plan to maintain permit compliance at the existing WWTP. This project will allow abandonment of the existing solids holding lagoons which will decrease loading to the WWTP and potential water quality issues as well as open space up for the Phase 3 improvements which will focus on the biological treatment system.										

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Applicant Name:		Palouse Conservation District								WQC-2023-PaloCD-00005
Project Title:		Operation Residue: (Under)cover Crops & Direct Seeding on th				Project Category:		Nonpoint Source Activity		
101	677	Whitman	\$443,037	\$0	\$443,037	\$0	\$0	\$0	\$0	22
Palouse Conservation District (PCD) will lead implementation of one stream mile of riparian forest buffer and 6,000 acres of direct seeding to improve water quality in Whitman County streams. A cover crop demonstration project will assist producers in improving soil health on their farms. Soil health assessment of direct seed and cover crop projects will demonstrate project effectiveness, and outreach and education programs will lead to further community investment in water quality improvements.										

Applicant Name:		College Place city of - Engineering Department								WQC-2023-CoPIED-00030
Project Title:		College Place Decant Facility Design				Project Category:		Stormwater Facility		
102	669	Walla Walla	\$101,250	\$0	\$0	\$0	\$0	\$0	\$114,750	6, 15, 18, 22
The City of College Place is seeking to design a new decant facility (facility). The facility will be designed for processing solids from the City's street sweepers and vacuor trucks.										

Applicant Name:		Renton city of								WQC-2023-Renton-00022
Project Title:		Burnett and Williams Water Quality Retrofit				Project Category:		Stormwater Facility		
103	655	King	\$405,000	\$0	\$0	\$0	\$0	\$0	\$405,000	6, 22, 31
This project will improve water quality in the Cedar River through installation of modular wetlands near the intersection of Tobin Street and Williams Ave S, and Tillicum Street and Williams Ave S in the City of Renton. This project will provide treatment for (total suspended solids (TSS), oil (total petroleum hydrocarbons), dissolved copper, dissolved zinc, and total phosphorus and will also provide stormwater improvements to reduce flooding.										

Applicant Name:		King County - Natural Resources and Parks Department								WQC-2023-KCoNRP-00016
Project Title:		WPTP Passive Weir for Emergency Bypass				Project Category:		Wastewater Facility		
104	652.5	King	\$0	\$2,060,000	\$0	\$0	\$2,060,000	\$0	\$0	6, 8, 9, 10, 14
This project will plan, design, and construct a passive bypass weir on the Emergency Bypass Channel to protect the West Point Treatment Plant (WPTP) from flooding in the event of a failure of the Emergency Bypass gate (EB) and all other gates in the Influent Control Structure (ICS). The project will also route the drainage pipeline of the Multi-Use Facility area into the Influent Control Structure for treatment.										

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Applicant Name:		Skagit Fisheries Enhancement Group				Application Number:		WQC-2023-SFEG-00025		
Project Title:		Lower Skagit Riparian Restoration				Project Category:		Nonpoint Source Activity		
105	649.5	Skagit	\$220,096	\$0	\$0	\$0	\$0	\$0	\$0	5
SFEFG is seeking funding to implement BMPs to improve water quality in the lower Skagit TMDL listed watersheds. Water quality impairments including temperature, bacteria, and dissolved oxygen will be addressed by expanding and maintaining riparian buffers. With the help of community volunteers, restoration projects on four sites will establish 5690 native trees & shrubs. SFEFG has discussed plans and designs with landowners and is ready to proceed with implementation in 2022.										

Applicant Name:		City of Montesano				Application Number:		WQC-2023-Montec-00004		
Project Title:		Enhanced Maintenance & Source Control Planning				Project Category:		Stormwater Activity		
106	646.5	Grays Harbor	\$97,500	\$0	\$0	\$0	\$0	\$0	\$97,500	18, 22, 31
The City of Montesano (City) is seeking to improve stormwater quality in its receiving waters through a stormwater Enhanced Maintenance Plan (EMP). The EMP will support the City's stormwater maintenance program and to be used to support future funding applications. The City is not required to apply for coverage under the NPDES Phase II Permit (Phase II Permit). However, the Phase II Permit will be used as guidance in preparing the EMP.										

Applicant Name:		Wenatchee city of				Application Number:		WQC-2023-Wenatchee-00054		
Project Title:		Pershing Street Stormwater Retrofit				Project Category:		Stormwater Facility		
107	645.5	Chelan	\$297,750	\$0	\$0	\$0	\$0	\$0	\$297,750	6, 21, 22
Located in the City of Wenatchee, Washington, stormwater from Pershing Street and the adjacent residential area currently drains to the No. 1 canyon drain, a Type F intermittent stream connected to the Columbia River. This project will eliminate flows to the No. 1 canyon drain by extending an urban collection system to the Maple Street stormwater system. This project will install approximately 2,000 lineal feet of pipe and green infrastructure for water quality.										

Applicant Name:		King County - Water and Land Resources Division				Application Number:		WQC-2023-KCWL RD-00180		
Project Title:		Our Green Duwamish Mapping Tool - Phase II				Project Category:		Stormwater Facility		
108	645	King	\$138,481	\$0	\$0	\$0	\$0	\$0	\$138,481	3, 6, 22, 24, 31
A proof of concept of the Our Green Duwamish (OGID) Mapping tool was completed in June 2021. The beta version of the tool was built in partnership with the cities in the Green/Duwamish watershed. This upcoming phase of the work is meant to facilitate large scale collaborative, cross jurisdictional, watershed based stormwater planning. This project is intended to build on the first phase of this work, improve the tool's functionality, and expand the geographic applicability to Puget Sound.										

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan Draft Combined Summary List

Rank	Total Points	County	Grant/ Subsidy Requested	Loan Funds Requested	Centennial Grant Funding Proposed	Section 319 Grant Funding Proposed	Revolving Fund Standard Loan Proposed	Revolving Fund Forgivable Principal Loan Proposed	SEAP Grant Funding Proposed	Footnotes
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Applicant Name:		Clallam County - Health and Human Services								WQC-2023-CICHHHS-00131
Project Title:		Enhanced PIC in Clallam County's CWD Matriotti-Bell				Project Category:		Nonpoint Source Activity		
109	622	Clallam	\$200,468	\$0	\$200,468	\$0	\$0	\$0	\$0	22
The Sequim Bay-Dungeness Watershed Pollution Identification and Correction (PIC) project decreases bacteria entering marine waters from upland sources by investigating and correcting non-point pollution sources. Improved water quality decreases human health impacts and increases commercial/recreational shellfish harvests. This project helps restore access to "downgraded" shellfish growing areas in the Bay. This project will focus on Matriotti and Bell Creeks in the MRA.										

Applicant Name:		Northwest Seaport Alliance								WQC-2023-NoSeAl-00053
Project Title:		Capacity Expansion Stormwater Improvements and Container				Project Category:		Stormwater Facility		
110	618	Pierce	\$3,272,922	\$0	\$0	\$0	\$0	\$0	\$3,272,922	6, 22, 24, 29, 30
The Port of Tacoma (the Port) is requesting funding for stormwater treatment system design and construction, part of an off-dock container management site development project. The development project will make improvements to approximately 24.5 acres, including the installation of stormwater treatment. Biofiltration was selected due to its high pollutant removal rate, low-impact design, use of locally sourced and sustainable materials, lower O&M requirements, and adaptability for future uses.										

Applicant Name:		Bothell city of - Public Works				Application Number:		WQC-2023-BothPW-00189		
Project Title:		Bothell Public Works Enhanced Maintenance Plan				Project Category:		Stormwater Activity		
111	613	King	\$45,024	\$0	\$0	\$0	\$0	\$0	\$45,024	22
This project will complete an Enhanced Maintenance Plan (EMP). The EMP will provide water quality benefits by determining specific changes that will would be made to the baseline program. Changes would focus on the need for updates to City of Bothell (City) facilities, the needs for additional equipment such as vacuor or sweeper trucks, and changes to the current operations and maintenance plan and procedures.										

Applicant Name:		Wenatchee city of				Application Number:		WQC-2023-Wenatche-00076		
Project Title:		Walla Walla Stormwater Outfall Retrofit				Project Category:		Stormwater Facility		
112	608	Chelan	\$223,500	\$0	\$0	\$0	\$0	\$0	\$223,500	6, 22, 29
Located in the City of Wenatchee, the Walla Walla Stormwater Outfall drains to the Columbia River. The Walla Walla basin encompasses an area of 2,586 acres of fully-developed residential, commercial, and industrial land uses. This project will study how water quality can be improved through installation of Best Management Practices (BMPs), look at relocating the outlet, and look at possibilities for re-directing treated stormwater to the Horan Natural Area Wetland.										

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Applicant Name:		Sammamish city of				Application Number:				WQC-2023-Sammam-00171
Project Title:		Enhanced Maintenance Plan and High Efficiency Sweeper Pur				Project Category:		Stormwater Activity		
113	602.5	King	\$276,195	\$0	\$0	\$0	\$0	\$0	\$276,195	18, 22, 31
The City currently contracts for street sweeping services which stipulates the location and frequency of sweeping operations. While this approach has provided good service overall and allowed us to achieve our NPDES requirements, the development of an Enhanced Maintenance Plan and the purchase of a city-owned street sweeper will allow us to reduce spill response times and increase the frequency and effectiveness of sweeping operations in neighborhoods throughout the City.										

Applicant Name:		Port Angeles port of				Application Number:				WQC-2023-PortAnp-00144
Project Title:		Phase 1 – Log Yard Stormwater Treatment				Project Category:		Stormwater Facility		
114	598	Clallam	\$4,880,250	\$5,000,000	\$0	\$0	\$0	\$0	\$0	4, 28
The Port of Port Angeles (Port) is installing stormwater treatment at the Port's waterfront Log Yard in 2023. The log yard stormwater treatment system and conveyance will be phased and designed to protect important cultural resources that are beneath the site and to protect water quality in Port Angeles Harbor . The system will treat over 9 million gallons per year. This funding request is for the conveyance paving and treatment system installation at the Port Log Yard.										

Applicant Name:		Lynden city of - Public Works Department				Application Number:				WQC-2023-LyndPW-00040
Project Title:		Pepin Creek Downstream Shoreline Improvements				Project Category:		Nonpoint Source Activity		
115	543.5	Whatcom	\$500,000	\$922,009	\$0	\$0	\$0	\$0	\$0	3, 4
This project will address a significant water quality problem caused by erosive stream banks along Pepin (Double Ditch) Creek. The RECIPIENT will design and construct stream bank stabilization for 1,000 feet of fragile shoreline along Pepin Creek south of Main Street in the City of Lynden as the first phase of the larger Pepin Creek Relocation project.										

Applicant Name:		Metalline town of				Application Number:				WQC-2023-Metall-00037
Project Title:		Town of Metalline USDA Loan Refinance				Project Category:		Wastewater Facility-Refinance		
Refi	N/A	Pend Oreille	\$0	\$110,000	\$0	\$0	\$110,000	\$0	\$0	2
The Town of Metalline has a long-term, high interest loan from USDA Rural Development (RD) they would like to refinance with an Ecology standard loan. A standard loan would significantly reduce the amount of loan interest paid and allow the savings to be used for maintenance and equipment replacement at the town's wastewater treatment facility.										

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan Draft Combined Summary List

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Applicant Name:		Washutena town of								WQC-2023-ToWasht-00105
Project Title:		Town of Washutena - Refinance Existing USDA Rural Develop				Project Category:		Wastewater Facility-Refinance		
Refi	N/A	Adams	\$0	\$170,000	\$0	\$0	\$170,000	\$0	\$0	2
The Town of Washutena has a 40 year, 4.125 interest loan from USDA RD that funded the upgrade of the town's wastewater treatment plant. Refinancing the loan to a shorter term and much lower interest rate would allow the town to pay the loan off sooner and use any saving on annual payments towards extra principal payments on the new loan.										

Applicant Name:		Springdale town of								WQC-2023-ToSpr-00042
Project Title:		Town of Springdale Existing Debt Refinance - Loans 92-01 and				Project Category:		Wastewater Facility-Refinance		
Refi	N/A	Stevens	\$0	\$223,000	\$0	\$0	\$223,000	\$0	\$0	2
The Town of Springdale currently has four USDA Rural Development funded loans that were used to construct the existing collection and treatment system and subsequent upgrade of their main lift station. Each of the loans are high-interest with long repayment terms. The town wishes to consolidate UDSA RD loans 92-01 and 92-03, which are each at a 4.5 interest rate, into one Ecology refinance loan.										

Applicant Name:		Cathlamet town of								WQC-2023-ToCath-00020
Project Title:		WWTP Relocation Refinancing Request				Project Category:		Wastewater Facility-Refinance		
Refi	N/A	Wahkiakum	\$0	\$4,482,772	\$0	\$0	\$4,482,772	\$0	\$0	2
To refinance our existing USDA loan obtained for a project we completed in 2017 which was partly funded with a CBDG to construct a new wastewater treatment facility and decommission our former sewer lagoons.										

Applicant Name:		Springdale town of								WQC-2023-ToSpr-00069
Project Title:		Town of Springdale Existing Debt Refinance - Loan 92-05				Project Category:		Wastewater Facility-Refinance		
Inel	N/A	Stevens	\$0	\$275,000	\$0	\$0	\$0	\$0	\$0	1, 32
The Town of Springdale currently has four USDA Rural Development funded loans that were used to construct the existing collection and treatment system and subsequent upgrades. Each of the loans are high-interest with long repayment terms. The town wishes to refinance UDSA RD loan 92-05, which has a 3.25 interest rate, into an Ecology loan.										

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan Draft Combined Summary List

Rank	Total Points	County	Grant/ Subsidy Requested	Loan Funds Requested	Centennial Grant Funding Proposed	Section 319 Grant Funding Proposed	Revolving Fund Standard Loan Proposed	Revolving Fund Forgivable Principal Loan Proposed	SFAP Grant Funding Proposed	Footnotes
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Applicant Name: Seattle city of - Public Utilities Department					Application Number: WQC-2021-SearPUD-00191_					
Project Title: Ship Canal Water Quality Project (Project)		Project Category: Wastewater Facility								
Inel	N/A	King	\$0	\$0	\$0	\$0	\$68,840,000	\$0	\$0	6, 7, 8, 9, 10, 36
This Project consists of a storage tunnel between the Ballard and Wallingford neighborhoods in the City of Seattle that will significantly reduce combined sewer overflows (CSOs) into the Ship Canal. This is a joint project between Seattle Public Utilities (SPU) and King County Department of Natural Resources (DNRRP). The project will control overflows at five SPU outfalls and two DNRRP outfalls and is required by both agencies' consent decrees with the Washington State DOE and the EPA.										

Applicant Name: Puyallup city of - Public Works					Application Number: WQC-2023-PuyaPW-00092					
Project Title: Deer Creek Stream and Wetland Restoration, Crossing C Proje		Project Category: Nonpoint Source Activity								
Inel	N/A	Pierce	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	1
The project will improve water quality and addresses nonpoint source activities. The project proposes wetland and stream restoration and a culvert replacement at 27th St. SE. Other project benefits are hydraulics and fish passage improvements; realignment of streams to provide increased channel capacity, flow diversity, and habitat features; reconnecting of wetlands to stream channels; increased flow attenuation; and alleviating flooding on a critical access road to a residential neighborhood.										

Applicant Name: King County - Natural Resources and Parks Department					Application Number: WQC-2023-KCoNRP-00126					
Project Title: Ship Canal Water Quality Project, Construction		Project Category: Wastewater Facility								
Inel	N/A	King	\$0	\$89,246,500	\$0	\$0	\$29,760,000	\$0	\$0	6, 7, 8, 9, 10, 35
This project protects water quality with the construction of an offline 18-ft 10-inch inside-diameter storage tunnel and pump station; 5 access shafts; and a 649 foot long 94-inch inside diameter tunnel under the ship canal. These improvements will store combined-sewer overflow and significantly reduce combined-sewer overflows (CSO) into the Lake Washington Ship Canal at five Seattle Public Utilities (SPU) outfalls and two King County Department of Natural Resources and Parks (DNRRP) outfalls.										

Applicant Name: King County - Natural Resources and Parks Department					Application Number: WQC-2023-KCoNRP-00125					
Project Title: Georgetown Wet Weather Treatment Station		Project Category: Wastewater Facility								
Inel	N/A	King	\$0	\$144,974,154	\$0	\$0	\$100,128,893	\$0	\$0	6, 7, 8, 9, 10, 11, 35
Construct a new 70 million gallon per day capacity wet weather treatment station for treating combined sewer overflow (CSO) wastewater. The project will consist of building a wet-weather treatment station, conveyance pipelines, and an outfall structure to convey and treat combined sewage prior to discharge into the Lower Duwamish Waterway (LDW).										

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan **Draft Combined Summary List**

Rank	Total Points	County	Grant/ Subsidy Requested	Loan Funds Requested	Centennial Grant Funding Proposed	Section 319 Grant Funding Proposed	Revolving Fund Standard Loan Proposed	Revolving Fund Forgivable Principal Loan Proposed	SFAP Grant Funding Proposed	Footnotes
Applicant Name:			Springdale town of				Application Number:		WQC-2023-ToSprt-00070	
Project Title:			Town of Springdale Existing Debt Refinance - Loan 92-06			Project Category:		Wastewater Facility-Refinance		
Inel	N / A	Stevens	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	1, 32
The Town of Springdale currently has four USDA Rural Development funded loans that were used to construct the existing collection and treatment system and subsequent upgrades. Each of the loans are high-interest with long repayment terms. The town wishes to refinance UDSA RD loan 92-06, which has a 3.00 interest rate, into an Ecology refinance loan.										
Totals:			\$61,422,886	\$352,063,669	\$19,000,000	\$1,579,509	\$300,374,737	\$10,443,916	\$33,333,601	

Footnotes

- 1) The project was not rated and ranked because it was determined to be ineligible for funding.
- 2) The project was not rated and ranked because it is a refinance project. Ecology only funds refinance projects if there are CWSRF funds remaining after all other eligible projects are funded. The project is proposed CWSRF loan.
- 3) The Project Category was adjusted by Ecology to fit the proposed project. This does not affect general funding eligibility.
- 4) The project did not meet the minimum score of 600 points overall required to be eligible for funding.
- 5) The project received more than the minimum score of 600 points required to be eligible for funding, but it was not proposed funding because the applicant is a nonprofit that is only eligible for Section 319 funds, and all available Section 319 funds were proposed to higher ranked projects. If the applicant is willing and able to work with a public body that will become the applicant and funding agreement manager, Ecology may award Centennial grant for the project.
- 6) The project is a facility project proposed funding. If the applicant is required or chooses to plan under the GMA, it must be in compliance with Chapter 36.70a RCW before Ecology can sign a funding agreement.
- 7) The project is a facility design, construction, or design/construction project proposed CWSRF loan and/or Centennial grant. The applicant will be required to conduct an Investment Grade Efficiency Audit (IGEA). The IGEA can be just for the funded project or the entire system; the latter is preferable. If an IGEA was conducted for the entire system within the past 5 years, recipients need only upload a copy of the previously-completed IGEA to EAGL—no additional work is required.
- 8) The project is a facility project proposed CWSRF loan. Where applicable, the applicant will be required to comply with the following: a) the AIS requirements described in the American Iron and Steel section; b) the SERP requirements described in the State Environmental Review Process section; c) the federal prevailing wage requirements described in the Davis-Bacon Act Wages section; and (d) certify it has prepared an Asset Management Plan that meets the minimum criteria described in the Fiscal Sustainability Plan (Asset Management Plan) section before Ecology can sign a funding agreement
- 9) The project is proposed CWSRF loan. Ecology must conduct a FCA before it can sign a funding agreement as described in the Financial Capability Assessment section.
- 10) The project is proposed CWSRF loan. The applicant will be required to certify it prepared/will prepare a CEA that meets the minimum criteria as described in the Cost and Effectiveness Analysis section before Ecology can sign a funding agreement.
- 11) The project is proposed CWSRF loan and identified as a DEP. In addition to any other requirements, the project will be required to meet the following federal requirements: a) the A/E services procurement requirements described in the Architectural and Engineering Services Procurement section; b) the environmental cross cutters reporting requirements described in the Federal Cross Cutters section; c) the SAA

requirements described in the Federal Single Audit Act section; and d) the prohibitions on services or equipment described in the Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment section.

- 12) The project is a Step 4 wastewater project proposed funding. Design must be completed within 1 year of signing a funding agreement.
- 13) The project was determined by Ecology to be eligible for GPR, and the proposed funding includes CWSRF GPR funding.
- 14) The applicant requested a 30-year term loan, but the maximum allowed for planning or design projects is a 20-year term.
- 15) The proposed SFAP grant reflects hardship consideration with a reduced 15% match.
- 16) The proposed SFAP grant resulted in the applicant reaching the \$5,000,000 maximum SFAP grant per applicant.
- 17) The project was not proposed SFAP grant because the applicant was already proposed the \$5,000,000 maximum allowed SFAP grant.
- 18) The proposed SFAP grant for facilities and equipment to implement enhanced maintenance is contingent upon the analysis performed in the Ecology-approved Enhanced Maintenance Plan.
- 19) The proposed SFAP grant for construction is contingent on acquisition of property.
- 20) The proposed SFAP grant is conditional upon submittal of a Landowner Acknowledgement form.
- 21) The project includes BMPs on private property. The proposed funding is contingent on the applicant verifying landowner commitment via a Land Owner Agreement.
- 22) The proposed grant may not exceed 75% of the Total Eligible Costs (85% for SFAP hardship communities).
- 23) Ecology's estimate of Total Eligible Costs differs from the applicant's estimate; the proposed funding was adjusted based on Ecology's estimate.
- 24) Ecology Screeners/Evaluators noted task costs that are unclear. The proposed funding is contingent on satisfactory agreement negotiation and clarification of cost estimates.
- 25) Ecology Screeners/Evaluators noted potentially ineligible costs. Final funding resulting from agreement negotiation will be limited to eligible costs.
- 26) Ecology Screeners/Evaluators noted administration costs that exceed 15% of the Total Eligible Costs; final negotiated administration costs may be adjusted.
- 27) The Scope of Work involves the collection of water quality or soil samples. An Ecology-approved Quality Assurance Project Plan (QAPP) will be required.
- 28) Ecology Screeners/Evaluators noted that proposed project start or completion dates may not align with the dates identified in Section 6.3.4 of the SFY23 Guidelines. Please refer to the funding guidelines for additional information about project timelines and expense eligibility.

- 29) Ecology Screeners/Evaluators noted that the applicant may not have allocated sufficient resources to adequately address potential historic and cultural resource requirements.
- 30) Funding proposed is contingent upon wetland delineation. Work proposed in wetlands may be ineligible.
- 31) The funding source proposed for this project will require the applicant to provide cash match. Applicant has not identified a source of match funding.
- 32) Ecology and EPA are determining the eligibility of the project based on wages documentation provided by the applicant on 01/12/22. If the project is determined to be eligible, Ecology will offer full funding for the project in the Final List.
- 33) The design portion of this project is already funded under WQC-2021-Waterv-00168. Ecology allowed the applicant to request Step 4 funding in this funding cycle in order to speed up the construction schedule. Proposed funding is only for the Construction and Construction Management related portions of the project.
- 34) The proposed funding is based on a 25% match requirement. However, the Funding Request form shows a 100% required match. During the Agreement Negotiation Process, Ecology will change the Grant Request and the Match Required from the automatically generated to show that only a 25% match is required.
- 35) The application requested additional funding for a project that is already funded. The funding proposed will be amended into an existing funding agreement.
- 36) The applicant did not request funding for the already funded project, but Ecology is proposing the additional funding to fully fund it based on previous funding requests and offers. The funding proposed will be amended into an existing funding agreement.
- 37) Ecology allowed the applicant to deviate from the standard Step Process because they're using a relatively new contracting mechanism (Progressive Design Build) that is expected to result in design and construction being completed within the timeframe typically expected for Step 4 projects. All of the standard timelines expected for Step 4 projects apply.
- 38) Due to extenuating circumstances, Ecology approved an extension of the planning document approval date for this project. The planning document must be approved by Ecology's Eastern Region Office by 04/30/22.

Appendix 1a: List of Projects Proposed CWSRF Funding

Appendix 1a contains a list of projects proposed funding strictly from CWSRF in ranked priority order.

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan
Revolving Fund Projects Identified for Funding

Rank	Permit Number	Time Frame	Total Funds Requested	Revolving Fund Total Proposed	Standard Loan Proposed	Hardship Forgivable Principal Proposed	GPR Standard Loan Proposed	GPR Forgivable Principal Proposed	Precon Standard Loan Proposed	Precon Forgivable Principal Proposed	Loan Term (yrs)	Loan Interest Rate
Applicant Name: College Place city of - Engineering Department												
Project Title: College Place WWTP Construction							CWSRF Project Category: I Secondary Treatment			Application Number: WQC-2023-CoPIED-00138		
1	WA0020656	Start: 07/01/22 End: 12/31/24	\$26,090,000	\$21,090,000	\$21,090,000	\$0	\$0	\$0	\$0	\$0	20	0.7%
Applicant Name: Eastsound Sewer & Water District												
Project Title: Eastsound Sewer and Water District Upgrades Phase II							CWSRF Project Category: II Advanced Treatment			Application Number: WQC-2023-EaSoWd-00130		
2	WA0030589	Start: 01/01/22 End: 01/01/27	\$5,440,766	\$3,669,041	\$3,269,041	\$0	\$0	\$0	\$200,000	\$200,000	30	1.2%
Applicant Name: Warden, City of												
Project Title: Lift Station 1 Improvements							CWSRF Project Category: III-B Sewer System Rehabilitation			Application Number: WQC-2023-Warden-00095		
3	ST0005380	Start: 07/01/22 End: 12/31/26	\$656,000	\$367,720	\$298,220	\$0	\$0	\$0	\$34,750	\$34,750	20	0.8%
Applicant Name: Reardan town of												
Project Title: Reardan I&I Reduction Project							CWSRF Project Category: III-A Infiltration/Inflow (I/I) Correction			Application Number: WQC-2023-Rearda-00154		
6	WA0045306	Start: 07/01/22 End: 12/31/24	\$3,435,000	\$2,147,795	\$1,854,895	\$0	\$0	\$0	\$146,450	\$146,450	20	0.8%
Applicant Name: Waterville town of												
Project Title: Wastewater Treatment Plant Design and Construction							CWSRF Project Category: I Secondary Treatment			Application Number: WQC-2023-Waterv-00160		
7	ST0009000	Start: 07/01/22 End: 12/31/25	\$7,000,000	\$6,475,000	\$6,475,000	\$0	\$0	\$0	\$0	\$0	30	1.4%

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan

Revolving Fund Projects Identified for Funding

Rank	Permit Number	Time Frame	Total Funds Requested	Revolving Fund Total Proposed	Standard Loan Proposed	Hardship Forgivable Principal Proposed	GPR Standard Loan Proposed	GPR Forgivable Principal Proposed	Precon Standard Loan Proposed	Precon Forgivable Principal Proposed	Loan Term (yrs)	Loan Interest Rate
Applicant Name:			Oroville city of		Application Number:							
Project Title:			City of Oroville General Sewer Plan		CWSRF Project Category: Planning/Design							
8	WA0022390	Start: 07/01/22 End: 12/31/23	\$355,265	\$355,265	\$0	\$0	\$0	\$0	\$177,633	\$177,633	20	1.1%
Applicant Name:			Snoqualmie Pass Utility District		Application Number: WQC-2023-SnPaUd-00098							
Project Title:			Snoqualmie Pass Phase 2-4 MBR WWTP Improvements En		CWSRF Project Category: Planning/Design							
10		Start: 07/01/22 End: 12/31/26	\$1,570,000	\$1,570,000	\$0	\$0	\$0	\$0	\$785,000	\$785,000	5	0.5%
Applicant Name:			Sultan city of		Application Number: WQC-2023-Sultan-00124							
Project Title:			Sultan Wastewater Treatment Facility (WWTF) Upgrade		CWSRF Project Category: I Secondary Treatment							
11	WA0023302	Start: 07/01/22 End: 08/30/25	\$17,742,000	\$17,742,000	\$17,742,000	\$0	\$0	\$0	\$0	\$0	30	1.4%
Applicant Name:			Kittitas city of		Application Number: WQC-2023-CiKitt-00080							
Project Title:			General Sewer Plan		CWSRF Project Category: Planning/Design							
15	WA-002125-3	Start: 07/01/22 End: 07/01/26	\$194,000	\$194,000	\$0	\$0	\$0	\$0	\$97,000	\$97,000	20	1.1%
Applicant Name:			Fisherman Bay Sewer District		Application Number: WQC-2023-FiBaSD-00031							
Project Title:			Design of Fisherman Bay Sewer District WWTP Upgrade a		CWSRF Project Category: Planning/Design							
17	WA0030589	Start: 07/01/22 End: 07/01/27	\$764,000	\$764,000	\$0	\$0	\$0	\$0	\$382,000	\$382,000	20	1.1%

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan

Revolving Fund Projects Identified for Funding

Rank	Permit Number	Time Frame	Total Funds Requested	Revolving Fund Total Proposed	Standard Loan Proposed	Hardship Forgivable Principal Proposed	GPR Standard Loan Proposed	GPR Forgivable Principal Proposed	Precon Standard Loan Proposed	Precon Forgivable Principal Proposed	Loan Term (yrs)	Loan Interest Rate
Applicant Name: Aberdeen city of - Public Works												
Project Title:		City of Aberdeen - WWTP Influent Screening and Conveyance			CWSRF Project Category:			I Secondary Treatment		WQC-2023-AberPW-00072		
19	WA0037192	Start: 07/01/22 End: 06/01/25	\$8,590,000	\$8,590,000	\$8,590,000	\$0	\$0	\$0	\$0	\$0	20	1.1%
Applicant Name: Bremerton city of - Public Works and Utilities												
Project Title:		Tracyton Beach Road Sewer Improvements			CWSRF Project Category:			III-B Sewer System Rehabilitation		WQC-2023-BremPW-00148		
24	WA0029289	Start: 07/01/22 End: 12/31/24	\$5,008,000	\$5,008,000	\$5,008,000	\$0	\$0	\$0	\$0	\$0	20	1.1%
Applicant Name: Tekoa city of												
Project Title:		Wastewater Treatment Plant Facilities Plan			CWSRF Project Category:			Planning/Design		WQC-2023-CiTeko-00135		
27	WA0023141	Start: 07/01/22 End: 12/31/23	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$75,000	\$75,000	5	0.5%
Applicant Name: Ritzville City of												
Project Title:		City of Ritzville General Sewer Plan Update			CWSRF Project Category:			Planning/Design		WQC-2023-RitzCi-00104		
35	ST0008028	Start: 07/01/22 End: 12/31/23	\$325,000	\$325,000	\$0	\$0	\$0	\$0	\$162,500	\$162,500	20	1.1%
Applicant Name: St John town of												
Project Title:		St. John Wastewater Treatment Plant Replacement			CWSRF Project Category:			I Secondary Treatment & III-A Infiltration/ Inflow (I/I) Correcti		WQC-2023-StJohn-00100		
46	WA0021229	Start: 07/01/22 End: 12/31/25	\$6,050,000	\$5,493,931	\$3,201,348	\$1,973,949	\$0	\$0	\$159,317	\$159,317	20	0.8%

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan
Revolving Fund Projects Identified for Funding

Rank	Permit Number	Time Frame	Total Funds Requested	Revolving Fund Total Proposed	Standard Loan Proposed	Hardship Forgivable Principal Proposed	GPR Standard Loan Proposed	GPR Forgivable Principal Proposed	Precon Standard Loan Proposed	Precon Forgivable Principal Proposed	Loan Term (yrs)	Loan Interest Rate
Applicant Name: Garfield, Town of												
Project Title: Garfield Wastewater Treatment Plant Facilities Plan				CWSRF Project Category: Planning/Design				Application Number: WQC-2023-GarTo-00079				
50	WA0044822	Start: 07/01/22 End: 12/31/23	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$50,000	\$50,000	20	1.1%
Applicant Name: Lynden city of - Public Works Department												
Project Title: 9th Street Judson Area Stormwater LID - Phase 2				CWSRF Project Category: VI-C Green Stormwater				Application Number: WQC-2023-LyndPW-00043				
54		Start: 07/01/22 End: 12/31/24	\$717,321	\$179,330	\$0	\$0	\$134,498	\$44,832	\$0	\$0	20	1.1%
Applicant Name: Vashon Sewer District												
Project Title: Emergency Pipe Repair Between Manholes 16 - 15 and 24 -				CWSRF Project Category: III-B Sewer System Rehabilitation				Application Number: WQC-2023-VashSD-00172				
73		Start: 03/01/21 End: 09/30/22	\$687,000	\$687,000	\$587,000	\$0	\$0	\$0	\$100,000	\$0	20	1.1%
Applicant Name: Spokane city of												
Project Title: Drywell Rehabilitation in Wellhead Protection Zones				CWSRF Project Category: Planning/Design				Application Number: WQC-2023-Spokane-00103				
81		Start: 07/01/22 End: 06/30/26	\$612,500	\$87,500	\$87,500	\$0	\$0	\$0	\$0	\$0	20	1.1%
Applicant Name: Maple Valley city of - Public Works												
Project Title: Cedar Downs Water Quality Retrofit Project				CWSRF Project Category: VI-C Green Stormwater				Application Number: WQC-2023-MaVaPW-00061				
83		Start: 07/01/22 End: 12/31/24	\$783,625	\$127,875	\$127,875	\$0	\$0	\$0	\$0	\$0	5	0.5%

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan
Revolving Fund Projects Identified for Funding

Rank	Permit Number	Time Frame	Total Funds Requested	Revolving Fund Total Proposed	Standard Loan Proposed	Hardship Forgivable Principal Proposed	GPR Standard Loan Proposed	GPR Forgivable Principal Proposed	Precon Standard Loan Proposed	Precon Forgivable Principal Proposed	Loan Term (yrs)	Loan Interest Rate
Applicant Name: Bridgeport City of												
Project Title: Stormwater Plan				CWSRF Project Category: Planning/Design				Application Number: WQC-2023-CiBrid-00082				
84		Start: 07/01/22 End: 08/01/24	\$66,000	\$9,900	\$9,900	\$0	\$0	\$0	\$0	\$0	5	0.5%
Applicant Name: Almira town of												
Project Title: Almira Lift Station Renovation				CWSRF Project Category: III-B Sewer System Rehabilitation				Application Number: WQC-2023-ToAlmi-00174				
86		Start: 07/01/22 End: 01/01/24	\$533,426	\$533,426	\$472,454	\$0	\$0	\$0	\$30,486	\$30,486	20	1.1%
Applicant Name: Grandview city of												
Project Title: Storm Drainage Improvements Project				CWSRF Project Category: VI-C Green Stormwater				Application Number: WQC-2023-Grandv-00123				
91		Start: 07/01/22 End: 07/01/25	\$1,264,700	\$189,705	\$189,705	\$0	\$0	\$0	\$0	\$0	20	1.1%
Applicant Name: Spokane city of												
Project Title: Washington Basin Stormwater Separation Study				CWSRF Project Category: Planning/Design				Application Number: WQC-2023-Spokane-00096				
97		Start: 07/01/22 End: 06/30/26	\$612,500	\$87,500	\$87,500	\$0	\$0	\$0	\$0	\$0	20	1.1%
Applicant Name: Kennewick city of												
Project Title: Kennewick WWTP Phase 2				CWSRF Project Category: Planning/Design				Application Number: WQC-2023-Kennew-00139				
100	WA-004478-4	Start: 07/01/22 End: 06/30/25	\$29,100,000	\$29,100,000	\$0	\$0	\$22,975,000	\$6,125,000	\$0	\$0	20	1.1%

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan
Revolving Fund Projects Identified for Funding

Rank	Permit Number	Time Frame	Total Funds Requested	Revolving Fund Total Proposed	Standard Loan Proposed	Hardship Forgivable Principal Proposed	GPR Standard Loan Proposed	GPR Forgivable Principal Proposed	Precon Standard Loan Proposed	Precon Forgivable Principal Proposed	Loan Term (yrs)	Loan Interest Rate
Applicant Name: King County - Natural Resources and Parks Department												
Project Title:		WPJP Passive Weir for Emergency Bypass			CWSRF Project Category:			Planning/Design		Application Number: WQC-2023-KCoNRP-00016		
104	DNRP WA-002918-1	Start: 07/01/22 End: 07/01/22	\$2,060,000	\$2,060,000	\$2,060,000	\$0	\$0	\$0	\$0	\$0	20	1.1%
Applicant Name: Metaline town of												
Project Title:		Town of Metaline USDA Loan Refinance			CWSRF Project Category: I Secondary Treatment			Application Number: WQC-2023-Metaline-00037				
Refi	WA0020699	Start: 07/01/22 End: 03/31/23	\$110,000	\$110,000	\$110,000	\$0	\$0	\$0	\$0	\$0	20	1.1%
Applicant Name: Cathlamet town of												
Project Title:		WWTP Relocation Refinancing Request			CWSRF Project Category: I Secondary Treatment			Application Number: WQC-2023-ToCath-00020				
Refi	WA0022667	Start: 06/01/22 End: 06/01/23	\$4,482,772	\$4,482,772	\$4,482,772	\$0	\$0	\$0	\$0	\$0	30	1.4%
Applicant Name: Springdale town of												
Project Title:		Town of Springdale Existing Debt Refinance - Loans 92-01			CWSRF Project Category: I Secondary Treatment			Application Number: WQC-2023-ToSpri-00042				
Refi	ST0005385	Start: 07/01/22 End: 07/01/23	\$223,000	\$223,000	\$223,000	\$0	\$0	\$0	\$0	\$0	5	0.5%
Applicant Name: Washucna town of												
Project Title:		Town of Washucna - Refinance Existing USDA Rural Dev			CWSRF Project Category: I Secondary Treatment			Application Number: WQC-2023-ToWash-00105				
Refi	ST0005361	Start: 07/01/22 End: 03/31/23	\$170,000	\$170,000	\$170,000	\$0	\$0	\$0	\$0	\$0	20	1.1%

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan

Revolving Fund Projects Identified for Funding

Rank	Permit Number	Time Frame	Total Funds Requested	Revolving Fund Total Proposed	Standard Loan Proposed	Hardship Forgivable Principal Proposed	GPR Standard Loan Proposed	GPR Forgivable Principal Proposed	Precon Standard Loan Proposed	Precon Forgivable Principal Proposed	Loan Term (yrs)	Loan Interest Rate
Applicant Name: King County - Natural Resources and Parks Department												
Project Title: Georgetown Wet Weather Treatment Station					CWSRF Project Category:			V CSO Correction		Application Number: WQC-2023-KCoNRP-00125		
Inel	WA00929181	Start: 07/01/22 End: 02/23/23	\$144,974,154	\$100,128,893	\$100,128,893	\$0	\$0	\$0	\$0	\$0	30	1.4%
Applicant Name: King County - Natural Resources and Parks Department												
Project Title: Ship Canal Water Quality Project, Construction					CWSRF Project Category:			V CSO Correction		Application Number: WQC-2023-KCoNRP-00126		
Inel	WA00929181	Start: 07/01/22 End: 01/01/25	\$89,246,500	\$29,760,000	\$29,760,000	\$0	\$0	\$0	\$0	\$0	30	1.4%
Applicant Name: Seattle city of - Public Utilities Department												
Project Title: Ship Canal Water Quality Project (Project)					CWSRF Project Category:			V CSO Correction		Application Number: WQC-2021-SeafUD-00191		
Inel		Start: End:	\$0	\$68,840,000	\$68,840,000	\$0	\$0	\$0	\$0	\$0	20	1.2%
Totals:			\$359,113,529	\$310,818,653	\$274,865,103	\$1,973,949	\$23,109,498	\$6,169,832	\$2,400,136	\$2,300,136		

Appendix 1b: List of Projects Proposed Centennial Funding

Appendix 1b contains a list of projects proposed funding strictly from Centennial in ranked priority order.

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan

Centennial Grant Projects Identified for Funding

Rank	Hardship Eligibility	County	Grant Funds Requested/Eligible		Centennial Funding Proposed	
Applicant Name:		College Place city of - Engineering Department		Application Number: WQC-2023-CoPIED-00138		
Project Title:		College Place WWTP Construction	Project Type:	Wastewater Facility-Hardship		
1	Hardship	Walla Walla	\$5,000,000		\$5,000,000	
Applicant Name:		Eastsound Sewer & Water District		Application Number: WQC-2023-EaSoWd-00130		
Project Title:		Eastsound Sewer and Water District Upgrades Phase II	Project Type:	Wastewater Facility-Hardship	Step 4: Design & Construction	
2	Hardship	San Juan	\$1,771,725		\$1,771,725	
Applicant Name:		Warden, City of		Application Number: WQC-2023-Warden-00095		
Project Title:		Lift Station 1 Improvements	Project Type:	Wastewater Facility-Hardship	Step 4: Design & Construction	
3	Hardship	Grant	\$288,280		\$288,280	
Applicant Name:		King County - Water and Land Resources Division		Application Number: WQC-2023-KCWLRD-0002		
Project Title:		Horsehead Bend Natural Area Revegetation	Project Type:	Nonpoint Source Activity		
4		King	\$135,300		\$135,300	
Applicant Name:		Spokane Tribe of Indians		Application Number: WQC-2023-STOI-00097		
Project Title:		DIF project maintenance, riparian restoration, and livestock BMPs	Project Type:	Nonpoint Source Activity		
5		Spokane	\$193,401		\$193,401	
Applicant Name:		Reardan town of		Application Number: WQC-2023-Rearda-00154		
Project Title:		Reardan I&I Reduction Project	Project Type:	Wastewater Facility-Hardship	Step 4: Design & Construction	
6	Hardship	Lincoln	\$1,287,205		\$1,287,205	
Applicant Name:		Palouse Rock Lake Conservation District		Application Number: WQC-2023-PaRoCD-00018		
Project Title:		Improving Water Quality on Rebel Flat Creek	Project Type:	Nonpoint Source Activity		
13		Whitman	\$416,601		\$416,601	

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan
Centennial Grant Projects Identified for Funding

Rank	Hardship Eligibility	County	Grant Funds Requested/Eligible			Centennial Funding Proposed		
Applicant Name:			Chelan County - Natural Resource Department			Application Number:		WQC-2023-ChCoNR-00039
Project Title:			Leavenworth Watersheds - Phased Water Quality Improvement Project			Project Type:		Nonpoint Source Activity
14			Chelan					\$101,742
Applicant Name:			Bellingham city of - Public Works Department			Application Number:		WQC-2023-BellPW-00074
Project Title:			Padden Creek 24th-30th Streets Restoration Phase 2			Project Type:		Nonpoint Source Activity
16			Whatcom					\$500,000
Applicant Name:			Snohomish Conservation District			Application Number:		WQC-2023-SnohCD-00010
Project Title:			South Fork Stillaguamish Floodplain Restoration			Project Type:		Nonpoint Source Activity
20			Snohomish					\$167,206
Applicant Name:			Snohomish Conservation District			Application Number:		WQC-2023-SnohCD-00008
Project Title:			Re-Tree Woods Creek Phase II			Project Type:		Nonpoint Source Activity
21			Snohomish					\$152,245
Applicant Name:			Walla Walla County Conservation District			Application Number:		WQC-2023-WWCoCD-0000
Project Title:			Canopy Cover Improvements on the Touchet River, Phase 2			Project Type:		Nonpoint Source Activity
22			Walla Walla					\$234,648
Applicant Name:			Snohomish County Conservation Natural Resources Department			Application Number:		WQC-2023-SnCoCN-00093
Project Title:			Jim Creek Restoration			Project Type:		Nonpoint Source Activity
23			Snohomish					\$500,000
Applicant Name:			Vancouver city of			Application Number:		WQC-2023-Vancou-00186
Project Title:			Burnt Bridge Creek Critical Lands Acquisition			Project Type:		Nonpoint Source Activity
25			Clark					\$375,000

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan

Centennial Grant Projects Identified for Funding

Rank	Hardship Eligibility	County	Grant Funds Requested/Eligible			Centennial Funding Proposed		
Applicant Name:		Pend Oreille Conservation District			Application Number:		WQC-2023-PeOrCD-00156	
Project Title:		Sandy Shores/Sunnyside Bank Stabilization on the Pend Oreille Ri	Project Type:	Nonpoint Source Activity				
26		Pend Oreille	\$328,226				\$328,226	
Applicant Name:		Palouse Rock Lake Conservation District			Application Number:		WQC-2023-PaRoCD-00011	
Project Title:		One Pass at a Time- Conservation of Pine Creek Watershed	Project Type:	Nonpoint Source Activity				
28		Whitman	\$368,367				\$368,367	
Applicant Name:		Sauk-Suiattle Indian Tribe			Application Number:		WQC-2023-SSIT-00152	
Project Title:		Sauk-Suiattle Indian Tribe Spearhead Lake cleanup project	Project Type:	Onsite Sewage System				
30		Skagit	\$22,388				\$22,388	
Applicant Name:		Skagit County - Public Works Department			Application Number:		WQC-2023-SkCoPW-00001	
Project Title:		Barrel Springs Restoration Project	Project Type:	Nonpoint Source Activity				
32		Skagit	\$460,852				\$460,852	
Applicant Name:		Foster Creek Conservation District			Application Number:		WQC-2023-FoCrCD-00058	
Project Title:		Foster Watershed Restoration to Improve Water Quality	Project Type:	Nonpoint Source Activity				
34		Douglas	\$250,000				\$250,000	
Applicant Name:		Palouse Conservation District			Application Number:		WQC-2023-PaloCD-00009	
Project Title:		Partnership to Restore Riparian Areas in the Lower Fournmile Cree	Project Type:	Nonpoint Source Activity				
37		Whitman	\$496,156				\$496,156	
Applicant Name:		Grant County Conservation District			Application Number:		WQC-2023-GCCD-00056	
Project Title:		Moses Lake Shoreline Restoration and Nutrient Reduction	Project Type:	Nonpoint Source Activity				
38		Grant	\$187,484				\$187,484	

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan
Centennial Grant Projects Identified for Funding

Rank	Hardship Eligibility	County	Grant Funds Requested/Eligible		Centennial Funding Proposed	
Applicant Name:		Okanogan Conservation District		Application Number:		WQC-2023-OkanCD-00044
Project Title:		Antoine Creek Water Quality Improvements	Project Type:	Nonpoint Source Activity		
40		Okanogan		\$250,000		\$250,000
Applicant Name:		King County - Water and Land Resources Division		Application Number:		WQC-2023-KCWL RD-0009
Project Title:		Flaming Geyser State Park Riparian Revegetation	Project Type:	Nonpoint Source Activity		
41		King		\$450,000		\$450,000
Applicant Name:		North Yakima Conservation District		Application Number:		WQC-2023-NoYaCD-00071
Project Title:		Trout Meadows Long Range Implementation Project	Project Type:	Nonpoint Source Activity		
43		Yakima		\$229,510		\$229,510
Applicant Name:		Spokane Conservation District		Application Number:		WQC-2023-SpoCoD-00165
Project Title:		Spokane Riparian Establishment Project	Project Type:	Nonpoint Source Activity		
45		Spokane		\$212,625		\$212,625
Applicant Name:		St John town of		Application Number:		WQC-2023-StJohn-00100
Project Title:		St. John Wastewater Treatment Plant Replacement	Project Type:	Wastewater Facility-Hardship	Step 4: Design & Construction	
46	Hardship	Whitman		\$2,530,018		\$556,070
Applicant Name:		Cascadia Conservation District		Application Number:		WQC-2023-CascCD-00024
Project Title:		Wenatchee Watershed Habitat Restoration and Water Quality Pro	Project Type:	Nonpoint Source Activity		
49		Chelan		\$249,255		\$249,255
Applicant Name:		Pierce County - Public Works and Utility Department		Application Number:		WQC-2023-PiCoPW-00184
Project Title:		Pierce County Septic Repair Program	Project Type:	Onsite Sewage System		
53		Pierce		\$180,000		\$180,000

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan
Centennial Grant Projects Identified for Funding

Rank	Hardship Eligibility	County	Grant Funds Requested/Eligible			Centennial Funding Proposed		
Applicant Name:			Whitman Conservation District		Application Number:		WQC-2023-WhitCD-00081	
Project Title:			South Fork of the Palouse River Nature Reserve and Learning Cen	Project Type:	Nonpoint Source Activity			
56		Whitman			\$367,500			
Applicant Name:			Whitman Conservation District		Application Number:		WQC-2023-WhitCD-00086	
Project Title:			North Fork of the Palouse Restoration	Project Type:	Nonpoint Source Activity			
58		Whitman			\$180,000			
Applicant Name:			Thurston County - Public Health and Social Services Department		Application Number:		WQC-2023-ThCoPH-00177	
Project Title:			Black Lake Pollution Identification and Correction Project	Project Type:	Nonpoint Source Activity			
60		Thurston			\$250,000			
Applicant Name:			Whitman Conservation District		Application Number:		WQC-2023-WhitCD-00181	
Project Title:			Main Palouse car riprap removal and bioengineered river bank res	Project Type:	Nonpoint Source Activity			
63		Whitman			\$202,500			
Applicant Name:			Tumwater city of		Application Number:		WQC-2023-Tumwat-00050	
Project Title:			City of Tumwater's Septic to Sewer Conversion Program	Project Type:	Onsite Sewage System			
65		Thurston			\$500,000			
Applicant Name:			Foster Creek Conservation District		Application Number:		WQC-2023-FoCrCD-00059	
Project Title:			Foster Watershed Soil health and Water Quality Initiative	Project Type:	Nonpoint Source Activity			
70		Douglas			\$250,000			
Applicant Name:			Edmonds city of		Application Number:		WQC-2023-Edmond-00101	
Project Title:			7313 Lake Ballinger Way Floodplain Purchase & Structure Remov	Project Type:	Nonpoint Source Activity			
72		Snohomish			\$500,000			

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan
Centennial Grant Projects Identified for Funding

Rank	Hardship Eligibility	County	Grant Funds Requested/Eligible				Centennial Funding Proposed	
Applicant Name:		Clark Public Utility District		Application Number:		WQC-2023-ClAPUD-00141		
Project Title:	Schaefer Restoration Project	Project Type:	Nonpoint Source Activity					
78	Clark			\$249,652		\$249,652		
Applicant Name:		Chelan County - Natural Resource Department		Application Number:		WQC-2023-ChCoNR-00088		
Project Title:	Peshastin Watershed Alluvial Water Storage and Riparian Restora	Project Type:	Nonpoint Source Activity					
80	Chelan			\$186,814		\$186,814		
Applicant Name:		Jefferson County Public Health		Application Number:		WQC-2023-JeCoPH-00032		
Project Title:	Chimacum-Port Hadlock Pollution Identification and Correction P	Project Type:	Nonpoint Source Activity					
92	Jefferson			\$305,744		\$305,744		
Applicant Name:		Palouse Conservation District		Application Number:		WQC-2023-PaloCD-00005		
Project Title:	Operation Residue: (Under)cover Crops & Direct Seeding on the P	Project Type:	Nonpoint Source Activity					
101	Whitman			\$443,037		\$443,037		
Applicant Name:		Clallam County - Health and Human Services		Application Number:		WQC-2023-ClCHHS-00131		
Project Title:	Enhanced PIC in Clallam County's CWD Matriotti-Bell	Project Type:	Nonpoint Source Activity					
109	Clallam			\$200,468		\$200,468		
Totals:				\$20,973,949		\$19,000,000		

Appendix 1c: List of Projects Proposed Section 319 Funding

Appendix 1c contains a list of projects proposed funding strictly from Section 319 in ranked priority order.

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan
Clean Water Act Section 319 Grant Projects Identified for Funding

Rank		County	Grant Funds Requested		Section 319 Funding Proposed	
Applicant Name:		Mid-Columbia Fisheries Enhancement Group		Application Number:		WQC-2023-MCFEG-00116
Project Title:	Upper Yakima River Riparian Reforestation	Project Type:	Nonpoint Source Activity			
9	Kititas	\$339,085		\$339,085		
Applicant Name:		Spokane Riverkeeper		Application Number:		WQC-2023-SpRIKe-00137
Project Title:	Rock and Hangman Creeks Riparian Restoration and Water Quali	Project Type:	Nonpoint Source Activity			
12	Spokane	\$192,669		\$192,669		
Applicant Name:		Sound Salmon Solutions		Application Number:		WQC-2023-SoSaSo-00033
Project Title:	Segesen Stillaguamish Riparian Restoration Phase II	Project Type:	Nonpoint Source Activity			
18	Snohomish	\$136,181		\$136,181		
Applicant Name:		Okanogan Highlands Alliance		Application Number:		WQC-2023-OKHIAI-00185
Project Title:	Triple Creek Water Quality Restoration Project, Phase 3	Project Type:	Nonpoint Source Activity			
29	Okanogan	\$136,388		\$136,388		
Applicant Name:		Lower Columbia Fish Enhancement Group		Application Number:		WQC-2023-LoCFEG-00134
Project Title:	SF TOUTLE LOWER BROWNELL RIPARIAN RESTORATION	Project Type:	Nonpoint Source Activity			
31	Cowlitz	\$67,848		\$67,848		
Applicant Name:		Lower Columbia Estuary Partnership		Application Number:		WQC-2023-LCEP-00164
Project Title:	Burnt Bridge Creek Water Quality, Education, and Restoration Pr	Project Type:	Nonpoint Source Activity			
36	Clark	\$103,591		\$103,591		
Applicant Name:		Mid-Columbia Fisheries Enhancement Group		Application Number:		WQC-2023-MCFEG-00117
Project Title:	Lower Cowlche Creek Floodplain and Aquatic Restoration	Project Type:	Nonpoint Source Activity			
39	Yakima	\$365,332		\$365,332		

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan
Clean Water Act Section 319 Grant Projects Identified for Funding

Rank	County	Grant Funds Requested	Section 319 Funding Proposed
Applicant Name: Kooskooskie Commons			
Project Title:	Water Quality Improvements on Yellowhawk Creek	Project Type:	Nonpoint Source Activity
42	Walla Walla	\$238,415	\$238,415
Totals:		\$1,579,509	\$1,579,509

Appendix 1d: List of Projects Proposed SFAP Funding

Appendix 1d contains a list of projects proposed funding strictly from SFAP in ranked priority order.

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan
Stormwater Financial Assistance Program Projects Identified for Funding

Rank	County	Grant Funds Requested/Eligible			SFAP Funding Proposed		
Applicant Name:		Tukwila city of - Public Works			Application Number:		
Project Title:	Stormwater Outfall Water Quality Retrofit Program	Project Type:	Stormwater Facility		WQC-2023-Tukwil-00073		
33	King		\$1,037,948		\$1,176,341		
Applicant Name:		Asotin County - Public Works Department			Application Number:		
Project Title:	The Ridges Urban Stormwater Retrofit Construction	Project Type:	Stormwater Facility		WQC-2023-AsCoPW-00023		
44	Asotin		\$727,500		\$824,500		
Applicant Name:		Spokane city of			Application Number:		
Project Title:	Bioretention Soil Media Study: Development of Non-Vegetated BM	Project Type:	Stormwater Facility		WQC-2023-Spokan-00120		
47	Okanogan		\$300,000		\$300,000		
Applicant Name:		Kirkland city of - Public Works			Application Number:		
Project Title:	Juanita/High Woodlands Stormwater Retrofit Planning	Project Type:	Stormwater Facility		WQC-2023-KirkPW-00015		
48	King		\$335,096		\$335,096		
Applicant Name:		Kirkland city of - Public Works			Application Number:		
Project Title:	Spinney Homestead Stormwater Retrofit Facility Design	Project Type:	Stormwater Facility		WQC-2023-KirkPW-00132		
51	King		\$528,000		\$528,000		
Applicant Name:		Walla Walla city of			Application Number:		
Project Title:	Pine Street/ 2nd Ave to 9th Ave/ Stormwater Green Retrofit Project	Project Type:	Stormwater Facility		WQC-2023-WalWal-00066		
52	Walla Walla		\$1,706,189		\$1,706,189		
Applicant Name:		Lynden city of - Public Works Department			Application Number:		
Project Title:	9th Street Judson Area Stormwater LID - Phase 2	Project Type:	Stormwater Facility		WQC-2023-LyndPW-00043		
54	Whatcom		\$537,991		\$537,991		

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan
Stormwater Financial Assistance Program Projects Identified for Funding

Rank	County	Grant Funds Requested/Eligible			SFAP Funding Proposed		
Applicant Name:		Puyallup city of - Public Works			Application Number: WQC-2023-PuyalPW-00062		
Project Title:	5th Ave NW Improvement Project; 4th St NW to 7th St NW	Project Type:	Stormwater Facility				
55	Pierce			\$2,421,318		\$2,421,318	
Applicant Name:		Walla Walla city of			Application Number: WQC-2023-WalWal-00067		
Project Title:	Poplar Street Ph 2/ 5th Ave to 14th Ave/ Stormwater Green Retrof	Project Type:	Stormwater Facility				
59	Walla Walla			\$2,210,664		\$2,210,664	
Applicant Name:		Vancouver city of			Application Number: WQC-2023-Vancon-00115		
Project Title:	Fruit Valley Neighborhood Stormwater Retrofits	Project Type:	Stormwater Facility				
61	Clark			\$2,934,764		\$2,934,764	
Applicant Name:		Union Gap city of			Application Number: WQC-2023-UniGap-00029		
Project Title:	Rudkin Road Storm Drainage Improvements	Project Type:	Stormwater Facility				
62	Yakima			\$282,750		\$320,450	
Applicant Name:		Port Angeles city of - Public Works			Application Number: WQC-2023-PoAnPW-00153		
Project Title:	City Hall Parking Lot LID Retrofit	Project Type:	Stormwater Facility				
64	Clallam			\$887,140		\$1,005,426	
Applicant Name:		Marysville city of - Public Works Department			Application Number: WQC-2023-MaryPW-00143		
Project Title:	LID Retrofit for Cascade and Shoultzes Safe Routes	Project Type:	Stormwater Facility				
66	Snohomish			\$778,163		\$778,163	
Applicant Name:		Kitsap County - Public Works			Application Number: WQC-2023-KiCoPW-00013		
Project Title:	Suquamish Regional Stormwater Treatment Facility	Project Type:	Stormwater Facility				
67	Kitsap			\$2,417,889		\$2,417,889	

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan

Stormwater Financial Assistance Program Projects Identified for Funding

Rank	County	Grant Funds Requested/Eligible			SFAP Funding Proposed		
Applicant Name:		Bellingham city of - Public Works Department			Application Number: WQC-2023-BellPW-00110		
Project Title:	Lake Whatcom Vault Retrofit, Phase 1	Project Type:	Stormwater Facility				
68	Whatcom			\$552,335		\$552,335	
Applicant Name:		Tumwater city of			Application Number: WQC-2023-Tumwat-00049		
Project Title:	City of Tumwater SMAP Basin Planning	Project Type:	Stormwater Facility				
69	Thurston			\$149,524		\$149,524	
Applicant Name:		Puyallup city of - Public Works			Application Number: WQC-2023-PuyaPW-00091		
Project Title:	Permeable Pavement Enhanced Maintenance Plan and Special Equ	Project Type:	Stormwater Activity				
71	Pierce			\$196,703		\$196,703	
Applicant Name:		Lake Forest Park city of - Engineering Department			Application Number: WQC-2023-LaFoED-00102		
Project Title:	Lake Forest Park Stormwater Management Action Plan	Project Type:	Stormwater Facility				
74	Snohomish			\$90,750		\$90,750	
Applicant Name:		City of Everett			Application Number: WQC-2023-EverPW-00118		
Project Title:	Regional Stormwater Facility Planning	Project Type:	Stormwater Facility				
75	Snohomish			\$301,110		\$301,110	
Applicant Name:		Issaquah city of			Application Number: WQC-2023-Issaqu-00127		
Project Title:	NW Birch Place Stormwater Treatment Retrofit Project	Project Type:	Stormwater Facility				
76	King			\$205,500		\$205,500	
Applicant Name:		Lynden city of - Public Works Department			Application Number: WQC-2023-LyndPW-00048		
Project Title:	City of Lynden Enhanced Street Sweeping Project	Project Type:	Stormwater Activity				
79	Whatcom			\$241,875		\$241,875	

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan
Stormwater Financial Assistance Program Projects Identified for Funding

Rank	County	Grant Funds Requested/Eligible				SEAP Funding Proposed	
Applicant Name:		Spokane city of		Application Number:		WQC-2023-Spokan-00103	
Project Title:		Drywell Rehabilitation in Wellhead Protection Zones		Project Type:	Stormwater Facility		
81	Spokane					\$262,500	
Applicant Name:		Tumwater city of		Application Number:		WQC-2023-Tumwat-00051	
Project Title:		Tumwater Valley Golf Course Parking Lot Stormwater Retrofit D		Project Type:	Stormwater Facility		
82	Thurston					\$92,788	
Applicant Name:		Maple Valley city of - Public Works		Application Number:		WQC-2023-MaVaPW-00061	
Project Title:		Cedar Downs Water Quality Retrofit Project		Project Type:	Stormwater Facility		
83	King					\$383,625	
Applicant Name:		Bridgeport City of		Application Number:		WQC-2023-CiBrid-00082	
Project Title:		Stormwater Plan		Project Type:	Stormwater Facility		
84	Douglas					\$56,100	
Applicant Name:		Bellingham city of - Public Works Department		Application Number:		WQC-2023-BellPW-00111	
Project Title:		Little Squalicum Creek Water Quality Retrofits, Phase 2		Project Type:	Stormwater Facility		
85	Whatcom					\$1,499,758	
Applicant Name:		Tukwila city of - Public Works		Application Number:		WQC-2023-Tukwil-00173	
Project Title:		Tukwila's SMAP Basin Planning for Retrofitted Water Quality/Fld		Project Type:	Stormwater Facility		
87	King					\$72,353	
Applicant Name:		East Wenatchee city of		Application Number:		WQC-2023-Ewena-00168	
Project Title:		Grant Road Oil Treatment and Bioretention		Project Type:	Stormwater Facility		
88	Douglas					\$858,500	

State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan
Stormwater Financial Assistance Program Projects Identified for Funding

Rank	County	Grant Funds Requested/Eligible			SFAP Funding Proposed		
Applicant Name:		Bothell city of - Public Works			Application Number:	WQC-2023-BothPW-00078	
Project Title:	Bothell Stormwater Pond Retrofit at Canyon Ridge Estates	Project Type:	Stormwater Facility				
89	Snohomish			\$108,503		\$108,503	
Applicant Name:		College Place city of - Engineering Department			Application Number:	WQC-2023-CoPIED-00112	
Project Title:	Lions Park Stormwater Improvements	Project Type:	Stormwater Facility				
90	Walla Walla			\$764,250		\$866,150	
Applicant Name:		Grandview city of			Application Number:	WQC-2023-Grandv-00123	
Project Title:	Storm Drainage Improvements Project	Project Type:	Stormwater Facility				
91	Yakima			\$948,525		\$1,074,995	
Applicant Name:		Vancouver city of			Application Number:	WQC-2023-Vancou-00147	
Project Title:	Vancouver Stormwater Maintenance and Program Enhancements	Project Type:	Stormwater Activity				
93	Clark			\$263,727		\$156,186	
Applicant Name:		Bellingham city of - Public Works Department			Application Number:	WQC-2023-BellPW-00188	
Project Title:	Phosphorus and Bacteria Optimized Operations and Maintenance	Project Type:	Stormwater Activity				
94	Whatcom			\$148,044		\$148,044	
Applicant Name:		Puyallup city of - Public Works			Application Number:	WQC-2023-PuyapW-00106	
Project Title:	8th Ave NW Improvement Project	Project Type:	Stormwater Facility				
95	Pierce			\$517,754		\$517,754	
Applicant Name:		Burlington city of			Application Number:	WQC-2023-Burlin-00176	
Project Title:	Pine Street Previous Concrete Shoulders	Project Type:	Stormwater Facility				
96	Skagit			\$175,898		\$199,351	

**State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan
Stormwater Financial Assistance Program Projects Identified for Funding**

Rank	County	Grant Funds Requested/Eligible				SFAP Funding Proposed	
Applicant Name:		Spokane city of		Application Number:		WQC-2023-Spokane-00096	
Project Title:		Washington Basin Stormwater Separation Study		Project Type:	Stormwater Facility		
97	Spokane			\$262,500		\$262,500	
Applicant Name:		College Place city of - Engineering Department			Application Number:		WQC-2023-CoPIED-00003
Project Title:		College Place Vacuum Truck		Project Type:	Stormwater Activity		
98	Walla Walla			\$397,500		\$450,500	
Applicant Name:		East Wenatchee city of			Application Number:		WQC-2023-Ewena-00167
Project Title:		19th/Cascade Green Retrofit & LID Stormwater Facility (CD/Cons		Project Type:	Stormwater Facility		
99	Douglas			\$1,957,313		\$2,218,288	
Applicant Name:		College Place city of - Engineering Department			Application Number:		WQC-2023-CoPIED-00030
Project Title:		College Place Decant Facility Design		Project Type:	Stormwater Facility		
102	Walla Walla			\$101,250		\$114,750	
Applicant Name:		Renton city of			Application Number:		WQC-2023-Renton-00022
Project Title:		Burnett and Williams Water Quality Retrofit		Project Type:	Stormwater Facility		
103	King			\$405,000		\$405,000	
Applicant Name:		City of Montesano			Application Number:		WQC-2023-MonteC-00004
Project Title:		Enhanced Maintenance & Source Control Planning		Project Type:	Stormwater Activity		
106	Grays Harbor			\$97,500		\$97,500	
Applicant Name:		Wenatchee city of			Application Number:		WQC-2023-Wenatche-00054
Project Title:		Pershing Street Stormwater Retrofit		Project Type:	Stormwater Facility		
107	Chelan			\$297,750		\$297,750	

**State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan
Stormwater Financial Assistance Program Projects Identified for Funding**

Rank	County	Grant Funds Requested/Eligible				SFAP Funding Proposed	
Applicant Name:		King County - Water and Land Resources Division				Application Number:	WQC-2023-KCWL RD-00180
Project Title:	Our Green Duwamish Mapping Tool - Phase II	Project Type:	Stormwater Facility				
108	King		\$138,481			\$138,481	
Applicant Name:		Northwest Seaport Alliance				Application Number:	WQC-2023-NoSeAl-00053
Project Title:	Capacity Expansion Stormwater Improvements and Container Yard	Project Type:	Stormwater Facility				
110	Pierce		\$3,272,922			\$3,272,922	
Applicant Name:		Bothell city of - Public Works				Application Number:	WQC-2023-BothPW-00189
Project Title:	Bothell Public Works Enhanced Maintenance Plan	Project Type:	Stormwater Activity				
111	King		\$45,024			\$45,024	
Applicant Name:		Wenatchee city of				Application Number:	WQC-2023-Wenatche-00076
Project Title:	Walla Walla Stormwater Outfall Retrofit	Project Type:	Stormwater Facility				
112	Chelan		\$223,500			\$223,500	
Applicant Name:		Sammamish city of				Application Number:	WQC-2023-Sammam-00171
Project Title:	Enhanced Maintenance Plan and High Efficiency Sweeper Purchases	Project Type:	Stormwater Activity				
113	King		\$276,195			\$276,195	
Totals:			\$32,354,357			\$33,333,601	

Appendix 1e: Summary of all Applications Received and Proposed Funding

Appendix 1e contains a summary of all applications received and proposed funding as a quick reference. The list is sorted alphabetically by applicant name.

Applicant	Application Number	Project Title	Score	Rank	Project Category	CWSRF Standard Loan	CWSRF FP Loan	Loan Term	Loan Interest Rate	SFAP Grant	Centennial Grant	Section 319 Grant	Total Funding
Aberdeen city of - Public Works	WQC-2023- AberPW- 00072	City of Aberdeen - WWTP Influent Screening and Conveyance Project	863.0	19	Wastewater Facility	\$8,590,000	\$0	20	1.1%	\$0	\$0	\$0	\$8,590,000
Almira town of	WQC-2023- ToAlmi- 00174	Almira Lift Station Renovation	720.0	86	Wastewater Facility	\$502,940	\$30,486	20	1.1%	\$0	\$0	\$0	\$533,426
Asotin County - Public Works Department	WQC-2023- AsCoPW- 00023	The Ridges Urban Stormwater Retrofit Construction	825.0	44	Stormwater Facility	\$0	\$0	5	0.5%	\$824,500	\$0	\$0	\$824,500
Bellingham city of - Public Works Department	WQC-2023- BelpPW- 00074	Padden Creek 24th-30th Streets Restoration Phase 2	867.5	16	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$500,000	\$0	\$500,000
Bellingham city of - Public Works Department	WQC-2023- BelpPW- 00110	Lake Whatcom Vault Retrofit, Phase 1	765.0	68	Stormwater Facility	\$0	\$0	N/A	N/A	\$552,335	\$0	\$0	\$552,335
Bellingham city of - Public Works Department	WQC-2023- BelpPW- 00111	Little Squallcum Creek Water Quality Retrofits, Phase 2	722.5	85	Stormwater Facility	\$0	\$0	N/A	N/A	\$1,499,758	\$0	\$0	\$1,499,758
Bellingham city of - Public Works Department	WQC-2023- BelpPW- 00188	Phosphorus and Bacteria Optimized Operations and Maintenance (PBOOM)	710.5	94	Stormwater Activity	\$0	\$0	N/A	N/A	\$148,044	\$0	\$0	\$148,044
Bothell city of - Public Works	WQC-2023- BothPW- 00078	Bothell Stormwater Pond Retrofit at Canyon Ridge Estates	717.0	89	Stormwater Facility	\$0	\$0	N/A	N/A	\$108,503	\$0	\$0	\$108,503
Bothell city of - Public Works	WQC-2023- BothPW- 00189	Bothell Public Works Enhanced Maintenance Plan	613.0	111	Stormwater Activity	\$0	\$0	N/A	N/A	\$45,024	\$0	\$0	\$45,024
Bremerton city of - Public Works and Utilities	WQC-2023- BremPW- 00148	Tracyton Beach Road Sewer Improvements	854.0	24	Wastewater Facility	\$5,008,000	\$0	20	1.1%	\$0	\$0	\$0	\$5,008,000

Applicant	Application Number	Project Title	Score	Rank	Project Category	CWSRF Standard Loan	CWSRF FP Loan	Loan Term	Loan Interest Rate	SFAP Grant	Centennial Grant	Section 319 Grant	Total Funding
Bridgeport City of	WQC-2023-CIBrid-00082	Stormwater Plan	726.5	84	Stormwater Facility	\$9,900	\$0	5	0.5%	\$56,100	\$0	\$0	\$66,000
Burlington city of	WQC-2023-Burlin-00176	Pine Street Previous Concrete Shoulders	703.5	96	Stormwater Facility	\$0	\$0	N/A	N/A	\$199,351	\$0	\$0	\$199,351
Cascadia Conservation District	WQC-2023-CascCD-00024	Wenatchee Watershed Habitat Restoration and Water Quality Project	801.0	49	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$249,255	\$0	\$249,255
Cathlamet town of	WQC-2023-ToCath-00020	WWTP Relocation Refinancing Request	Refinance	Refinance	Wastewater Facility-Refinance	\$4,482,772	\$0	30	1.4%	\$0	\$0	\$0	\$4,482,772
Chelan County - Natural Resource Department	WQC-2023-ChCoNR-00039	Leavenworth Watersheds - Phased Water Quality Improvement Project	869.0	14	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$101,742	\$0	\$101,742
Chelan County - Natural Resource Department	WQC-2023-ChCoNR-00088	Peshastin Watershed Alluvial Water Storage and Riparian Restoration	735.0	80	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$186,814	\$0	\$186,814
City of Everett	WQC-2023-EverPW-00118	Regional Stormwater Facility Planning	746.0	75	Stormwater Facility	\$0	\$0	N/A	N/A	\$301,110	\$0	\$0	\$301,110
City of Montesano	WQC-2023-MonteC-00004	Enhanced Maintenance & Source Control Planning	646.5	106	Stormwater Activity	\$0	\$0	5	0.5%	\$97,500	\$0	\$0	\$97,500
Clallam County - Health and Human Services	WQC-2023-CICHHS-00131	Enhanced PIC in Clallam County's CWD Matroiti-Bell	622.0	109	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$200,468	\$0	\$200,468
Clark Public Utility District	WQC-2023-ClAPUD-00141	Schaefer Restoration Project	735.5	78	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$249,652	\$0	\$249,652
College Place city of - Engineering Department	WQC-2023-COPED-00138	College Place WWTP Construction	894.5	1	Wastewater Facility-Hardship	\$21,090,000	\$0	20	0.7%	\$0	\$5,000,000	\$0	\$26,090,000
College Place city of - Engineering Department	WQC-2023-COPED-00112	Lions Park Stormwater Improvements	716.0	90	Stormwater Facility	\$0	\$0	N/A	N/A	\$866,150	\$0	\$0	\$866,150

Applicant	Application Number	Project Title	Score	Rank	Project Category	CWSRF Standard Loan	CWSRF FP Loan	Loan Term	Loan Interest Rate	SFAP Grant	Centennial Grant	Section 319 Grant	Total Funding
College Place city of - Engineering Department	WQC-2023-CoPED-00003	College Place Vacuum Truck	697.0	98	Stormwater Activity	\$0	\$0	N/A	N/A	\$450,500	\$0	\$0	\$450,500
College Place city of - Engineering Department	WQC-2023-CoPED-00030	College Place Decant Facility Design	669.0	102	Stormwater Facility	\$0	\$0	N/A	N/A	\$114,750	\$0	\$0	\$114,750
East Wenatchee city of	WQC-2023-Ewena-00168	Grant Road Oil Treatment and Bioretenion	717.5	88	Stormwater Facility	\$0	\$0	N/A	N/A	\$858,500	\$0	\$0	\$858,500
East Wenatchee city of	WQC-2023-Ewena-00167	19th/Cascade Green Retrofit & LID Stormwater Facility (CD/Construction)	694.0	99	Stormwater Facility	\$0	\$0	N/A	N/A	\$2,218,288	\$0	\$0	\$2,218,288
Eastsound Sewer & Water District	WQC-2023-EaSoWd-00130	Eastsound Sewer and Water District Upgrades Phase II	887.5	2	Wastewater Facility- Hardship	\$3,469,041	\$200,000	30	1.2%	\$0	\$1,771,725	\$0	\$5,440,766
Edmonds city of	WQC-2023-Edmond-00101	7313 Lake Ballinger Way Floodplain Purchase & Structure Removal	754.5	72	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$500,000	\$0	\$500,000
Fisherman Bay Sewer District	WQC-2023-FIBaSD-00031	Design of Fisherman Bay Sewer District WWTP Upgrade and Expansion	866.0	17	Wastewater Facility	\$382,000	\$382,000	20	1.1%	\$0	\$0	\$0	\$764,000
Foster Creek Conservation District	WQC-2023-FOCrCD-00058	Foster Watershed Restoration to Improve Water Quality	837.5	34	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$250,000	\$0	\$250,000
Foster Creek Conservation District	WQC-2023-FOCrCD-00059	Foster Watershed Soil health and Water Quality Initiative	763.5	70	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$250,000	\$0	\$250,000
Garfield, Town of	WQC-2023-GarTto-00079	Garfield Wastewater Treatment Plant Facilities Plan	801.0	50	Wastewater Facility	\$50,000	\$50,000	20	1.1%	\$0	\$0	\$0	\$100,000
Grandview city of	WQC-2023-Grandv-00123	Storm Drainage Improvements Project	714.5	91	Stormwater Facility	\$189,705	\$0	20	1.1%	\$1,074,995	\$0	\$0	\$1,264,700
Grant County Conservation District	WQC-2023-GCCD-00056	Moses Lake Shoreline Restoration and Nutrient Reduction	830.0	38	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$187,484	\$0	\$187,484

Applicant	Application Number	Project Title	Score	Rank	Project Category	CWSRF Standard Loan	CWSRF FP Loan	Loan Term	Loan Interest Rate	SFAP Grant	Centennial Grant	Section 319 Grant	Total Funding
Issaquah city of	WQC-2023-Issaquah-00127	NW Birch Place Stormwater Treatment Retrofit Project	743.5	76	Stormwater Facility	\$0	\$0	N/A	N/A	\$205,500	\$0	\$0	\$205,500
Jefferson County Public Health	WQC-2023-JeCoPH-00032	Chinacum-Port Hadlock Pollution Identification and Correction Project	712.5	92	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$305,744	\$0	\$305,744
Kennewick city of	WQC-2023-Kennewick-00139	Kennewick WWTP Phase 2	693.5	100	Wastewater Facility	\$22,975,000	\$6,125,000	20	1.1%	\$0	\$0	\$0	\$29,100,000
King County - Natural Resources and Parks Department	WQC-2023-KCoNRP-00016	WPTP Passive Weir for Emergency Bypass	652.5	104	Wastewater Facility	\$2,060,000	\$0	20	1.1%	\$0	\$0	\$0	\$2,060,000
King County - Natural Resources and Parks Department	WQC-2023-KCoNRP-00125	Georgetown Wet Weather Treatment Station	Not rated	Not rated	Wastewater Facility	\$100,128,893	\$0	30	1.4%	\$0	\$0	\$0	\$100,128,893
King County - Natural Resources and Parks Department	WQC-2023-KCoNRP-00126	Slip Canal Water Quality Project, Construction	Not rated	Not rated	Wastewater Facility	\$29,760,000	\$0	30	1.4%	\$0	\$0	\$0	\$29,760,000
King County - Water and Land Resources Division	WQC-2023-KCWL RD-00026	Horseshoe Bend Natural Area Revegetation	909.0	4	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$135,300	\$0	\$135,300
King County - Water and Land Resources Division	WQC-2023-KCWL RD-00090	Flaming Geyser State Park Riparian Revegetation	827.5	41	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$450,000	\$0	\$450,000
King County - Water and Land Resources Division	WQC-2023-KCWL RD-00180	Our Green Duwamish Mapping Tool - Phase II	645.0	108	Stormwater Facility	\$0	\$0	N/A	N/A	\$138,481	\$0	\$0	\$138,481
Kirkland city of - Public Works	WQC-2023-KirkPW-00015	Juanita/High Woodlands Stormwater Retrofit Planning	812.0	48	Stormwater Facility	\$0	\$0	N/A	N/A	\$335,096	\$0	\$0	\$335,096
Kirkland city of - Public Works	WQC-2023-KirkPW-00132	Spiney Homestead Stormwater Retrofit Facility Design	791.0	51	Stormwater Facility	\$0	\$0	N/A	N/A	\$528,000	\$0	\$0	\$528,000
Kitsap County - Public Works	WQC-2023-KCoCPW-00013	Suquamish Regional Stormwater Treatment Facility	765.0	67	Stormwater Facility	\$0	\$0	N/A	N/A	\$2,417,869	\$0	\$0	\$2,417,869

Applicant	Application Number	Project Title	Score	Rank	Project Category	CWSRF Standard Loan	CWSRF FP Loan	Loan Term	Loan Interest Rate	SFAP Grant	Centennial Grant	Section 319 Grant	Total Funding
Kittitas city of	WQC-2023-CIKIt-00080	General Sewer Plan	868.5	15	Wastewater Facility	\$97,000	\$97,000	20	1.1%	\$0	\$0	\$0	\$194,000
Kooskooskie Commons	WQC-2023-KooCom-00055	Water Quality Improvements on Yellowhawk Creek	827.5	42	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$0	\$238,415	\$238,415
Lake Forest Park city of - Engineering Department	WQC-2023-LaFoED-00102	Lake Forest Park Stormwater Management Action Plan	750.0	74	Stormwater Facility	\$0	\$0	N/A	N/A	\$90,750	\$0	\$0	\$90,750
Lower Columbia Estuary Partnership	WQC-2023-LCEP-00164	Burnt Bridge Creek Water Quality, Education, and Restoration Project	833.0	36	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$0	\$103,591	\$103,591
Lower Columbia Fish Enhancement Group	WQC-2023-LoCFEG-00134	SF TOUTLE LOWER BROWNELL RIPARIAN RESTORATION	843.5	31	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$0	\$67,848	\$67,848
Lynden city of - Public Works Department	WQC-2023-LyndPW-00043	9th Street Judson Area Stormwater LID - Phase 2	782.0	54	Stormwater Facility	\$134,498	\$44,832	20	1.1%	\$537,991	\$0	\$0	\$717,321
Lynden city of - Public Works Department	WQC-2023-LyndPW-00048	City of Lynden Enhanced Street Sweeping Project	735.0	79	Stormwater Activity	\$0	\$0	N/A	N/A	\$241,875	\$0	\$0	\$241,875
Lynden city of - Public Works Department	WQC-2023-LyndPW-00040	Pepin Creek Downstream Shoreline Improvements	543.5	115	Nonpoint Source Activity	\$0	\$0	20	1.1%	\$0	\$0	\$0	\$0
Maple Valley city of - Public Works	WQC-2023-MaVaPW-00061	Cedar Downs Water Quality Retrofit Project	730.0	83	Stormwater Facility	\$127,875	\$0	5	0.5%	\$383,625	\$0	\$0	\$511,500
Marysville city of - Public Works Department	WQC-2023-MaryPW-00143	LID Retrofit for Cascade and Shoules Safe Routes	766.5	66	Stormwater Facility	\$0	\$0	N/A	N/A	\$778,163	\$0	\$0	\$778,163
Metairie town of	WQC-2023-Metair-00037	Town of Metairie USDA Loan Refinance	Refinance	Refinance	Wastewater Facility-Refinance	\$110,000	\$0	20	1.1%	\$0	\$0	\$0	\$110,000
Mid-Columbia Fisheries Enhancement Group	WQC-2023-MCFEG-00116	Upper Yakima River Riparian Reforestation	876.0	9	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$0	\$339,085	\$339,085
Mid-Columbia Fisheries	WQC-2023-MCFEG-	Lower Cowlitz Creek Floodplain	829.5	39	Nonpoint Source	\$0	\$0	N/A	N/A	\$0	\$0	\$365,332	\$365,332

Applicant	Application Number	Project Title	Score	Rank	Project Category	CWSRF Standard Loan	CWSRF FP Loan	Loan Term	Loan Interest Rate	SFAP Grant	Centennial Grant	Section 319 Grant	Total Funding
Enhancement Group	00117	and Aquatic Restoration			Activity								
North Yakima Conservation District	WQC-2023-NoYaCD-00071	Trout Meadows Long Range Implementation Project	827.5	43	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$229,510	\$0	\$229,510
Northwest Seaport Alliance	WQC-2023-NoSeaL-00053	Capacity Expansion Stormwater Improvements and Container Yard Design	618.0	110	Stormwater Facility	\$0	\$0	N/A	N/A	\$3,272,922	\$0	\$0	\$3,272,922
Okanogan Conservation District	WQC-2023-OkanCD-00044	Antoine Creek Water Quality Improvements	828.5	40	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$250,000	\$0	\$250,000
Okanogan Highlands Alliance	WQC-2023-OKHIAI-00185	Triple Creek Water Quality Restoration Project, Phase 3	848.5	29	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$0	\$136,388	\$136,388
Oroville city of	WQC-2023-CiOrov-00113	City of Oroville General Sewer Plan	878.0	8	Wastewater Facility	\$177,633	\$177,633	20	1.1%	\$0	\$0	\$0	\$355,265
Palouse Conservation District	WQC-2023-PaloCD-00009	Partnership to Restore Riparian Areas in the Lower Fournile Creek Watershed	832.5	37	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$496,156	\$0	\$496,156
Palouse Conservation District	WQC-2023-PaloCD-00005	Operation Residue: (Under)cover Crops & Direct Seeding on the Palouse	677.0	101	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$443,037	\$0	\$443,037
Palouse Rock Lake Conservation District	WQC-2023-PaRoCD-00018	Improving Water Quality on Rebel Flat Creek	869.0	13	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$416,601	\$0	\$416,601
Palouse Rock Lake Conservation District	WQC-2023-PaRoCD-00011	One Pass at a Time-Conservation of Pine Creek Watershed	850.0	28	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$368,367	\$0	\$368,367
Pend Oreille Conservation District	WQC-2023-PeORCD-00156	Sandy Shores/Sunnyside Bank Stabilization on the Pend Oreille River	853.0	26	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$328,226	\$0	\$328,226
Pierce County - Public Works and Utility Department	WQC-2023-PICoPW-00184	Pierce County Septic Repair Program	785.0	53	Onsite Sewage System	\$0	\$0	N/A	N/A	\$0	\$180,000	\$0	\$180,000

Applicant	Application Number	Project Title	Score	Rank	Project Category	CWSRF Standard Loan	CWSRF FP Loan	Loan Term	Loan Interest Rate	SFAP Grant	Centennial Grant	Section 319 Grant	Total Funding
Port Angeles city of - Public Works	WOC-2023-PoAnPW-00153	City Hall Parking Lot LID Retrofit	768.0	64	Stormwater Facility	\$0	\$0	N/A	N/A	\$1,005,426	\$0	\$0	\$1,005,426
Port Angeles port of	WOC-2023-PorApp-00144	Phase 1 – Log Yard Stormwater Treatment	598.0	114	Stormwater Facility	\$0	\$0	20	1.1%	\$0	\$0	\$0	\$0
Puyallup city of - Public Works	WOC-2023-PuyaPW-00062	5th Ave NW Improvement Project; 4th St NW to 7th St NW	777.5	55	Stormwater Facility	\$0	\$0	N/A	N/A	\$2,421,318	\$0	\$0	\$2,421,318
Puyallup city of - Public Works	WOC-2023-PuyaPW-00091	Permeable Pavement Enhanced Maintenance Plan and Special Equipment Purchase	758.0	71	Stormwater Activity	\$0	\$0	N/A	N/A	\$196,703	\$0	\$0	\$196,703
Puyallup city of - Public Works	WOC-2023-PuyaPW-00106	8th Ave NW Improvement Project	707.5	95	Stormwater Facility	\$0	\$0	N/A	N/A	\$517,754	\$0	\$0	\$517,754
Puyallup city of - Public Works	WOC-2023-PuyaPW-00092	Deer Creek Stream and Wetland Restoration, Crossing C Project	Ineligible	Ineligible	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$0	\$0	\$0
Reardan town of	WOC-2023-Rearda-00154	Reardan I&I Reduction Project	831.0	6	Wastewater Facility- Hardship	\$2,001,345	\$146,450	20	0.8%	\$0	\$1,287,205	\$0	\$3,435,000
Renton city of	WOC-2023-Renton-00022	Burnett and Williams Water Quality Retrofit	655.0	103	Stormwater Facility	\$0	\$0	N/A	N/A	\$405,000	\$0	\$0	\$405,000
Ritzville City of	WOC-2023-RitzCi-00104	City of Ritzville General Sewer Plan Update	834.0	35	Wastewater Facility	\$162,500	\$162,500	20	1.1%	\$0	\$0	\$0	\$325,000
Sammamish city of	WOC-2023-Sammam-00171	Enhanced Maintenance Plan and High Efficiency Sweeper Purchase	602.5	113	Stormwater Activity	\$0	\$0	N/A	N/A	\$276,195	\$0	\$0	\$276,195
Sauk-Suiattle Indian Tribe	WOC-2023-SSIT-00152	Sauk-Suiattle Indian Tribe Spearhead Lake cleanup project	844.0	30	Onsite Sewage System	\$0	\$0	5	0.5%	\$0	\$22,388	\$0	\$22,388
Seattle city of - Public Utilities Department	WOC-2021-SeapUD-00191	Ship Canal Water Quality Project (Project)	Not rated	Not rated	Wastewater Facility	\$68,840,000	\$0	20	1.2%	\$0	\$0	\$0	\$68,840,000

Applicant	Application Number	Project Title	Score	Rank	Project Category	CWSRF Standard Loan	CWSRF FP Loan	Loan Term	Loan Interest Rate	SFAP Grant	Centennial Grant	Section 319 Grant	Total Funding
Skagit County - Public Works Department	W/QC-2023-SKCoPW-00001	Barrel Springs Restoration Project	843.0	32	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$460,852	\$0	\$460,852
Skagit Fisheries Enhancement Group	W/QC-2023-SFEG-00162	Little Carey's Stream and Wetland Restoration	738.0	77	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$0	\$0	\$0
Skagit Fisheries Enhancement Group	W/QC-2023-SFEG-00025	Lower Skagit Riparian Restoration	649.5	105	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$0	\$0	\$0
Snohomish Conservation District	W/QC-2023-SnohCD-00010	South Fork Stillaguamish Floodplain Restoration	858.5	20	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$167,206	\$0	\$167,206
Snohomish Conservation District	W/QC-2023-SnohCD-00008	Re-Tree Woods Creek Phase II	858.0	21	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$152,245	\$0	\$152,245
Snohomish County Conservation Natural Resources Department	W/QC-2023-SnCoCN-00093	Jim Creek Restoration	854.5	23	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$500,000	\$0	\$500,000
Snoqualmie Pass Utility District	W/QC-2023-SnPauD-00098	Snoqualmie Pass Phase 2-4 MBR WWTP Improvements Eng. & Constr. Services	875.0	10	Wastewater Facility	\$785,000	\$785,000	5	0.5%	\$0	\$0	\$0	\$1,570,000
Sound Salmon Solutions	W/QC-2023-SoSasO-00033	Segelsen Stillaguamish Riparian Restoration Phase II	866.0	18	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$0	\$136,181	\$136,181
Spokane city of	W/QC-2023-Spokan-00120	Bioretention Soil Media Study: Development of Non-Vegetated BMPs	813.5	47	Stormwater Facility	\$0	\$0	N/A	N/A	\$300,000	\$0	\$0	\$300,000
Spokane city of	W/QC-2023-Spokan-00103	Drywell Rehabilitation in Wellhead Protection Zones	732.0	81	Stormwater Facility	\$87,500	\$0	20	1.1%	\$262,500	\$0	\$0	\$350,000
Spokane city of	W/QC-2023-Spokan-00096	Washington Basin Stormwater Separation Study	701.0	97	Stormwater Facility	\$87,500	\$0	20	1.1%	\$262,500	\$0	\$0	\$350,000
Spokane Conservation District	W/QC-2023-SpoCoD-00165	Spokane Riparian Establishment Project	820.0	45	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$212,625	\$0	\$212,625

Applicant	Application Number	Project Title	Score	Rank	Project Category	CWSRF Standard Loan	CWSRF FP Loan	Loan Term	Loan Interest Rate	SFAP Grant	Centennial Grant	Section 319 Grant	Total Funding
Spokane Riverkeeper	WQC-2023-SprRke-00137	Rock and Hangman Creeks Riparian Restoration and Water Quality Improvement	870.5	12	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$0	\$192,669	\$192,669
Spokane Tribe of Indians	WQC-2023-STOI-00097	DIF project maintenance, riparian restoration, and livestock BMPs	896.5	5	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$193,401	\$0	\$193,401
Springdale town of	WQC-2023-ToSprt-00069	Town of Springdale Existing Debt Refinance - Loan 92-05	Ineligible	Ineligible	Wastewater Facility-Refinance	\$0	\$0	20	1.1%	\$0	\$0	\$0	\$0
Springdale town of	WQC-2023-ToSprt-00070	Town of Springdale Existing Debt Refinance - Loan 92-06	Ineligible	Ineligible	Wastewater Facility-Refinance	\$0	\$0	20	1.1%	\$0	\$0	\$0	\$0
Springdale town of	WQC-2023-ToSprt-00042	Town of Springdale Existing Debt Refinance - Loans 92-01 and 92-03	Refinance	Refinance	Wastewater Facility-Refinance	\$223,000	\$0	5	0.5%	\$0	\$0	\$0	\$223,000
St John town of	WQC-2023-StJohn-00100	St. John Wastewater Treatment Plant Replacement	768.0	46	Wastewater Facility-Hardship	\$3,360,665	\$2,133,266	20	0.8%	\$0	\$556,070	\$0	\$6,050,000
Stewardship Partners	WQC-2023-SiePar-00109	Wallace Acres Livestock Exclusion and Riparian Restoration	773.5	57	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$0	\$0	\$0
Sultan city of	WQC-2023-Sultan-00124	Sultan Wastewater Treatment Facility (WWTF) Upgrade	873.5	11	Wastewater Facility	\$17,742,000	\$0	30	1.4%	\$0	\$0	\$0	\$17,742,000
Tekoa city of	WQC-2023-CITeko-00135	Wastewater Treatment Plant Facilities Plan	853.0	27	Wastewater Facility	\$75,000	\$75,000	5	0.5%	\$0	\$0	\$0	\$150,000
Thurston County - Public Health and Social Services Department	WQC-2023-ThCoPH-00177	Black Lake Pollution Identification and Correction Project	771.5	60	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$250,000	\$0	\$250,000
Tukwila city of - Public Works	WQC-2023-Tukwil-00073	Stormwater Outfall Water Quality Retrofit Program	837.5	33	Stormwater Facility	\$0	\$0	N/A	N/A	\$1,176,341	\$0	\$0	\$1,176,341
Tukwila city of - Public Works	WQC-2023-Tukwil-	Tukwila's SMAP Basin Planning for	718.0	87	Stormwater Facility	\$0	\$0	N/A	N/A	\$72,353	\$0	\$0	\$72,353

Applicant	Application Number	Project Title	Score	Rank	Project Category	CWSRF Standard Loan	CWSRF FP Loan	Loan Term	Loan Interest Rate	SFAP Grant	Centennial Grant	Section 319 Grant	Total Funding
	00173	Retrofitted Water Quality/Flow Control											
Turnwater city of	WQOC-2023-Turnwat-00050	City of Turnwater's Septic to Sewer Conversion Program	766.5	65	Onsite Sewage System	\$0	\$0	N/A	N/A	\$0	\$500,000	\$0	\$500,000
Turnwater city of	WQOC-2023-Turnwat-00049	City of Turnwater SMAP Basin Planning	764.5	69	Stormwater Facility	\$0	\$0	N/A	N/A	\$149,524	\$0	\$0	\$149,524
Turnwater city of	WQOC-2023-Turnwat-00051	Turnwater Valley Golf Course Parking Lot Stormwater Retrofit Design	730.5	82	Stormwater Facility	\$0	\$0	N/A	N/A	\$92,788	\$0	\$0	\$92,788
Union Gap city of	WQOC-2023-UniGap-00029	Rudkin Road Storm Drainage Improvements	769.5	62	Stormwater Facility	\$0	\$0	N/A	N/A	\$320,450	\$0	\$0	\$320,450
Vancouver city of	WQOC-2023-Vancou-00186	Burnt Bridge Creek Critical Lands Acquisition	853.5	25	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$375,000	\$0	\$375,000
Vancouver city of	WQOC-2023-Vancou-00115	Fruit Valley Neighborhood Stormwater Retrofits	771.0	61	Stormwater Facility	\$0	\$0	N/A	N/A	\$2,934,764	\$0	\$0	\$2,934,764
Vancouver city of	WQOC-2023-Vancou-00147	Vancouver Stormwater Maintenance and Program Enhancements	712.0	93	Stormwater Activity	\$0	\$0	N/A	N/A	\$156,186	\$0	\$0	\$156,186
Vashon Sewer District	WQOC-2023-VashSD-00172	Emergency Pipe Repair Between Manholes 16 - 15 and 24 - 27	751.5	73	Wastewater Facility	\$687,000	\$0	20	1.1%	\$0	\$0	\$0	\$687,000
Walla Walla city of	WQOC-2023-WalWal-00066	Pine Street/ 2nd Ave to 9th Ave/ Stormwater Green Retrofit Project	786.5	52	Stormwater Facility	\$0	\$0	N/A	N/A	\$1,706,189	\$0	\$0	\$1,706,189
Walla Walla city of	WQOC-2023-WalWal-00067	Poplar Street Ph 2/ 5th Ave to 14th Ave/ Stormwater Green Retrofit Project	772.0	59	Stormwater Facility	\$0	\$0	N/A	N/A	\$2,210,664	\$0	\$0	\$2,210,664
Walla Walla County Conservation District	WQOC-2023-WWCoCD-00007	Canopy Cover Improvements on the Touchet River, Phase 2	855.5	22	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$234,648	\$0	\$234,648
Warden, City of	WQOC-2023-Warden-	Lift Station 1 Improvements	867.0	3	Wastewater Facility-	\$332,970	\$34,750	20	0.8%	\$0	\$288,280	\$0	\$666,000

Applicant	Application Number	Project Title	Score	Rank	Project Category	CWSRF Standard Loan	CWSRF FP Loan	Loan Term	Loan Interest Rate	SFAP Grant	Centennial Grant	Section 319 Grant	Total Funding
	00095				Hardship								
Washtucna town of	WQC-2023-Towash-00105	Town of Washtucna - Refinance Existing USDA Rural Development Debt	Refinance	Refinance	Wastewater Facility- Refinance	\$170,000	\$0	20	1.1%	\$0	\$0	\$0	\$170,000
Waterville town of	WQC-2023-Water-00160	Wastewater Treatment Plant Design and Construction	880.5	7	Wastewater Facility	\$6,475,000	\$0	30	1.4%	\$0	\$0	\$0	\$6,475,000
Wenatchee city of	WQC-2023-Wenatch-00054	Perishing Street Stormwater Retrofit	645.5	107	Stormwater Facility	\$0	\$0	N/A	N/A	\$297,750	\$0	\$0	\$297,750
Wenatchee city of	WQC-2023-Wenatch-00076	Walla Walla Stormwater Outfall Retrofit	608.0	112	Stormwater Facility	\$0	\$0	N/A	N/A	\$223,500	\$0	\$0	\$223,500
Whitman Conservation District	WQC-2023-WhitCD-00081	South Fork of the Palouse River Nature Reserve and Learning Center	775.5	56	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$367,500	\$0	\$367,500
Whitman Conservation District	WQC-2023-WhitCD-00086	North Fork of the Palouse Restoration	772.0	58	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$180,000	\$0	\$180,000
Whitman Conservation District	WQC-2023-WhitCD-00181	Main Palouse car riprap removal and bioengineered river bank resloping	769.0	63	Nonpoint Source Activity	\$0	\$0	N/A	N/A	\$0	\$202,500	\$0	\$202,500
Totals						\$300,374,736	\$10,443,916			\$33,333,601	\$19,000,000	\$1,579,509	\$364,731,762

Appendix 2: Location Map of all Projects Considered and Proposed Funding

Appendix 2 provides a map showing all projects considered and proposed funding. An interactive version of the map can be found on [Ecology's Funding Cycles webpage](#)²⁰.

²⁰ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-Combined-Funding-Program/WQC-funding-cycle>

Location Maps of all Water Quality State Fiscal Year 2023 Projects

Legend

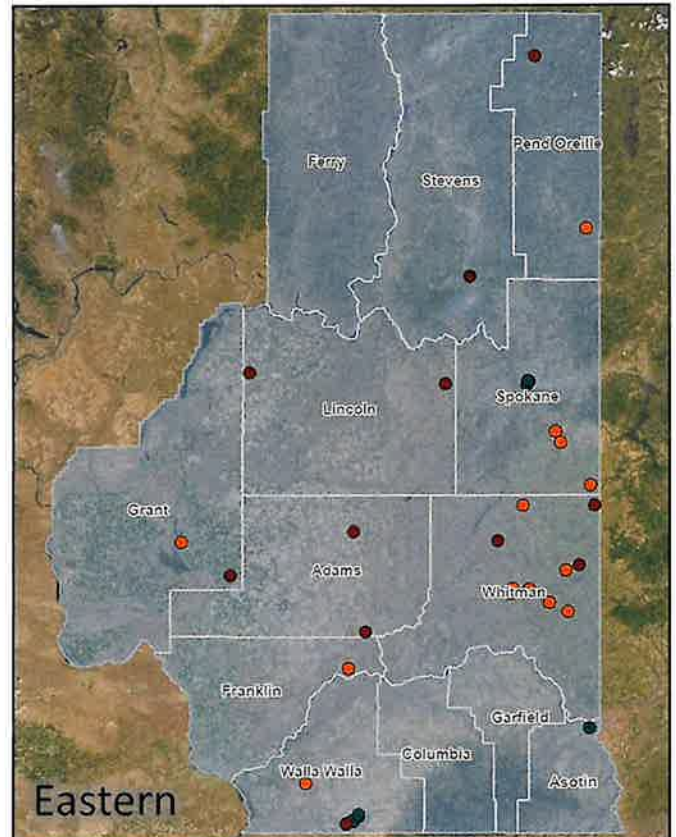
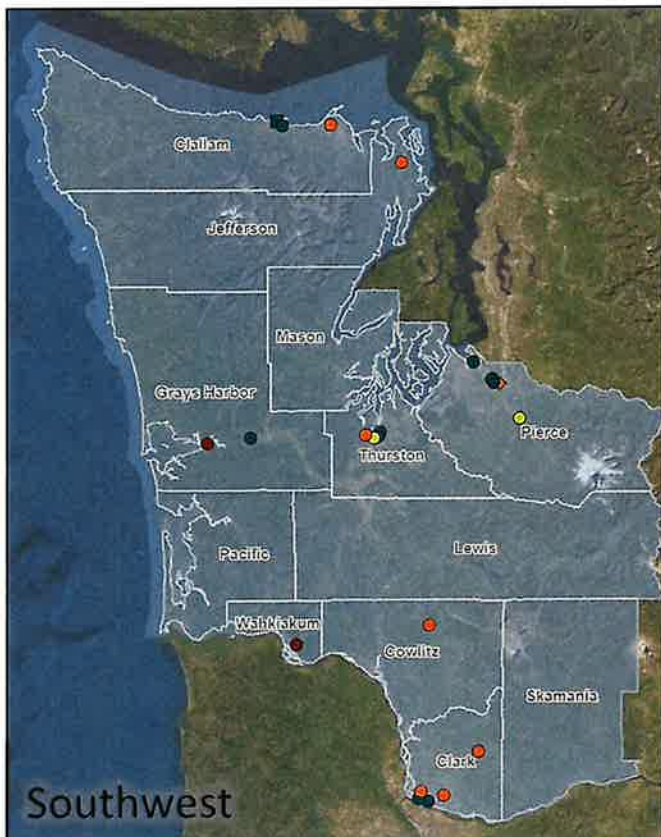
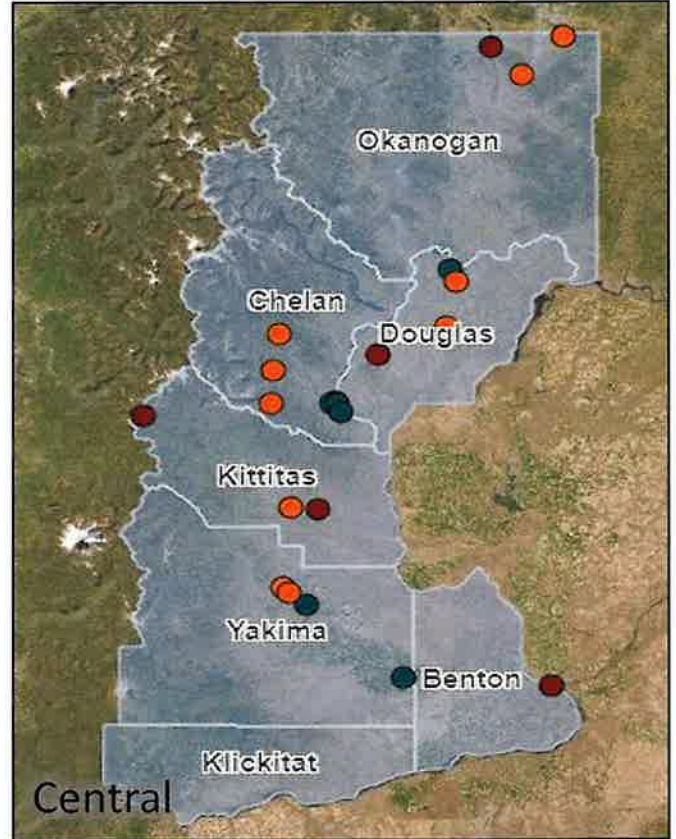
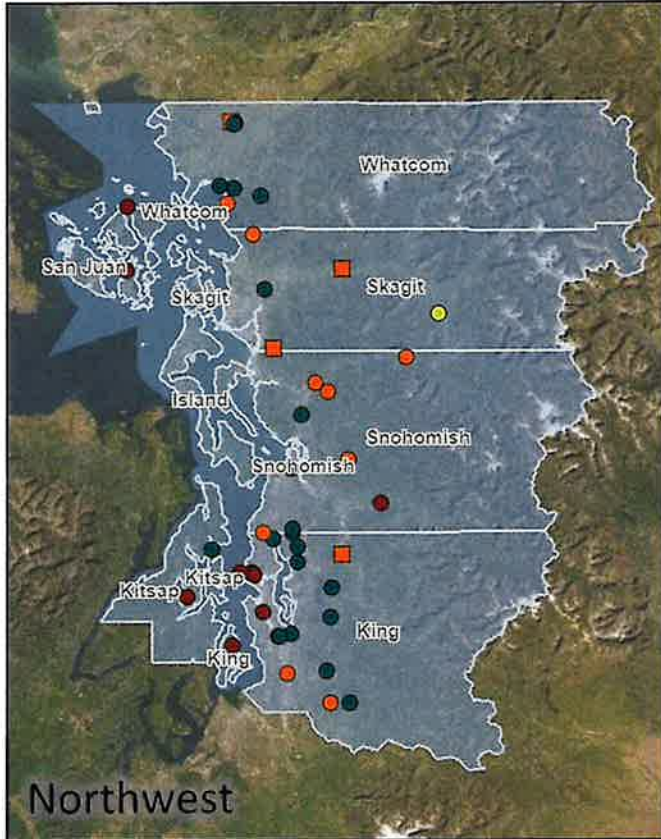
Nonpoint source activity

Stormwater activity/facility

Onsite sewage system

Wastewater facility

- Funded
- Unfunded
- ◆ Ineligible





J-U-B ENGINEERS, Inc.

AGREEMENT FOR PROFESSIONAL SERVICES

J-U-B Project No.: 30-23-005
J-U-B Project Manager: Mendel

This Agreement entered into and effective this 14th day of February 2023, between City of College Place, hereinafter referred to as the "CLIENT" and J-U-B ENGINEERS, Inc., an Idaho corporation, hereinafter referred to as "J-U-B".

WITNESSETH:

WHEREAS the CLIENT intends to design a Decant Facility hereinafter referred to as the "Project". The Services to be performed by J-U-B are hereinafter referred to as the "Services."

NOW, THEREFORE, the CLIENT and J-U-B, in consideration of their mutual covenants herein, agree as set forth below:

CLIENT INFORMATION AND RESPONSIBILITIES

The CLIENT will provide to J-U-B all criteria and full information as to CLIENT's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all design and construction standards, rules and laws which CLIENT or others will require to be included in the drawings and specifications, and upon which J-U-B can rely for completeness and accuracy.

The CLIENT will furnish to J-U-B all data, documents, and other items in CLIENT's possession, or reasonably obtainable by CLIENT, including, without limitation: 1) borings, probing and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment; 2) appropriate professional interpretations of all of the foregoing; 3) environmental assessment and impact statements; 4) surveys of record, property descriptions, zoning, deeds and other land use restrictions, rules and laws; and 5) other special data or consultations, all of which J-U-B may use and rely upon in performing Services under this Agreement.

The CLIENT will obtain, arrange and pay for all advertisements for bids, permits and licenses, and similar fees and charges required by authorities, and provide all land, easements, rights-of-ways and access necessary for J-U-B's Services and the Project.

In addition, the CLIENT will furnish to J-U-B those items described in **Attachment 1**.

PROJECT REPRESENTATIVES

The CLIENT and J-U-B hereby designate their authorized representatives to act on their behalf with respect to the Services and responsibilities under this Agreement. The following designated representatives are authorized to receive notices, transmit information, and make decisions regarding the Project and Services on behalf of their respective parties, except as expressly limited herein. These representatives are not authorized to alter or modify the TERMS AND CONDITIONS of this Agreement.

For the CLIENT:

1. Name	<u>Robert McAndrews</u>	Work telephone	<u></u>
Address	<u>625 South College Avenue</u>	Home/cell phone	<u>509-394-8526</u>
	<u>College Place, WA</u>	FAX telephone	<u></u>
	<u>99324</u>	E-mail address	<u>rmcandrews@cpwa.us</u>

For J-U-B:

1. Name	<u>Mason Mendel, P.E.</u>	Work telephone	<u>509-783-2144</u>
Address	<u>3611 South Zintel Way</u>	Cell phone	<u>509-975-6490</u>
	<u>Kennewick, WA</u>	FAX telephone	<u></u>
	<u>99337</u>	E-mail address	<u>mmendel@jub.com</u>

In the event any changes are made to the authorized representatives or other information listed above, the CLIENT and J-U-B agree to furnish each other timely, written notice of such changes.

SERVICES TO BE PERFORMED BY J-U-B ("Services")

J-U-B will perform the Services described in **Attachment 1** in a manner consistent with the applicable standard of care. J-U-B's services shall be limited to those expressly set forth therein, and J-U-B shall have no other obligations, duties, or responsibilities for the Project except as provided in this Agreement.

SCHEDULE OF SERVICES TO BE PERFORMED

J-U-B will perform said Services in accordance with the schedule described in **Attachment 1** in a manner consistent with the applicable standard of care. This schedule shall be equitably adjusted as the Project progresses, allowing for changes in scope, character or size of the Project requested by the CLIENT or for delays or other causes beyond J-U-B's control.

BASIS OF FEE

The CLIENT will pay J-U-B for their Services and reimbursable expenses as described in **Attachment 1**. A ten percent administrative fee will be applied to sub-consultant invoices.

Other work that J-U-B performs in relation to the Project at the written request or acquiescence of the CLIENT, which are not defined as Services, shall be considered "Additional Services" and subject to the express terms and conditions of this Agreement. Unless otherwise agreed, the CLIENT will pay J-U-B for Additional Services on a time and materials basis. Resetting of survey and/or construction stakes shall constitute Additional Services.

The Notice to Proceed, by the CLIENT, verbal or written, or execution of the Agreement shall constitute acceptance of the terms of this Agreement. THE TERMS AND CONDITIONS ON PAGES 3 AND 4, INCLUDING RISK ALLOCATION, ARE PART OF THIS AGREEMENT. THE CLIENT AGREES TO SAID TERMS AND CONDITIONS FOR ALL SERVICES AND ADDITIONAL SERVICES. Special Provisions that modify these TERMS AND CONDITIONS, if any, are included in Attachment 2. All other modifications to these terms and conditions must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written. These parties represent and acknowledge that they have authority to execute this Agreement.

CLIENT:

City of College Place

NAME

625 South College Avenue

STREET

College Place, WA 99324

CITY / STATE / ZIP CODE

BY (Signature)

NAME / TITLE

BY (Signature)

ADDITIONAL NAME / TITLE

J-U-B ENGINEERS, Inc.:

3611 South Zintel Way

STREET

Kennewick, WA 99337

CITY / STATE / ZIP CODE

BY (Signature)

Alex Fazzari, P.E., Area Manager

NAME / TITLE

*Applicable
Attachments or
Exhibits to this
Agreement are
indicated as
marked.*

- ☒ **Attachment 1** – Scope of Services, Schedule, and Basis of Fee
- ☐ **Attachment 2** – Special Provisions
- ☐ **Standard Exhibit A** – Construction Phase Services

REV: 5/20

DISTRIBUTION: Accounting; Project File; CLIENT

J-U-B ENGINEERS, Inc.

TERMS AND CONDITIONS

GENERAL

All J-U-B Services shall be covered by this Agreement. The Services will be performed in accordance with the care and skill ordinarily used by members of the subject profession practicing under like circumstances at the same time and in the same locality. **J-U-B MAKES NO WARRANTY EITHER EXPRESS OR IMPLIED ON BEHALF OF IT OR OTHERS.** Nothing herein shall create a fiduciary duty between the parties.

The CLIENT acknowledges and agrees that requirements governing the Project may be ambiguous and otherwise subject to various and possibly contradictory interpretations and J-U-B is, therefore, only responsible to use its reasonable professional efforts and judgment to interpret such requirements. Accordingly, CLIENT should prepare and plan for clarifications or modifications which may impact both the cost and schedule of the Project.

J-U-B shall not be responsible for acts or omissions of any other party involved in the Project, including but not limited to the following: the failure of CLIENT or a third party to follow J-U-B's recommendations; the means, methods, techniques, sequences or procedures of construction; safety programs and precautions selected by third parties; compliance by CLIENT or third parties with laws, rules, regulations, ordinances, codes, orders or authority; and delays caused by CLIENT or third parties. CLIENT, therefore, releases and shall indemnify, defend and hold J-U-B harmless from the acts, errors, or omissions of CLIENT or third parties involved in the Project.

J-U-B shall not be required to execute any documents, no matter by whom requested, that would result in J-U-B's having to certify, guarantee or warrant the existence of conditions. CLIENT acknowledges that subsurface conditions can vary widely between adjacent samples and test points, and therefore J-U-B makes no warranty or other representation regarding soil investigations and characterization of subsurface conditions for the Project.

Any sales tax or other tax on the Services rendered under this Agreement, additional costs due to changes in regulation, and fees for credit card payment transactions shall be paid by the CLIENT.

CLIENT grants J-U-B and its subsidiaries the unrestricted right to take, use, and publish images, or edited images, of the project site and workers for J-U-B's purposes including, but not limited to, website, intranet, and marketing. This right shall survive the termination of this Agreement.

REUSE OF DOCUMENTS

Documents that may be relied upon by CLIENT as instruments of service under this Agreement are limited to the printed copies (also known as hard copies) that are signed or sealed by J-U-B (including non-vector PDF facsimiles thereof). All printed materials or other communication or information ("Documents") that may be prepared or furnished by J-U-B pursuant to this Agreement are instruments of service with respect to the Project. J-U-B grants CLIENT a limited license to use the Documents on the Project subject to receipt by J-U-B of full payment for all Services related to preparation of the Documents.

Although CLIENT may make and retain copies of Documents for reference, J-U-B shall retain all common law, statutory and other reserved rights, including the copyright thereto, and the same shall not be reused on this Project or any other Project without J-U-B's prior written consent. Submission or distribution of Documents to meet regulatory or permitting requirements, or for similar purposes, in connection with the Project, including but not limited to distribution to contractors or subcontractors for the performance of their work, is not to be construed as publication adversely affecting the reserved rights of J-U-B.

Any reuse without written consent by J-U-B, or without verification or adoption by J-U-B for the specific purpose intended by the reuse, will be at CLIENT's sole risk and without liability or legal exposure to J-U-B. The CLIENT shall release, defend, indemnify, and hold J-U-B harmless from any claims, damages, actions or causes of action, losses, and expenses, including reasonable attorneys' and expert fees, arising out of or resulting from such reuse.

CONSTRUCTION PHASE SERVICES

It is understood and agreed that J-U-B does not have control over, and neither the professional activities of J-U-B nor the presence of J-U-B at the Project Site shall give, J-U-B control over contractor(s) work nor shall J-U-B have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by contractor(s), for safety precautions and programs incident to the work of the contractor(s) or for any failure of contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to contractor(s)

furnishing and performing their work or providing any health and safety precautions required by any regulatory agencies. Accordingly, J-U-B does not guarantee or warrant the performance of the construction contracts by contractor(s), nor assume responsibility of contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

The CLIENT agrees that the general contractor shall be solely responsible for jobsite safety, and CLIENT agrees that this intent shall be set forth in the CLIENT's contract with the general contractor. The CLIENT also agrees that the CLIENT, J-U-B, and J-U-B's subconsultants shall be indemnified by the general contractor in the event of general contractor's failure to assure jobsite safety and shall be made additional insureds under the general contractor's policies of general liability insurance.

NOTE on Coronavirus: The contractor and contractor's COVID-19 Site Supervisor are responsible for full monitoring, compliance, and enforcement of the contractor's plan. J-U-B's review or other actions related to the contractor COVID-19 plan do not extend to the means, methods, techniques, sequences, or procedures of construction or to the safety precautions and programs incident thereto.

If **Standard Exhibit A – Construction Phase Services** is attached, the additional terms contained therein apply to this Agreement.

OPINIONS OF COST AND PROJECT FINANCIAL INFORMATION

CLIENT understands that J-U-B has no control over the cost of labor, materials, equipment or services furnished by others, the contractor(s)' methods of determining prices, nor bidding or market conditions. J-U-B's opinions of probable Project costs and construction, if any, are to be made on the basis of J-U-B's experience, and represent J-U-B's best judgment as a professional engineer, familiar with the construction industry.

CLIENT understands and acknowledges that J-U-B cannot and does not guarantee that proposals, bids or actual Project or construction costs will not vary from opinions of probable cost prepared by J-U-B. J-U-B's Services to modify the Project to bring the construction costs within any limitation established by the CLIENT will be considered Additional Services and paid for as such by the CLIENT in accordance with the terms herein.

CLIENT agrees that J-U-B is not acting as a financial advisor to the CLIENT and does not owe CLIENT or any third party a fiduciary duty pursuant to Section 15B of the Exchange Act with respect to J-U-B's professional Services. J-U-B will not give advice or make specific recommendations regarding municipal securities or investments and is therefore exempt from registration with the SEC under the municipal advisors rule. CLIENT agrees to retain a registered financial municipal advisor as appropriate for Project financing and implementation.

TIMES OF PAYMENTS

J-U-B shall submit monthly statements for Services rendered and for expenses incurred, which statements are due on presentation. CLIENT shall make prompt monthly payments. If CLIENT fails to make any payment in full within thirty (30) days after receipt of J-U-B's statement, the amounts due J-U-B will accrue interest at the rate of 1% per month from said thirtieth day or at the maximum interest rate allowed by law, whichever is less.

If the CLIENT fails to make payments when due or otherwise is in breach of this Agreement, J-U-B may suspend performance of Services upon five (5) days' notice to the CLIENT. J-U-B shall have no liability whatsoever to the CLIENT for any costs or damages as a result of such suspension caused by any breach of the Agreement by the CLIENT. Upon cure of breach or payment in full by the CLIENT within thirty (30) days of the date breach occurred or payment is due, J-U-B shall resume Services under the Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension, plus any other reasonable time and expense necessary for J-U-B to resume performance. If the CLIENT fails to make payment as provided herein and cure any other breach of this Agreement within thirty (30) days after suspension of Services, such failure shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by J-U-B.

CLIENT shall promptly review J-U-B's invoices and shall notify J-U-B in writing of any dispute with said invoice, or portion thereof, within thirty (30) days of receipt. Failure to provide notice to J-U-B of any dispute as required herein shall constitute a waiver of any such dispute. CLIENT shall pay all undisputed portions of such invoice as required by this Agreement. Client shall not withhold any payment or portion thereof as an offset to any current or prospective claim.

TERMINATION

The obligation to provide further Services under the Agreement may be terminated by either party upon thirty (30) days' written notice. If this Agreement is terminated by either party, J-U-B will be paid for Services and Additional Services rendered and for expenses incurred. In addition to any other remedies at law or equity, if the Agreement is terminated by the CLIENT for reasons other than J-U-B's material breach of this Agreement, or is terminated by J-U-B for CLIENT's material breach of this Agreement, J-U-B shall be paid a termination fee which shall include: the cost and expense J-U-B incurs in withdrawing its labor and resources from the Project, the costs and expense incurred by J-U-B to obtain and engage in a new Project with the labor and resources withdrawn from the Project, and the lost profit on the remainder of the work.

RISK ALLOCATION

In recognition and equitable allocation of relative risks and benefits of the Project, CLIENT limits the total aggregate liability of J-U-B and its employees and consultants, whether in tort or in contract, for any cause of action, as follows: 1) for insured liabilities, to the amount of insurance then available to fund any settlement, award, or verdict, or 2) if no such insurance coverage is held or available with respect to the cause of action, twenty five thousand dollars (\$25,000.00) or one hundred percent (100%) of the fee paid to J-U-B under this Agreement, whichever is less. J-U-B carries professional liability insurance and will provide a certificate of insurance at the request of the CLIENT. For purposes of this section, attorney fees, expert fees and other costs incurred by J-U-B, its employees, consultants, insurance carriers in the defense of such claim shall be included in calculating the total aggregate liability.

The CLIENT agrees that J-U-B is not responsible for damages arising directly or indirectly from any delays for causes beyond J-U-B's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; emergencies or acts of God; failure of any government agency or other third party to act in a timely manner; failure of performance by the CLIENT or the CLIENT's contractors or consultants; or discovery of any hazardous substance or differing site conditions. In addition, if the delays resulting from any such causes increase the cost or time required by J-U-B to perform its Services in an orderly and efficient manner, J-U-B shall be entitled to an equitable adjustment in schedule and compensation.

Notwithstanding any other provision contained within this Agreement, nothing shall be construed so as to void, vitiate, or adversely affect any insurance coverage held by either party to this Agreement. The CLIENT further agrees that, to the fullest extent permitted by law, no shareholder, officer, director, or employee of J-U-B shall have personal liability under this Agreement, or for any matter in connection with the professional services provided in connection with the Project.

Neither CLIENT nor J-U-B shall be responsible for incidental, indirect, or consequential damages.

HAZARDOUS WASTE, ASBESTOS, AND TOXIC MATERIALS

The CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless J-U-B, its officers, employees, successors, partners, heirs and assigns (collectively, J-U-B) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project location, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of J-U-B.

RIGHT OF ENTRY

The CLIENT shall provide J-U-B adequate and timely access to all property reasonably necessary to the performance of J-U-B and its subconsultant's services. The CLIENT understands that use of testing or other equipment may unavoidably cause some damage, the correction of which, or compensation for, is expressly disclaimed by J-U-B. Any such costs incurred are CLIENT's sole responsibility.

MEDIATION BEFORE LITIGATION

Any and all disputes arising out of or related to the Agreement, except for the payment of J-U-B's fees, shall be submitted to nonbinding mediation before a mutually-acceptable mediator as a condition precedent to litigation or other binding adjudicative procedure unless the parties mutually agree otherwise. The CLIENT further agrees to include a similar mediation provision in all agreements with independent contractors,

consultants, subcontractors, subconsultants, suppliers and fabricators on the Project, thereby providing for mediation as the primary method for dispute resolution among all the parties involved in the Project. In the event the parties are unable to agree on a mediator, said mediator shall be appointed by a court of competent jurisdiction or, if not possible, the American Arbitration Association. If a dispute relates to, or is the subject of a lien arising out of J-U-B's Services, J-U-B or its subconsultants may proceed in accordance with applicable law to comply with the lien notice and filing deadlines prior to submission of the matter by mediation.

LIMITATION PERIODS

For statutes of limitation or repose purposes, any and all CLIENT claims shall be deemed to have accrued no later than the date of substantial completion of J-U-B's Services.

LEGAL FEES

For any action arising out of or relating to this Agreement, the Services, or the Project, each party shall bear its own attorneys fees and costs.

SURVIVAL

All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

EXTENT OF AGREEMENT

In entering into this Agreement, neither party has relied upon any statement, estimate, forecast, projection, representation, warranty, action, or agreement of the other party except for those expressly contained in this Agreement. CLIENT shall include a similar provision in its contracts with any contractor, subcontractor, or consultant stating that any such contractor, subcontractor, or consultant is not relying upon any statement, estimate, forecast, projection, representation, warranty, action, or agreement of J-U-B when entering into its agreement with CLIENT.

This Agreement represents the entire and integrated agreement between the CLIENT and J-U-B and supersedes all prior negotiations, representations or agreements, either written or oral. The Agreement may be amended only by written instrument signed by both CLIENT and J-U-B.

In the event any provision herein or portion thereof is invalid or unenforceable, the remaining provisions shall remain valid and enforceable. Waiver or a breach of any provision is not a waiver of a subsequent breach of the same of any other provision.

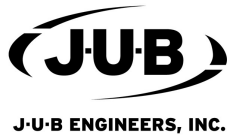
SUCCESSORS AND ASSIGNS

Neither party shall assign, sublet, or transfer any rights or interest (including, without limitation, moneys that are due or may become due) or claims under this Agreement without the prior, express, written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated in any written consent to an assignment, no assignment will release the assignor from any obligations under this Agreement.

No third party beneficiary rights are intended or created under this Agreement, nor does this Agreement create any cause of action in favor of any third party hereto. J-U-B's Services under this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against J-U-B because of this Agreement or the performance or nonperformance of Services hereunder. In the event of such third party claim, CLIENT agrees to indemnify and hold J-U-B harmless from the same. The CLIENT agrees to require a similar provision in all contracts with contractors, subcontractors, consultants, vendors and other entities involved in the Project to carry out the intent of this provision to make express to third parties that they are not third party beneficiaries.

CONTROLLING LAW, JURISDICTION, AND VENUE

This Agreement shall be interpreted and enforced in and according to the laws of the state in which the Project is primarily located. Venue of any dispute resolution process arising out of or related to this Agreement shall be in the state in which the Project is primarily located and subject to the exclusive jurisdiction of said state.



**J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES**

Attachment 1 – Scope of Services, Basis of Fee, and Schedule

PROJECT NAME: Decant Facility

CLIENT: City of College Place

J-U-B PROJECT NUMBER: 30-23-005

ATTACHMENT TO:

☒ **AGREEMENT DATED: 2/14/2023**

The referenced Agreement for Professional Services executed between J-U-B ENGINEERS, Inc. (J-U-B) and the CLIENT is amended and supplemented to include the following provisions regarding the Scope of Services, Basis of Fee, and/or Schedule:

PART 1 - PROJECT UNDERSTANDING

J-U-B's understanding of this project's history and CLIENT's general intent and scope of the project are described as follows:

The City of College Place has secured grant funding from the Washington State Department of Ecology for the design of a Decant Facility (WQC-2023-CoPIED-00030). The City has selected J-U-B ENGINEERS, Inc. as most qualified to permit design and construction services for this project. The City intends to have this project designed in 2023 to allow for submission of a funding application for construction in October 2023. If construction funding is secured, this facility could be constructed in 2024.

The Decant Facility will be located at the Wastewater Treatment Plant (WWTP). This will be a facility for street sweeping and vector trucks to empty their solids. The decanted water will be pumped to the WWTP for treatment and disposal. The solids will be managed and dried onsite. This facility will be permitted and operated as a solid waste Piles Facility through the local health district.

PART 2 - SCOPE OF SERVICES BY J-U-B

J-U-B's Services under this Agreement are limited to the following tasks. Any other items necessary to plan and implement the project, including but not limited to those specifically listed in PART 3, are the responsibility of CLIENT.

A. Task 1: Project Management

1. Set up project into J-U-B's financial and record keeping systems for document retention and project controls.
2. Conduct project planning and risk assessment.
3. Coordinate quality assurance / quality control (QA/QC) processes.
4. Communicate and coordinate J-U-B team activities with kickoff and progress meetings as required.
5. Communicate and coordinate subconsultant activities under J-U-B, if necessary.
6. Regularly monitor project status, budget and schedule.
7. During periods of project activity, provide a regular report to CLIENT on project status, budget and schedule.
8. Provide a monthly invoice including budget status.
9. Provide ongoing document handling and filing.

B. Task 2: QC Reviews

1. Conduct internal reviews at appropriate phases for quality control and assurance.

C. Task 3: Pre-Design Phase Services

For this task, J-U-B will provide Pre-Design Phase Services including Client Meetings, Basemap Development, Engineering Report, and Conceptual Design

1. Subtask 1: Client Meetings

- a. Prepare for and conduct workshops in order to evaluate alternatives and make decisions as part of the Pre-Design Phase. The proposed Workshops are:
 - i. Workshop #1 – Kickoff Meeting to discuss project approach, scope, schedule, and review team roles. Confirm design criteria and discuss operator preferences for facility location and size. Discuss site selection alternatives.
 - ii. Workshop #2 – Meeting to discuss draft Engineering Report and conceptual plans.
- b. Assumptions:
 - i. Two meetings.
- c. Deliverables:
 - i. Meeting agendas.
 - ii. Meeting notes and action items.

2. Subtask 2: Basemap Development

- a. J-U-B will perform a topographical survey of the project area.
- b. Assumptions:
 - i. Data collection and mapping will use a combination of terrestrial, GPS, and Unmanned Aerial Surveying (UAS) methods.
 - ii. This scope of work does not include private utility locates – utilities will be surveyed as marked by the providing utility from the 811 one call system.
 - iii. Survey will not commence until the site for the Decant Facility has been selected.
- c. Deliverables:
 - i. File compatible with AutoCAD Civil 3D including tin surface, roadway centerline alignments, right-of-way lines, vertical datum and basis of bearing, and point files

3. Subtask 3: Engineering Report and Concept Plans

- a. J-U-B will prepare an Engineering Report to document project decisions made with City through concept design. The Engineering Report will include the following items: project design criteria, alternatives analysis, major equipment selections, major equipment cut sheets and informational material, construction sequencing and outage plan, concept plans, and preliminary design cost opinions. The 30% /Concept Plans will have limited detail but will represent the intent of the project. The Concept Plan set will generally include overall site plans, general process plan views, critical sections, and similar information. The purpose of the Concept Plan submittal is to detail the probable project layout and identify constraints or issues that need to be addressed before progressing into detailed design.
- i. Assumptions:
 - i. The 30% Cost Opinion will include a 30% contingency
 - ii. No callouts, details, sections, electrical or structural design sheets will be included.
 - iii. The Engineering Report will be submitted to Ecology for review and approval.
 - iv. The Geotechnical Report prepared for the WWTP Phase 1 Upgrades will be utilized for this project.
- ii. Deliverables:
 - i. Draft Engineering Report for City review (electronic copy in .pdf format)
 - ii. Final Engineering Report for Ecology review (one hard copy and electronic copy in .pdf format)

D. Task 4: Design Phase Services

For this task, J-U-B will provide Design Phase Services focused on permitting and installation of the conceptual design developed as part of Task 3.

1. Subtask 1: Client Meetings

- a. Prepare for and conduct several workshops in order to evaluate alternatives and make decisions as part of the Pre-Design Phase. The proposed workshops are:
 - i. Workshop #3 – Meeting to discuss 60% progress print.
 - ii. Workshop #4 – Meeting to discuss 90% progress print.
- i. Assumptions:
 - i. Two meetings.
- ii. Deliverables:
 - i. Meeting agendas.
 - ii. Meeting notes and action items.

2. Subtask 2: Permitting

- b. For this subtask, J-U-B will:
 - i. Prepare a SEPA Checklist for the City to sign and take the lead for public comment.
 - ii. Prepare a Cultural Resources Review Form utilizing Ecology's template.
 - iii. Prepare a City building permit application and submit it to the City.
- iv. Assumptions:
 - i. City will pay all permit application fees.
 - ii. The Contractor will be required to apply to Ecology for coverage under the Construction Stormwater General Permit.
 - iii. Ecology will provide consultation for cultural resources clearances.
- v. Deliverables:
 - i. SEPA Checklist (electronic in pdf format)
 - ii. Cultural Resources Review Form (electronic in pdf format)
 - iii. Building Permit Application (electronic in pdf format)

3. Subtask 3: 60% Draft Plans & Technical Specifications

- a. J-U-B will proceed with plan development to the 60% progress stage based upon feedback from Workshop #2. The 60% progress print will incorporate comments from the concept plan review and include detailed information with work call outs. The plan set will be submitted electronically to the Client.
- i. J-U-B will develop the draft technical specifications based upon project requirements and conclusions of Workshop #2.
- ii. J-U-B will update the Opinion of Probable Cost based on the preliminary design quantities and comments on the 30% submittal.
- iii. Assumptions:
 - i. Technical Specifications will be based on standard 50 Division CSI Specifications.
 - ii. The 60% cost opinion will include a 20% contingency.
 - iii. To address groundwater issues for the project, J-U-B will provide basic information to a bidder so they can make a reasonably informed bid and then let the contractor determine the means and methods of dewatering the project using a performance-based technical specification. Our design will include the following:
 - i. J-U-B will provide a performance-based technical specification for the dewatering with the assistance of the geotechnical engineer.
 - ii. The construction Contract Documents shall stipulate that measurement and payment of dewatering shall be incidental to other bid items.

- iii. Contractor is invited to conduct their independent pre-bid investigations if desired.
 - iv. Contractor and their licensed engineer develop a dewatering plan and implements the means, methods, or techniques of construction.
 - v. Contractor obtains all necessary permits, if needed.
 - vi. Contractor disposes of dewatering water per the performance-based specifications, their dewatering plan, permits and SWPPP.
 - vii. J-U-B and Client have met and discussed the approach to dewatering specified in this scope of services. Client agrees that J-U-B's scope of services is sufficient for the purposes intended and meets the Standard of Care. With any project involving dewatering, unforeseen conditions making dewatering more difficult than anticipated may occur on the project, which may impact the project budget, schedule, or both. The Client acknowledges this fact and should be prepared with budget or schedule contingencies to mitigate these circumstances. Client agrees to indemnify and hold J-U-B harmless from any and all claims, damages, or expenses resulting from the dewatering aspects of the project unless such claims are a direct result of J-U-B's negligent acts, errors, or omissions.
 - iv. Deliverables:
 - i. 60% Plan Set (electronic in .pdf format)
 - ii. Draft Technical Specifications (electronic in .pdf format)
 - iii. 60% Preliminary Opinion of Probable Cost (electronic in .pdf format)
4. Subtask 4: 90% Draft Plans, Specifications, & Bidding Documents
- b. J-U-B will proceed with plan development to the 90% stage based upon feedback from Workshop #3. The 90% Plans will incorporate comments from the 60% review and include complete design information and terminology consistent with specifications and bid items. The 90% Plans will be substantially complete and ready for review by Ecology.
 - i. J-U-B will further develop the specifications based on project requirements and conclusions of Workshop #3. J-U-B will also develop the bidding documents. The bidding documents are anticipated to include:
 - i. Bidding Forms: Proposal, Notice to Bidder, Anti-Discrimination Affidavit, Certification of Compliance with Wage Payment Statutes, Bidder's Checklist, Instructions to Bidders, Bid Form, Contractor's Non-Collusion Affidavit, Naming of Sub-Contractors, Statement of Bidder's Qualifications, Bid Bond, Prevailing Wage Rates.
 - ii. Contract Forms: Notice of Award, Agreement, Performance Bond, Payment Bond, Notice to Proceed.
 - iii. General Conditions: WSDOT
 - iv. Supplementary Conditions
 - v. Technical Specifications
 - ii. J-U-B will update the Opinion of Probable Cost based on the preliminary design quantities and comments on the 60% submittal.
 - iii. Assumptions:
 - i. Plans and specifications will be submitted to Ecology per WAC 173-240-030
 - ii. The 90% cost opinion will include a 10% contingency.
 - iv. Deliverables:
 - i. 90% Plan Set (one hard copy to Ecology, electronic in .pdf format to Client)
 - ii. 90% Bid Documents & Specifications (one hard copy to Ecology, electronic in .pdf format to Client)
 - iii. 90% Preliminary Opinion of Probable Cost (electronic in .pdf format)

5. Subtask 5: Final Bidding Documents
 - a. J-U-B will incorporate comments from Ecology, Client, and Workshop #4 and will prepare final, bid-ready construction plans and Technical Specifications which are stamped and signed by the responsible engineer. J-U-B will prepare all bidding documents and will provide one complete set in electronic format to Client for reproduction and distribution.
 - i. Deliverables:
 - i. Volume I - Bid Documents, Agreement Forms, and Technical Specifications (electronic copy in .pdf format, digitally signed)
 - ii. Volume II - Final Construction Plan Set (electronic in .pdf format, digitally signed)
 - iii. Engineers Opinion of Probable Cost (electronic in .pdf format)
 - iv. Bid Tabulation (electronic copy in .xls format)

PART 3 - CLIENT-PROVIDED WORK AND ADDITIONAL SERVICES

- A. **CLIENT-Provided Work** - CLIENT is responsible for completing, or authorizing others to complete, all tasks not specifically included above in PART 2 that may be required for the project including, but not limited to:
 1. Attend workshops and review deliverables.
 2. Submit and process SEPA Application.
 3. Submit and process Building Permit and all other local permits.
- B. **Additional Services** - CLIENT reserves the right to add future tasks for subsequent phases or related work to the scope of services upon mutual agreement of scope, additional fees, and schedule. These future tasks, to be added by amendment at a later date as Additional Services, may include:
 1. Private utility locates – utilities will be limited to those marked by the providing utility from the 811 one call system.
 2. Dewatering and hydrogeological engineering services – it is anticipated that dewatering may be required for this project; however, a specific dewatering plan will not be developed. Rather, a performance based technical specification will be developed that will require the Contractor to design the dewatering system and disposal.
 3. Operations & Maintenance Plan
 4. Construction Quality Assurance Plan
 5. Bid & Award Phase Services
 6. Construction Phase Services
 7. Post-Construction Phase Services.
 8. Audit support.

PART 4 - BASIS OF FEE AND SCHEDULE OF SERVICES

- A. CLIENT shall pay J-U-B for the identified Services in PART 2 as follows:
 1. For Time and Materials fees:
 - a. For all services performed on the project, Client shall pay J-U-B an amount equal to the cumulative hours charged to the Project by each class of J-U-B's personnel times J-U-B's standard billing rates.
 - b. Client shall pay J-U-B for J-U-B's Consultants' charges times a multiplier of 1.1.
 2. J-U-B may alter the distribution of compensation between individual tasks to be consistent with services actually rendered while not exceeding the total project amount.
- B. **Period of Services**
 1. If the planned period of service for the Tasks identified above extend more than one year, J-U-B's billing rates and/or fees for remaining Tasks may be increased to account for direct labor cost, rate table adjustments, or other inflationary increases. If that occurs, an adjustment to the billing

rates and/or Fee will be computed based on remaining scope amount times the specific rate increase.

C. CLIENT acknowledges that J-U-B will not be responsible for impacts to the schedule by actions of others over which J-U-B has no control.

D. The following table summarizes the fees and anticipated schedule for the services identified in PART 2.

Task Number	Task Name	Fee Type	Amount	Anticipated Schedule
1	Project Management	Time and Materials (Ceiling Amount Shown)	\$5,000	Concurrent with work progress
2	QC Reviews	Time and Materials (Ceiling Amount Shown)	\$5,000	Concurrent with work progress
3	Pre-Design Phase Services	Time and Materials (Ceiling Amount Shown)	\$35,000	Draft for CLIENT review 4 months after executed contract, notice to proceed, and receipt of all required data
4	Design Phase Services	Time and Materials (Ceiling Amount Shown)	\$85,000	Draft for CLIENT review 4 months after Task 3
Total:			\$130,000	

NOTE on Coronavirus and Schedule: J-U-B is committed to meeting your project schedule commitments as delineated above. As our response to the COVID-19 pandemic, J-U-B is engaging in safety procedures in help to protect clients, staff, their families, and the public. Our staff or offices may be subject to quarantine or other interruptions. Since COVID-19 impacts are beyond J-U-B's control, we are not responsible for the force majeure impacts to delivery timelines, or subsequent project delays and related claims, costs, or damages. Should circumstances related to the COVID-19 issue arise with J-U-B staff or in a J-U-B office that will impact our delivery schedule, we will notify you of the circumstances and mutually agree to a schedule adjustment.

For internal J-U-B use only:

PROJECT LOCATION (STATE): WA

TYPE OF WORK: City

R&D: Yes

GROUP: Water/Wastewater

PROJECT DESCRIPTION(S):

1. Stormwater (S13)
2. Solid Waste/Incineration/Landfill (S07)

Sewer Equipment 900 ECO



Taking market by storm with Simplicity.....



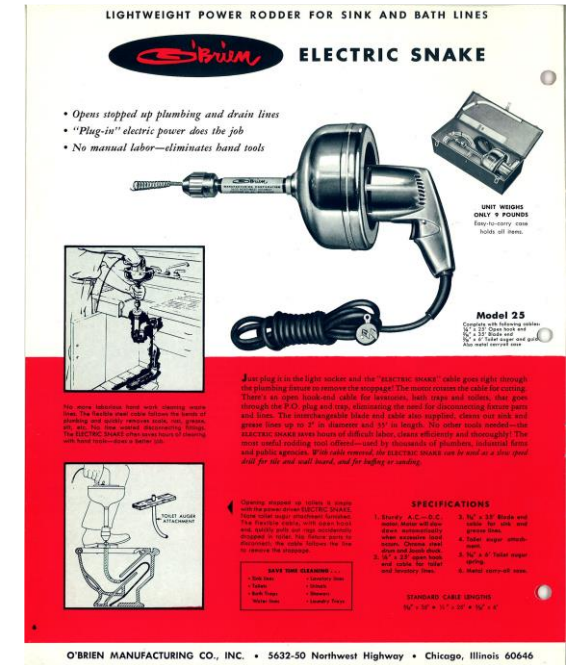
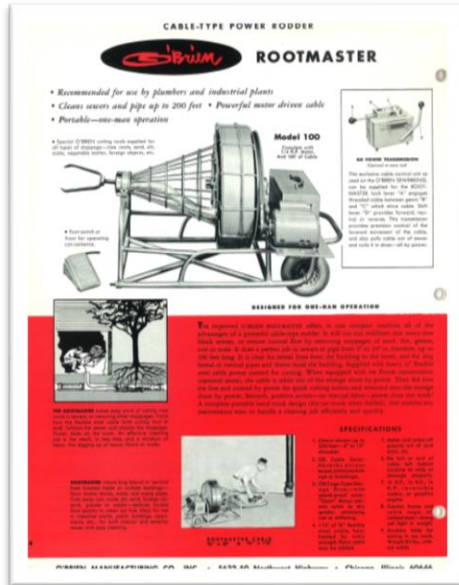
Best Products.
(Established 1941)



Best Support.
(Established 1990)

Over 70 Years of Sewer Equipment History

- 1941 Invented Sewer Snake
- 1942 Invented Electric Sewer Snake
- 1948 Introduced Trailer Mounted Sewer Snake
- 1960 Introduced Continuous Rodder
- 1968 Introduced Truck Jet to US Market
- 1996 Introduced Trailer Hydro Ex
- 2004 Introduced Truck Hydro Ex
- 2014 Introduced Sewer Equipment 900 Eco



Simplicity

- = Convenience / ease of use
 - = Ease of maintenance
 - = Short training curve
 - = Longevity – Lack of Obsolescence
 - = Safety
- Does Not Lack Quality or Features



Don't Need a Computer to Run a Log Splitter

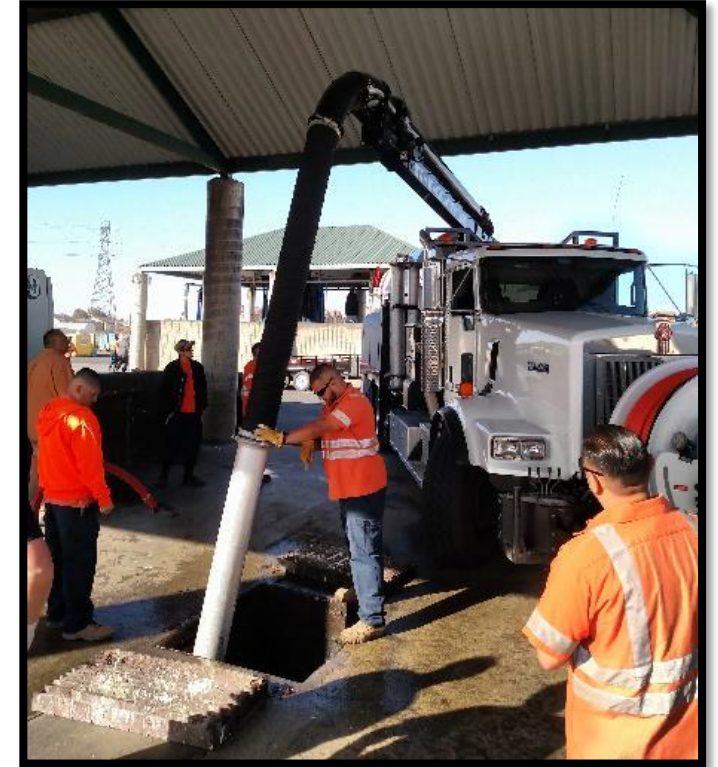


Best Products, Best Local Support

Don't Need a Computer To Run a Vac Truck

Why is this Important?

- Sewer Equipment Trucks Don't "Gitch-out" when computer freezes.
- Allows work to be completed day in and day out without having to restart computers.
- We don't have communication issues with Chassis computers.
- Easier to work on for Mechanics with 12 volt Architecture.
- More up time, means more jobs get done.....

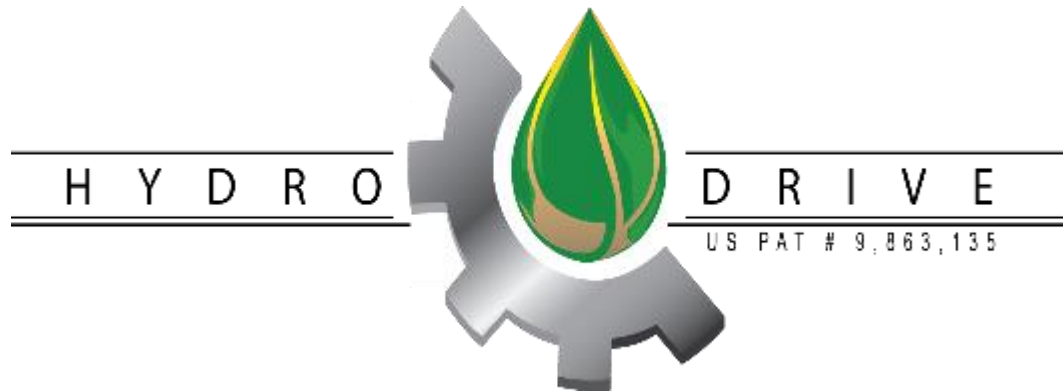


Best Products, Best Local Support



***All Functions of Truck, Run in Neutral
(Single Engine with No Transfer Case to Engage)***

ENGAGEMENT made Simple with the Hydro-Drive



Simple: FEPTO & REPTO

Proven

Efficient: 97%

Reliable: No transfer case

Forgiving: soft start/stop

Convenient: Vac-On-The-Go

Safe: Truly runs in neutral

Best Products, Best Local Support

12 volt Architecture
No Chassis Integration!
No CANbus!
No Computers!



As simple as
1,2,3,4....

1. Work Mode On
2. Blower On
3. Water Pump On
4. 2-Position Throttle

(Operator Friendly...Can
be engaged in any
order.....)

Water pumps

Single Piston without Jack

Hammer effect through hydraulic
& water accumulators and
smooth direction shifting...



**Giant Water
Pumps** with 30
Minute Run Dry
Capabilities....



Best Products, Best Local Support



Only 4 Valves on Truck

1. Hose Reel
2. Debris Tank Flush Off
3. Hydro Excavation
4. Low Pressure Wash Down



Best Products, Best Local Support

Duraprolene Water Tanks

- Guaranteed ½" Thickness
- Welded Design
- Fully Baffled
- No Denting
- No Corrosion
- No Leaks!!
- 10 Year Warranty
- Wide Track Suspension for low center of gravity.



Best Products, Best Local Support

Double Seal Boom (Doesn't Leak) with Heavy Duty Elbow...



Bulk Head Fittings every 10 to 15 feet to simplify hose replacement.



Best Products, Best Local Support

Central Lubrication Points made with Parker Hydraulic Hose (1 fitting for 1 point).



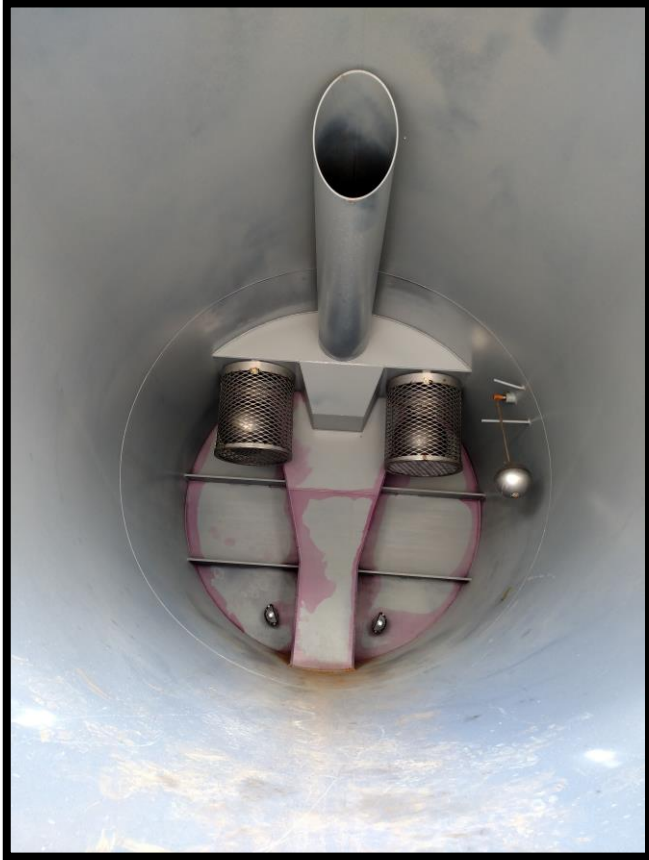
High Velocity Washout (80 GPM) - Fed with 2 – 1 “ hoses with Nozzles that cover circumference of tank. Get 95% of body clean. Reduces time spent at clean out.



Best Products, Best Local Support

Best filtration in the Industry –

- Debris Hits Deflector Plate
- Goes thru Twin Cyclones
- Goes thru Twin Filters



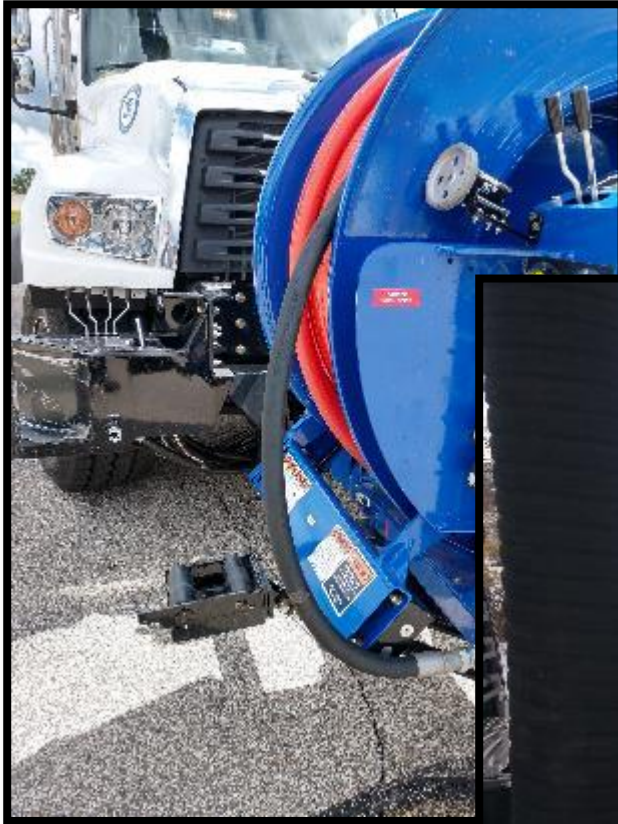
Easy to Clean out Debris body -
Few edges for debris to get stuck
on. High Volume jets get body
95% clean



Large Washable Filters
protect Blower – Can
Vacuum dry material

Cyclones are located on center of
body, don't get filled / blocked
when vacuuming on hills....

Automatic Levelwind



***Hydraulic Up /
Down on Level
Wind Guide for off
Street Manholes***



Best Products, Best Local Support



Wireless remote (1/2 mile range)



Remote Functions

- Water On/Off
- Blower On/Off
- Hose Pay-in / Pay-out
- Boom Functions
- Throttle Control
- In cab Charging Station with buzzer alarm



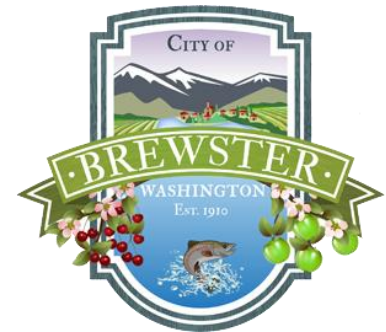
Best Products, Best Local Support

Abundance of
Storage options
Available.....



Best Products, Best Local Support

A few Sewer Equipment 900 Eco Customers....



A few Sewer Equipment 900 Eco Customers....



E&B Industrial
Cleaning



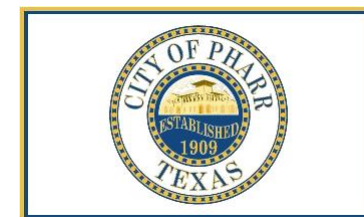
A few more Sewer Equipment Eco 900 Customers....



Colorado Springs Utilities
It's how we're all connected



A few more Sewer Equipment Eco 900 Customers....



A few more Sewer Equipment 900 Eco Customers....



SWS Equipment Service centers are Open for Business!!



- Our SWS shops and parts departments are busy repairing and delivering parts and equipment to customers.
- SWS has new and used trucks in stock.
- Our Mobile service trucks are out working.
- Please let us know how we can help you.

Spokane Location

6515 E Nixon Ave
Spokane, WA 99212
509-533-9000

Tacoma Location

13502 Pacific Ave S
Tacoma, WA 9844
800-892-7831

Oregon Location

11225 SW Clay Street
Sherwood, OR 97140
800-892-7831

Thank You!



From: [Alex Fazzari](#)
To: [Robert McAndrews](#)
Subject: FW: FW: College Place FY23 stormwater agreements
Date: Thursday, February 9, 2023 1:47:58 PM

STOP and VERIFY - This message came from outside of the City of College Place.

From: Fuller, Cynthia Wall (COM) <cynthia.fuller@commerce.wa.gov>
Date: 2/7/23 08:18 AM America/Los_Angeles
To: Michael Rizzitiello <MRizzitiello@cpwa.us> Brian Carleton <bcarleton@cpwa.us> Alex Fazzari <afazzari@jub.com>
Subject: FW: College Place FY23 stormwater agreements

External Email - This Message originated from outside J-U-B ENGINEERS, Inc.

Good morning,

Sounds like you are close to seeing a draft agreement for Lions Park. What is the status of the CRR on that project? Sounds like we might want to follow up on that to see if there is anything else Ecology needs from the city.

Also, as long as Ecology reviews expenses for eligibility, you can incur costs towards the project(s). The city could proceed with purchase of the vector truck and also awarding design work for the decant facility. I would hold off on starting work in the park until there is an official Ecology determination.

Let me know if there is anything else I can help with.

Cynthia

Cynthia Wall Fuller | Project Manager
Small Communities Initiative | Washington State Department of Commerce
10 N. Post Street, Suite 445
Spokane, WA 99201

Cell: 509-934-0036

www.commerce.wa.gov | [Facebook](#) | [Twitter](#)

[Disclaimer](#)

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This email has been scanned for viruses and malware, and may have been automatically archived.



City of College Place, Washington

ORDINANCE NO. 22-020

AN ORDINANCE OF THE CITY OF COLLEGE PLACE, WASHINGTON ADOPTING A SIX-YEAR CITYWIDE EQUIPMENT REPLACEMENT PLAN FOR THE YEARS 2023 THROUGH 2028

WHEREAS, the City of College Place is a non-charter code city with powers set forth in RCW Title 35A.24.010; and

WHEREAS, a six-year Equipment Replacement Plan is not required by any Federal, State, or Local statute but are a matter of good public policy for future planning of citywide services; and

WHEREAS, updates to the six-year Equipment Replacement Planning documents have been posted on the city budget portal website:

https://www.cpwa.us/departments/finance/budget_2023.php

NOW THEREFORE, THE CITY COUNCIL OF COLLEGE PLACE DO ORDAIN AS FOLLOWS

Section 1. Ordinance No. 22-020 that adopts the 2023 to 2028 Equipment Replacement, Plan as shown in Exhibit 2 attached to this Ordinance.

Section 2. City staff is authorized to apply for state, federal, and private foundation grants in support of the projects identified in the Citywide Equipment Replacement Plan.

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

Section 4: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 5: Effective Date. This ordinance shall take effect and be in full force five days after its passage and publication as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 22nd day of November, 2022.

DocuSigned by:

Norma L. Hernández

E7C117EE7FEC409

Norma L. Hernández, Mayor

Attest:

DocuSigned by:

Sherri St. Clair

1F0CE5Q2F0F846A

Sherri St. Clair, City Clerk

Approved as to form:

DocuSigned by:

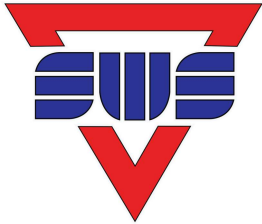
Rea L. Culwell

D2A91C622F3A4F6

Rea Culwell, City Attorney

City of College Place: Equipment Replacent Plan (FY 2023 to 2028) (\$5,000 ER&R Threshold)													
Name of Project	Project ID	Prioritization	Project Description	Status	First Year Budgeted	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total Project Cost	How is project funded?
Administration/Community Development													
City Hall Generator	1009	Medium	Replacement emergency backup generator for City Hall.	Planned	2024		\$ 200,000.00					\$ 200,000.00	75% FEMA HMA Grant, 25% Equipment Replacement Fund
Replace Vehicle #803 2011- Ford Escape	1020	Low	Replace Vehicle #803 2011 - Ford Escape Building Department.	Planned	2026				\$ 45,000.00			\$ 45,000.00	Equipment Replacement Fund
Replace Vehicle #804 2011 - Ford Escape	1021	Low	Replace Vehicle #803 2011 - Ford Escape Building Department.	Planned	2026				\$ 45,000.00			\$ 45,000.00	Equipment Replacement Fund
Total: Administration/Community Development						\$ -	\$ 200,000.00	\$ -	\$ 90,000.00	\$ -	\$ -	\$ 290,000.00	
Fire Department													
Vehicle E061 Brush Truck	2015	Medium	Replace 1985 Chevrolet K3500 - MOB Brush Truck.	Budgeted	2023	\$ 175,000.00						\$ 175,000.00	Equipment Replacement Fund
Replace #R3041 2000 Ambulance	2023	Medium	Replace 2000 Wheeled Coach Box/Chevrolet 4500 Rescue Van.	Planned	2024		\$ 250,000.00					\$ 250,000.00	Equipment Replacement Fund
Turnouts	2001	High	Annual replacement of turnouts/ \$12,000 a year.	Budgeted	Perpetual	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 240,000.00	Current Expense (Fire Budget)
Total: Fire Department						\$ 215,000.00	\$ 290,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 665,000.00	
Police Department													
Police Vehicle Leasing Program	3005	High	Police Vehicle Leasing Program (#403, #404, #406, #412, #417, and #419 Durangos will be switched out in 2025.	Budgeted	2019	\$ 168,350.74	\$ 168,350.74	\$ 168,350.74	\$ 168,350.74	\$ 168,350.74	\$ 168,350.74	\$ 1,012,123.44	Equipment Replacement Fund
Taser Replacement	3006	High	Tasers need to be replaced as they are now out of warranty.	Budgeted	2021	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00			\$ 70,021.00	Equipment Replacement Fund
Replace #411 with used vehicle	3007	High	Replace #411 Ford Escape Hybrid in 2023 with used vehicle.	Budgeted	2023	\$ 30,000.00						\$ 32,023.00	Equipment Replacement Fund
Replace Speed Reader Board Trailer #473	3008	Medium	Replace #473 1999 speed radar trailer in 2023.	Budgeted	2023	\$ 30,000.00						\$ 32,023.00	Equipment Replacement Fund
Replace #448 SEO Pickup	3009	Medium	Replace #338 2011 Ford F150 in 2023.	Planned	2024		\$ 65,000.00					\$ 67,024.00	Equipment Replacement Fund
Total: Police Department						\$ 245,350.74	\$ 250,350.74	\$ 185,350.74	\$ 185,350.74	\$ 168,350.74	\$ 168,350.74	\$ 1,213,214.44	
Public Works Department - Parks													
Lawn Mower	4010	Medium	Replacement lawn mower. Need more professional one for efficient operations.	Budgeted	2023	\$ 100,000.00						\$ 100,000.00	Equipment Replacement Fund
Trailer #305	4011	Low	Replacement Trailer.	Planned	2027					\$ 27,000.00		\$ 27,000.00	Equipment Replacement Fund
Total: Public Works Department - Parks						\$ 100,000.00	\$ -	\$ -	\$ -	\$ 27,000.00	\$ -	\$ 127,000.00	
Public Works Department - Stormwater													
Replace Vehicle #901/#701	5019	High	Replace Vehicle #901/#701 1999 Serco Vactor/Jetter Sewer Truck.	Budgeted	2023	\$ 750,000.00						\$ 750,000.00	100% Ecology Grant
Replace Vehicle #920	5021	High	Replace Vehicle #920 Ford E450 Box Van (Sewer Camera System).	Budgeted	2023	\$ 225,000.00						\$ 225,000.00	Equipment Replacement Fund
Replace Vehicle #970	5009	Medium	Replace Vehicle #970 2014 - Ford Explorer.	Planned	2024		\$ 45,000.00					\$ 45,000.00	Equipment Replacement Fund
Total: Public Works Department - Stormwater						\$ 975,000.00	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,020,000.00	
Public Works Department - Streets													
Vehicle #504	6030	High	Replace Vehicle #5404 2008 - Chevrolet 1500 Pick Up.	Budgeted	2023	\$ 60,000.00						\$ 60,000.00	Equipment Replacement Fund
Replace Vehicle #540	6065	High	Replace Vehicle #540 2003 Ford F350 Utility Truck.	Budgeted	2023	\$ 60,000.00						\$ 60,000.00	Equipment Replacement Fund
Facilities Coordinator Vehicle	6068	Medium	Vehicle for Facilities Maintenance hire.	Planned	2024		\$ 45,000.00					\$ 45,000.00	Equipment Replacement Fund
Vehicle #547 - Tilt Trailer Replacement	6037	Low	Replace Vehicle #547 Walton 20,000 lb Tilt Trailer.	Planned	2024		\$ 30,000.00					\$ 30,000.00	Equipment Replacement Fund
Vehicle #507 - Bucket Truck	6034	Low	Replace Vehicle #507 Ford F550 Utility Bucket Truck.	Planned	2025			\$ 150,000.00				\$ 150,000.00	Equipment Replacement Fund
Vehicle #211 Replacement	211	Low	Vehicle #211 Replacement - 2007 Napa Shop Air Compressor .	Planned	2026				\$ 11,000.00			\$ 11,000.00	Equipment Replacement Fund

Replace Trailer #512	6066	Low	Replace Trailer #512.	Planned	2027						\$ 12,000.00		\$ 12,000.00	Equipment Replacement Fund
Replace #529 Tractor	6067	Low	Replace #529 Tractor.	Planned	2027						\$ 47,000.00		\$ 47,000.00	Equipment Replacement Fund
Replace #519 Walk behind Paint Sprayer	6069	Low	Replace #519 Walk Behind Paint Sprayer.	Planned	2028						\$ 5,000.00	\$ 5,000.00		Equipment Replacement Fund
Total: Public Works Department - Streets						\$ 120,000.00	\$ 75,000.00	\$ 150,000.00	\$ 11,000.00	\$ 59,000.00	\$ 5,000.00	\$ 420,000.00		
Public Works Department - Wastewater (Moving all items in here to all inclusive contract with Jacobs Group - WWTP Operator)														
Jacobs Contract Addendum Cost (Equipment Portion)	7018	High	The equipment portion of the Jacobs contract addendum will put all equipment needs on Jacobs Group, the Wastewater Treatment Plant operator.	Budgeted	2020	\$ 118,052.92	\$ 119,233.45	\$ 120,425.78	\$ 121,630.04	\$ 122,846.34	\$ 124,074.80	\$ 726,263.34		Wastewater Capital Reserve Fund
Total: Public Works Department - Wastewater						\$ 118,052.92	\$ 119,233.45	\$ 120,425.78	\$ 121,630.04	\$ 122,846.34	\$ 124,074.80	\$ 726,263.34		
Public Works Department - Water														
Vehicle #601 - Utility Truck	8013	High	Replace Vehicle #601 2003 - Ford F550 Utility Truck	Budgeted	2023	\$ 80,000.00						\$ 80,000.00		Water Capital Reserve Fund
Backhoe #607 Replacement		Low	Replace Backhoe #607	Planned	2027					\$ 150,000.00		\$ 150,000.00		Water Capital Reserve Fund
Total: Public Works Department - Water						\$ 80,000.00	\$ -	\$ -	\$ -	\$ 150,000.00	\$ -	\$ 230,000.00		
Grand Total: All Equipment Replacements						\$ 1,853,403.66	\$ 979,584.19	\$ 495,776.52	\$ 447,980.78	\$ 567,197.08	\$ 337,425.54	\$ 4,691,477.78		



SWS Equipment, LLC.

6515 E Nixon Ave, Spokane, WA 99212

All Correspondence remit to: P.O. Box 13040, Spokane, WA 99213

509-533-9000 1-800-892-7831 F 509-533-1050

www.swsequipment.com

QUOTE

Quote To:

College Place
Jeff Goodson
218 SE Fourth Street
College Place WA
1 (509) 394-865

Ship To:

College Place
Jeff Goodson
218 SE Fourth Street
College Place WA
1 (509) 394-8653

Quote #: SVISQ5209-01

Date: 02/13/23

Sales Rep: Skyler Sharpe

FOB: ORIGIN

Ship Via: BESTWAY

Est. Ship Date: Est. 9-12 Months

Terms: NET @ Delivery

We are pleased to propose the following for your consideration

Qty	Description	Unit Price	Ext. Price
	Pricing per Sourcewell Contract #101221-SCA Sewer Equipment Company of America		
1.0	Sewer Equipment 900-ECO 9 Yard Truck Mounted Combination Sewer Cleaner. Standard Options Include: Vacuum System: 4400 CFM Blower (Blower Speed 2200 RPM). 8 in Vacuum Hose system. 18 in Hg vacuum rating. Dual Cyclone Separator. Dual Element 10 Micron Final Filter. Remote Vacuum Relief. Analog Vacuum Display. (6) Tube / Tube Rack. Boom: Telescoping Boom System. Telescoping Reach 17 ft 2 in to 27 ft 2 in. Hydraulic Powered Boom. 180° Working Radius. Boom Joystick Control. Debris Tank: 9 Cubic Yard Capacity. Hydraulic Dump, 50° Dump Angle. Dual Ported Rear Door w/ Knife Valve. Dump Height 60 in. Hydraulic Open/Close/Lock Door. Water System: 1000 Gallon Capacity Water Tank. Giant plunger style triplex 65 gpm @ 2000 psi w/ 30 min run dry. Black Duraprolene™ Water Tank Construction w/ 10 Year Warranty. Cold Weather Recirculation System. 2.5 in Hydrant Fill system. Air Purge Valve. Variable Volume Delivery. Low Water Warning Light. Analog Pressure Display. Front and Mid Ship Hand Gun Ports. Electrical: NEMA 4 Control Panel. Hour Meter (Blower & Water Pump). Military Spec. Sealed Switches. Truck: Mounting to Approved Chassis. (1) Alum Toolbox 24 in x 42 in x 100 in - Behind Cab. LED D.O.T. Approved Lighting. (2) Tow Hooks Front Bumper. Hose Reel & Hose: Front Mounted Telescoping & Rotating. 800 ft X 1 in Hose Capacity. 10 ft Leader Hose. Single Side Controls. Accessories: (3) 8 in x 6 ft Extension Tube. (1) 8 in X 3 ft Extension Tube. (1) 8 in x 6 ft Crowned Suction Nozzle. (1) 6 in x 10 ft Flat Discharge Hose. BB Hose Guide. Tri-Star (chisel point) nozzle. DD (high flow) nozzle. Finned Nozzle extension. Nozzle Rack (Mounted midship toolbox). 25 ft Fill Hose. Upstream Pulley Guide. Washdown gun. Cleaner, Tip, Torch, Small. (1) Hydrant Wrench. (1) Paper Owners Manual.	\$349,153.35	\$349,153.35
1.0	New Freightliner 114-SD Chassis Tadem Axle 370HP (See attached chassis spec)	\$126,167.00	\$126,167.00
1.0	Footage Meter (mounted on Jet hose reel)		
700.0	Sewer Hose (3/4" I.D., 3000 P.S.I. Operating Pressure) Per Ft		
1.0	Water Tank Low Level Audible Alarm (level set point is fixed at 150 gallons)		
1.0	Fill hose storage rack		

Qty	Description	Unit Price	Ext. Price
1.0	Standard Hydroexcavation Cleaning Kit 20 gpm @ 2000psi (8"x6' digging tube, 8gpm rotary digging wand, 10 gpm linear nozzle (shipped loose), (2) 5' extension wands and automatic reel w/ 75' of 3/8" hose)		
1.0	(2) 30inx18inx18in passenger side toolbox with retractable two-step ladder. Note #1: N/A with Cold Weather Hydroexcavation Cleaning Kits		
1.0	Debris Liquid Level Audible Alarm (level set point is adjustable) Note: tied to vacuum relief and opens vacuum relief valve		
1.0	Debris Body Wash Out System (includes dual nozzles in debris box)		
1.0	Decant Screen on Rear Door Port (Swing out perforated shield)		
1.0	Wireless Remote control pendant (controls include hose reel payout/retrieve, water pump on/off, vacuum relief on/off, boom up/down, boom left/right, boom extend/retract and module kill switch)		
1.0	Wireless Remote Alarm (Buzzer alarm sounds off when truck is taken out of neutral with remote is not in docking station)		
1.0	Enhanced Visibility camera system (includes front and rear mounted camera heads with split screen monitor in cab)		
1.0	(4) Led Flush Mounted Strobes: (2) Front & (2) Side Facing (Factory Standard)		
1.0	LED Arrow Stick (Factory Standard)		
1.0	LED Manhole Area Work Light		
1.0	LED Curbside Body mounted work light		
1.0	LED Boom Mounted Work lights (2) (complete with limb guard)		
1.0	LED Rear Mounted work lights (2) Located above rear door		
1.0	Six (6) 28" DOT Safety Cones and holder		
1.0	Central Lubrication System		
1.0	Paint Debris Tank: Sterling White (FDG91327) Paint Hose Reel - Upright Standard *Sewer Blue (PAN 287) Paint Frame - Black (FDG9000) Paint Debris Boom: Sterling White (FDG91327)		
1.0	6" Camlock style Vac Tubes with Adapter in lieu of 8" vac tubes		
1.0	Driveaway Service from factory to SWS-Spokane, WA	\$6,500.00	\$6,500.00
1.0	Body Pre-Delivery Inspection	\$2,000.00	\$2,000.00
1.0	Detail and Deliver to the end customer with operation training	\$1,000.00	\$1,000.00
1.0	Per body Mfg Written Warranty the equipment to be free from defects in material and workmanship for (1) year or 2,000 hours of use. Standard warranty for duraprolene water tanks is (10) Years and the Standard warranty for the Exten Constructed debris body is (5) Years.		
	SubTotal		\$484,820.35
1.0	ENZ Large Bulldog 400.101A: Rotating Nozzle Designed to Cut Roots and Emulsify Grease through Controlled Rotation. Designed for 8" to 24" Pipe.	\$3,624.25	\$3,624.25

Qty	Description	Unit Price	Ext. Price
1.0	ENZ 360-Degree Grenade Cleaning Nozzle with 18-Jets (1 forward facing jet)	\$1,543.75	\$1,543.75
1.0	ENZ Roto Drill Nozzle for Sewer Cleaning Hose Jetted to 50GPM at 3,000psi, 700' of 3/4" Hose on the reel	\$617.50	\$617.50

OPTIONAL FACTORY TRAINING - Sewer Equipment University
(Dixon, IL) (2 Days) ADD \$2,500.00 per person
Includes: Flight, Transport, Hotel & Meals

Order Total \$490,605.85

Manufacturer Market Adjustment Clause - Mfg will confirm if market adjustment fee is applicable at (90) days prior to build and is subject to change.

QUOTE VALID FOR 10 DAYS

**PRICING IS SUBJECT TO CHANGE BASED ON CURRENT MATERIALS AND AVAILABILITY
APPLICABLE SALES TAX NOT INCLUDED UNLESS OTHERWISE NOTATED - AMOUNT BASED ON FINAL INVOICE DATE
ANY IMPLIED WARRANTY AS PER MANUFACTURER'S STANDARD WRITTEN WARRANTY
PAYMENT DUE UPON COMPLETION OF WORK OR AS SPECIFIED ABOVE**

Due to a high level of uncertainty with regards to pricing changes from our vendors and the freight industry, the price and freight charges on this document may be adjusted prior to shipping.

Signature: _____ Printed Name: _____ Date: _____

Exhibit A
City of College Place, Washington
Professional Planning Services Contract with G. R. Dohrn and Associates
Scope of Services
Revised August 22, 2018 (Amendment #1)
Revised October 16, 2019 (Amendment #2)
Revised February 28, 2023 (Amendment #3)

G. R. Dohrn and Associates (GRDA or Consultant), at the request of the City of College Place (City), and under the direction of the City Administrator and the Director of Community Development Planner, shall provide the following professional planning services in support of updating and implementing the City's Comprehensive Plan and Development Regulations in accordance with the provisions of the Washington State Growth Management Act.

REVISED SCOPE OF SERVICES

Task 1 Preliminary Review and Evaluation. (Completed)

Task 2 Comprehensive Plan Update. (Completed)

Task 3 Development Regulations Update. (Completed)

Task 4 Comprehensive Plan/Unified Development Code Implementation.

4.1 County Comprehensive Plan Amendments. (Completed)

4.2 County Comprehensive Plan Appeal. (Completed)

4.3 Unified Development Code Implementation Support.

As requested by the City, GRDA may provide technical assistance and support necessary to implement the updated Unified Development Code. This may include, but is not limited to:

- a. Monitoring and evaluating the implementation of the Unified Development Code, and the preparation of potential amendments to further update the document.

4.4 City Comprehensive Plan Amendments.

As requested by the City, the Consultant may prepare for City review and public comment, potential amendments to the City Comprehensive Plan. This may also include, but is not limited to:

- a. Consultation with affected property owners and the preparation of draft revisions to the Future Land Use Map potentially including revisions to the Urban Growth Area boundaries and/or the future land use designations for the Martin Airfield and nearby properties.
- b. Revisions to the Goals and Policies relating to land use designations.
- c. Research and preparation of a draft interlocal agreement and/or regulations necessary for the application of City development standards in the College Place Urban Growth Area.

4.5 Revised County-Wide Planning Policies.

As requested by the City, the Consultant may research and prepare draft amendments to the County-wide Planning Policies and provide staff support for a collaborative, multi-jurisdictional process to amend the County-wide Planning Policies. This may include, but is not limited to potential amendments to the:

- a. Methodology for allocating forecasted growth.
- b. Methodology for determining vacant and underdeveloped land and market adjustments.
- c. Process and timing for evaluating potential urban growth area boundary adjustments.
- d. Goals and policies governing proposed amendments to urban growth area boundaries.
- e. County practices for assigning zoning to properties in urban growth areas; and
- f. Goals and policies that may impact the affordability of housing.

4.6 Supplemental Planning Services.

GRDA shall provide such additional professional planning services as may be requested by the City in support of this task on a time and materials basis.

4.7 Project Management.

Task 5 On-Call Planning Services.

The Consultant may, at the request of the City and subject to the availability of funds, provide on a time and materials basis, such additional professional planning services as may be required by the City. This may include the preparation of a supplemental task

order and/or contact amendment, and the establishment of a Scope of Services and Budget specific to the request. On-call services may include, but is not limited to:

5.1 Development Review Support.

As requested by the City, the Consultant may provide technical assistance on large scale and/or complex development proposals, including but not limited to:

- a. Pre-application consultation with Project Sponsors.
- b. Consultation with stakeholders and neighboring property owners.
- c. Review of application materials.
- d. Research and preparation of draft development agreements.

REVISED PROJECT BUDGET

G. R. Dohrn and Associates shall be reimbursed for time and materials for requested services, subject to the following conditions:

- 1. Invoices shall be submitted by G. R. Dohrn and Associates on a regular basis in a mutually agreed upon format.
 - a. Invoices shall highlight the services provided during the billing period, progress to date, planned activities, and emergent management issues.
 - b. All invoices shall be based on the 2023 GRDA rate schedule.
- 2. G. R. Dohrn may involve sub-consultants or associates subject to approval by the City.
- 3. G. R. Dohrn and Associates shall be responsible for local travel related expenses associated with the performance of this Scope of Services and shall not invoice the City for any local travel related expenses.
- 4. The City will handle all meeting logistics, public notices, printing, and publication expenses.
- 5. The Project Budget shall be amended as follows:

*City of College Place/G. R. Dohrn and Associates Contract
Scope of Services (Amendment #3)
February 28, 2023*

- a. \$20,000 shall be added to the Project Budget for ongoing Task 4 services requested by the City.
- b. \$5,000 shall be added to the Project Budget for Task 5 services requested by the City provided that these services may be subject to a cost recovery agreement between the City and Project Sponsors.

CITY OF COLLEGE PLACE, WA.

G. R. DOHRN AND ASSOCIATES

By: _____

By: _____

Norma L. Hernández, Mayor

Gregg R. Dohrn, Owner

Date: _____

Date: _____

Attest/Authenticated:

City Clerk

Approved as to form:

City Attorney

COUNTYWIDE PLANNING POLICIES

A document to facilitate the
coordination of planning between

WALLA WALLA COUNTY
CITY OF WALLA WALLA
CITY OF COLLEGE PLACE
CITY OF WAITSBURG
CITY OF PRESCOTT

ADOPTED NOVEMBER 30, 1993

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1.0 PURPOSE OF DOCUMENT

The purpose of this document is to establish a written policy statement which will be used to formulate comprehensive plans for Walla Walla County and the cities of Walla Walla, College Place, Waitsburg and Prescott. This document will be a tool that will provide the necessary guidance to ensure that city and county comprehensive plans are consistent internally and with the plans of the other jurisdictions as required by the Growth Management Act (GMA) in RCW 36.70A.100.

The purpose of this document is not to dictate to or compel Walla Walla County or the cities of Walla Walla, College Place, Waitsburg and Prescott with respect to the issues, purposes, or goals herein stated, all of which may or are encouraged to make independent decisions regarding the GMA.

This document also provides a means for reassessment of these policies and amendment when appropriate.

2.0 GENERAL PLANNING GOALS

- 2.1 Urban land is an important resource which should be judiciously and effectively used to economically accommodate future growth which should be concentrated within designated urban growth areas.
- 2.2 The provision of adequate, appropriately timed infrastructure is necessary to provide the framework upon which development may take place. The cost of new infrastructure should be equitably borne by both current taxpayers and new development.
- 2.3 Clear distinctions should be made identifying the roles and responsibilities of the county, city and special districts in managing the county's growth.
- 2.4 The transportation system should efficiently transport people and goods and should reflect local government's land use planning.
- 2.5 A variety of housing types, serving all income levels, is essential to meet the needs of county residents.
- 2.6 The county and its cities have a responsibility to provide for the location of their fair share of essential public facilities.
- 2.7 The county and its cities should work to ensure future economic vitality and broaden employment opportunities while retaining a high quality of life.
- 2.8 The rural lands designation should reflect the agrarian characteristics of the county while providing for open space, scenic vistas, habitat, limited housing and employment opportunities.
- 2.9 Agriculture and forestry should continue to provide economic and environmental enhancement and be recognized as an important component of the county's future.
- 2.10 The county is a steward of natural resources such as water, wildlife and habitat and should take care to minimize the adverse impacts of growth and development when they occur in resource and critical areas.
- 2.11 Coordinated planning practices and standards among the county and its cities are essential to providing economical and efficient services.
- 2.12 Fiscal analysis should routinely be done to identify the most cost effective means of providing and locating public services and infrastructure, considering level of service, financing alternatives and the need for equitable assignment of costs between new and existing development.

- 2.13 Continuous, effective public involvement is necessary to ensure that the adopted plans reflect the desires of the community at large.
- 2.14 The comprehensive plans should be reviewed on a regular basis so that each continues to be a valid, meaningful, working document that reflects the desires of the citizens and new technologies as they evolve over time.
- 2.15 It is desirable to protect natural vegetation, and to encourage landscaping and trees in urban areas for aesthetic and environmental reasons.
- 2.16 In order to maintain a sufficient tax base to support essential government services, economic development efforts to diversify and expand basic manufacturing and service related jobs are encouraged.

3.0 URBAN GROWTH AREAS

Purpose

1. Encourage higher density residential development which is in closer proximity to jobs, transit, schools and parks.
2. Serve as a basis for the more detailed land use and utility/services plans developed by each jurisdiction.
3. Promote infill and redevelopment of existing areas to most efficiently and economically utilize services.
4. Protect open space, critical areas and resource lands from encroachment of incompatible uses and densities.
5. Provide for the economic provision and maintenance of streets, sewer, water and other public facilities.
6. Create and maintain attractive residential neighborhoods and commercial districts that provide a sense of community.
7. Provide a heightened level of certainty for investors, landowners and citizens regarding types of land use, development standards and zoning intended.
8. Provide an adequate supply of industrial property and infrastructure to support economic development.

Policies

- 3.1 Urban Growth Areas (UGAs) for small cities should be of sufficient size to create viable economic centers. They should do appropriate planning to ensure adequate land uses and services.
- 3.2 10 and 20 year Office of Financial Management (OFM) population forecasts, as adjusted by the local jurisdictions, should be accommodated in UGAs. It can include up to 50% excess land to avoid tightening of urban land supply and increased costs. It is recognized that a portion of the growth will occur outside of UGAs at rural densities.
- 3.3 Aquifer protection areas should be created to protect urban water supplies. Aquifers should have priority over other resources.
- 3.4 All cities in the county shall be within an urban growth area.
- 3.5 UGAs should be designated where: 1) infrastructure exists or is planned, as identified in an approved capital improvement program or can be reasonably and economically extended; and 2) it is environmentally appropriate for growth to occur.
- 3.6 Designate UGAs by: 1) existing incorporated boundaries; 2) distribution patterns of projected growth; 3) existing population density; 4) presence or availability of infrastructure; and 5) natural and manmade topographical constraints.
- 3.7 Allocate population based on: 1) existing concentration of population; 2) availability of existing/planned infrastructure; 3) natural and

manmade topography; 4) protection of resource and critical lands; 5) adjusted OFM projections; and 6) proximity to employment and recreation. All jurisdictions shall utilize an agreed upon formula.

- 3.8 Mixed use developments, multi-family development, employment centers and other intensive land uses are appropriate development to be encouraged in UGAs.
- 3.9 Prior to amendment of a UGA, the county and respective city and/or cities shall determine the capital improvement implications of the amendment to ascertain that a full range of services will be present within the forecast period.
- 3.10 Within UGAs, cities are the preferred providers of urban services. Urban services shall not be extended through the use of special purpose districts except on an interim basis. As time and conditions warrant, cities should assume urban services provided by special purpose districts. However, it is recognized that the Port of Walla Walla, as a unique special district, currently provides urban services at the Walla Walla Regional Airport and should continue to be the primary service provider at the airport.
- 3.11 Provision of new municipal public works facilities should only occur within the UGAs, including streets built to municipal standards; water storage, transmission and treatment facilities and sewer collection and treatment facilities, except water services provided per a Coordinated Water System Plan and the location of essential public facilities.
- 3.12 The retention of the overall rural character of the county and preservation of agricultural lands shall be promoted by including sufficient area within the the UGA to accommodate anticipated growth and avoid market constraints that induce leapfrogging development.
- 3.13 Due to the differing characteristics of the cities and communities within Walla Walla County and the presence of isolated industrial sites, the structure of the UGAs may vary to reflect those characteristics.
- 3.14 UGA's may provide for the inclusion and protection of greenbelts and open space, some of which may be critical areas.

4.0 JOINT CITY-COUNTY PLANNING WITHIN UGA

Purpose

1. Provide communication and cooperative planning efforts between Walla Walla County and its cities.
2. Coordinate land use regulations and utility standards to minimize public and private costs.
3. Provide a framework for more detailed land use and public service plans and studies.
4. Protect groundwater quality & quantity.
5. Provide a guideline for annexation decisions.
6. Establish the responsibilities of the respective jurisdictions in terms of activities within the joint sphere of influence.
7. Ensure predictability for property owners in terms of land use, development standards and provision of utilities.
8. Conserve resources, both natural and economic.
9. Ensure adequate supplies of industrial property within each respective jurisdiction.

Policies

- 4.1 Enter into agreements for joint review of development proposals and public projects in the UGAs with final approval by the county for areas outside of the city limits.
- 4.2 The county and each city shall inventory the amount of usable or buildable land, by land use category remaining in the urban area.
- 4.3 The county and cities shall cooperatively determine the amount of undeveloped buildable land needed.
- 4.4 The county and cities shall establish a common method to monitor urban development to evaluate the rate of growth and maintain an inventory of buildable land remaining.
- 4.5 All major land use considerations and the criteria for assessing an annexation proposal that are now used by the Boundary Review Board (BRB) shall be incorporated into the city's annexation process.
- 4.6 Urban growth management agreements shall include a method for sharing net revenues, services and expenses, if appropriate, in annexation of significantly developed residential, commercial or industrial areas through a phased program established for a set period of time. Compensation formulae shall address revenue sources eligible for sharing and take into account shifts in the cost of service obligations. If the cost of service exceeds the amount generated from annexation areas, excess shall be deducted from any ongoing payments previously established. Cross jurisdictional equity should be considered for city to city interactions as well as city to county.
- 4.7 Walla Walla County shall work with the BRB to reach an agreement that the BRB will waive jurisdiction on all municipal annexations proposed that are in conformance with adopted urban growth agreements.

- 4.8 Each city shall designate a potential annexation area. Within this area the city shall adopt criteria for annexation and a schedule for provision of urban services and facilities within the potential annexation area.
- 4.9 A city may annex territory only within its designated potential annexation area. All cities shall phase annexation to coincide with the ability to provide a full range of urban services to areas to be annexed.
- 4.10 Undeveloped urban areas should be annexed to adjacent cities as they develop (prior to development) in order to receive a full range of services. However, it is recognized that the Port, as a unique special district, currently provides urban services at the Walla Walla Regional Airport and should continue to be the primary service provider for the airport. Unless the Port seeks comprehensive services provided by the city, the airport should remain in the county.
- 4.11 Common and consistent regulations and development and land division standards shall be developed and implemented for areas located within the UGA, with final approvals continuing to reside with the county for areas outside of the city limits. Standards shall address: 1) street location, right-of-way widths, construction standards and traffic control; 2) curbs, storm water facilities and sidewalks; 3) building construction standards; 4) sewage disposal facilities; 5) provision of domestic water; 6) fire flow and protection; 7) subdivision standards; 8) mobile home/manufactured home standards; 9) zoning; and 10) landscape enhancement.
- 4.12 A city and the county may enter into an interlocal agreement whereby the application of development standards and functions of permit review, inspection and enforcement are assigned.
- 4.13 All jurisdictions shall cooperate in developing guidelines for consistent land use elements and compatibility of land use and road designations across jurisdictional boundaries.

5.0 CONTIGUOUS AND ORDERLY DEVELOPMENT

Purpose

1. To address the appropriate level of service for differing land uses and jurisdictions at the lowest cost in terms of economic and resource costs.
2. To set forth the relationship between the provision of services and the Urban Growth Area, the Critical Water Supply Service Areas and the applicable capital improvements plans.
3. Provide for coordination between the county, cities and special districts in the provision and financing of services.

Policies

- 5.1 Urban growth should be located first in areas already characterized by urban growth that have existing public facility and service capacities to serve such development, and second in areas already characterized by urban growth that will be served by a combination of both existing public facilities and services and any additional needed public facilities and services that are provided by either public or private source.
- 5.2 Non-urban development in the UGA should be discouraged. Non-urban development in the UGA should only be allowed if urban development is not possible and if it will be compatible with future urban development.
- 5.3 Urban development in an UGA which is outside of a municipal boundary may be allowed only if:
 - A. Infrastructure standards are equal to or greater than those required by the adjacent city;
 - B. The city and county have jointly adopted the same UGA and standards;
 - C. Provisions have been made for urban level services;
 - D. Off-site infrastructure needs are met;
 - E. It is noted on the plat that the development is within a UGA and is ultimately intended to be within a city.
- 5.4 All projects within a UGA, but outside of the city limits shall be reviewed to ensure compatibility with the urban density projections of the comprehensive plan.
- 5.5 The timing of capital improvements shall be consistent with the adopted capital facilities plan of the purveyor.
- 5.6 Policies for establishing and monitoring level of service standards are as follows:
 - A. Existing and future level of service standards may differ between service areas within a given jurisdiction;
 - B. Levels of service standards should be coordinated at the interface between adjacent jurisdictions.

- 5.7 The county and the cities should also coordinate the development and implementation of long-range planning between fire protection, police services, schools, air quality, transportation, and parks and recreation facilities.
- 5.8 The county and affected cities, special districts and other agencies as appropriate shall establish a process for mutual consultation on proposed comprehensive plan policies and for review of development requests.
- 5.9 Urban growth agreements shall identify services to be provided in an UGA, the responsible purveyors and the terms under which the services are to be provided.
- 5.10 In the next 20 years, the county should not encourage "new fully contained communities" outside of the UGAs.
- 5.11 Cities should be purveyors of urban services. Existing water districts should not expand boundaries nor should new be created except as stated in a Coordinated Water System Plan.
- 5.12 To adequately plan for growth and implement the policies of the GMA, the governmental entities and special districts in Walla Walla County should establish an ongoing mechanism to improve communication, information sharing and coordinated approaches to common problems.
- 5.13 Walla Walla County should coordinate with Benton, Franklin and Columbia Counties on growth issues that cross county boundaries, as well as with Umatilla County and the City of Milton-Freewater on issues that cross state boundaries.

6.0 SITING PUBLIC CAPITAL FACILITIES OF A COUNTYWIDE/STATEWIDE NATURE

Purpose

The Growth Management Act requires counties and cities to include in their comprehensive plans a process for identifying and siting essential public facilities. Essential public facilities are described as including those facilities that are typically difficult to site, such as airports, state education facilities and state or regional transportation facilities, state and local correctional facilities, solid waste handling facilities and in-patient facilities including substance abuse facilities, mental health facilities, and group homes. The act also states that no comprehensive plan may preclude the siting of essential public facilities.

Policies

- 6.1 Comprehensive plans must include a process for the siting of essential public facilities. Standards may be also be generated to ensure that reasonable compatibility with other elements of the plans can be achieved.
- 6.2 Essential public facilities may be identified by the state Office of Financial Management, other state agencies or by local government. Proposed essential public facilities should be subject to a cooperative and structured siting process. When essential public facilities are proposed to be located within Walla Walla County, the local government(s) involved will:
 - A. Appoint an advisory countywide committee composed of citizen members selected to represent a broad range of interest groups. It will be the responsibility of this committee to develop specific siting criteria for the proposed project and to identify, analyze, and rank the potential project sites.
 - B. Encourage public involvement through timely press releases, newspaper notices, and public meetings and hearings.
- 6.3 The siting process for essential public facilities shall take into consideration factors for minimizing affects upon the health, safety and welfare of the citizens residing around or near the facility.
- 6.4 It is recommended that essential public facilities not locate in designated resource lands or critical areas unless they are compatible with those lands.
- 6.5 Essential public facilities sited outside of urban growth areas must be self-supporting and must not require the extension, construction or maintenance of urban governmental services. The provision of services should be addressed when making siting determinations.

7.0 TRANSPORTATION

Purpose

The Growth Management Act requires that transportation planning and improvements be coordinated among jurisdictions and be consistent with the land use elements of local comprehensive plans. The Act also places special emphasis on transportation because a jurisdiction can not approve development unless an adequate level of service is available or planned for to accommodate the development. The countywide transportation policies will address issues of mutual interest; that is when more than one jurisdiction is affected by or involved in a transportation policy program or project. In Walla Walla County this includes all jurisdictions since all incorporated cities and the county have a portion of the State Highway System within their boundaries and the city's streets connect to county roads. These policies then apply to transportation related impacts, policies, programs and projects involving more than one jurisdiction.

Transportation facilities in Walla Walla County consist of airports and airfields, commercial water transportation facilities, highway and road systems, transit systems, bridges, rail systems, truck routes, specialized transportation for the elderly and handicapped and bike and pedestrian routes.

Transportation strategies consist of planning policies and programs, the Regional Transportation Planning Organization (RTPO) Regional Plan, transportation improvement programs, six-year road programs and transportation elements of capital improvement programs and other transportation financing strategies.

Policies

- 7.1 Walla Walla County and its cities should maintain participation in an RTPO to assure transportation planning is consistent, local needs are reflected in the Regional Plan and to avail themselves of transportation planning technical services.
- 7.2 Walla Walla County and its cities encourage and support continued participation of the Port of Walla Walla and Valley Transit in the RTPO.
- 7.3 Walla Walla County representatives on the RTPO should set priorities for special studies and transportation improvements requiring RTPO approval locally to avoid intra-county/city competition for discretionary funds.
- 7.4 Each comprehensive plan adopted pursuant to the Growth Management Act will contain a transportation element consistent with the plan's land use and economic development policies as well as those of jurisdictions in the planning area.

- 7.5 Each transportation element shall include:
- A. A multi-year financing plan based on needs identified in the jurisdiction's comprehensive plan, the appropriate parts of which shall serve as the basis for the six-year street, road or transit program;
 - B. An analysis of the jurisdiction's ability to fund existing or potential transportation improvements which identifies existing and new revenue sources which may include available local, state or federal funds, property and sales taxes, developer contributions and improvements and impact fees;
 - C. A statement of how land use assumptions and policies will be reassessed to assure level of service standards are being met and how consistency with the land use element will be achieved if full funding is not available.
- 7.6 Transportation improvements which are identified in the transportation element shall be implemented concurrent with new development. Concurrent means that improvements or strategies are in place at the time of development, or that financial commitments are in place to complete the improvements or strategies in six years.
- 7.7 Each jurisdiction's transportation element shall contain level of service standards for arterials, collectors and transit routes including state routes, reflecting urban and rural differences if appropriate.
- 7.8 Each jurisdiction's transportation element shall make provision for the biannual review of the functional classification of the streets and roads under their jurisdiction.
- 7.9 The coordinated transportation elements of each jurisdiction's plan including the Washington State Dept. of Transportation, the Port and Valley Transit will be the Countywide Transportation Plan.
- 7.10 The county and its cities will adopt a cooperative process to evaluate major development proposals that may impact the transportation system in the county or a neighboring jurisdiction. This process should include an early referral and response mechanism and appropriate criteria for use in evaluating the impacts of a proposal. This process should also apply to any transportation improvements contemplated by one jurisdiction that will impact an adjacent jurisdiction.
- 7.11 The establishment of level of service standards should be developed cooperatively by the county and its cities with the assistance of the RTPD.
- 7.12 The four laning of SR-12 from the Snake River Bridge to Walla Walla along the present or alternate alignment should be a high priority in the Countywide Transportation Plan.

7.13 The Countywide Transportation Plan should:

- A. Set forth policies for development of a north/south connector between SR-12 and SR-125;
- B. Set forth policies for a possible east/west connection from SR-125 to Wilbur Avenue;
- C. Set policies and establish a process for dealing with rail abandonment proposals;
- D. Include recommendations from the Vansycle Canyon Study;
- E. Address the issue of countywide rural public transportation;
- F. Set forth policies for SR-12 from Walla Walla to the Snake River Bridge;
- G. Support better air services into Walla Walla, and the Port's consideration of constructing a new terminal facility at the Regional Airport and support improved highway access in to and out of the airport;
- H. Set forth policies regarding sufficient rail and road access to the Snake and Columbia River port facilities and ensure sufficient infrastructure (ie. barge slips, high docks and storage facilities) at those ports;
- I. Set forth policies on countywide bicycle and pedestrian paths;
- J. Others resulting from the RTPO subcommittee review process;
- K. Protect airports and their associated clear zones and flight paths from encroachment of incompatible land uses and densities.

8.0 AFFORDABLE HOUSING

Purpose

1. Encourage higher density residential development which is in closer proximity to jobs, transit, schools and parks.
2. Serve as a basis for the more detailed comprehensive plans developed by each jurisdiction.
3. Promote infill and redevelopment of existing residential areas and rehabilitation of existing housing stock.
4. Include provisions to adequately address the housing needs of special populations (i.e. people with disabilities, etc.)
5. Create and maintain residential neighborhoods and districts that provide a sense of community.
6. Provide a heightened sense of certainty for lenders and builders.

Policies

- 8.1 Encourage and promote a wide range of housing development types and densities throughout the county to meet the needs of a diverse population and to provide affordable housing options for all income levels.
- 8.2 Encourage affordable housing through innovative land use techniques such as clustering, planned unit development, infill housing incentives, density bonuses, etc.
- 8.3 Consider permitting accessory housing or the division of existing structures in single family neighborhoods.
- 8.4 The county should provide appropriately zoned lands and location criteria to assure the inclusion of multi-family housing and manufactured home parks within UGAs.
- 8.5 The housing and land use elements of the local comprehensive plans will include an assessment of land availability and general criteria for siting special purpose housing within the UGA to ensure that such housing can be accommodated. The assessment should include the extent to which demands from all segments will be met.
- 8.6 Special purpose housing should include, but not be limited to, migrant farmworker housing and homeless shelters as well as transitional and/or group homes for the developmentally or mentally disabled, recovering chemically dependent persons and the chronic mentally ill.
- 8.7 Base the affordable housing element of the comprehensive plans upon a needs assessment and housing strategy which evaluates the following factors within the community:
 - A. An inventory and conditions study of existing housing stock;
 - B. Barriers to affordable housing including zoning and NIMBY sentiment;
 - C. Available land with services in place;

- D. Current price structure and availability of housing options:
- E. Need for additional units based on population projections including owned, rented and shelter units.

- 8.8 To coordinate the affordable housing element of local comprehensive plans with other plan elements such as land use, services, utilities, open space and parks, economic and rural development issues.
- 8.9 High density housing within the urban growth area which is not contiguous to the municipal boundary may be allowed provided it meets the criteria for contiguous and orderly development.
- 8.10 All housing projects within an urban growth area, but outside of city limits shall be reviewed to ensure compatibility with the urban density projections of the comprehensive plan.
- 8.11 Evaluate the impact on the provision of affordable housing options prior to adoption of any new ordinance or regulation affecting homebuilding.
- 8.12 Consider maximum lot size provisions in zoning codes to maintain residential density as allocated in comprehensive plans.

9.0 COUNTYWIDE ECONOMIC DEVELOPMENT AND EMPLOYMENT

Purpose

To ensure that issues pertaining to a sustainable healthy economy and adequate employment opportunities are recognized as being vitally important to the long-term health of Walla Walla County and are considered as part of each comprehensive plan. To encourage each jurisdiction to develop a plan to address those issues in a manner which maximizes the benefits of an economic development program and minimizes any potential impacts to the local community.

Policies

- 9.1 To support and encourage economic development that is consistent with the preservation of Walla Walla County's quality of life and environment and that is within the capabilities of the county's, natural resources, public services and public facilities.
- 9.2 To include an economic development element in the comprehensive plans of the county and each city within the county.
- 9.3 To base the economic development element of the comprehensive plans upon a needs assessment which evaluates the following factors within the community:
 - A. An inventory of available land suitable for development of commercial and industrial land use;
 - B. The availability of infrastructure, including transportation and utilities;
 - C. The availability of housing and developable housing lots to support economic growth;
 - D. The needs and characteristics of Walla Walla County's current resident work force, and those residents who will enter the work force in the future;
 - E. The availability of water resources.
- 9.4 To coordinate the economic development element of local comprehensive plans with other elements of the plan, with particular attention being given to coordination with the land use and capital facilities elements, and the Coordinated Water System Plans.
- 9.5 To ensure an adequate supply of industrial property throughout the county, and to support the development of infrastructure to service land designated as industrial.
- 9.6 When designating areas for future commercial and industrial uses, preference should be given to those areas with infrastructure capacity and/or the potential to provide infrastructure; and the potential to provide adequate, affordable housing, and/or transportation linkages to existing housing.

- 9.7 The economic development element should encourage inter-jurisdictional coordination and cooperation on economic development issues, particularly those that affect the size and diversity of the economic base. Comprehensive plans should encourage coordination between local economic development organizations.
- 9.8 Local economic development organizations should participate in the development of the comprehensive plans of each jurisdiction; at a minimum reviewing and commenting on document drafts.
- 9.9 Support federal and state resource agency coordination with local governments and economic development groups concerning their land use plans that may impact economic development activity.
- 9.10 The county and municipalities will demonstrate their commitment to the retention of those enterprises which have created the economic base of the county and promote their continued growth in a predictable environment which encourages investment and job growth.
- 9.11 Develop agriculture based industries through continued innovations in production, marketing, technology and increased investment in value added processing.
- 9.12 Improve the overall business climate through promotion of governmental efficiency to ensure that regulations protect the public interests, including private sector business opportunities; and to ensure that all building permits, planning regulations and procedures are clear, uncomplicated, concise, and administered in a timely manner.
- 9.13 Support and encourage economic development efforts to diversify and expand basic manufacturing and service related jobs.
- 9.14 To recognize the importance of industrial zoned property on the Columbia/Snake River system for the efficient transportation of local commodities to world markets. To support efforts to protect and encourage zoned industrial property on the river system.
- 9.15 The county and municipalities will encourage the recruitment of new business employers to absorb the increasing labor force, and to supply employment to a portion of the county's residents who are currently employed outside the county.

10.0 RURAL LANDS

Purpose

1. To provide a variety of lifestyle choices for county residents.
2. To serve as a buffer between urban lands and resource and critical lands.
3. To bank land for future urban expansion.
4. To retain open spaces.
5. To retain the rural/agrarian character of the county.

Policies

- 10.1 Rural lands are distinguished from Urban Growth Areas and from agricultural, forestry and mineral lands and shall have an appropriate level of services established.
- 10.2 Rural lands may be lands that are not suited for agricultural or forest production, but have physical or economic barriers preventing the provision of urban level services.
- 10.3 Rural lands are characterized by a lower level of service; mixed residential, agricultural and open space uses; broad vistas, parcels of varying sizes; a variety of housing types and small unincorporated communities.
- 10.4 Rural lands often have an established land use pattern that precludes urbanization and are generally served by septic tanks and individual wells or a small community water system and are anticipated to continue as such.
- 10.5 Rural Service Centers are small unincorporated communities generally providing limited commercial services, a post office, a school, agricultural services and a variety of housing types.
- 10.6 The use of innovative land use techniques that may include planned unit developments, transfer of development rights, cluster development, density bonuses, etc., should be given priority in rural areas to both lessen the impacts upon the environment and traditional agricultural/forestry uses and to more economically provide services.
- 10.7 The county should promote the retention of it's overall character by establishing zoning classifications that preserve that rural/agrarian atmosphere.
- 10.8 Development in rural areas is subject to agricultural/forestry activities that may take place as a right on adjacent properties.
- 10.9 Rural lands adjacent to commercial agricultural or forestry uses may require buffering.

- 10.10 Varying densities of rural lands or "urban reserve" areas should be considered at the urban interface to ensure eventual orderly inclusion.
- 10.11 A certain level of mixed uses in rural areas and rural service centers is acceptable and may include limited commercial, service and industrial uses.

11.0 RESOURCE AND CRITICAL LANDS

Purpose

1. To retain open spaces, recreational opportunities and the rural atmosphere of Walla Walla County.
2. To maintain the resource based industries of Walla Walla County and encourage the conservation of productive agricultural and forest lands.
3. To conserve fish and wildlife habitat.
4. To protect the environmental quality present in the county which in turn enhances the quality of life for county residents.
5. To discourage uses that are incompatible with resource and critical lands.
6. To protect life and property from natural hazards.

Policies

- 11.1 Because Walla Walla County is unique and diverse in its climate, topography and land uses, the protection of resource lands and critical areas which may not be considered prime or of long term commercial significance under the GMA Minimum Guidelines shall still be a priority for the county.
- 11.2 The forest lands of Walla Walla County, while not of long-term commercial significance, are to still be considered to be an important resource because they support livestock grazing, timber harvesting, provide wildlife habitat and serve as an aquifer recharge area.
- 11.3 Priority should be given to preserving and protecting resource and critical lands. Development that is permitted that is associated or adjacent to these areas should be properly managed.
- 11.4 The county is in the midst of ongoing studies regarding aquifer recharge areas and updating the Critical Water Supply Service Area Plan, therefore it is anticipated that the conclusion of those studies will result in the refinement of this element.
- 11.5 The county will continue to utilize the Federal Emergency Management Agency program for floodplain management.
- 11.6 The definitions to be used will be those adopted by the Walla Walla County Resource Lands Advisory Committee and the Critical Areas Advisory Committee.
- 11.7 The designations and policies contained in this element shall be in conformance with those contained in each jurisdiction's ordinance implementing the State Environmental Policy Act and with the Shoreline Master Program.
- 11.8 All jurisdictions shall strive to protect and enhance critical wildlife areas through comprehensive plans and policies, and develop regulations that reflect natural constraints and protect sensitive features.
- 11.9 All jurisdictions shall strive to ensure that priority wildlife species

do not become imperiled or extinct due to land use changes, habitat alteration, and other human activities.

- 11.10 All jurisdictions shall adopt protection measures for wetlands and riparian areas to protect human values and functions, protect water quality, reduce public costs, prevent environmental degradation, and protect fish and wildlife habitat. Protection measures will reflect the importance and vulnerability of different classes of wetlands.
- 11.11 All jurisdictions shall minimize fragmentation of habitat by protecting important interconnecting corridors to form a continuous network of wildlife habitat via dedication, purchase, land exchange or easements where appropriate.
- 11.12 All jurisdictions shall coordinate with state and federal agencies concerned with wildlife resources in land use planning activities that may impact those resources.
- 11.13 Comprehensive plans should provide for appropriately located lands to provide for an adequate supply of rock and gravel resources.
- 11.14 Transportation corridors will be allowed in critical areas and resource lands if reasonable alternate routes are not available.
- 11.15 Wetlands definitions and delineations shall be consistent between the county and the municipalities.
- 11.16 Comprehensive plans will reflect a "Right to Farm" in agricultural areas.
- 11.17 Each jurisdiction shall identify open space corridors and work together to plan for those that cross jurisdictional boundaries.
- 11.18 As critical lands are inventoried and classified consistent with GMA guidelines, the county, cities and resource agencies will attempt to replace those land uses negatively impacted by such a designation.
- 11.19 The county and municipalities support the concept of wetland banking, or other acceptable methods, as an incentive to create, enhance, or restore wetland values in anticipation of a future project that will potentially impact a wetland or buffer.
- 11.20 Walla Walla County discourages additional acquisition of large parcels of critical lands by state and federal agencies.

12.0 PLANNING STANDARDS

Purpose

1. Ensure uniformity between all jurisdictions of the county in terms of terminology and land use categories.
2. To create documents that are readily understandable to the public, developers and other users.

Policies

- 12.1 Waila Waila County and the cities will cooperatively determine the basic land use categories to be contained in the respective comprehensive plans, as well as definitions of terms to be used.
- 12.2 Each Urban Growth Management Agreement shall identify common and consistent development and construction standards to be applied throughout the UGA.
- 12.3 Waila Waila County and its cities will cooperatively develop uniform public notification procedures for plan amendments.
- 12.4 Uniform amendment procedures and agency notification requirements will be adopted for plan and development code amendments and other development activities that involve multiple jurisdictions.
- 12.5 Each entity is encouraged to include an energy conservation element.

13.0 FISCAL IMPACT

Purpose

1. To provide a means for assessing the cost of providing public services in conformance with the comprehensive plans of the county and its cities.
2. To provide alternative means of financing required public improvements.

Policies

- 13.1 Where capital improvement and land use plans involve lands within or adjacent to the UGA, the county and cities, individually and jointly, shall routinely conduct fiscal analysis which identifies the most cost effective means of providing and locating public services and infrastructure over the long term. This should be done through: 1) 6 year capital improvement plans showing infrastructure sized to accommodate build-out of service areas within the 20 year UGA; 2) construction, design and placement standards for roads, intersections, water, sewer, lights, etc.; and 3) build-out scenarios for schools, fire and police and projected demands.
- 13.2 Each capital improvement plan should include: 1) plan for cooperation between the public and private sectors to ensure coordination of those plans with emphasis on the effective provision of services at the adopted level of service concurrent with demand; 2) inventory of existing capital facilities; and 3) an assessment of future needs.
- 13.3 Consideration should be given to the use of innovative financing strategies for capital improvements which minimize the costs to taxpayers and provide for equitable assignment of costs between existing and new development.
- 13.4 Consideration should be given to the imposition of impact fees to ensure that new development pays its fair share for improvements necessitated by growth and contributes to the overall financing of capital improvements.
- 13.5 The county and cities shall work to develop a process for use by local government to facilitate the identification, analysis and disclosure of the fiscal impacts of major development proposals and governmental actions. The process shall establish a formula to address fiscal impacts, including tax revenues and service cost implications of the following: 1) proposed changes in municipal boundaries; 2) proposed changes in UGAs; 3) proposed master planned resorts and fully contained new communities; and 4) proposed large-scale residential, commercial and industrial developments.

14.0 PUBLIC EDUCATION AND PARTICIPATION

Purpose

The Growth Management Act encourages "early and continuous" citizen participation throughout the Growth Management Act. In order for a comprehensive plan to be effective, its "ownership" must not be limited to the governmental jurisdictions involved in its creation. The plan should represent the goals and desires of the community at large.

Policies

- 14.1 The following committees shall be appointed as advisory committees to the Board of County Commissioners: Resource Lands Technical Advisory Committee, Critical Areas Technical Advisory Committee, Economic Development Technical Advisory Committee, and the Burbank, Touchet, Prescott, Waitsburg, Mill Creek, Russell Creek and Urban Area Advisory Committees. Other committees may be appointed as necessary; cities may also appoint citizen committees for planning within their boundaries.
- 14.2 General citizen participation shall be solicited through the use of timely press releases, newsletters and postcard notices, and staff presentations to clubs, organizations and other interested groups.
- 14.3 Staff and appointed committees should hold workshops, informational meetings, etc. in a cross section of geographic areas around the county to solicit input for the plan of each city and each sub-area of the county.
- 14.4 Prior to the adoption of any portion of a comprehensive plan the affected jurisdiction shall hold at least one public hearing by its Planning Commission and one hearing by the City Council or Board of Commissioners before it is adopted.

15.0 PROCESS FOR REVIEW AND AMENDMENT

Purpose

1. To provide a uniform process for the review and amendment of the Countywide Planning Policies.
2. To provide a process for public notification and involvement.

Policies

- 15.1 Throughout the ongoing planning process, the county or individual jurisdictions may request that the Countywide Policy Planning Committee reconvene to discuss issues related to the policies or to propose amendments to the policies.
- 15.2 The Countywide Planning Policies should be reviewed each time a jurisdiction amends its comprehensive plan in order to ensure consistency between the plan amendment and adopted policies.
- 15.3 Proposed amendments to the Countywide Planning Policies shall be reviewed and adopted by the same procedure under which they were originally adopted.
- 15.4 Any proposed amendment shall receive widespread public notification.
- 15.5 Any proposal for a new fully contained community shall be reviewed by the county and all cities, since it impacts the population allocation process, potentially requiring amendment of all comprehensive plans within the county.
- 15.6 Review of comprehensive plans and development ordinances shall occur at 10 year intervals to eliminate inconsistencies, conflicts and ambiguities.

APPENDIX "A"

DEFINITIONS

Legislative

Agricultural Land - land primarily devoted to the commercial production of horticultural, viticultural, floricultural, dairy, apiary, vegetable, or animal products or of berries, grain, hay, straw, turf, seed, Christmas trees not subject to excise tax, or livestock, and that has long-term commercial significance for agricultural production.

Comprehensive Land Use Plan - (also comprehensive plan or plan) a generalized coordinated land use policy statement of the governing body of a county or city that is adopted pursuant to GMA.

Critical Areas - include the following areas and ecosystems: wetlands; areas with a critical recharging effect on aquifers used for potable water; fish and wildlife habitat conservation areas, frequently flooded areas, and geologically hazardous areas.

Development Regulations - means any controls placed on development or land use activities by a county or city, including, but not limited to, zoning ordinances, official controls, planned unit development ordinances, subdivision ordinances, and binding site plan ordinances.

Forest Land - means land primarily useful for growing trees, including Christmas trees subject to excise tax, for commercial purposes, and that has long-term commercial significance for growing trees commercially.

Long-term Commercial Significance - includes the growing capacity, productivity, and soil composition of the land for long-term commercial production, in consideration with the land's proximity to population areas, and the possibility of more intense uses of the land.

Minerals - include gravel, sand, and valuable metallic substances.

Public Facilities - include streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, domestic water systems, storm and sanitary sewer systems, parks and recreational facilities, schools and government buildings.

Public Services - include fire protection and suppression, law enforcement, public health, education, recreation, environmental protection, and other governmental services.

Urban Growth - refers to growth that makes intensive use of land for the location of buildings, structures, and impermeable surfaces to such a degree as to be incompatible with the primary use of such land for the production of food, other agricultural products, or fiber, or the extraction of mineral resources. When allowed to spread over wide

INTERGOVERNMENTAL AGREEMENT FOR COOPERATIVE COUNTYWIDE PLANNING POLICIES UPDATE

1. Parties

1.1 The County of Walla Walla (County) is a Washington County organized under the laws of the State of Washington.

1.2 The City of Waitsburg (Waitsburg) is a city organized under a Washington territorial charter.

1.3 The City of Prescott (Prescott) is a code city organized under the laws of the State of Washington.

1.4 The City of Walla Walla (Walla Walla) is a non-chartered code city organized under the laws of the State of Washington.

1.5 The City of College Place (College Place) is a non-chartered code city organized under the laws of the State of Washington.

2. Purpose

2.1 Walla Walla County is required to adopt countywide planning policies in cooperation with the cities located within its boundaries.

2.2 The parties wish to collaborate to review, and if necessary, update countywide planning policies pursuant to RCW 36.70A.210. The countywide planning policies provide the framework from which the comprehensive plans of each jurisdiction are developed and adopted. Per WAC 365-196-305, “The primary purpose of county-wide planning policies is to ensure consistency between the comprehensive plans of counties and cities sharing a common border or

related regional issues. Another purpose of county-wide planning policies is to facilitate the transformation of local governance in the urban growth area, typically through annexation to or incorporation of a city, so that urban governmental services are primarily provided by cities and rural and regional services are provided by counties.”

2.3 The parties have determined that the residents of each jurisdiction would benefit from a cooperative and collaborative review of the current countywide planning policies. If necessary, based upon the parties review of the current countywide planning policies, the countywide planning policies should be updated prior to each jurisdiction conducting a periodic review of their comprehensive plans and development regulations which must be done by June 30, 2026, pursuant to RCW 36.70A.040. Additionally, the parties wish to review and, if necessary after review, update the countywide planning policies prior to the next urban growth area (UGA) review by the County, which is unscheduled but will next occur between 2024 or in conjunction with the June 30, 2026 periodic update. A cooperative and collaborative planning effort is required pursuant to RCW 36.70A.210.

2.4 This Agreement sets forth mutually agreed-upon goals, an administrative structure with identified tasks and responsibilities necessary for collaborative review of the countywide planning policies, pooling and agreed use of funding from the cities of Walla Walla and College Place and Walla Walla County, and providing for additional funding that may be required.

2.5 Nothing in this Agreement requires the County to adopt any particular policy or shall be construed to alter the land-use powers of cities.

3. Duration

3.1 This Agreement shall be in effect for the period commencing on the date it is approved by all of the parties, and expiring one year from the date of execution of this interlocal by all parties. The term of this Agreement may be extended for one additional year by mutual agreement of all parties, if necessary to complete work referenced in paragraph 2.2 above. The extension agreement shall be executed at least fifteen (15) days prior to the expiration of this Agreement. The chair of the Board of County Commissioners and the executive officer of each other party are authorized to approve and execute such a one year extension without further authorization from the legislative body of each party.

4. Goals

4.1 It is a goal of the parties to review, and if necessary revise and adopt revised countywide planning policies to meet the requirements of Chapter 36.70A.210 RCW and WAC 365-196-305.

4.2 It is a goal of the parties to conduct a gap analysis to ensure consistency between the countywide planning policies, other planning efforts, guidance, administrative codes, and laws including but not limited to Chapter 36.70A, the Walla Walla Regional Housing Action Plan (HAP), July 2021, and the Walla Walla Metropolitan Planning Organization 2045 Plan.

4.3 It is a goal of the parties to pool and jointly use funds contributed by the cities of Walla Walla and College Place and Walla Walla County to conduct the scope of work, including environmental review under SEPA, and thereafter, to the extent available, to satisfy administrative and other costs.

4.4 It is a goal of the parties to develop a framework for reviewing and amending

countywide planning policies now and into the future as well as timely adopt the revised countywide planning policies developed under this interlocal agreement by all jurisdictions in accordance with the requirements of Chapter 36.70A RCW and WAC 365-196-305, and Section 15 of the Countywide Planning Policies.

5. Administrative structure.

This Agreement does not establish a separate legal entity. It designates a project lead and provides for a joint advisory board (Project Management Team) to oversee the review, and if necessary, drafting of proposed amendments to the countywide planning policies.

5.1 Project administrator. The Community Development Department Director for Walla Walla County (Department) is designated as the administrator for any and all funds received or made available to the parties through the interlocal agreement to review, and if necessary revise and propose updated countywide planning policies. The Department shall consider the advice of the Project Management Team and each party regarding the content of interlocal agreement and use of funds.

5.1.1 Consultant and professional services

The Department is authorized to use funds to retain and contract with consultants and other professionals for services required to review and revise updated countywide planning policies. The consultant selection decision rests with the Project Management Team and each party regarding the selection and hiring of consultants and other professionals. This interlocal agreement permits the Project Management Team to negotiate a scope of work and budget not to exceed \$100,000 for the selected consultant team.

5.1.2 Funding

Funds shall be used to pay for the consultant team that will assist the Project Management Team in reviewing and amending the countywide planning policies and any necessary analysis or studies, to meet the requirements of Chapter 36.70A RCW.

5.1.3 Billing method and process

Invoices shall be sent to the cities of Walla Walla and College Place monthly for their share of the project costs not to exceed 1/3 for each entity of the project costs.

5.2 Project Management Team

The development and drafting of proposed amendments to the countywide planning policies shall be overseen by a project management team. The team will prepare recommendations for consideration by the County and cities via the processes described in 5.3 and 6 below. Each party may appoint a maximum of three members to the project management team and shall make provision for an alternate member to serve in the event that its appointed member(s) is unavailable or unable to serve.

Decision making by the project management team should be collaborative and by consensus. However, in the event of impasse or disagreement, a decision may be made by a majority of the members of the project management team.

5.2.1 The project management team shall coordinate and cooperate with the Washington State Department of Commerce Growth Management Services.

5.2.2 The project management team shall develop an agreed-upon scope of work. Each party may have unique needs based on existing land use, prior planning or data collection,

political framework, or other situations. Those needs will be addressed in the final scope of work, which shall include the following:

1. Gap Analysis – Ensure consistency between the CPPs and other planning efforts, guidance, and laws by completing a gap analysis. This process should also identify structural and substantive changes which would make the document more user friendly, and additional chapters/policies (i.e., Climate Change) that may not be required, but may be beneficial for consideration.
2. Public Participation Plan – Ensuring adequate opportunities for stakeholder and public input on proposed amendments including public meetings.

5.2.3 The project management team jointly with the consultant shall provide for public participation and opportunities for stakeholder and public input in the development of the team's recommendations.

5.2.4 The project management team shall make decisions needed to develop, draft and timely prepare recommendations in accordance with this agreement's timeframes.

5.2.4.1 The project management team shall submit a draft countywide planning policies to each party with reasonable time for all parties to consider and propose revisions prior to circulation of a final draft or drafts for approval.

5.2.4.2 The parties agree to propose revisions to any draft amendments to allow for timely final approval of a final draft or drafts.

5.2.5 The project management team shall come to consensus regarding the selection and hiring of consultants and other professionals. Under the direction of the project

management team, the Department shall supervise and direct any consultants and other professionals who are retained.

5.2.6 The Department and project management team will communicate via in-person meetings, telephone, or email to relay information, answer questions, or raise concerns. All members will respond promptly to communications. The Department will ensure that information related to the project is timely provided to the members.

5.2.7 The Department (can be through the consultant team) will cause to be distributed to each member an electronic copy, or where electronic copies are not efficacious, one (or more if necessary) hard copies of review documents and deliverables.

5.2.8 The Department will keep the official project records and make them available to the project management team. Project records shall be made available for public inspection in accordance with law.

5.3 Proposed amendments to the Countywide Planning Policies, once recommended by the project management team, shall be subject to the following procedures:

5.3.1 SEPA. Walla Walla County will conduct SEPA review, if required, on the recommended Countywide Planning Policy amendments.

5.3.2 Walla Walla County Board of County Commissioner Review. The Board of County Commissioners will invite the Project Management Team to a public meeting to discuss the draft countywide planning policy amendments. The Board of County Commissioners will vote whether or not to send the final draft countywide planning policy amendments to the cities for review and approval. The Board may amend the final draft countywide planning policy

amendments after consultation with the project management team prior to sending the amendments to the cities for review and approval.

5.3.3 City approval process. Within 90 days of the Board of County Commissioners' vote, the respective city legislative authorities must act upon final draft countywide planning policy amendments.

City approval means a vote by the legislative authority to approve or disapprove the final draft countywide planning policy amendments (up or down vote). Final draft countywide planning policy amendments may not be modified during the city approval process.

If a city does not notify the Department Director of the action taken within the 90-day period, that city shall be deemed to have approved the amendments.

6. Countywide Planning Policy final approval

6.1 Following approval of the draft countywide planning policy amendments under subsection 5.3.3 above, the Board of County Commissioners shall conduct a public hearing and may adopt or not adopt the countywide planning policy amendments. Final draft countywide planning policy amendments may not be modified during the Board of County Commissioners adoption process.

6.2 In the event that any of the cities vote to disapprove the final draft countywide planning policy amendments, the County will not take any action on the final draft countywide planning policy amendments until after the expiration of this Agreement.

7. Funding

7.1 Countywide Planning Policies Update. The parties reasonably expect that any

proposed amendments to the countywide planning policies can be completed for the proposed budget. The parties also understand however that there may be initial costs that are not covered by the proposed funding and that unforeseen circumstances could result in cost overruns.

7.1.1 The parties agree that the County and the cities of Walla Walla and College Place are responsible each for 1/3 of any cost overruns. The project administrator will regularly update the project management team on the consultant use of funds and provide notice of any potential cost overruns before such costs are incurred.

7.1.2 The parties agree that the County will bill the cities of Walla Walla and College Place monthly for their 1/3 share of the consultant contract.

7.1.3 The Parties agree that, in recognition of financial uncertainty, should any party's financial position significantly change, said party is not obligated to appropriate additional funding to fulfill this agreement. The Parties agree to consider funding alternatives, including but not limited to deferred payments or reimbursements. The Parties agree to cooperate fully in seeking third-party funding such as grants to fulfill this Agreement.

8. Property

8.1 This Agreement does not provide for the acquisition, holding, or disposal of real or personal property.

9. Termination of Agreement.

Any party may choose to terminate its participation in this Agreement by notifying the other parties in writing thirty (30) days prior to termination. Termination of participation shall not entitle a party to assert any claim to unexpended funds. Any terminating party shall continue to be

entitled to work products generated pursuant to this Agreement through the termination date of this Agreement.

10. Independent contractors.

The parties are and shall at all times be deemed to be independent contractors in the provision of the services set forth in this Agreement. Nothing herein shall be construed as creating the relationship of employer and employee, or principal and agent, between the parties. Each party shall retain all authority for provision of services, standards of performance, discipline and control of personnel, and other matters incident to its performance of services pursuant to this Agreement. Nothing in this Agreement shall make any employee of any party an employee of any other party for any purpose, including but not limited to, for withholding of taxes, payment of benefits, workers' compensation pursuant to Title 51 RCW, or any other rights or privileges accorded their respective employees by virtue of their employment.

11. Hold harmless.

It is understood and agreed that each party will be solely responsible for its own negligence and will, to the extent of its negligence, indemnify and hold harmless the other parties from any and all claims, losses, or causes of action, suits and actions in equity of any kind.

12. Attorney fees.

All parties shall bear their own attorney's fees and costs of enforcing their rights and responsibilities under this Agreement.

13. Assignment.

No party shall transfer, assign, or subcontract, in whole or in part, any or all of its respective

rights or obligations under this Agreement without the prior written consent of the other parties.

14. Third party beneficiaries.

The parties do not intend by this Agreement to assume any contractual obligations to anyone other than each other. The parties do not intend to create any third-party beneficiary to this Agreement.

15. Notices.

Notices shall be given, at a minimum, by postage prepaid mail to a party at its address of its principal governmental office in care of its official clerk.

16. Waiver.

No waiver by any party of any term or condition of this Agreement incorporated in this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or different provision.

17. Entire agreement.

This Agreement contains all of the agreements of the parties with respect to the subject matter covered or mentioned therein and no prior Agreements shall be effective to the contrary.

18. Amendment.

The provisions of this Agreement may be amended with the mutual consent of the parties. No additions to, or alterations of, the terms of this Agreement shall be valid unless made in writing and formally approved and executed by the duly authorized agents of the parties.

19. Counterparts.

This Agreement may be executed simultaneously in several counterparts, each of which

shall be deemed an original, and all of which together shall constitute one and the same instrument.

20. Execution and filing.

The parties agree that there shall be four (4) duplicate originals of this Agreement prepared and distributed for signature by the necessary officials of each party. Each party who executes this Agreement shall cause two executed originals to be returned to the Department, who shall date it below. The Clerk of the Board of County Commissioners shall cause a copy of this Agreement to be posted on the County website pursuant to RCW 39.34.040. Upon posting of a copy on the County's website, such signed original shall constitute an agreement binding upon the parties.

21. Ratification.

Acts taken in conformity with this Agreement prior to its execution are hereby ratified and confirmed.

22. Severability.

If any term, provision, covenant or condition of this Agreement shall be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the Agreement shall continue in full force and effect and shall in no way be affected, impaired or invalidated thereby. To this end, the provisions of this Agreement are declared to be severable.

23. Applicable Law

This Agreement, and any rights and obligations hereunder, shall be construed and interpreted in accordance with the laws of the State of Washington.

24. Jurisdiction and Venue

Any dispute or proceeding arising out of this Agreement shall be submitted to the Superior

Court of the State of Washington for Walla Walla County.

25. Nothing in this Agreement shall be construed to alter the County's statutory authority to amend, deny or approve proposed countywide planning policy amendments, or the Cities' right to appeal.

Dated this _____ day of _____, 2023.

COUNTY OF WALLA WALLA

CHAIR OF BOARD OF WALLA WALLA
COUNTY COMMISSIONERS

COUNTY OF WALLA WALLA

WALLA WALLA COUNTY
COMMISSIONER

COUNTY OF WALLA WALLA

WALLA WALLA COUNTY
COMMISSIONER

CITY OF PRESCOTT

MAYOR

CITY OF WAITSBURG

MARTY DUNN
MAYOR

CITY OF WALLA WALLA

ELIZABETH CHAMBERLAIN
CITY MANAGER

CITY OF COLLEGE PLACE

NORMA HERNANDEZ
MAYOR

Tyler ERP

System	Module	Implementation		
		Yearly Cost	Costs	Total Project
ERP Pro 10	Core Financials	12,214.00		
	Applicant Tracking Interface	707.00		
	Fixed Assets	1,415.00		
	Grants Management	1,222.00		
	Human Resource Management	7,070.00		
	Employee Access Pro	-		
	Project Accounting	2,569.00		
	Utility Billing	8,356.00		
	Cashiering	2,894.00		
		36,447.00	80,580.00	117,027.00
Civic/Energov	Business Management	2,501.00		
	Citizen Self Service - Community Development	3,215.00		
	Community Development - (Formally PLM)	2,501.00		
	GIS	834.00		
	iG Workforce Apps	834.00		
		9,885.00	119,820.00	129,705.00
My Civic	My Civic Citizen Engagement	6,000.00	4,410.00	10,410.00
	Tyler Content Management	4,128.00	4,160.00	8,288.00
	Total Approved	56,460.00	208,970.00	265,430.00
Additional Modules				
Executime	Executime Time & Attendance	9,090.00	15,610.00	24,700.00
ERP Pro 10	Purchasing (PO)/Accounts Receivable	6,123.00	1,160.00	7,283.00
ERP Pro 10	Utility Access/Meter Data Sync	7,227.00	3,730.00	10,957.00
Civic	Enterprise Asset Management	1,351.00	23,345.00	24,696.00
Community Development	Additional Users	7,717.00	-	7,717.00
Additional Modules				
		31,508.00	43,845.00	75,353.00
Total Project Costs				
		87,968.00	252,815.00	340,783.00

Current Systems Cost - 2023

Current Software	Current Function	Yearly Cost
Azavar	Utility and Sales Tax Auditing	500.00
Springbrook	Financials/Payroll/Utility Billing/Community Development	53,080.00
Document Locator	Ap & Business license Workflow/Electronic Documents	7,400.00
IWORQ	Asset Management	13,000.00
NEOGOV	HR- Recruiting, Hiring, Onboarding, Electronic Documents	9,187.00
Xpress	Online utility Bill Pay	11,000.00
Questica Budgeting	Budgeting	12,000.00
Nvoice	AP Payments	4,200.00
		110,367.000



Sales Quotation For:

City of College Place
625 S College Ave
College Place WA 99324-1516

Quoted By:

David Snow

Quote Expiration:

03/31/23

Quote Name:

Tyler Annual Software – SaaS

Description	Annual
ERP Pro powered by Incode	
ERP Pro 10 Financial Management Suite	
Purchasing	\$ 3,294
Accounts Receivable	\$ 2,829
ERP Pro 10 Customer Relationship Management Suite	
Utility Access	\$ 1,440
Meter Data Sync with Scheduler	\$ 5,787
Tyler One	

Time & Attendance powered by ExecuTime

Advanced Scheduling	\$ 5,983
Time & Attendance	\$ 3,107

Civic**Enterprise Permitting & Licensing powered by EnerGov**

Community Development [5]	\$ 4,823
GIS [5]	\$ 1,608
Workforce Mobile [4]	\$ 1,286

Enterprise Asset Management Suite

Asset Maintenance	\$ 965
Analytics and Reporting	\$ 0
Asset Performance	\$ 386

TOTAL: \$ 31,508

Tyler Fees per Transaction

Description	Net Unit Price
Tyler One	
Payments	
ERP Pro Payments	\$ 0.00
Utility Access Payments Bundle	\$ 0.00

Services

Description	Hours/Units	Extended Price	Maintenance
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ERP Pro 10 Financial Management Suite			
Professional Services	24	\$ 3,480	\$ 0
ERP Pro 10 Customer Relationship Management Suite			
Professional Services	8	\$ 1,160	\$ 0
Enterprise Asset Management Suite			
Asset Maintenance	160	\$ 23,200	\$ 0
Professional Services	1	\$ 145	\$ 0
Time & Attendance powered by ExecuTime			
Time & Attendance Project Management	1	\$ 1,400	\$ 0
Professional Services	98	\$ 14,210	\$ 0
Other Services			
Project Management	1	\$ 250	\$ 0
TOTAL:		\$ 43,845	\$ 0

Summary	One Time Fees	Recurring Fees
Total SaaS		\$ 31,508
Total Tyler Services	\$ 43,845	
Summary Total	\$ 43,845	\$ 31,508
Contract Total	\$ 75,353	

Detailed Breakdown of Professional Services (Included in Summary Total)

Description	Hours	Extended Price	Maintenance
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Tyler One			
Time & Attendance powered by ExecuTime			
Advanced Scheduling	48	\$ 6,960	\$ 0
Time & Attendance	50	\$ 7,250	\$ 0
Sub-Total	98	\$ 14,210	\$ 0
ERP Pro powered by Incode			
ERP Pro 10 Financial Management Suite			
Purchasing	24	\$ 3,480	\$ 0
Sub-Total	24	\$ 3,480	\$ 0
ERP Pro 10 Customer Relationship Management Suite			
Address Verification with Presort	4	\$ 580	\$ 0
Meter Data Sync with Scheduler	4	\$ 580	\$ 0
Sub-Total	8	\$ 1,160	\$ 0
Civic			
Enterprise Asset Management Suite			
Asset Performance	1	\$ 145	\$ 0
Sub-Total	1	\$ 145	\$ 0
TOTAL:	131	\$ 18,995	\$ 0

Comments

- Work will be delivered remotely unless otherwise noted in this agreement.
- Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.

SaaS is considered a term of one year unless otherwise indicated.

Time & Attendance SSL Certificate Requirements: Clients must obtain an SSL certificate (2048-bit minimum) for on-premises Tyler servers from a trusted Certificate Authority (CA), such as a commercial provider (e.g. Verisign, GeoTrust, DigiCert) or client managed CA. SSL certificates are required to secure application communication by encrypting data over HTTPS. Server specific certificates (e.g. tylerapp.yourdomain.org) are supported, though a wildcard certificate (e.g. *.yourdomain.org) is commonly used for multiple servers on the same domain.

Your use of Tyler Payments and any related items included on this order is subject to the terms found at:

<https://www.tylertech.com/terms/payment-card-processing-agreement>. By signing this order or the agreement in which it is included, you agree you have read, understand, and agree to such terms. Please see attached Tyler Payments fee schedule.

Any acquisition of clocks and/or clock maintenance is subject to the following terms:

[Time & Attendance Clock Terms \(tylertech.com\)](#)

Utility Access Component displays the current status (late, cut off etc), the action needed to avoid penalty, current balance, deposits on file (optional), last payment date, last payment amount, payment arrangements on file, last bill amount, last bill date, bill due date, contracts on file and status, transaction history (online payments). Payment packet is created to be imported to utility system. Address information includes legal description, precinct, school district, and services at address(subject to data availability). Includes consumption history by service (including graphs), request for service (optional), information change request (optional), security -SSL (secure socket layer).

Advanced Scheduling includes Advanced Scheduling Mobile Access

Workforce Mobile - iG Inspect and iG Enforce provide a mobile solution for field personnel to capture inspection and code data remotely. Tyler will assist to connect iG Apps to the Enterprise Permitting & Licensing suite, and support testing. These applications are available on iOS.

The Utility Access Payments Bundle includes: ERP Pro Payments and IVR (an automated phone system which securely allows for the collection of utility payments and the checking of balances and due dates).

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software accessible to the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - o Implementation and other professional services fees shall be invoiced as delivered.
 - o Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - o Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
 - o Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - o If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - o Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____



Exit Recommendations
City of College Place
Audit Period Ending: 12/31/2021

We are providing the following exit recommendations for management's consideration. They are not referenced in the audit report. We may review the status of the following exit items in our next audit.

Accountability:

Equipment Rental & Revolving Fund Cost allocation

The City did not implement our prior audit recommendations related to the Cost Allocation Plan. We noted the City:

- Council did not formally approve the written ER&R cost allocation plan.

We recommend the City:

- Formally approve its ER&R cost allocation plan.

Policy and Procedure for Allocation of ER&R Costs to Responsible Departments

Policy

In an effort to establish an allocation system that is fair, equitable, and supported by current data, and to comply with Washington State Law, RCW 43.09.210, which states in part, "All service rendered by...from, one department...to another, shall be paid for at its true and full value by the department...receiving the same, and no department...shall benefit in any financial manner whatever by an appropriation or fund made for the support of another," the City of College Place has identified equipment rental and replacement cost drivers which are used as the basis for the allocation of equipment rental and replacement costs to the responsible departments.

On a quarterly basis, ER&R Operating Expenditures are allocated to the Funds/Departments that utilize ER&R services. The ER&R Program is run by one employee, who does not have time to keep detailed time records of his day. Therefore, an alternative allocation method has been developed. Expenditure categories that are directly tracked by Job number in the BIAS system and other off-line spreadsheets are allocated across the Funds according to a blended percentage of each fund's tracked fuel and Job costs to the total tracked fuel and Job costs for each quarter. Those percentages are applied to the following quarterly total expenses: Operating Supplies, Small Tools and Equipment, and Repairs & Maintenance. Fuel is allocated solely according to the percentages of tracked fuel used by Fund/Department to total tracked fuel for the quarter. Remaining unallocated expenditures in each of the ER&R BARS accounts are distributed among the Funds as overhead. This includes capital purchases that belong to the ER&R Fund (fuel management system, large tools and equipment used by the shop, etc.). They are distributed based on the percentage of vehicle visits by fund/department for the quarter. Capital costs tied to purchases for specific Funds/Departments are not allocated by percentages as they only benefit those specific Funds/Departments.

After all ER&R expenditures have been assigned to the responsible funds, an adjustment is posted to transfer in reimbursements from those departments to the ER&R Fund.

Procedure

1. Begin with the "Q_ 202_ Reconciliation-based on job costs and visits" from the previous quarter. Copy and paste it into a new reconciliation folder for the current quarter.
2. Obtain the "ER Monthly Reports 202_" file from [S:\1 - Equipment Rental\ER Monthly Reports](#). Verify that ALL the data for the months in the current quarter is complete (Jeff often forgets to update the file on the S:drive). Save the file to the current reconciliation folder under the following name: "1 ER Monthly Reports 202_."
3. Copy the department percentages from the appropriate quarter tab in the "1 ER Monthly Reports 202_" file and paste percentages into the "Allocation % of ER&R Time" section of the "Q_ 202_ Reconciliation-based on job costs and visits" file. This is marked as Step 1 in the file.
4. In BIAS, run a budget position report for the street fund, departments only, for the quarterly time period. Save a pdf of this report to the reconciliation folder as "Q_ Street Fund % Allocations." In the 542 Street Department section, total the following:
 - a. 004 Traveled Way
 - b. 006 Traffic Control Devices
 - c. 007 Snow & Ice Removal

d. 009 Roadside

5. Copy the totals for the Street sub-departments from the "Q_ Street Fund % Allocations" file and enter them into the "Street Fund Breakdown by Department based on actual department expenditures for Q_ 202_" section of the "Q_ 202_ Reconciliation-based on job costs and visits" file. This is marked as Step 2 in the file.
6. Copy "Q_ Job Costs – Fund 500" file from previous quarter and rename and save in the current quarter's reconciliation folder.
7. Export from BIAS: Chart of accounts filtered for Fund 500 and BARS 509-599, then filter detail. Save as "Q_ Fund 500 Filter Detail."
8. Sort "Q_ Fund 500 Filter Detail" by job code, delete lines with no job code attached, and sort remaining lines by date. Delete all lines with dates outside of the quarter currently being reconciled.
9. Copy final filtered and sorted data and paste into "Q_ Job costs – Fund 500". Follow in-file instructions to achieve formatted data ready for input into "Q_ 202_ Reconciliation-based on job costs and visits."
10. Once data is formatted, copy the "Totals by Department" and paste them into the "Q_ 202_ Reconciliation-based on job costs and visits" file in the "Allocation % based on Fuel Usage and Job Costs" section in the "Q_ 202_ Actual Expenses Attached to Jobs" column. This is marked as Step 3 in the file.
11. Copy "ER&R Q_ 202_ Fuel Analysis" from the previous quarter and save in the current quarter.
12. Obtain the "_ Quarter Fuel Report 202_" from the appropriate year's folder at [S:\1 - Equipment Rental\ER Fuel Reports\Quarterly Fuel Reports](#). Save it to the reconciliation folder.
13. Transfer the fuel deliveries from the "Fuel Tank Deliveries" tab in the "_ Quarter Fuel Report 202_" file to the appropriate Quarter tab in the "ER&R Q_ 202_ Fuel Analysis" file.
14. Transfer the gallons by department data from the "Department Totals" tab in the "_ Quarter Fuel Report 202_" to the "Gallons" tab in the "ER&R Q_ 202_ Fuel Analysis" file.
15. Copy the quarterly department total cost of fuel by department and paste into the "Q_ 202_ Reconciliation-based on job costs and visits" file in the "Allocation % based on Fuel Usage and Job Costs" section in the "Q_ 202_ Fuel Actual Usage by Dept." column. This is marked as Step 4 in the file.
16. Copy the "Totals by BARS" from the "Q_ Job Costs – Fund 500" file and paste them into the "Fuel and Job Expenses by Original BARS Posting" section of the "Q_ 202_ Reconciliation-based on job costs and visits" file. Copy and paste all the BARS totals except for 548.68.32.00. This will be populated by a formula in the spreadsheet. This is labeled as Step 5 in the file.
17. In BIAS, filter the chart of accounts to Fund 500 and export to excel. Save as "Q_ 202_ Actual ER&R." Delete the 300's and 508 lines.
18. Copy the data from "Q_ 202_ Actual ER&R" onto the "Q_ 202_" tab in the "Q_ 202_ Reconciliation-based on job costs and visits" file. Change the YTD to QTD and make sure that it is only calculating the 3 specific months for that quarter. Verify that it is flowing correctly over to the "Summary of Expenditures" tab. Verify that capital purchases are flowing to the appropriate Fund column and that the YTD amount is the sum of the 3 columns. This is labeled as Step 6 in the file.
19. Verify that the total Fuel and Job Expenses by Original BARS in the "Q_ 202_ Reconciliation-based on job costs and visits" file matches the Reconciled Total at the bottom of the "Q_ Job Costs – Fund 500" file.
20. Post an adjustment in BIAS using the Transfers In calculated by the worksheet in the "Transfers in by Fund" "Should be" section.



2023

Financial Policy



City of College Place, Washington
2/28/2023

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A. Purpose

The 2020 Financial Policy assembles all of the City's financial policies in one document. They are the tools to ensure that the City is financially able to meet its immediate and long-term service objectives. The individual policies contained herein serve as guidelines for both the financial planning and internal financial management of the City.

The City of College Place is accountable to its citizens for the use of public dollars. Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs. These policies safeguard the fiscal stability required to achieve the City's goals and objectives.

B. Objective

In order to achieve its purpose, the Financial Policies have the following objectives for the City's fiscal performance.

- B-1 To guide the City Council and management policy decisions that have significant impact.
- B-2 To set forth-operating principles that minimize the cost of government and financial risk.
- B-3 To employ balanced and fair revenue policies that provide adequate funding for desired programs.
- B-4 To maintain appropriate financial capacity for present and future needs.
- B-5 To promote sound financial management by providing accurate and timely information on the city's financial condition.
- B-6 To protect the City's credit rating and provide for adequate resources to meet the provision of the City's debt obligations on all municipal debt.
- B-7 To ensure the legal use of financial resources through an effective system of internal controls.
- B-8 To promote cooperation and coordination with other governments and the private sector in the financing and delivery of services.

C. General Budget Policies

C-1 Department directors have primary responsibility for formulating budget proposals in line with City Council and Mayor direction, and for implementing, monitoring, and reporting them once they are approved.

C-2 All City Departments share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.

C-3 The Mayor and City Administrator with assistance from the Finance Department may develop administrative directives and general procedures for implementing the City Council's financial policies.

C-4 The Finance Department is responsible for coordinating the overall preparation and administration of the City's budget and Capital Investment Program Plan. This function is fulfilled in compliance with applicable State of Washington statutes governing local government budgeting practices.

C-5 The Finance Department assists department staff in identifying budget problems, formulating solutions and alternatives, and implementing any necessary corrective actions.

C-6 The City Council shall adopt the budget by ordinance at the fund level.

C-7 The City Council may adopt resolutions or ordinances to set financial policies to assure the financial strength and accountability of the City.

C-8 Interfund charges will be based on recovery of the both direct and indirect costs associated with providing those services.

C-9 Regular employee positions will normally be budgeted only in the City's operating funds.

C-10 Monthly financial reports, including a review of budgeted expenditures and revenues, will be prepared and reported to the Council at regular meetings. Included will be provisions for amending the budget during the year in order to address unanticipated needs, emergencies, or compliance with State of Washington budgetary statutes. Budget adjustments requiring City Council approval will occur through a process coordinated by the Finance Director and will occur prior to fiscal year end.

C-11 The Finance Department will review agenda items with potential fiscal impact submitted for City Council action. The objective of these reviews will be to ensure compliance with the budget and disclosure of all fiscal issues to the Council. This information will be presented in the fiscal impact section of each agenda bill.

C-12 Revenues derived from fees associated with development will be designated for the support of activities within the public works and community development functions of the city.

C-13 The City's budget presentation will be directed at displaying the City's services plan in a Council/constituent-friendly format.

C-14 The City will maintain equipment replacement funds that will receive annually budgeted contributions from the operating expenses of departments owning the capital equipment in an amount necessary to replace the equipment at the end of its useful life. Life cycle assumptions and required contributions will be reviewed annually as part of the budget process. Monies collected from the sale of assets carried on the equipment replacement schedules will be receipted to equipment replacement funds.

C-15 Operating Deficits: Recurring revenues will be sufficient to support recurring expenditures. Revenue estimates will be realistic and debt financing will not be used to support recurring operating expenses.

C-16 Interfund Loans and Transfers: Any interfund transfers and/or loans will be completed only after specific Council approval or inclusion in the approved annual budget.

C-17 Resources Greater than Budgeted Expenditures – Resources (fund balances) greater than budgeted expenditures in any fund shall be considered “one time” resources and shall not be used to fund ongoing service delivery programs unless approved by Council.

C-18 Full Time Equivalent (FTE) Budgeting – As a tool for Council consideration, all adopted budgets of the City will list the actual and proposed FTE allocation by department.

C-19 Current Service Levels – To aid in the prudent management of City affairs, City service levels will be established, monitored, and reviewed so a determination of required resources (both personnel and non-personnel) can be made for the ensuing budget year.

C-20 Expenditures that Delay Future Cost Increases – When practical, resources should be allocated for selective expenditures whose purpose is to avoid even larger costs in the future.

C-21 Expenditures that Forestall Adding Permanent Staff – Recognizing that personnel-related expenditures represent the largest portion of the City's budget, methods to increase efficiency should receive priority funding if it can forestall the addition of permanent staff.

C-22 Future Fiscal Effect of Programs or Personnel – Whenever new or additional programs or personnel are proposed, the current and future fiscal impact (as reflected in the 6-year financial forecast) shall be determined and reported to the City Council to aid in their deliberations.

C-23 Commitments that Can Reasonably Be Maintained Over the Long Term – Funding for new programs and services should be limited to the extent that they can be funded over the near-to-long term given the current revenue stream.

C-24 Overhead and Full Cost Allocation- Department and Fund budgets shall be prepared in a manner that reflects the full cost of providing services.

C-25 Maintenance of Quality Service Programs – If expenditure reductions are necessary, elimination of selective services is preferable to across-the-board cuts.

C-26 Efforts should be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis, and support favorable legislation at the state and federal level.

C-27 Initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy.

C-28 The City will strive to maintain fair and equitable relationships with its contractors and suppliers.

C-29 Distinguished Budget Presentation – As staffing allows, the City will work toward producing a budget document that meets the Distinguished Budget Presentation program as defined by the Government Finance Officers Association (GFOA).

C-30 The City will subscribe to the various budgetary deadlines established in [RCW 35A.33](#) for non-charter code cities.

D. Funds

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The City uses governmental, proprietary, and fiduciary funds. Each governmental fund, expendable trust, or agency fund is accounted for with a separate set of self-

balancing accounts that comprise its assets, liabilities, fund balances, revenues, and expenditures. Proprietary and similar trust funds use the revenue, expenses, and equity accounts similar to businesses in the private sector. The City of College Place segregates money to funds based on use and function as is specified by the Budgeting Accounting Reporting System (BARS) cash basis manual created by the State of Washington Auditor's Office. The City of College Place has 33 active funds. Funds can be added or omitted to the city ledger of accounts based upon future updates of the BARS manual, recommendation of city finance staff, and passage of an ordinance by City Council. Types and definitions of funds are located below.

D-1 Current Expense Fund #001 – This is the city's primary operating fund. It accounts for all financial resources except those required to be accounted for in other funds and is generally considered to represent the ordinary operations of the city.

D-2 Technology Reserve Fund #012 – This fund is a sub-fund of Current Expense #001 and is used to account for all transactions related to information technology across the city.

D-3 Current Expense Reserve Fund #005 – This fund is a sub-fund of Current Expense #001 and is used as a reserve used to fund emergency situations as approved by City Council.

D-4 Employee Benefit Reserve Fund #061 – This fund is a sub-fund of Current Expense #001 and primarily funds post-employment benefits.

D-5 Street Fund #100 – This fund covers the operation and maintenance of city-owned transportation thoroughfares.

D-6 Criminal Justice Fund #120 – This fund is restricted to innovative law enforcement strategies, programs for at-risk children, and programs related to domestic violence.

D-7 Forfeited Proceeds Fund #121 – This fund is utilized for drug enforcement and related activities.

D-8 Hotel/Motel Tax Fund #130 – This fund is Utilized for community development.

D-9 ULTGO Bond Fund #201 – Debt service for the College Avenue/Rose Street project.

D-10 LTGO Bond Fund #202 – Debt service for any general obligation bond the City has approved.

D-11 Commercial Drive Fund #235 – Debt service to construct Commercial Drive.

D-12 Street Capital Contribution Fund #301 – Capital Fund used as an escrow account for developer contributions for street related impacts as a result of approved projects. Funds can only be used for street infrastructure impacted by the developer's project.

D-13 Capital Improvement Fund #305 - This fund is used to receipt the first ¼% tax on real estate sales in the city. Can only be used for capital projects listed on the City's Capital Facilities Plan.

D-14 Capital Improvement Fund #306 – This fund is used to receipt the second ¼% tax on real estate sales in the city which was adopted by City Council in December 2016. Can only be used for capital projects listed on the City's Capital Facilities Plan.

D-15 CDBG Project Fund #309 – This fund is used to segregate capital projects from CDBG grant funds.

D-16 Street Improvement Fund #311 – This fund is used to segregate street capital projects.

D-17 Facility Maintenance Reserve Fund #315 – This fund is used to segregate expenditures on city facility maintenance and replacement.

D-18 Equipment Reserve Fund #320 – This fund is a reserve for expensive equipment. It is entirely funded by transfers from the appropriate departments in which the equipment is found.

D-19 Economic Development Fund # 330 – This fund is utilized for capital projects that are tied to economic development and infrastructure development in commercial areas.

D-20 Economic Development Reserve Fund #340 - This fund was created to provide capital funding for projects that would result in additional economic financial return on investment to the City.

D-21 Water Fund #400 – This fund covers the day to day operation and maintenance of the water utility.

D-22 Wastewater Fund #401 – This fund covers the day to day operation and maintenance of the wastewater utility.

D-23 Stormwater Fund #402 – This fund covers the day to day operation and maintenance of the stormwater utility.

D-24 Stormwater Capital Reserve Fund #403 – This fund pays for major equipment and infrastructure programs used to support the Stormwater Utility.

D-25 Water Capital Reserve Fund #410 – This fund pays for major equipment and infrastructure necessary to support the Water Utility.

D-26 Wastewater Capital Reserve Fund #411 – This fund pays for major equipment and infrastructure necessary to support the Wastewater Utility.

D-27 Wastewater Debt Service Fund #412 – Debt service for Wastewater Treatment Plant SRF and PWTF loans are paid out of this fund. Additionally, an annual transfer is made from this fund to Fund #425 for payment toward the 2007 Water/Sewer Bonds.

D-28 Water Capital Improvement Reserve/Debt Service Fund #413 – Debt service for the Eastside Water System Improvements is paid out of this fund. Additionally, an annual transfer is made from this fund to Fund #425 for payment toward the 2007 Water/Sewer Bonds.

D-29 Water & Sewer Revenue Bond Fund #425 – Debt service on the 2007 Water/Sewer Bonds for the East Whitman Drive improvements is paid out of this fund.

D-30 Water & Sewer Bond Reserve Fund #426 – This fund will become the Debt Service Fund for the 2017/2018 Water System Revenue Bonds, if issued.

D-31 Water System Construction Fund #431 – This fund tracks revenues and expenses for capital improvements to the water system.

D-32 Ambulance Utility Fund #440 – This fund tracks revenues and expenses related to operation of the Ambulance/EMS services.

D-33 Equipment Rental & Replacement Fund #500 – Supports all departments of the city for the operation, maintenance, and availability of city owned vehicles and equipment.

D-34 Flexible Benefits Plan Fund #625 – Fiduciary fund tracking of deposits and payments in and out of the City's Section 125 Flexible Spending Plan.

E. Reserve & Contingency Funds

Adequate reserve levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength. Prudent use of reserve funds enables the City to defray future costs, take advantage of matching funds, and other beneficial (but limited) opportunities. Reserve funds provide the city with the ability to exercise flexible financial planning in developing future capital projects. Reserve funds are necessary to enable the City to deal with unforeseen emergencies.

E-1 Unreserved Fund Balances – It is the City's policy to maintain an unreserved fund balance within all operating funds in a reasonable amount for emergency or unforeseen needs. The target ending fund balance shall be at least 17% of the budgeted revenues (excluding transfers in and interfund loan repayments) for the Current Expense Fund and at least 60 days' operating and maintenance expense for the other City operating funds.

E-2 Debt Service Funds – It is the City's policy to maintain, as a target, a one (1) year average annual debt service payment reserve for all debt except assessment debt.

E-3 Facilities Capital Reserve – The City has Facility Maintenance Reserve Fund #315 to address unforeseen City facilities capital expenditures. Contributions to the Facilities Capital Reserve Fund will be budgeted from the Real Estate Excise Tax (REET) #305 and #306 and/or Current Expense Fund #001 resources. The fund balance target to maintain in this account is \$300,000.

E-4 Rainy Day Fund #005 – Once unreserved fund balance goals are met the City will establish a rainy day fund with the purpose of meeting any unforeseen municipal expense. Annual contributions to this fund will be budgeted from Current Expense Fund resources. All expenditures from this fund shall have prior approval of the City Council. The City will strive to achieve a target reserve fund balance of 10% of the Current Expense Fund's annual budgeted revenues (excluding transfers in and interfund loan repayments).

F. Revenue Policy

F-1 Revenue estimates should be prepared on a conservative basis to minimize the economic fluctuations that could imperil ongoing service programs during the upcoming budget cycle. Revenue increases greater than inflation will require additional documentation. Major revenue sources will require explanation.

F-2 Current revenues will be sufficient to support current expenditures.

F-3 All fees for service shall be reviewed on an annual basis and approved by City ordinance.

F-4 Revenues of a limited or indefinite term will not be used to fund ongoing service programs.

F-5 Grant applications to fund new service programs will be reviewed with due consideration being given to whether locally generated revenues will be required to support these programs when outside funding is no longer available.

F-6 Whenever possible, charges for services shall be set at an amount that reflects the actual cost of service delivery.

F-7 The City should strive to maintain a diversified mix of revenues in order to maintain needed services during periods of declining economic activity.

a. A base of property taxes and other stable revenues should be developed and maintained to provide a reliable base of revenues during periods of economic downturn.

b. The City's overall revenue structure should be designed to recapture for the City some of the financial benefits resulting from City economic and community development investments.

F-8 The following factors will be considered when the City's taxes are increased, extended, changed, or reduced:

a. Stability of the tax source over its expected life

b. Suitability for a pledge against future debt, if that is part of the City Council's long range intent for the new tax.

c. Spread the tax burden throughout the City's tax base by utilizing a broad array of tax sources available and by investigating mitigation of inequities and hardships where appropriate (e.g. property tax rebates for low-income elderly). Legislative remedies for harmful tax impacts should be sought where appropriate.

d. Apply the tax impact information for both residential and business taxpayers against a future vision of what the tax policy decision is intended to foster, in addition to the raising of revenues.

F-9 As much as reasonably possible, City services that provide private benefit should be supported by fees and charges in order to provide maximum flexibility in use of general City taxes to meet the cost of services of broader public benefit. Charges for services that benefit specific users should be fully recovered, including all direct and indirect costs including but not limited to, capital costs, department overhead, and Citywide overhead. Departments that impose fees for service charges should prepare and periodically every five years' update cost-of-service studies for such service. When consistent with legal requirements, other City interests such as remaining competitive within the region or meeting other City objectives may dictate a subsidy of a portion of the costs of such services. Factors to consider when determining possible subsidies include job creation and the expansion of property and sales tax bases.

F-10 Rate increases should be small and applied frequently to avoid an overly burdensome future increase.

- F-11 The City will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Revenue forecasts will be revised and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.

G. Expenditure & Operating Policy

- G-1 Expenditures approved by the City Council define the City's spending limits for the upcoming fiscal year. The City will maintain an operating philosophy of cost control and responsible financial management.
- G-2 Budgeted annual expenditures will be maintained within the limitations of annual revenues.
- G-3 All interfund borrowings shall only be completed following approval of the City Council.
- G-4 Short-term borrowings (less than 5 years and less than \$20,000) will not be done without full financial analysis and the Council shall be informed of all such borrowings. Such borrowings may include commercial lines of credit, equipment loans, and capital leases.
- G-5 All long-term borrowing (greater than 5 years and \$20,000) shall include full life-cycle financial analysis and prior approval by the City Council.
- G-6 All authorized positions will be budgeted for a full year and with the best estimate of benefit rate unless specifically designated by the City Council as a partial-year position.
- G-7 Ongoing resources should be equal to or exceed ongoing expenditures. Each City fund budget shall identify ongoing resources that at least match expected ongoing annual requirements. One-time cash transfers and non-recurring ending fund balances will be applied to reserve or to fund one-time expenditures; they will not be used to fund ongoing programs.
- G-8 The City will seek to optimize the efficiency and effectiveness of its services to reduce costs and improve service quality.
- G-9 *Accurate inventories of physical assets, their condition, life span, and cost will be maintained.*
- G-10 The Finance Department will develop, maintain, and constantly seek to improve cash management systems which ensure the accurate and timely accounting, investment, and security of all cash assets. All cash received by City departments will be deposited the same business day as feasible. The Finance Director has oversight over cash handling policies and procedures.

H. Purchasing

H-1 Purpose

This code establishes guidance for:

- a. Acquisition of materials, supplies, and equipment not associated with a public works project.
- b. Contracting for personal and purchased services.
- c. Contracting for architectural and engineering services.
- d. Selection and bidding requirements for public works projects.

H-2 Policy statement

The city desires a fair and open process for procurement of goods and services that is free from the potential for bias and conflict of interest. In addition, the city desires consistent and appropriate practices for solicitations and contracting. All procurements of goods and services shall provide the city with the best quality and best value. All purchases are to be made within budgetary limitations and for the purpose of the goals and objectives approved in the city's budget. Any requested purchase that is not included in the current city budget shall be pre-approved by the department head, city administrator or city council, based on allowable signing authority. All purchases made by the city shall ultimately be approved by the city council through the voucher approval process in accounts payable.

H-3 Definitions

For purposes of this chapter the following words and phrases shall be defined as follows:

- a. "Award" means the formal decision by the city notifying a responsible bidder with the lowest responsive bid of the city's acceptance of the bid and intent to enter into a contract with the bidder.
- b. "Bid limits" means dollar amounts below which neither competitive bids nor the small works roster process is required for the purchase of equipment, supplies, materials or for public works projects.
- c. "Competitive bids" means a process following advertisement in designated legal newspapers and other media for equipment, supplies, material, and public works contracts open to all suppliers, vendors, and contractors, and in which price is the primary basis for consideration and contract award.
- d. "Contract" means a contract in writing for the execution of public work for a fixed or determinable amount duly awarded after advertisement and competitive bid, or a contract awarded under the small works roster process in RCW 39.04.155.
- e. "Emergency" means unforeseen circumstances beyond the control of the city that either: (1) present a real, immediate threat to the proper performance of essential functions;

or (2) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

f. "Informal quote" means a quote or estimate conveyed verbally over the phone or in person that is documented by city staff in notes or memos.

g. "Ordinary and necessary" means common and accepted in your trade or business and helpful and appropriate for your trade or business. An expense does not have to be indispensable to be considered necessary.

h. "Personal services" means services that involve technical expertise provided by a consultant to accomplish a specific study, project, task, or other work.

i. "Purchased services" are those provided by vendors for routine, necessary, and continuing functions of a local agency, mostly relating to physical activities.

j. "Professional services agreement" means an agreement with an independent contractor for the rendering of professional services to the city. The city does not provide direction to the provider. The city states a goal and objective and the provider, under his/her own direction, accomplishes the goal.

k. "Public work" means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the city, or which is by law a lien or charge on any property therein.

l. "Qualified based selection" means a competitive procurement process in which consultants submit qualification and/or non-cost proposal. Selection based on most highly qualified firm, then final project scope and associated fee negotiated.

m. "Request for proposal (RFP)" means similar to the formal bid process, except that factors other than price are used to award the contract.

n. "Request for qualifications (RFQ)" means a procurement process with a focus on the qualification of the consultants, including experience of key staff, relevant past experience of the company, and client references.

o. "Responsible bidder" means a contractor who meets the criteria in RCW 39.04.010 and 39.04.350.

p. "Small works roster (SWR)" means a process through which there is competition for public works contracts following notification, normally through a request for quotes (RFQ), to some or all public works contractors who have requested placement on a roster kept by the local government agency.

q. "Public agency work or day labor limits" are limits set by the state legislature on the amount of public works that can be accomplished using the city's own work force or by hiring day laborers. Limits are expressed as specific dollar amounts for single or multiple craft projects.

The provisions of the following RCW sections are adopted by reference, together with any amendments or additions hereafter made:

- a. RCW 35A.40.200, General law relating to public works and contracts, which references the following:
 - i. RCW 35.23.352, Public works contracts.
 - ii. RCW 39.04.010, Definition of public work.
 - iii. RCW 39.04.020, Day/agency labor limits.
 - iv. RCW 39.04.105, Protest procedures.
 - v. RCW 39.04.190, Purchase contract process.
 - vi. RCW 39.04.200, List of contracts awarded through purchase contract process.
 - vii. RCW 39.04.280, Emergency or sole source purchases.
 - viii. RCW 39.04.350, Lowest responsible bidder.
 - ix. RCW 39.04.155, Small works roster.
 - x. RCW 39.12.020, Prevailing wages.
- b. RCW 35A.40.210, Public work or improvement – Procedures – Purchases.
- c. Chapter 39.10 RCW, Alternative Public Works Contracting Procedures.
- d. Chapter 39.30 RCW, Competitive Bidding Violations.
- e. Chapter 39.34 RCW, Intergovernmental Cooperative Purchasing Agreements.
- f. Chapter 39.80 RCW, Architectural and Engineering Services.
- g. RCW 42.23.030, Interest in contracts prohibited.

H-5 Payment of Claims

- a. Pursuant to RCW 35A.40.20, the city adopts a policy for the payment of claims and obligations of the city from solvent funds by bank checks from banking institutions duly designated by the appropriate city staff, it being further policy that the officers authorized shall be the mayor, city administrator and finance director and/or those designated by duly approved resolution of the city council.
- b. It is further the policy that all funds for which checks are drawn shall be solvent at the time payment is ordered. Dual signatures shall be required on all banking instruments and transactions except the transfer of moneys between checking, market interest, savings, investments and clearing accounts established on behalf of the city.
- c. Payment of transactions by ACH/EFT, require the approval/authorization of the Finance Director and subsequently approved by City Council.
- d. The mayor, city administrator or mayor pro tem in the absence of the mayor, is authorized to pay and disburse from city funds such charges as are billed to the city for goods or services received by the city before such payment is approved by the city council.

H-6 Purchasing Policy Procedures

- a. The following procedures will be followed when procuring goods or services:

Purchasing and Contracting Matrix				
TYPE	AMOUNT	APPROVAL AUTHORITY	MINIMUM PROCEDURE	ADDITIONAL NOTES
Purchase of Ordinary and Necessary Supplies, Materials, and Equipment	Up to \$500	Department Director	P.O. and/or Invoice	Informal Quotes
	Up to \$7,500	City Administrator	P.O. and Invoice	Informal Quotes
	\$7,501 - \$15,000	City Administrator	Vendor Roster or Competitive Bid, P.O. and Invoice	Minimum of 3 informal or written quotes if using vendor roster
	\$15,001 and Over	City Council	Competitive Bid, P.O. and Invoice	Formal bid process according to RCW 35.23.352
Public Works Contracts	Up to \$500	Department Director	P.O. and Invoice	Informal quote from any licensed contractor
	Up to \$2,500	City Administrator	P.O. and Invoice	Informal quote from any licensed contractor
	\$2,501 - \$15,000	City Administrator	Contract, P.O. and Invoice	Request informal bids from 2-3 licensed contractors.
	\$15,001 - \$40,000 (single trade)	City Council	Contract, P.O. and Invoice	Request informal bids from 2-3 licensed contractors.
	\$40,001 - \$300,000 (single trade)	City Council	Small Works Roster or Competitive Bid, Contract, P.O. and Invoice	Post bidding/contract documents on agency website or on a service provider's, such as Builders Exchange, Daily Journal of Commerce, etc., and send email announcement to all contractors in the appropriate SWR category requesting quotes by a certain date, OR, request formal bids from minimum of 5 SWR contractors with the appropriate capabilities. If estimated cost of work is greater than \$150,000 and less than all appropriate SWR contractors are invited to bid, then notification must be sent to all other appropriate SWR contractors that bids were sought.
	\$15,001 - \$65,000 (multiple trades)	City Council	Contract, P.O. and Invoice	Request informal bids from 2-3 licensed contractors.
	\$65,001 - \$300,000 (multiple trades)	City Council	Small Works Roster or Competitive Bid, Contract, P.O. and Invoice	Post bidding/contract documents on agency website or on a service provider's, such as Builders Exchange, Daily Journal of Commerce, etc., and send email announcement to all contractors in the appropriate SWR category requesting quotes by a certain date, OR, request formal bids from minimum of 5 SWR contractors with the appropriate capabilities. If estimated cost of work is greater than \$150,000 and less than all appropriate SWR contractors are invited to bid, then notification must be sent to all other appropriate SWR contractors that bids were sought.
	\$300,001 and Over	City Council	Competitive Bid, Contract, P.O. and Invoice	Formal bid process according to RCW 35.23.352

Limited Public Works	Up to \$15,000	City Administrator	Small Works Roster	Solicit bids from a minimum of 3 appropriate SWR contractors
	\$15,001 - \$35,000	City Council	Small Works Roster	Solicit bids from a minimum of 3 appropriate SWR contractors
Professional Services - Architects & Engineers	Up to \$15,000	City Administrator	Consultant Roster, Contract/P.O. and Invoice	Request proposals from 1-3 qualified firms from consultant roster
	\$15,001 - \$25,000	City Council	Consultant Roster, Contract/P.O. and Invoice	Request proposals from 1-3 qualified firms from consultant roster
	\$25,001 - \$100,000	City Council	Consultant Roster, Contract/P.O. and Invoice	Request proposals from 3-5 qualified firms from consultant roster
	\$100,000 and Over	City Council	RFQ/RFP, Contract/P.O. and Invoice	Prepare formal RFQ/RFP, advertise, and solicit responses from a minimum of 6 qualified firms
Non - Professional Services	Up to \$500	Department Director	Contract, P.O. and Invoice	Informal or written quotes from 1-3 qualified firms
	\$501 to \$15,000	City Administrator	Contract, P.O. and Invoice	Informal or written quotes from 1-3 qualified firms
	\$15,001 - \$40,000	City Council	Consultant Roster, Contract/P.O. and Invoice	Request proposals from 3-5 qualified firms from consultant roster
	\$40,001 and Over	City Council	RFQ/RFP, Contract/P.O. and Invoice	Prepare formal RFQ/RFP, advertise, and solicit responses from a minimum of 6 qualified firms

b. Employees that do not comply with the Purchasing Policy Procedures as outlined may have their purchasing authorities suspended or revoked at the discretion of the City Administrator, Mayor, or City Council.

H-7 Bid procedures generally

The city shall utilize the bid procedures for public works construction as set forth in RCW 35.23.352, as it exists as of or as amended after the effective date of the ordinance codified in this chapter, except as otherwise allowed therein and by this chapter.

H-8 Ethics, integrity, and best value for money

a. All employees of the City of College Place shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in a professional manner. The employees of the City of College Place shall observe the following principles and standards through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- i. Full accountability shall be taken for all purchasing decisions and the efficient, effective, and proper expenditure of public funds based on achieving the best value of money.

- ii. All purchasing practices shall comply with relevant legislation, regulations and requirements consistent with the City of College Place's policies, Code of Ethics, and Core Values¹.
 - iii. Purchasing is to be undertaken in which all potential suppliers are treated impartially, honestly, and consistently.
 - iv. All processes, evaluations, and decisions shall be transparent, free from bias, and fully documented in accordance with applicable policies and audit requirements.
 - v. Any actual or perceived conflicts of interest are to be identified, disclosed, and appropriately managed.
- b. The best value for money is an overarching policy that governs purchasing in order to provide the best possible outcome for the city. It is important to note that compliance with specifications is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

H-9 Small Public Works Roster

The following small works roster procedures are established for use by the City pursuant to RCW 39.04.155:

- a. Cost: The City need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars (\$300,000.00), which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, the City may use the Small Public Works Roster procedures for public works projects as set forth in this ordinance. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
- b. Publication: At least once a year, MRSC shall, on behalf of the City, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
- c. Telephone, Written, or Electronic Quotations: The City shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The

¹ Code of Ethics and Core Values are outlined in Chapter 3 of the COCP Personnel Manual Adopted January 9, 2018; Resolution 18-002

City may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.

- i. A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- ii. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) to three hundred thousand dollars (\$300,000), the City may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The City has the sole option of determining whether this notice to the remaining contractors is made by:

- (i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - (ii) mailing a notice to these contractors; or
 - (iii) sending a notice to these contractors by facsimile or email.
- iii. At the time bids are solicited, the City representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
 - iv. A written record shall be made by the City representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

d. Limited Public Works Process: If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars (\$35,000), the City may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the City will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the City may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the City shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The City shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

e. **Determining Lowest Responsible Bidder:** The City Council shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the city council may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the City.

f. **Award:** All of the bids or quotations shall be collected by the Mayor or his or her designee.

- i. The Mayor or his or her designee shall then present all bids or quotations and their recommendation for award of the contract to the City Council. The City Council shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
- ii. If the City Council delegates the authority to award bids the Mayor of the City for public works projects costing less than or equal to \$25,000.00, the Mayor shall have the authority to award public works contracts without City Council approval, provided that the City Council shall ratify the Mayor's approval at the next scheduled City Council meeting by means of the consent agenda. For public works projects costing more than \$25,000.00, the City Council shall award all public works contracts.

H-10 Consulting Services Roster

The following consulting services roster procedures are established for use by the City pursuant to RCW 39.80.030:

- a. **Consulting Services:** Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
- b. **Publication:** At least once a year, MRSC shall, on behalf of the City, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting

services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.

c. Review and Selection of the Statement of Qualifications Proposals: The City shall use the following process to select the most highly qualified Architectural or Engineering firm off of the Consulting Services Roster to provide the required services:

- i. The City Council shall establish criteria that the Mayor, or his or her designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to insure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the City of College Place.
- ii. The Mayor, or his or her designee, shall evaluate the written statements of qualifications and performance data on file with the City of College Place at the time that architectural or engineering services are required;
- iii. Such evaluations shall be based on the criteria established by the City Council; and
- iv. The Mayor, or his or her designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.
- v. The firm deemed most highly qualified by the agency to do the project will be selected.

d. Award:

- i. The City Council considers the proposal received and awards the contract; or
- ii. If the City Council delegates the authority to award projects the Mayor of the City for consulting services costing less than or equal to \$7,500.00, the Mayor shall have the authority to award contracts for consulting services without City Council approval, provided that the City Council shall ratify the Mayor's approval at the next scheduled City Council meeting by means of the consent agenda. For consulting services costing more than \$7,500.00, the City Council shall award all contracts for consulting services.

H-11 Vendor List Roster

The following vendor list roster procedures are established for use by the City pursuant to RCW 39.04.190:

- a. Purchase of materials, supplies, or equipment not connected to a public works project: The City is not required to use formal sealed bidding procedures to purchase materials,

supplies, or equipment not connected to a public works project where the cost will not exceed \$15,000.00. The City will attempt to obtain the lowest practical price for such goods and services.

b. **Publication:** At least twice per year, MRSC shall, on behalf of the City, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.

c. **Telephone, Written, or Electronic Quotations:** The City shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:

- i. A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;
- ii. The Mayor, or his or her designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment;
- iii. The Mayor, or his or her designee, shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;
- iv. A written record shall be made by the Mayor, or his or her designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;

d. **Determining the Lowest Responsible Bidder:** The City shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the City may call for new bids.

e. **Award:** All of the bids or quotations shall be collected by the Mayor or his or her designee. The Mayor, or his or her designee, shall create a written record of all bids or quotations received, which shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.

- i. The Mayor, or his or her designee, shall then present all bids or quotations and their recommendation for award of the contract to the City Council. The City Council shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
- ii. If the City Council delegates the authority to award bids to the Mayor, or his or her designee, for materials, supplies, or equipment costing less than or equal to

\$7,500.00, the Mayor, or his or her designee, shall have the authority to award public works contracts without City Council approval, provided that the City Council shall ratify the approval at the next scheduled City Council meeting by means of the consent agenda. For materials, supplies, or equipment costing more than \$7,500.00, the City Council shall award all vendor contracts.

- f. Posting: A list of all contracts awarded under these procedures shall be posted at City main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.
- g. Upon written authorization of the city administrator, the materials, equipment or services will be ordered from the lowest responsible bidder, whose quotation meets all specifications established for the item or items being purchased.
- h. Written confirmation of telephone quotations from responsible vendors is not required, but may be requested when warranted.
- i. Immediately after the award is made, the bid quotations are to be recorded and open to public inspection and are to be available by telephone inquiry.
- j. Special preference may be given for the purchase of products made from recycled materials or products that may be recycled or reused.

H-12 Lowest responsible bids

- a. Preservation of the integrity of the competitive bid system dictates that after competitive bids have been opened, award must be made to that responsible bidder who submitted the lowest responsive bid, unless there is a compelling reason to reject all bids and cancel the solicitation.
- b. In determining the lowest responsible bidder, the city shall consider any preferences provided by law to Washington products and vendors and, further, may take into consideration the quality of the articles proposed to be supplied, their conformity with specifications, the purposes for which required, and the times of delivery.
- c. In determining "lowest responsible bidder," in addition to price, the following elements shall be given consideration:
 - i. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
 - ii. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - iii. Whether the bidder can perform the contract within the time specified;
 - iv. The quality of performance of previous contracts or services;

- v. The previous and existing compliance by the bidder with laws relating to the contract or services;
- vi. Such other information as may be secured having a bearing on the decision to award the contract.

H-13 Intergovernmental purchases

The city council authorizes the purchase of goods without public bidding when acquired through:

- a. The Washington State Purchasing Cooperative; or
- b. Sourcewell – Cooperative Purchasing; or
- c. King County Purchasing Cooperative; or
- d. Another governmental unit where the city administrator and the requesting department have shown that the procurement meets the city's requirements and represents the most favorable procurement for the city considering price and other evaluation factors.

H-14 Purchase at auction

The city may purchase any supplies, equipment, or materials at auctions conducted by the government of the United States or any agency thereof, any agency of the state of Washington, any municipality or other government agency, or any private party without being subject to public bidding requirements if the items can be obtained at a competitive price.

H-15 Change orders

Change orders can be approved by the mayor/city administrator if below a ten percent total contract value and within departmental budget appropriation. Any change orders above ten percent contract value or requiring an appropriation above what has been appropriated through the yearly budgetary process will require city council approval.

H-16 Competitive bidding requirements--Exemptions

- a. Competitive bidding requirements utilized by the city when awarding contracts for public works and for purchases of materials, supplies, and equipment may be waived by the city council for:
 - i. Purchases that are clearly and legitimately limited to a single source of supply;
 - ii. Purchases involving special facilities or market conditions;
 - iii. Purchases in the event of an emergency;
 - v. Public works in the event of an emergency.
- b. If an emergency exists, the city administrator may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the city to address the emergency situation. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by

the city administrator, or designee, and entered of record no later than two weeks following the award of the contract.

c. For purposes of this section "emergency" means unforeseen circumstances beyond the control of the city that either: (1) present a real, immediate threat to the proper performance of essential functions; or (2) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

H-17 Sole/Single Source Acquisition

The City utilizes competitive bidding as required by law and situations occasionally arise when a purchase may be limited or effectively limited to a single supplier. These situations can include licensed, copyrighted, or patented products or services that only one vendor provides; new equipment or products that must be compatible with existing equipment or products; proprietary or custom-built software or information systems that only one vendor provides; or products or services where only one vendor meets the required certifications or statutory requirements. RCW 39.04.280(1)(a) allows agencies to waive competitive bidding if a purchase is clearly and legitimately limited to a single supplier. In the event that purchases are clearly and legitimately limited to a single source of supply, the City will prepare the required Single Source documents and have it signed by the Finance Director and/or the City Administration.

I. Federal Code of Conduct

I-1 Purpose

The purpose of the Code of Conduct is to ensure the efficient, fair and professional administration of federal grant funds in compliance with 2 CFR §200.112, 2 CFR §200.318 and other applicable federal and state standards, regulations, and laws.

I-2 Application

This Code of Conduct applies to all elected officials, employees or agents of the City of College Place engaged in the award or administration of contracts supported by federal grant funds

I-3 REQUIREMENTS

No elected official, employee or agent of the City of College Place shall participate in the selection, award or administration of a contract supported by federal grant funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- The City employee, elected official, or agent; or
- Any member of their immediate family; or
- Their partner; or
- An organization which employs, or is about to employ any of the above.

The City of College Place's elected officials, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors or subcontractors.

I-4 REMEDIES

To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions or other disciplinary actions to be taken against the City of College Place's elected officials, employees or agents, or the contractors, potential contractors, subcontractors or their agents. Any potential conflict of interest will be disclosed in writing to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

J. Federal Purchasing

J-1 Purpose

Establish and maintain internal controls that provide reasonable assurance that Federal awards are being managed in compliance with all Federal regulations and with the terms and conditions of the award. The City of College Place will follow the Uniform Guidance, the Local Agency Guidelines (LAG) distributed by The Washington State Department of Transportation (WSDOT), Government Accountability Office Standards for Internal Control in the Federal Government (the Green Book) and the Committee of Sponsoring Organizations of the Treadway Commission's (COSO) Internal Control - Integrated Framework Principles.

J-2 Internal Controls

The City of College Place will maintain effective internal control over the Federal award providing reasonable assurance that the City of College Place is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.

- Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive.

J-3 Certification

To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash

receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

J-4 Advance Payments and Reimbursements

Payment methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the City of College Place whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

- Advanced payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the City of College Place to carry out the purpose of the approved program or project. Any advanced payments must be consolidated to cover anticipated cash needs.
- The City of College Place shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs.

J-5 Allowable Costs

Federal awards will meet the following general criteria in order to be allowable except where otherwise authorized by statute;

- Be necessary and reasonable for the performance of the Federal award;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items;
- Be consistent with policies and procedures that apply uniformly to both Federally- financed and other activities of the City of College Place;
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.;
- Not be included as cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period;
- Be adequately documented.

J-6 Procurement

When procuring property and services under a Federal award, the City of College Place will follow 2 CFR §200.318 General procurement standards through §200.326 Contract provisions or City of College Place purchasing procedures whichever is more restrictive.

Contracts for more than the simplified acquisition threshold currently set at \$250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Contracts and sub-grants of amounts in excess of \$250,000 requires that the City of College Place will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Verify and document that vendors are not suspended or debarred from doing business with the Federal government. Federal guidelines require grant recipients to ensure vendors with contracts or purchases exceeding \$25,000 are not suspended or debarred from participating in federal programs. All City purchases and contracts issued from federal resources that exceed \$25,000 are subject to these guidelines.

Before initiating any purchases or contracts with federal funds that exceed, or may potentially exceed \$25,000 within the fiscal year, the responsible administrator shall verify that the vendor is not listed on the System for Award Management (SAM) Exclusion list by checking at <https://www.sam.gov>. If the vendor is listed on the EPLS the administrator shall not complete the purchase or contract with the vendor. If the EPLS shows no records for the vendor, print the screen, retain a copy in the department files and proceed to process a requisition.

NOTE: Washington State Department of Enterprise Services (DES) does not check for suspension or debarment on State bid contracts.

J-7 Single Audit Act

The City of College Place, as a recipient of Federal funds, shall adhere to the Federal regulations outlined in 2 CFR §200.501 as well as all applicable Federal and State statutes and regulations.

J-8 Closure

A project agreement end date will be established in accordance with 2 CFR §200.309. Any costs incurred after the project agreement end date are not eligible for Federal reimbursement.

The following table outlines procurement requirements when using Federal funds.

Procurement Method	Goods	Services
Micro-Purchase - No required quotes. However, must consider price as reasonable, and, to the extent practical, distribute equitably among suppliers.	Under \$10,000 <i>Must use more restrictive City threshold instead of \$10,000 Federal threshold</i>	Under \$10,000 <i>Must use more restrictive City threshold instead of \$10,000 Federal threshold</i>
Small Purchase Procedures (informal)- Obtain/document quotes from a reasonable number of qualified sources (at least three).	\$10,000 – 249,000 <i>Must use more restrictive Federal threshold instead of \$300,000 City Threshold</i>	\$10,000 – 249,000 <i>Must use more restrictive Federal threshold instead of \$300,000 City Threshold</i>
Sealed Bids/ Competitive Bids (Formal)	\$250,000 or more <i>Must use more restrictive Federal threshold instead of \$300,000 City Threshold</i>	\$250,000 or more <i>Must use more restrictive Federal threshold instead of \$300,000 City Threshold</i>
Competitive proposals	Used when conditions are not appropriate for the use of sealed bids. • Must publicize request for proposals soliciting from an adequate number of qualified sources • Maintain written method for conducting technical evaluations • Contract must be awarded to the responsible firm whose proposal is most advantageous to the program	
Non-competitive proposals	Appropriate only when: • Available only from a single source; or • Public emergency; and • Expressly authorized by awarding or pass- through agency in response to written request from the City of College Place; or • After soliciting a number of sources, competition is deemed inadequate.	

K. EFT Controls

In 2018 the City of College Place started remitting payment to accounts payable vendors through ACH in addition to by paper check. The process for setting up an AP vendor to receive payments electronically is as follows:

K-1 Authorization and Agreement

New or existing AP vendor signs up electronically or by paper and must read, agree and sign the “City of College Place Authorization for Direct Payment” form through NvoicePay. In the form it states that the customer authorizes and agrees to accept payment from the City of College Place through electronic funds transfer, directed to the bank and account number specified, for any payment obligations the City of College Place may have to the vendor. The payments will be in accordance with and governed by the National Automated Clearing House Associations’ Corporation Trade Payment Rules and Article 4A of the Uniform Commercial Code. The information provided by the individual or company is all handled through NvoicePay. The City is not responsible for incorrect information. It states that payments are deemed made by the City of College Place when the bank receives or has control of the transaction and the vendor shall not make claims against the City of College Place that occur thereafter. The vendor agrees to promptly notify the City of College Place if it does not receive any payment that it expected to receive as a result of the authorization form. The vendor receives an email notification from NvoicePay when payment is initiated.

K-2 Changes and Updates

All changed are made through NvoicePay. Prior to sending any changes to NvoicePay, the Deputy Finance Director calls the vendor to verify they want their ACH information updated. We use either the phone number on file or verify one on their website. We do not solely go off of an email request or mailed request. We always verify with a phone call.

K-3 Processing

When the AP Clerk runs a payable cycle, the payment batch can include ACH payments or not. If it does, an EFT batch file is created and downloaded on the server to be uploaded to NvoicePay.

K-4 Initiation

The AP Clerk initiates the payables through NvoicePay and the system sends an email requesting the Finance Director, Deputy Finance Director, or City Clerk, as back up, to initiate the ACH batch to the bank. The email from the system contains the ACH batch file name and the amount.

K-5 Bank Debit

NvoicePay then processes the transaction and processes a debit from the City's bank account for the full amount. There is no process for the City to upload a file to our bank to process the payments.

K-6 Auditing

The Finance Director runs an audit trail report through NvoicePay monthly to verify that the appropriate staff is creating, updating, or initiating payments.

The Roles:

The Accounts Payable Clerk

- Creates payment batch in Springbrook Express and uploads the payment to NvoicePay.

The Finance Director

- Initiates ACH batch through NvoicePay.
- Runs a monthly audit report to verify that internal controls are being followed.

Deputy Finance Director

- Backup to initiate the ACH batch through NvoicePay.

L. Cost Allocations

In an effort to establish an allocation system that is fair, equitable, and supported by current data, and to comply with Washington State Law, RCW 43.09.210, which states in part, "All service rendered by...from, one department...to another, shall be paid for at its true and full value by the department...receiving the same, and no department...shall benefit in any financial manner whatever by an appropriation or fund made for the support of another

L-1 Payroll

The City of College Place has identified payroll cost drivers which are used as the basis for the allocation of personnel costs to the responsible departments.

Cost drivers have been uniquely identified for each position based on that position's job duties and oversight of other positions. If a position is directly related to a specific fund, the allocation is solely to that fund. Positions that are allocated across multiple funds are based on either FTE's, expenses or revenues, job duties, a required time study, or a combination. These cost drivers and percentages will be reviewed and adjusted annually as needed in the Cost Allocation Procedures.

L-2 Equipment Rental and Replacement (ER&R)

The City operates Fund 500 – Equipment Rental and Replacement. On a quarterly basis, ER&R Operating Expenditures are allocated to the Funds/Departments that utilize ER&R services. The ER&R Program is run by two employees, who do not have time to keep detailed daily time records. Therefore, an alternative allocation method has been developed to allocate their time and expenditures to different departments/funds. Expenditure categories that are directly tracked by Job number in the BIAS system and other off-line spreadsheets are allocated across the Funds according to a blended percentage of each fund's tracked fuel and Job costs to the total tracked fuel and Job costs for each quarter. Those percentages are applied to the following quarterly total expenses: Operating Supplies, Small Tools and Equipment, and Repairs & Maintenance. Fuel is allocated solely according to the percentages of tracked fuel used by Fund/Department to total tracked fuel for the quarter. Remaining unallocated expenditures in each of the ER&R BARS accounts are distributed among the Funds as overhead. This includes capital purchases that belong to the ER&R Fund (fuel management system, large tools and equipment used by the shop, etc.). They are distributed based on the percentage of vehicle visits by fund/department for the quarter. Capital costs tied to purchases for specific Funds/Departments are not allocated by percentages as they only benefit those specific Funds/Departments.

After all ER&R expenditures have been assigned to the responsible funds, an adjustment is posted to transfer in reimbursements from those departments to the ER&R Fund.

Steps in the allocation process:

1. Use statistics from the Shop to determine what equipment was worked on for each department and prepare an allocation percentage for the associated time.
2. Update the Street Fund Breakdown by Department based on actual department expenditures for the quarter.
3. Update the Allocation percentage based on Fuel Usage and Job Costs for actual expenses attached to the job.
4. Update the Allocation percentage based on Fuel Usage and Job Costs for actual fuel used by department.
5. Update the Fuel and Job Expenses by Original BARS Posting.
6. Update the Quarter Actual ER&R expenses and prepare adjustment entry into the financials.

M. Credit Card Policy

RCW 43.09.2855 sets forth the requirements that local governments are to meet in order to use credit cards for making purchases and acquisitions. WAC 236-48-250 through WAC 236-48-254 gives additional detail in the usage of such credit cards.

The Administration in its desire to expedite the process of purchasing necessary materials,

supplies and services in its operation of the city has authorized the use of credit cards by city staff.

While the use of credit cards may enhance the efficiency and convenience of making purchases for the City of College Place, it also demands additional responsibility by the credit card users. The Administration does not take this responsibility lightly and in accordance with state requirements, implements the following policy and procedures.

The College Place City Council shall adopt this policy and the noted procedures in accordance with RCW 43.09.2855.

M-1 Policy

All requirements with regard to the City of College Place's Purchasing policies shall be met in addition to the following procedures. Compliance with the conditions set forth in RCW 42.24.180; 43.09.2855; WAC 236-48-250 through 236-48-254 shall be met by the respective departments.

M-2 Procedures

a. Procedures for Obtaining Credit Cards

i. Cards Temporarily Issued to Individuals

- (i) Each individual will request a credit card as needed. The employee will be required to sign for the card at the time it is picked up at the Finance Department. Unless there is an emergency, the individual will try to schedule a time when they are going to pick up the credit card that is conducive to the work flow of the Finance Department.

ii. Cards Permanently Issued to Departments

- (ii) Department Heads will request approval from the Finance Director to receive and physically maintain credit cards within their department. The Finance Director will give approval in writing with a copy of such approval being forwarded to the other Finance Department staff and City Administrator.
- (iii) Upon approval of the Finance Director, Department Heads will be required to sign for the card(s) at the time they are picked up at the Finance Department. Should the department require additional cards than the number originally approved, they must once again request and receive approval from the Finance Director.

b. Log of Credit Card Activity

- i. A log will be kept for credit card usage, indicating for what purpose the card was used as for as well as the following information:
 - (i) Date Checked Out
 - (ii) Signed Out by (Finance Dept. staff or, if it is a card permanently checked out to a department, another department employee)

- (iii) Last Name (of user, printed)
- (iv) Card User's Signature
- (v) Supplier Name (Vendor)
- (vi) Purchase Amount
- (vii) Date Checked In
- (viii) Card Received by (Finance Dept. staff or, if it is a card permanently checked out to a department, another department employee)
- (ix) Remarks (Reason for purchase)

- ii. The original forms of credit card activity will be filed in the appropriate file in the Finance Department.

c. Return of the Credit Card

- i. The card user will return the card within twenty-four (24) hours of use or of the employee's return to the city.

d. Receipts for Credit Card Purchases

- i. Receipts will be turned in at the time the credit card is returned to the Finance Department (or the home department if the card is permanently assigned to a department). If there are missing receipts at the time the card is returned, a "Credit Card – Lost Receipt Form" must be completed, signed by the department head, and submitted in lieu of the receipt(s). For receipts returned to individual departments, no later than the 15th of each month, the Department Head will forward a copy of the log and any receipts, complete with BARS expense codes noted any other appropriate documentation or explanation to the Finance Department.

e. Authorized Card Use

- i. Cardholders are authorized to use the card to purchase merchandise or services required as a function of their duties at the City of College Place. Unauthorized and/or inappropriate card use is addressed in the next section of this procedure.
- ii. A purchase made with a credit card may be made in-store, by telephone, fax, Internet or U.S. mail. A purchase order is required per established Finance Department procedure.

If a credit card is issued for the purpose of covering expenses relating to authorized travel, the expenses must be listed on the pre-approved Travel/Training Request Form. Any charges against the credit card not properly identified on the Travel/Training Request Form shall be paid by the

- iii. official or employee by check or salary deduction, unless they were incurred due to unforeseen emergency circumstances and subsequently approved by administration.

f. Unauthorized and/or Inappropriate Card Use

- i. Credit cards must never be used to purchase items for personal use or for non-City of College Place purposes, even if the cardholder intends to reimburse the

City of College Place. Unauthorized and/or inappropriate card use includes, but is not limited to:

- (i) Items for personal use;
- (ii) Items for non-City of College Place purposes;
- (iii) Cash or cash advances;
- (iv) Food and beverages for an individual employee. (However, authorized cards may allow for food and non-alcoholic beverages for business-related meetings and travel in compliance with system procedures and after obtaining approval for special expenses.);
- (v) Alcoholic beverages;
- (vi) Weapons of any kind or explosives (except authorized Police Department purchases);
- (vii) Relocation expenses;
- (viii) Entertainment; and
- (ix) Recreation.

g. Missing Receipts Procedure for Credit Cards

- i. When a credit card is returned to the Finance Department and the card user does not have receipts or other appropriate documentation for purchases made with the card, the Finance Director will be notified immediately and a "Credit Card Missing Receipt" form will be given to the card user to assist them in documenting information about the lost receipt. Other receipts received when the card was used will be attached to the credit card missing receipt form.
- ii. The Finance Director will review the form and forward the form, credit card and any other receipts attached to the Finance Department personnel for check in. Should further action be taken regarding the usage of the credit card by the user, it will be noted on the form and instructions given in memorandum form to the Finance Department personnel. A report of missing credit card activity will be forwarded to the City Administrator as deemed appropriate.
- iii. When payment is made to the credit card issuer, the missing receipt form, other receipts and any other pertinent documentation will be attached to the voucher.

h. Disciplinary Action

- i. A cardholder who makes an unauthorized purchase with the card or uses the card in an inappropriate manner will be subject to revocation of credit card privileges and disciplinary action including restitution to the City of College Place for unauthorized purchases, possible card cancellation, possible termination of employment at the city and criminal prosecution.

- ii. If any item purchased with a credit card is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund or check is prohibited unless the vendor insists that a refund must be by cash or check, in which case the funds must be deposited immediately with the City of College Place.
- iii. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the City of College Place shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the official or employee up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the charge card. Any official or employee shall have credit card privileges revoked until any outstanding disallowed charge/interest balance is cleared. The City of College Place shall have unlimited authority to revoke use of any charge card issued under this section.

i. Responsibility and Accountability

It is the responsibility of each individual cardholder to:

- i. Follow all procedures as outlined in this document;
- ii. Safeguard the credit card and credit card account number at all times; lost or stolen credit cards must be reported immediately to the credit card agency and the City of College Place Finance Department;
- iii. Keep credit card in a secure location at all times;
- iv. Not allow anyone to use the credit card and/or credit card account number who is not authorized to do so;
- v. Obtain and retain original itemized receipts for goods and services purchased. An employee may be allowed to file a "Credit Card Missing Receipt Form" in lieu of a receipt if the original receipt is lost or a receipt was not/cannot be obtained;
- vi. Submit documentation in a timely manner (no later than the 15th of the month) to the Finance Department for payment processing;
- vii. Take any other steps necessary to ensure that the credit card is used only for authorized purposes.

j. Credit Card Limitations

- i. Credit Limits: The credit limit of credit cards used by the City of College Place shall be determined by the Administration after consultation with the Finance Committee. This limitation does not include "lines of credit" the City of College Place City Council may authorize. A listing of each credit card and the credit limit of each shall be maintained by the Finance Department.

- ii. Cash Advances: In accordance with RCW 34.09.2855, no cash advances will be allowed. Credit card suppliers will be notified of this fact when credit cards are requested. Should a pin number be issued in error, the supplier will be notified and all copies of the pin number will be destroyed immediately.
- iii. Other Credit Accounts: Some suppliers will request that the City of College Place have an open credit account for the purchase of supplies, services and other charges. These types of accounts would be for items such as public works maintenance supplies, building materials, office products, etc. Requests for open credit accounts shall be reviewed individually by the Finance Director. If it is determined that such an open credit account would be beneficial for the city, a request will be forwarded to the supplier with any required documentation in an effort to open an account. The Finance Department shall maintain a listing of each open credit account.

k. Periodic Reviews

- i. The City of College Place Finance Department shall conduct periodic reviews for proper card use. Credit card records will be audited from time to time.

l. Forms

- i. Credit Card Check-Out Register
- ii. Credit Card Missing Receipt Form
- iii. Listing of Credit Card
- iv. Listing of Credit Accounts

N. Disposal of Surplus Property

N-1 Purpose

This chapter establishes procedures for disposition of property, other than real estate, which is surplus to the needs of the city. It is the intention of council that the procedures set forth in this chapter are preferred over others.

Therefore, special procedures called for under other legislation are to be deemed exceptions to this chapter, and their use is to be limited accordingly.

N-2 Responsibility for administration

The city administrator, or such other officer as may from time to time be appointed, is responsible for the administration of this chapter. The city administrator shall coordinate the disposition of surplus property and shall aid the council in determining the best method of disposal. All departments of the city shall cooperate with the city administrator to ensure the most efficient and beneficial disposition of surplus property. Surplus of city property shall be done in accordance with RCW 35A.11.010, 35.94.040, 39.33.010, 39.33.020, 42.30.110(l)(b), 42.30.110(l)(c), 42.56.260, 43.09.210, and Chapter 35.94 RCW.

N-3 Determination of value

A department wishing to dispose of a single item of surplus property, or a group of items, shall make an estimate of the reasonable market value in "as is, where is" condition. If the department

responsible for the property cannot make the estimate, the city administrator shall determine the reasonable market value.

N-4 Report to city administrator--Initial procedure

A city department responsible for property which it wishes to declare surplus shall provide the city administrator with a detailed description of the property, its location and condition, and its estimated value. The city administrator shall then determine if any other department of the city has use for the property. If such a use is found, the city administrator shall carry out the transfer of ownership and shall ensure that, if necessary, the fund disposing of the property is reimbursed for its reasonable market value.

N-5 Property worth five thousand dollars or less

If the property is not needed by the city and the estimated value is five thousand dollars or less, the city administrator may dispose of the property by one of the methods listed in this chapter without reporting the matter to the city council.

N-6 Procedure - Property of a value over five thousand dollars

Disposition of surplus property of a value over five thousand dollars must be approved by a majority of the city council.

The procedure is as follows:

- a. The council shall examine the report of the city administrator at a public meeting and shall then either approve the report or give further directions to the city administrator.
- b. The city administrator shall carry out the directions of the council with the assistance of the department owning the property.
- c. If directed to do so by the council, the city administrator shall prepare a written report of the arrangements made, whereupon:
 - i. The council shall consider the report of the city administrator at either a public or an executive session, and shall then give further directions to the city administrator as follows:
 - (i) Approve the disposition;
 - (ii) Approve the disposition with additional special conditions; or
 - (iii) Disapprove the proposed disposition, whereupon it shall give the city administrator directions for further action.

N-7 Methods of disposition

Permissible methods of disposition of surplus property include, but are not limited to:

- a. Public auction;
- b. Solicitation of sealed bids:
 - i. The minimum bid threshold will be established by the department head in charge of the asset to be surplus;
 - ii. The minimum bid threshold will be approved by the city administrator;

- c. Transfer to another agency of government at or below reasonable market value; or
- d. Lease or loan to other governmental agencies.

N-8 Guidelines for decision

The council shall dispose of surplus property in the manner that they deem to be the best interests of the city. Considerations include but are not limited to:

- a. Possible future requirements of the city;
- b. Present value of the property;
- c. Likelihood of locating a buyer;
- d. Intergovernmental cooperation;
- e. The general welfare of the citizens of the city.

N-9 Statutory exceptions

Certain city ordinances and provisions of the Revised Code of Washington impose special conditions for the disposition of municipal property. Where necessary, city officials shall comply with those laws, treating them as limited exceptions to this chapter. Exceptions include, but are not limited to, the following as they may from time to time be amended:

- a. Disposition of works of art;
- b. RCW 27.12.305, 27.12.320, disposition of library materials;
- c. RCW 35.21.088, equipment rental;
- d. RCW 35.21.660 through 35.21.690, 35.21.745 through 35.21.757, transfers to municipally chartered corporations;
- e. RCW 35.21.820, ride-sharing vehicles;
- f. Chapter 35.94 RCW, surplus utility property;
- g. Chapters 39.33 and 39.34 RCW, intergovernmental agreements; alternate method for intergovernmental disposition of property;
- h. RCW 46.55.220, disposition of abandoned junk motor vehicles;
- i. Chapters 63.21 and 63.32 RCW, disposition of found or unclaimed property in the hands of the police.

O. Investments

O-1 Policy

It is the policy of the City of College Place to invest public funds in a manner which will provide the maximum security of the principle, meet the daily cash flow demands of the City, and strive for a high investment return while conforming to all laws and regulations governing the investment of public funds.

O-2 Scope

This investment policy applies to all financial assets of the City of College Place. These funds are accounted for in the City's annual report and include:

- a. General Fund
- b. Special Revenue Funds
- c. Capital Project Funds
- d. Enterprise Funds

- e. Trust and Agency Funds
- f. Any new fund created by ordinance of the City Council, unless specifically exempted.

O-3 Prudence

Investments shall be made with judgement and care – under circumstances then prevailing – which persons or prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

- a. The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

O-4 Objective

The primary objectives, in priority order, of the City’s investment activities shall be:

- a. Safety: Safety of principal is the foremost objective of the City of College Place. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- b. Liquidity: The City’s investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
- c. Return on investment: The City’s investment portfolio shall be designed with the objective of attaining a market rate of return given the City’s risk constraints and cash flow requirements.

O-5 Delegation of Authority

Management responsibility for the investment program is hereby delegated to the Finance Director. The Finance Director will be responsible for all transactions undertaken. The Finance Director shall establish written procedures for the operation of the investment program consistent with the investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedure established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Subject to required procurement procedures, the City may engage the support services of outside professionals in regard to its financial program, so long as it can be determined or anticipated that these services produce a net financial advantage or necessary financial protection of the City’s resources. External service providers shall be subject to the Revised Codes of Washington and the provisions of this Investment Policy.

O-6 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Administrator any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the City of College Place, particularly with regard to the time of purchases and sales.

O-7 Authorized Financial Dealers and Institutions

The Finance Director is authorized to conduct investment transactions with several competing, reputable investment securities broker/dealers and financial institutions. Authorized broker/dealers and financial institutions will be limited to those that are approved by the Finance Director and meet one or more of the following:

- a. Financial institutions approved by the Washington Public Deposit Protection Commission (RCW 39.58); or,
- b. Primary dealers recognized by the Federal Reserve Bank; or
- c. Non-primary dealers qualified under the US Securities and Exchange Commission Rule 15C3-1, the Uniform Net Capital Rule, and a certified member of the National Association of Securities Dealers.

Each authorized broker/dealer or financial institution will be selected by creditworthiness, required to maintain an office in the State of Washington, and may be required to regularly submit annual reports, including audited financial statements when not available online. Additionally, broker/dealers may be required to complete a broker/dealer questionnaire or any other information that is required by the City to assess the qualifications of the firm.

O-8 Authorized Investments

Authorized investments are securities and investments authorized by state statute as defined in RCW's 39.58 and 39.59.040(4-5), 39.60.050, and 43.250. Authorized investments include:

- a. Investment deposits, including certificates of deposit, with qualified public depositories as defined in RCW 39.58.
- b. Certificates, notes, or bonds of the United States, or other obligations of the United States or its agencies, or of any corporation wholly owned by the government of the United States (such as the Government National Mortgage Association).
- c. Obligations of government-sponsored corporations which are eligible as collateral for advances to member banks as determined by the Board of Governors of the Federal Reserve System (These include but are not limited to Federal Home Loan Bank notes and bonds, Federal Farm Credit Bank consolidated notes and bonds, and Federal National Mortgage Association notes, bonds, and guaranteed certificates of participation.)
- d. State Investment Pool.
- e. Mutual funds, escrow accounts, public fund money market accounts or cash type accounts used specifically for proceeds of municipal securities.

O-9 Safekeeping and Custody

All security transactions entered into by the City of College Place shall be conducted on a delivery-versus payment (DVP) basis. Securities will be held by a third party custodian designated by the Finance Director.

O-10 Diversification

The City will diversify its investments by security type and institution. The following schedule provides the maximum holdings in any one type of investment or with any one issuer.

Type of Security	Maximum Holdings
Certificates of Deposit	50% of Portfolio, 10% per Issuer, 20% of Issuer's Net Worth
U.S. Treasury Notes, Bonds, or Certificates	100% of Portfolio
U.S. Government Sponsored Corporations	100% of Portfolio
State Investment Pool	100% of Portfolio
Public Fund Money Market Accounts, Escrow accounts, Cash Type Accounts	Minimum amount to be pledged as debt reserves, or other debt related monies.
Mutual Funds	Arbitrage related only

O-11 Maturities

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, or restricted by state guidelines, the City will not directly invest in securities maturing more than five years from the date of purchase.

O-12 Internal Control

The City will maintain processes of internal controls to protect against the loss of public funds arising from negligence, theft, or misuse. These controls will include, but not be limited to:

- a. The use of third party custody and safekeeping;
- b. The execution of all securities transactions on a delivery-versus payment basis;
- c. The clear delegation of investment authority;
- d. The separation of transaction authority from record keeping;
- e. The use of objective criteria in selecting financial institutions and dealers authorized to provide investment services to the state;
- f. The use of objective criteria in awarding investment purchases and sales to authorized financial institutions and dealers.

O-13 Performance Standards

The City's investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the City's investment risk constraints and cash flow needs.

- a. **Investment Strategy:** The City's investment strategy is passive. Securities are purchased and sold as it best meets the needs of the City as determined by the Finance Director. The Finance Director will be authorized to trade before maturity if it is in the best interest of the City to do so.
- b. **Market Yield Benchmark for Long Term Portfolio:** Given this strategy, the basis used by the City to determine whether market yields are being achieved shall be the Average US

Treasury Note rate which corresponds with the average life of the investments in the portfolio.

c. Market Yield Benchmark for Short Term Portfolio: The weighted average yield of liquid portfolio, defined as securities with original maturity of less than 30 days, will be compared quarterly to the LGIP average yield.

O-14 Reporting

The Finance Director will provide the Mayor and/or City Administrator and Council with a monthly report of investment holdings and activity.

O-15 Monitoring

The Finance Director will routinely monitor the contents of the portfolio, the available markets, and the relative values of competing instruments. Securities will be bought and sold to obtain market yield through both transactions gains and interest earnings when the option is available.

O-16 Internal Purchases and Sales

The Finance Director may buy and sell investments between funds to meet monthly cash flow requirements. Earned interest on investments shall be credited to the fund holding ownership of the investment at the time the interest is earned.

P. Capital Improvement Program/Policies (CIP)

Purpose: To maintain the City's investment in infrastructure, this policy provides direction for the development and implementation of the annual CIP.

Scope: The City has a significant investment in the infrastructure necessary for the general public's use. The infrastructure systems – streets, bikeways and sidewalks, water distribution system, wastewater treatment plants and collection system, storm water conveyance system, parks, recreation facilities, open spaces, and municipal facilities – are important to the general well-being of the community. The City maintains and enhances the infrastructure systems by developing long-term plans and securing the funding necessary to implement the plans. The Capital Improvement Program is developed to advise the community of the plans for maintaining the public investment, and to ensure the resources are available to invest when the community requires them.

P-1 It is the City's policy to ensure that adequate resources are allocated to preserve existing infrastructure and other capital assets before targeting resources toward construction and acquisition of public facilities or major equipment.

P-2 The City will develop a six-year Capital Facilities Plan (CFP) to identify and coordinate infrastructure and facility needs in a way that maximizes the return to the community. All capital improvements will be made according to the adopted CFP.

P-3 The Capital Facilities Plan will be formulated using an analysis of long-term, overall resources and will include projected funding sources and ongoing operations and maintenance costs. Future changes in economic or demographic factors identified in the financial forecasting process will be incorporated in the capital budget projections. The plan will be updated annually.

Any planned use of debt financing shall include an analysis of debt services costs and funding resources available to pay the associated debt.

P-4 The first year of the Capital Facilities Plan will constitute the capital budget for the ensuing budget year. The capital budget and the base operating budget will be reviewed at the same time to assure that the City's capital and operating needs are evaluated in a balanced manner.

P-5 A long-range Transportation Improvement Plan (TIP) will provide the framework for the City's future investment in transportation related infrastructure. This ensures that infrastructure projects incorporated into the Capital Facilities Plan (CFP) will be the embodiment of the officially stated direction of the City's Comprehensive Plan, Strategic Plan, and supporting documents.

P-6 The City may administer a Local Improvement District (LID) program. For capital projects whose financing depends in part or wholly on an LID, interim financing may be issued to support the LID's portion of the project budget. The amount of the interim financing shall be the current estimate of the final assessment roll as determined by the administering department.

P-7 The City will determine the most cost effective financing method for all new projects. Whenever possible, the City will use intergovernmental assistance and other outside resources to fund capital projects. Additional funding may come from designated surpluses in the Current Expense Fund and certain special revenue funds as outlined in the general budget policy.

P-8 An operating cost projection, including all funding sources will be required for all projects proposed for funding within six (6) years.

P-9 Construction Standards – Capital improvements constructed in the City shall be designed and built based on published construction standards which shall be periodically updated by the City Engineer and adopted by City Council. The construction standards will assure projects are built with an acceptable useful life and minimum maintenance costs.

P-10 Estimated useful lives for the various categories of capital facility and equipment assets:

- a. Land: N/A
- b. Land improvements: 20 years
- c. Buildings: 40 years
- d. Major Building Improvements: 40 years
- e. Minor Building Improvements: 20 years
- f. Construction in progress: N/A
- g. Machinery and Equipment
 - i. Outdoor Equipment: 20 years
 - ii. Police and Fire Equipment: 10 years
 - iii. Machinery and Tools: 15 years
 - iv. Business Machines: 10 years
 - v. Communications Equipment: 10 years
 - vi. Computer Equipment/Software: 7 years
 - vii. Audiovisual Equipment: 10 years
 - viii. Musical Instruments: 10 years
- h. Vehicles
 - i. Licensed Vehicles: 8 years
 - ii. Police Cruisers: 6 years

- i. Infrastructure
 - i. Roads (Bituminous Concrete): 20 years
 - ii. Road Improvements (Grind and Overlay): 10 years
 - iii. Bridges: 50 years
 - iv. Traffic Signals: 10 years
 - v. Sidewalks and Curbs: 20 years
 - vi. Basins and Levees: 60 years
 - vii. Street Lighting: 15 years
 - viii. Storm Drains: 50 years
 - ix. Sewer Mains and Interceptors: 50 years

Q. Debt Management

The amount of debt issued by the City is an important factor in measuring its financial performance and condition. Proper use and management of borrowing can yield significant advantages.

Q-1 The basic objectives of the City's debt management policies are to:

- a. Achieve the lowest possible cost of borrowing.
- b. Ensure access to capital markets to adequately provide the long-term financial needs of the City.
- c. Be received by the markets as a strong and sound credit which has fully demonstrated its commitment to meet all obligations in a timely manner.
- d. Monitor and control capital spending in such a way that capital market entry can be planned.
- e. Maintain a level and structure of outstanding indebtedness that does not lead to erratic and excessive debt service requirements, thereby avoiding unnecessary strain on the operating budgets.
- f. To smooth the use of debt so that debt service payments will be predictable and a manageable part of the operating budget.
- g. Provide for the distribution of pertinent information to rating agencies.
- h. Apply and promote prudent fiscal practices.

Q-2 The following debt guidelines are established to provide needed equipment and capital infrastructure improvements while minimizing the impact of debt payments on current revenues:

- a. City Council approval is required prior to the issuance of debt.
- b. The City will use the services of certified and credible legal counsel and underwriting firms in the preparation of all long-term debt representations.
- c. The term of the debt shall never extend beyond the useful life of the improvements to be financed.
- d. The City will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case will the City lease-purchase equipment whose useful life is less than the term of the lease.
- e. The City will not use long-term debt to pay for current operations. The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.
- f. Long-term borrowing will only be used for capital improvements that cannot be financed from current revenues.

- g. Interest earnings on bond proceeds will be limited to 1) funding the improvements specified in the authorizing bond ordinances, or 2) payment of debt services on the bonds.
- h. The City will maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved. The City will encourage and maintain good relations with financial bond rating agencies and will follow a policy of full and open disclosure.
- i. The City shall use refunding bonds in accordance with the Refunding Bond Act, RCW 39.53. Unless otherwise justified, the City will refinance debt to achieve true savings as market opportunities arise. Refunding debt shall never be used for the purpose of avoiding debt service obligations. A target 4% cost savings (discounted to its present value) over the remainder of the debt must be demonstrated for any “advance refunding”, unless otherwise justified.
- j. Short-term borrowing will only be used to meet the immediate financing needs of a project for which long-term financing has been secured but not yet received.
- k. The City will comply with all statutory debt limitations imposed by the Revised Code of Washington (RCW). The City of College Place debt will not exceed the aggregated total of 7.5% of the assessed valuation of the taxable property with the City. Compliance with state law and this policy shall be documented each year in the City's Annual Report.

The following individual percentages (as defined in state law) shall not be exceeded in any specific debt category:

i. General Debt	2.5% of assessed valuation
ii. Utility Debt	2.5% of assessed valuation
iii. Open Space and Park Facilities	2.5% of assessed valuation

Q-3 Purpose and Overview

The Debt Policy for the City is established to help ensure that all debt is issued both prudently and cost effectively. The Debt Policy sets forth comprehensive guidelines for the issuance and management of all financings of the City. Adherence to the policy is essential to ensure that the City maintains a sound debt position and protects the credit quality of its obligations.

Q-4 Capital Planning

The City shall integrate its debt issuance with its Capital Improvement Program (CIP) spending to ensure that planned financing conforms to policy targets regarding the level and composition of outstanding debt. This planning considers the long-term horizon, paying particular attention to financing priorities, capital outlays, and competing projects. Long term borrowing shall be confined to the acquisition and/or construction of capital improvements and shall not be used to fund operating or maintenance costs. For all capital projects under consideration, the City shall set aside sufficient revenue from operations to fund ongoing normal maintenance needs and to provide reserves for periodic replacement and renewal. The issuance of debt to fund operating deficits is not permitted.

Q-5 Legal Governing Principles

In the issuance and management of debt, the City shall comply with the state constitution and with all other legal requirements imposed by federal, state, and local rules and regulations, as applicable.

- a. State Statutes – The City may contract indebtedness as provided for by State law, subject to statutory and constitutional limitations on indebtedness.
- b. Federal Rules and Regulations – The City shall issue and manage debt in accordance with the limitations and constraints imposed by federal rules and regulations including the Internal Revenue Code of 1986, as amended; the Treasury Department regulations there under; and the Securities Acts of 1933 and 1934.
- c. Local Rules and Regulations – The City shall issue and manage debt in accordance with the limitations and constraints imposed by local rules, policies, and regulations.

Q-6 Roles & Responsibilities

The City Council shall:

- a. Approve indebtedness;
- b. Approve appointment of the bond underwriter and bond counsel;
- c. Approve the Financial Policy, including the section on the Debt Policy;
- d. Approve budgets sufficient to provide for the timely payment of principal and interest on all debt; and

The Finance Director in consultation with the City staff members such as City Administrator, Finance Committee, the Mayor, and full Council shall:

- a. Assume primary responsibility for debt management;
- b. Provide for the issuance of debt at the lowest possible cost and risk;
- c. Determine the available debt capacity;
- d. Provide for the issuance of debt at appropriate intervals and in reasonable amounts as required to fund approved capital expenditures;
- e. Recommend to the City Council the manner of sale of debt;
- f. Monitor opportunities to refund debt and recommend such refunding as appropriate;
- g. Comply with all Internal Revenue Service (IRS), Securities and Exchange (SEC), and Municipal Securities Rulemaking Board (MSRB) rules and regulations governing the issuance of debt.
- h. Provide for the timely payment of principal and interest on all debt and ensure that the fiscal agent receives funds for payment of debt service on or before the payment date;
- i. Provide for and participate in the preparation and review of offering documents;
- j. Comply with all terms, conditions, and disclosure required by the legal documents governing the debt issued;
- k. Submit to the City Council all recommendations to issue debt;
- l. Provide for the distribution of pertinent information to rating agencies;
- m. Comply with undertakings for ongoing disclosure pursuant to SEC Rule 15c2;
- n. Apply and promote prudent fiscal practices.

Q-7 Ethical Standards Governing Conduct

The members of the City staff will adhere to the standards of conduct as stipulated by the Public Disclosure Act, RCW 42.17, and Ethics in Public Service RCW 42.52.

Q-8 Types of Debt Instruments

The City may utilize several types of municipal debt obligations to finance long-term capital projects. Subject to the approval of City Council, the City is authorized to sell:

- a. Unlimited Tax General Obligation Bonds – The City shall use Unlimited Tax General Obligation Bonds (UTGO), also known as “Voted General Obligation Bonds” for the purpose of general purpose, open space and parks, and utility infrastructure. Voted issues are limited to capital purposes only. Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project. UTGO Bonds are payable from excess tax levies and are subject to the assent of 60% of the voters at an election to be held for that purpose, plus validation requirements.
- b. Limited Tax General Obligation Bonds – A Limited-Tax General Obligation debt (LTGO), also known as “Non-Voted General Obligation Debt”, requires the City to levy a property tax sufficient to meet its debt service obligations but only up to a statutory limit. The City shall use LTGO Bonds as permitted under State law for lawful purposes only. General Obligation debt is backed by the full faith and credit of the City and is payable from non-voter approved property taxes and other money lawfully available. LTGO Bonds will only be issued if:
 - i. A project requires funding not available from alternative sources;
 - ii. Matching fund monies are available which may be lost if not applied for in a timely manner; or
 - iii. Emergency conditions exist.
- c. Revenue Bonds – The City shall use Revenue Bonds as permitted under State law for the purpose of financing construction or improvements to facilities of enterprise (ex: water, wastewater, stormwater) systems operated by the City in accordance with the Capital Improvement/Facility Plan.
- d. Special Assessment/Local Improvement District Bonds – The City shall use Special Assessment Bonds as permitted under State law for assuring the greatest degree of public equity in place of general obligation bond where possible. Local Improvement District (LID) Bonds represent debt that is repaid by the property owners who specifically benefit from the capital improvements through annual assessments paid to the City. LID’s are formed by the City Council after a majority of property owners agree to the assessment. No taxing power or current expense pledge is provided as security and LID Bonds are not subject to statutory debt limitations. The debt is backed by the value of the property within the district and an LID Guaranty Fund, as required by State Law.
- e. Short Term Debt – The City shall use short term debt as permitted by State law for the purpose of meeting any lawful purpose of the municipal corporation, including the immediate financing needs of a project for which long term funding has been secured but not yet received. The City may use inter-fund loans rather than outside debt instruments to meet short-term cash flow needs for the project. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of the funds will not impact the fund’s current operations. All inter-fund loans will be subject to Council approval and will bear interest at prevailing rates.
- f. Leases – The City is authorized to enter into capital leases under State law, subject to the approval of City Council.
- g. Public Works Trust Fund Loans – The City shall use Public Works Trust Fund Loans (when available) as provided under State law for the purpose of repairing, replacing, or creating domestic water systems, sanitary sewer systems, storm sewer systems, roads, streets, solid waste/recycling facilities and bridges.

Q-9 Communication Policy

- a. It is the policy of the City to remain as transparent as possible.

- b. The City shall manage relationships with the rating analysts assigned to the City's credit, using both informal and formal methods to disseminate information.
- c. The City's Basic Financial Statements and Notes shall be a vehicle for compliance with continuing disclosure requirements. The notes to the Financial Statements may be supplemented with additional documentation as required.
- d. The City shall seek to maintain and improve its current bond rating.

Q-10 Compliance Policy

Investment of Proceeds – The City shall comply with all applicable Federal, State, and contractual restrictions regarding the investment of bond proceeds. This includes compliance with restrictions on the types of investment securities allowed, restrictions on the allowable yield of invested funds as well as restrictions on the time period over which some of the proceeds may be invested.

Lease Covenants – The City shall comply with all covenants and conditions contained in governing law and any legal documents entered into at the time of a bond offering.

R. Fixed Assets

R-1 General Fixed Assets are long-lived assets of the City as a whole and are recorded as expenditures when purchased. Although no general fixed asset account group is established, it shall be the policy of the City to list and inventory fixed assets to ensure accountability and stewardship of the City's assets.

R-2 Capitalization Level: Assets costing more than \$5,000 and having a useful life of more than one year will be accounted for by listing the item, date of purchase, cost, and responsible person. When an asset is disposed of a notation of the method of disposal will be made in the listing.

R-3 Other Items: Assets such as cameras, televisions, DVD players, computers, or similar items in excess of \$1,000 will be capitalized. Sensitive items such as weapons, radar guns, or radios will also be capitalized regardless of cost.

R-4 Inventory of items: All items will be inventoried at least once every two years.

S. Accounting and Financial Reporting

The City of College Place recognizes the need for ensuring accountability for the collection, management, and expenditures of all public funds under its jurisdiction. To this end, a basic City accounting system and policy has evolved with a number of critical objectives including:

- a. Accountability for money and property under control of the City
- b. Compliance with governing laws, ordinances, and procedures
- c. Providing timely and accurate information on the financial status of the City
- d. Maintaining financial systems to monitor expenditures, revenues, and performance of all municipal programs.
- e. Reporting and providing information to City officials, City Council, and taxpayers.

To further these objectives, the following policies are adopted:

S-1 The City of College Place will establish and maintain a high standard of accounting practices. The City uses the cash basis of accounting which is a departure from Generally Accepted Accounting Principles (GAAP).

S-2 The City will maintain expenditure categories according to state statute and administrative regulation. The City will use the Budgeting, Accounting, and Reporting System (BARS) prescribed by the State Auditor for its revenues and expenditure classification.

S-3 A comprehensive accounting system will be maintained to provide all financial information necessary to effectively operate the City.

S-4 Full disclosure will be provided in all City financial reports and bond representations.

S-5 The Annual Financial Report will be prepared and submitted to the State Auditor's Office no later than 150 days from the end of the preceding fiscal year. The Annual Financial Report will be prepared on the basis of accounting that demonstrates compliance with Washington State statutes and the BARS manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than Generally Accepted Accounting Principles. The report will provide full disclosure of all financial activities and related matters.

S-6 A audit will be performed as prescribed by the State Auditor's Office to include the issuance of a financial opinion.

T. Bank Returned (NSF) Checks

This policy applies to all checks made payable to the City, which are returned by the bank. The checks may be returned because of insufficient funds, closed account, invalid signature, stop payment, or any other condition making the check invalid. They are often called NSF checks (non-sufficient funds).

T-1 The City will accept only the following as payment for a bank returned check: cash, money order, cashier's, or other bank check. City departments will maintain lists of persons who have had checks returned by the bank. No checks will be accepted from these customers for a period of one year from the date of the returned check.

T-2 When a check issued in payment of goods or services is returned by the bank, it will be deemed that no payment has been received for the goods or services. When appropriate the service will be stopped, the license or permit revoked, the action voided, or other suitable action taken. No new goods or services will be provided until payment is received for the prior goods or services. The department will adequately document the action taken in their files and records.

T-3 Uncollected bank returned checks will be treated as delinquent accounts of the City. Interest or penalties will be charged as appropriate. The accounts will be sent out for collection service. Other legal action will be taken as appropriate.

U. Delinquent and Uncollectible Accounts Receivable

This policy applies to all private customer or intergovernmental accounts receivable which are delinquent or uncollectible, except as noted below.

U-1 Departments will age the individual accounts in the accounts receivable subsidiary ledger monthly. The aged accounts will show accounts which are 30 days, 60 days, and 90 days overdue, at a minimum.

U-2 Outstanding receivables will be reviewed on a regular basis for past due accounts. Past due notices will be sent out for all accounts that are 30 days in arrears. Past due notices for all customer accounts receivable will include a statement that the account will be referred to a collection agency if not paid in a timely manner.

U-3 Interest and penalties will be charged on all accounts as authorized by state statutes.

U-4 When applicable, a city department will no longer provide services to a private customer or other government when the individual or organization has a delinquent account balance, unless the service is required by some legal criteria.

U-5 Departments will send delinquent private customer accounts to a collection agency in accordance with City contract(s) for collection services. The accounts will be sent no later than 120 days after they become delinquent. Any exceptions must be authorized by the Finance Director. The customer must have had 30 days' notice prior to sending the account to the collection agency.

U-6 City Council will approve the write-offs of uncollectible accounts on the recommendation of the Finance Director/City Administrator and within State Statute.

V. City Utility Rates

V-1 Utility user charges for each of the City utilities will be based on the total cost of providing the service (ex: set to fully support the total direct, indirect, and capital costs) and are established so that the operating revenues of each utility are at least equal to its operating expenditures, reserves, debt coverage, and annual debt service obligations, and planned replacement of the utility's facilities.

V-2 Staff shall conduct an annual comprehensive rate review each fall for the utility funds for Council review. Rate increases will be targeted for implementation in January. Every effort shall be made to index/limit rate increases for the entire utility bill to the rate of inflation unless federal or state mandate, judgment arising out of litigation, or Council approved policy needs dictate otherwise.

V-3 Utility rates will be adopted in the annual fee schedule adopted by the College Place City Council.

W. General Long-Term Financial Planning

The City will strive to forecast revenues, expenditures, and fund balances for the Current Expense Fund mid-calendar year and for the next five years making it a rolling five-year forecast, as an early look at changing economic conditions and possible unfavorable consequences such as declining revenues and increasing costs. This enables the City to be flexible, and make choices to adjust its expectations and/or service levels as early as possible.

W-1 The utilities should strive to work towards a forecast for revenues, expenditures, and fund balances for a six-year period, updated every year and on the same update-cycle as the Capital Facilities Plan (CFP). The CFP is the basis for the amounts of planned capital spending for those six years. The plan should also include reasonable revenue and operating cost assumptions, as well as minimum funding for all reserves as established by these policies.

W-2 Estimates and forecasts of all revenues and expenditures should be cautious in a slow economic environment, taking a financially restrained approach. Estimates and forecasts of revenues and expenditures may become less restrained at a time of a more growth-oriented outlook.

W-3 The utilities' financial plans should assume that they support themselves through fees for service and that they do not receive financial or economic support from the Current Expense Fund.

W-4 The utilities should make every effort to set service fees that recover full life-cycle costs which may lead to periodic accumulations of fund balances. The accumulation of fund balance is regarded as competent long-term planning tool for foreseeable needs. This tool helps temper annual rate increases and enables the City to fund a large portion of its projects with cash or to position the City well for long-term debt issues.

X. Long Range Revenue Policies

X-1 Ability to Pay

- a. The Council shall consider the overall impact on the community and its "ability to pay" against the need to enact any tax, utility rate, or fee/charge increase.

X-2 Use of Highly Volatile Funding Sources

- a. Council shall prohibit the use of highly volatile funding sources such as Lodging Tax ("hotel-motel tax"), Real Estate Excise Tax I (REET-1) or Real Estate Excise Tax II (REET-11) for debt service or other long-term commitments. Preference for use of such volatile funding sources should be given to one-time capital expense, short-term funding commitments for a capital expense, or saving to create a funding pool that can "cash-out" a capital project.

X-3 Use of One-time Revenues

- a. Council shall require that one-time revenues or revenues significantly above the budgeted revenue target be used for one-time expenses and not be utilized to fund recurring expenses such as salaries and wages or debt service.

X-4 Capital Funding Priorities

- a. Council shall require the first priority for funding of capital projects should be given to those projects designed to preserve and maintain existing infrastructure.
- b. Council has established the following rank order:
 - i. Legal and statutory requirements and mandates provided realistic and affordable sources of funding are available to the City.
 - ii. Continuation of multi-year projects provided realistic and affordable sources of funding are available to the City.
 - iii. Capital funding shall be given to those projects that leverage City funding with grants from the State and/or federal agencies.
 - iv. Capital funding shall be given to public-private partnership projects whereby the City can leverage its contribution with private dollars to enable a more economically diverse project where the primary risk for the long-term financing is transferred to a private partner.

X-5 Property Tax

- a. The Finance Director shall forward to the City Administrator, Mayor, and City Council prior to any approval from Council for the 1.0% property tax increase a report that details the estimated revenue that may be generated if the 1.0% increase would be approved by Council. In addition, the report shall also include an analysis of the potential long-term impact on the Current Expense Fund if Council decided not to levy the 1.0% increase.
- b. Council shall not consider levying of any “banked” property tax capacity unless the following conditions exist:
 - i. The Council is considering adopting an annual budget that requires a reduction in core services as identified by Council; and
 - ii. Council has voted to authorize the implementation of the 1.0% in property tax collections.

X-6 Utility Excise Tax Rates: Prior to any proposal to Council for an increase in a utility excise tax rate, the Finance Director shall prepare a report for the City Administrator, Mayor, and City Council, noting the amount of the proposed tax increase, an estimate of new or additional annual revenues, and the need for the additional funding to be derived from the increased utility excise tax rate.

X-7 Setting of Fees and Charges for Building Permits

- a. Council shall consider that the fees and charges for building permits shall include a total cost recovery of direct and indirect costs.
- b. Council may consider a potential reduction in the fees and charges for a building permit; only if a project creates long-term family wage jobs and/or an identifiable long-term revenue increase in sales tax as a result of the project's construction.
- c. The Finance Director, together with the Community Development Director, shall prepare a report to the City Administrator, Mayor, and City Council annually that compares the City's building permit fee and charges in comparison to fees and charges from other comparable cities, together with an analysis of the net subsidy required of the Current Expense Fund to offset any shortfall in revenues associated with the total building permit operating costs.

X-8 Setting of Fees and Charges for Parks and Recreation Programs and Services

- a. Cost Recovery – Parks and Recreation services are funded through a combination of user fees, property taxes, grants, and donations. Fees and charges shall be assessed in an equitable manner in accordance with the following fee and charge assessment schedule. Services that provide recreational opportunities for populations with the fewest recreational alternatives (youth, limited income, senior adults, and families) may be more heavily supported by grants, donations, or property taxes than user fees to ensure that the population is well served by Parks & Recreation programs. Percentages shall be considered as guidelines; however, special circumstances, the nature and cost of each program, and persons to be served should be taken into consideration.
- b. Fee Model – the following lists represent all categories of services currently provided or those which may be provided in the future by the Parks & Recreation Department. The model is based upon the degree of benefit to the community (Tier 1 – mostly a community benefit), or individual (Tier 5 – mostly an individual benefit) of the service provided, the values of the College Place community, and the vision and mission of the Parks & Recreation Department. This model and policy form the basis for setting fees and charges.
 - i. Tier 5: Targeted to recover a minimum of 200 percent of direct costs
 - (i) Concession/Vending
 - (ii) Merchandise for Resale
 - (iii) Private/Semi-private Lesson
 - (iv) Rentals – Private/Commercial
 - (v) Long-term leases
 - (vi) Equipment Rentals
 - (vii) Trips
 - (viii) Organized Parties
 - (ix) Drop-in Childcare/Babysitting
 - (x) Leased Services – Private/Commercial
 - (xi) Permitted Services
 - ii. Tier 4: Targeted to recover a minimum of 100 percent of direct costs, and some of these services may be appropriate for use of alternative funding sources such as grants, donations, and use of volunteers.
 - (i) Classes and programs – intermediate/advanced
 - (ii) Leased services – non-profit/governmental agency
 - (iii) Preschool
 - (iv) Social clubs
 - iii. Tier 3: Primarily fee supported with little tax investment. Targeted to recover a minimum of 60 percent of direct costs, and some of these services may be appropriate for use of alternative funding sources such as grants, donations, and use of volunteers.
 - (i) Health services, wellness clinics, and therapeutic recreation.
 - (ii) Classes and programs – beginning/multi-ability
 - (iii) Tournaments and leagues
 - (iv) Rentals – non-profit/governmental agency
 - (v) Specialized events/activities
 - (vi) Camps/after school care
 - (vii) Leased Services – Affiliates
 - iv. Tier 2: Partial tax investment with minimal to partial fee support. Targeted to recover a minimum of 35 percent of direct costs, and many of these services may

be appropriate for use of alternative funding sources such as grants, donations, and use of volunteers.

- (i) Life/safety classes
 - (ii) Rentals – affiliates
 - (iii) Supervised park/facility
 - (iv) Community-wide events
 - (v) Volunteer programs
- v. Tier 1: Full tax investment with little or no fee support. Targeted to recover zero percent of direct costs, although some of these services may be appropriate for use of alternative funding sources such as grants, donations, and volunteers.
 - (i) Non-supervised park/facility
 - (ii) Inclusionary services
 - (iii) Support services
- c. Setting Fees – The City Administrator and the Park & Recreation Coordinator shall set fees for programs and services in compliance with the targets listed above. Fees shall be adjusted during the course of each year as needed to ensure the cost recovery targets are achieved. The following strategies will be used in arriving at fees:
 - i. Market pricing: A fee based on demand for a service or facility or what the target market is willing to pay for a service. One consideration for establishing a market fee is determined by identifying all providers of an identical service (ex: private sector providers, municipalities), and setting the highest fee. Another consideration is setting the fee at the highest level the market will bear.
 - ii. Competitive Pricing: A fee based on what similar service providers or close proximity competitors are charging for service. One consideration for establishing a competitive fee is determined by identifying all providers of an identical service (ex: private sector providers, municipalities), and setting the mid-point or lowest fee.
 - iii. Cost recovery pricing: A fee based on cost recovery goals within market pricing ranges.
- d. Fee Review – The City Administrator/Park and Recreation Coordinator shall conduct an annual comprehensive review of cost recovery targets in compliance with these policy targets; this review will be forwarded to the Parks, Arbor, and Recreation Board which will forward their recommendation to the City Council via the Finance Committee.
- e. Use of Volunteers – Through an aggressive volunteer recruitment program the City shall seek to minimize the amount required for full tax investment with little to no fee support (tier 1 services) and partial tax investment with minimal to partial fee support (tier 2 services).
- f. Alternate Funding Sources – Solicitation of funds through donations, fundraising events, nontraditional sources, and various other modes shall be encouraged by the Park, Arbor, and Recreation Board. Funds collected for any special purpose shall be earmarked for that purpose.

X-9 Grants

- a. Grant Opportunities – The City shall aggressively pursue grant opportunities; however, before accepting grants, the City will consider the current and future implications of accepting the monies.
- b. Federal Funds – Federal funds shall be actively sought by the City. The City shall use these funds to further the applicable national program goal. Because federal funds are not a guaranteed revenue source and are intended for a specific purpose, they will not

be relied upon as an alternative source of capital improvement funds unless the federal grant is specifically for capital projects. Use of Federal funds shall support City goals and services.

- c. Grant Review – In reviewing grants the department director and Finance Director shall evaluate each grant offer and make their recommendation to the City Administrator after considering:
 - i. The amount of the matching funds required;
 - ii. In kind services that are to be provided;
 - iii. Length of grant and consequential disposition of service (ex: is the City obliged to continue the service after the grant has ended?); and,
 - iv. The related expenditures including administration, record keeping, and auditing expenditures.

Y. Unclaimed Property

The Unclaimed Property Policy provides direction for reporting and disposing of unclaimed property. It is to ensure compliance with the laws of the State of Washington concerning the identification and disposition of unclaimed property while under the control of the City of College Place. The Washington Unclaimed Property Act protects unclaimed property until it is returned to its rightful owner or their heir. Washington State law (RCW 63.29.170) requires the City to review their records each year to determine whether they hold any property that has been unclaimed for a set period of time.

Y-1 This law requires the City to exercise due diligence in attempting to locate owners of unclaimed property in its custody and to annually report certain unclaimed property to the State. Any unclaimed property will be written off the Cities books and the funds will be deposited with the State Treasurer as unclaimed property. These funds then become the property of the State. A claim from the original owner of the property must be made with the State Treasurer's office in order to receive the funds.

Y-2 The City Finance Director is responsible for the proper disposition of unclaimed property in accordance with rules established by the State of Washington.

Appendix A: Glossary

- Account: A record of additions, deletions, and balances of individual assets, liabilities, equity, revenues, and expenses.
- Ad Valorem Taxes (Property Tax): A tax levied on the assessed value of real property.
- Appropriation: A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.
- Appropriation for Ordinances or Resolutions: An ordinance or resolution by means of which appropriations are given legal effect. It is the method by which the expenditure side of the annual operating budget is enacted into law by the legislative body.

- Assessed Valuation: A valuation set upon real estate or other property by the County Assessor as a basis for levying property taxes.
- AWC: Association of Washington Cities
- Balanced Budget: A budget is considered balanced when the fund's total resources of beginning fund balance, revenues, and other financing sources is equal to the total of expenditures, other financing uses, and ending fund balance.
- BARS: Budgeting, Accounting, and Reporting System
- Basis of Accounting: The timing of recognition; that is, when the effects of transactions or events should be recognized for financial reporting purposes. For example, the effects of transactions or events can be recognized on an accrual basis (that is, when the transactions or events take place), or on a cash basis (that is, when cash is received or paid). Basis of accounting is an essential part of measurement focus because a particular timing of recognition is necessary to accomplish a particular measurement focus.
 - o Cash Basis: A basis of accounting under which transactions are recognized only when cash is received or disbursed.
- Benefits: For budgeting purposes, employee benefits are employer payments for social security, retirement, group health and life insurance, and worker's compensation.
- Bond: A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.
- Budget: A legal document that provides City officials with the authority to incur obligations and pay expenses, allocating resources among departments and funds to reflect Council priorities and policies.
- Budgetary Control: The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
- Budget Document: The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. In addition to the budget document, an appropriation ordinance is necessary to formally approve the budget.
- Budget Amendment: The method used to make revisions to the adopted budget. Transfers between expenses within a fund do not require Council approval unless the adjustment includes use of fund balance.
- Capital Assets: Capital assets include land, improvements to land, easements, building, building improvements, vehicles, machinery, equipment, infrastructure, and all other tangible or intangible assets that are used in operations and have a useful life extending beyond a single reporting period, and a cost of \$5,000 or greater.
- Capital Expenditures: Any asset purchase or creation over the \$5,000 threshold as set by the State.
- Capital Facility Plan (CFP): A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise.

- Comprehensive Plan: A long-range policy adopted by the City to guide decisions affecting the community's physical development.
- Consumer Price Index (CPI): CPI measures a price change for a constant market basket of goods and services from one period to the next within the same city.
- Cost Allocation: The assignment of applicable costs incurred by a central services department to a fund based on the benefit to the fund being assessed.
- Council Approved Bonds: General obligation bonds whose issuance was authorized by the City Council.
- CP: College Place
- Debt: An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, notes, contracts, and accounts payable.
- Debt Service: Interest and principal payments on debt.
- Debt Limit: The maximum amount of gross or net debt that is legally permitted.
- Deficit: The excess of the liabilities of a fund over its assets; and the excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.
- DNR: Department of Natural Resources
- DOH: Department of Health
- Enterprise Fund: Proprietary fund used to report an activity for which a fee is charged to external users for goods or services.
- Expenditures: For governmental funds. Decreases in net current assets. Expenditures include debt service, capital outlays, and those current operating costs that require the use of current assets.
- Expenses: For business type funds. Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.
- Fiduciary Fund: A fund that accounts for assets held by the City as a trustee.
- Fiscal Year: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.
- Fixed Assets: Assets intended to be held or used for a long term purpose, such as land, buildings, and improvements other than buildings, machinery, and equipment. The City's capitalization threshold is \$5,000.
- Full Time Equivalent (FTE) Position: Refers to budgeted employee positions based on the number of hours for each position. A full-time position is 1.0 FTE and represents 2,080 hours each year.
- Fund: A fiscal and accounting entity with self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities and balances, and changes therein, which are segregated for the purposes of attaining certain objectives in accordance with special regulations, restrictions, or limitations.
- Fund Balance: Fund Balance is a calculation of the difference between the assets and liabilities of a governmental fund. Fund balances are either designated (funds

that have been dedicated to a particular purpose) or undesignated (the remaining unappropriated balance of the fund after account for the designated funds).

- General (Current Expense) Fund: A specific Governmental Fund that accounts for tax supported activities of the City and other types of activities not accounted for in other funds.
- General Obligation Bonds: Bonds for the payment of which the full faith o the issuing government is pledged. G.O. Bonds can be voter approved (unlimited-tax general obligation bond-UTGO) where property owners are assessed property taxes for the debt repayment, or non-voted (limited-tax-general obligation bonds-LTGO) that are authorized by the governing authority (City Council) and are paid with existing tax revenues or another source.
- GMA: Growth Management Act
- Governmental Fund Types: Funds that provide general government services. These include the General Fund, Special Revenue Funds, Capital Project Funds, and Debt Service Funds.
- HVAC: Heating, Ventilation, and Air Conditioning
- Intergovernmental Revenue: Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.
- Internal Service Funds: These funds account for operations that provide goods or services to other departments or funds of the City or to other governmental units on a cost-reimbursement basis.
- Levy Rate: The property tax percentage rate used in computing the property tax amount due to the City.
- LID: Local Improvement District
- MG: Million Gallons a Day
- Operating Budget: The annual appropriation to maintain the provision of City services to the public. Annual operating budgets are essential to sound financial management and should be adopted by every government.
- O&M: Operation and Maintenance.
- Operating Transfer: Routine and/or recurring transfers of assets between funds.
- Organizational Chart: A graphic portrayal of relationships among positions and officials established by the City.
- Personnel: Refers to the number of full-time or part-time regular authorized positions which may be employed within the operation of the City.
- RCO: Washington State Recreation and Conservation Office
- Recon: The global retail real estate convention.
- REET: Real Estate Excise Tax
- Refunding Bonds: Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.
- Reserve: (1) An account used to segregate a portion of fund balance to indicate that it is not available for expenditure; and (2) an account used to segregate a portion of fund equity as legally set aside for a specific future use.

- Revenue: Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income, and miscellaneous revenue.
- Revenue Bonds: Bonds whose principal and interest are secured by and payable exclusively from earnings of an Enterprise or Proprietary Fund.
- Salaries and Wages: Monetary compensation in the form of an annual or hourly rate of pay for hours worked.
- SCADA: Supervisory Control and Data Acquisition.
- SEPA: State Environmental Policy Act.
- Services and Charges: Expenditures for services other than personal services which are required by the City in the administration of its assigned functions, such as contracted services, insurance, utilities, printing, advertising, insurance, and rental of equipment.
- Special Revenue Funds: Funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.
- Supplies and Materials: Articles and commodities which are consumed or materially altered when used; such as, office supplies, motor fuel, building supplies, and postage.
- Taxes: Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges.
- TIB: Transportation Improvement Board.
- UGA: Urban Growth Area.
- WAC: Washington Administrative Code.
- WSDOT: Washington State Department of Transportation.
- WSRB: Washington Survey and Ratings Bureau.
- WTP: Water Treatment Plant.
- WWTP: Wastewater Treatment Plant.

City of College Place, Washington
ORDINANCE NO. 23-003

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON AMENDING FINANCIAL POLICIES ADOPTED BY ORDINANCE 17-020, UPDATED BY ORDINANCES 18-012, 18-015, 20-006, 21-005, 22-011 BY ADDING SUBSECTION D-32 AS INDICATED.

Whereas, the City of College Place and its City Council recognize the importance of sound financial planning and clear policies and guidelines for financial management, and

Whereas, financial policies have been developed to guide financial planning and management and to serve as City Council's approved values and expectations for council members, city staff, citizens, and other interested parties who may do business with the city, and

Whereas, Administration has developed proposed policies in the following areas: capital improvement, debt management, fixed assets, accounting/financial reporting, bank returned checks, delinquent/uncollectible accounts receivable, city utility rates, long term financial planning, long term revenue, and unclaimed property, and

Now therefore, the City Council of the City of College Place does hereby ordain as follows:

Section 1: The compilation of fiscal policies entitled "2023 Financial Policy, City of College Place, Washington" attached hereto, and incorporated herein by this reference as set forth in full, is hereby adopted as the official statement of financial policies for the City of College Place.

Section 2: Clerical Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

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

Section 4: Effective Date. This ordinance shall take effect and be in full force five days after its passage and publication as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 28th day of February, 2023.

Norma L. Hernández, Mayor

Attest:

Approved as to form:

Sherri St. Clair,
City Clerk

Rea L. Culwell,
City Attorney

WALLA WALLA DISTRICT
COURT SERVICES AGREEMENT

1. Parties

1.1 The County of Walla Walla (County) is a Washington County organized under the laws of the State of Washington.

1.2 The City of Walla Walla (Walla Walla) is a non-chartered code city organized under the laws of the State of Washington.

1.3 The City of College Place (College Place) is a non-chartered code city organized under the laws of the State of Washington.

1.4 The Walla Walla County District Court is a court of limited jurisdiction organized pursuant to Title 3 of the Revised Code of Washington.

2. Purpose

2.1 The Municipal Court of Walla Walla was a municipal department of the Walla Walla County District Court established pursuant to Chapter 3.46 of the Revised Code of Washington.

2.2 The County and Walla Walla entered into a court consolidation agreement in 1996, and the Municipal Court was terminated and consolidated with the Walla Walla County District Court. The agreement was renewed in 2013 for a term expiring on the second Monday in January of 2015 or the end of the 2011-2014 judicial term, whichever occurs first.

2.3 The College Place Municipal Court is a Municipal Court established

pursuant to Chapter 3.50 of the Revised Code of Washington.

2.4 In 2013, College Place terminated its Municipal Court and entered into an agreement with the County and Walla Walla under which the two cities would pay the County reasonable amounts for the costs associated with the handling and disposition of cases filed by them in Walla Walla District Court.

2.5 The parties wish to continue with a consolidated Walla Walla District Court.

2.6 The parties do not intend that this agreement be construed as a repeal of those portions of the Walla Walla Municipal Code or the College Place Municipal Code which define crimes, and the cities shall retain the prosecution of offenses defined as crimes by their respective municipal codes. The parties do not intend that the cities pay the County for costs associated with the prosecution or defense of cases filed by either city in Walla Walla County District Court as a result of this court services agreement.

3. Duration

3.1 This agreement shall be in effect commencing on January 9, 2023. This agreement will renew automatically on the second Monday of January 2027, and every second Monday of January four years thereafter, for subsequent four-year terms unless by agreement of the parties, by notice of intent to terminate given by a party pursuant to RCW 3.50.810, or as provided by law.

4. Organization and Administration

4.1 Organization

The Walla Walla County District Court shall be organized in accordance with Title 3 of the Revised Code of Washington and any other applicable laws.

4.2 Administration

The Walla Walla County District Court shall be administered by the judge or judges thereof.

4.2.1 Neither city shall have the right to direct or control the personnel, employees, and agents of the Walla Walla County District Court. Such personnel, employees, and agents shall be employed or retained by County in its sole discretion and subject only to its supervision and control. The cities shall have no responsibility or liability to or for such personnel, employees, and agents of the Walla Walla County District Court.

5. Property

5.1 This agreement does not provide for the acquisition, holding, or disposal of real or personal property.

5.2 All real and personal property used in the operation of the Walla Walla County District Court shall be acquired, held, and disposed of in the name of the County.

5.3 The cost of all real and personal property shall be the sole responsibility of the County.

5.4 The County shall own any said property or interests therein.

6. Financing and Budget

6.1 There shall be no financing of any joint or cooperative undertaking pursuant to this agreement.

6.2 The budget for the Walla Walla County District Court shall be established by the Walla Walla County Commissioners in the manner provided by law.

6.2.1 The costs and expenses of the Walla Walla County District Court shall not include the cost of any capital improvements.

6.2.2 The costs and expenses of the Walla Walla County District Court shall not include the cost of prosecution of cases filed in the Walla Walla County District Court.

6.2.3 The costs and expenses of the Walla Walla County District Court shall not include the cost of defense of cases filed in the Walla Walla County District Court.

6.3 Preliminary Budget

No later than September 1 of each year, the Walla Walla County District Court shall prepare and provide to the parties a proposed budget for the succeeding calendar year.

6.3.1 The parties shall review the proposed budget between September 1 and September 30.

6.3.2 Upon such review, the parties shall agree upon the reasonable and necessary costs and expenses of the Walla Walla County District Court for the succeeding calendar year.

6.3.3 If the parties are unable to reach agreement by September 30 upon the reasonable and necessary costs and expenses of the Walla Walla County District Court for the succeeding calendar year, they shall be deemed to have entered into an agreement to submit such issues to arbitration under Chapter 7.04 of the Revised Code of Washington.

6.4 Budget

No later than December 31 of each year, the County shall provide to the cities an approved budget for the Walla Walla County District Court for the succeeding calendar year.

6.5. Procedures for 2023.

For the remainder of 2023, the following provisions will govern:

- A. Walla Walla District Court shall submit a proposed revised budget to the parties as soon as practicable for the remainder of 2023.
- B. The parties shall review the proposed budget revision and submit comments, if any, by no later than 14 days after receipt of the proposed revised budget.
- C. Upon such review and comments, the parties shall agree upon the reasonable and necessary costs and expenses of the Walla Walla County District Court for

the remainder of the calendar year.

D. If the parties are unable to reach agreement within 30 days after receipt of the proposed revised budget upon the reasonable and necessary costs and expenses of the Walla Walla County District Court for the remainder of the calendar year, they shall be deemed to have entered into an agreement to submit such issues to arbitration under Chapter 7.04 of the Revised Code of Washington.

E. Budget

Walla Walla County has already adopted a budget for District Court for 2023. If necessary, the County agrees to adopt any 2023 budget amendments agreed upon by the parties for the operation of the Walla Walla District Court.

6.6 Payments

Each city shall pay its pro-rata share of the reasonable and necessary costs and expenses of the Walla Walla County District Court, as determined by either mutual agreement or arbitration, to the County in installments as follows:

6.6.1 The County shall bill each city quarterly in January, April, July, and October of each year for that city's pro-rata share of the reasonable and necessary costs and expenses of the Walla Walla County District Court for the current year.

6.6.2 Each city shall pay the County quarterly within thirty (30) days of receipt of an invoice for the City's pro-rata share of the reasonable and necessary costs and expenses of the Walla Walla County District Court for the prior quarter.

7. Allocation of costs and expenses

7.1 Walla Walla District Court costs and expenses shall be separated into three categories: (1) utilities, (2) probation costs and expenses, and (3) general costs and expenses.

7.2 Utilities

Utility costs and expenses shall consist solely of reasonable and necessary charges incurred by the Walla Walla District Court for (a) electricity, (b) natural gas, (c) water, (d) sewer, (e) sanitation (a/k/a garbage disposal service). The pro-rata share of the County for utility costs and expenses shall be one-third (1/3) of the reasonable and necessary charges. The pro-rata share of Walla Walla for utility costs and expenses shall be one-third (1/3) of the reasonable and necessary charges. The pro-rata share of College Place for utility costs and expenses shall be one-third (1/3) of the reasonable and necessary charges.

7.3 Caseload allocation method

Between June 1 and June 30 of each year, the Walla Walla County District Court shall prepare information regarding the categories, types, and number of cases filed in the Walla Walla County District Court and the College Place Municipal Court for the preceding 5-year period (commencing on January 1 of the earliest calendar year of that period through December 31 of the most recent calendar year) using the Judicial Information System (JIS) or such other method which may be agreed upon by the parties.

7.3.1 Categories

Cases shall be separated into categories: (a) cases in which Walla Walla is a party, (b) cases in which College Place is a party, and (c) cases in which either the State of Washington or the County is a party. Any case in which both Walla Walla and either the State of Washington or the County are parties, shall be considered a case in both category (a) and category (c). Any case in which both the College Place and either the State of Washington or the County are parties, shall be considered a case in both category (b) and category (c). Any case in which both Walla Walla and College Place are parties shall be considered a case in both category (a) and category (b). Any case in which Walla Walla, College Place and either the State of Washington or the County are all parties shall be considered a case in categories (a), (b), and (c). Any case in which neither city, the State of Washington, nor the County is a party shall be considered a case in category (c).

7.3.2 Case types

Cases shall be classified by the following types: (a) traffic, (b) criminal traffic, (c) non-traffic criminal, (d) parking, and (e) civil.

7.3.3 The information prepared by the Walla Walla County District Court shall identify the number of each type of case filed for each category.

7.3.4 The Walla Walla County District Court shall provide the information required by paragraph 7.3 herein to the parties no later than July 1 of that year.

7.4 Probation costs and expenses

Probation costs and expenses shall consist solely of the reasonable and necessary salary and benefits paid to the probation officer and the assistant probation officer. The pro-rata shares of probation costs and expenses shall be calculated by comparing the number of criminal traffic and non-traffic criminal cases in which Walla Walla, College Place, and the State of Washington or County was a party for the preceding 5 year period as provided in paragraph 7.3 and sub-paragraphs 7.3.1, 7.3.2(b) & (c), and 7.3.3 against the total number of cases criminal traffic and non-traffic criminal cases for that period. The pro-rata shares calculated pursuant to this paragraph shall be the pro-rata shares of the Walla Walla, College Place and the County for the succeeding calendar year for probation costs and expenses.

7.5 General costs and expenses

With the exception of utilities, probation costs and expenses, and other costs and expenses excluded by this agreement, the remainder of the actual reasonable and necessary costs and expenses ordinarily budgeted for operation of the Walla Walla District Court shall be considered general costs and expenses, and the pro-rata shares of the parties for general costs and expenses shall be calculated as provided herein.

7.5.1 Each category of case described in subparagraph 7.3.2 shall be weighted. The number of cases filed during the preceding 5 year period shall be multiplied by the following factor for each type: (a) traffic: 10.5, (b) criminal traffic:

22.5, (c) non-traffic criminal: 25.5, (d) parking: 4.5, and (e) civil: 22.

7.5.2 The pro-rata shares shall be calculated by comparing the number of cases in which Walla Walla, College Place, and the State of Washington or County was a party for the preceding 5-year period as provided in paragraph 7.3 and sub-paragraphs 7.3.1 and 7.3.3, weighted as provided in paragraphs 7.3.2 and 7.5.1, against the total weighted cases for that period. The pro-rata shares calculated pursuant to this paragraph shall be the pro-rata shares of the Walla Walla, College Place, and the County for the succeeding calendar year for general costs and expenses.

8. Review and Renewal

8.1 The parties shall review the amount of the payments to be made under this agreement every two years, commencing two years after this agreement becomes effective. The parties shall conduct this review between February 1 and March 1.

8.1.1 At each bi-annual review, the parties shall review the costs and expenses of the Walla Walla County District Court.

8.1.2 At each bi-annual review, the parties shall review the information regarding the type and number of cases filed in the Walla Walla County District Court.

8.1.3 At each bi-annual review, the parties shall review the costs and amount of Court resources required for disposition of each type of case filed in the Walla Walla County District Court.

8.2 Upon each such review, the parties shall agree upon such modifications to

paragraph 7 of this agreement as may be necessary to adjust the payments made by the cities to the County to ensure that said amount is reasonable for costs and expenses associated with the disposition of cases filed in Walla Walla County District Court.

8.3 If the parties are unable to reach agreement by March 1 on the terms of such modifications to paragraph 7 of this agreement, they shall be deemed to have entered into an agreement to submit such issues to arbitration under Chapter 7.04 of the Revised Code of Washington.

8.4 Pending conclusion of any such arbitration proceeding, the terms of this agreement, as last modified, shall remain in effect.

8.5 With the exception of paragraphs 6 and 7, all other provisions of this agreement shall automatically renew upon each bi-annual review, and modification of such provisions shall not be subject to arbitration.

9. The cities shall have no obligation to pay any cost or expense arising out of the operation of the Walla Walla County District Court except as provided in paragraphs 6 and 7 herein.

9.1 Neither city shall be charged any additional filing fees.

10. Court Revenues

10.1 Revenues of the Walla Walla County District Court shall be handled in accordance with Chapter 3.62 of the Revised Code of Washington and any other applicable laws.

11. Modification and Termination

11.1 The parties may modify or terminate this agreement by mutual consent at any time. Any party may unilaterally terminate its participation in this agreement as provided in section 3.50.810 of the Revised Code of Washington. The parties may terminate this agreement if otherwise provided by law.

11.2 Upon termination of this agreement, all property of the Walla Walla County District Court shall remain the property of the County, and the County may dispose of said property in its sole discretion.

12. Applicable Law

12.1 This agreement, and any rights and obligations hereunder, shall be construed and interpreted in accordance with the laws of the State of Washington.

13. Jurisdiction and Venue

13.1 Any dispute or proceeding arising out of this agreement which is not subject to arbitration hereunder shall be submitted to the Superior Court of the State of Washington for Walla Walla County.

13.2 Any dispute or proceeding arising out of arbitration hereunder which may be submitted to a court of competent jurisdiction for determination shall be submitted to the Superior Court of the State of Washington for Walla Walla County.

2023.

Dated this _____ day of _____,

COUNTY OF WALLA WALLA

CHAIR OF BOARD OF WALLA
WALLA COUNTY
COMMISSIONERS

WALLA WALLA COUNTY
COMMISSIONER

WALLA WALLA COUNTY
COMMISSIONER

Date: 2.9.23

CITY OF WALLA WALLA

Elizabeth Chamberlain
ELIZABETH CHAMBERLAIN
CITY MANAGER

Date: _____

CITY OF COLLEGE PLACE

NORMA HERNANDEZ
MAYOR

Date: _____

WALLA WALLA COUNTY
DISTRICT COURT

HON. KRISTIAN E. HEDINE
JUDGE

RESOLUTION NO. 2023-011

A RESOLUTION AUTHORIZING THE CITY MANAGER OF THE CITY OF WALLA WALLA TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT WITH WALLA WALLA COUNTY AND THE CITY OF COLLEGE PLACE REGARDING COURT SERVICES

WHEREAS, the City of Walla Walla passed Municipal Ordinance A-2405 on May 13, 1970 which classified the City of Walla Walla as a nonchartered code city under Title 35A of the Revised Code Washington (RCW); and

WHEREAS, chapter 39.34 of the Revised Code of Washington authorizes political subdivisions to enter into intergovernmental agreements; and

WHEREAS, the Walla Walla City Council passed City Resolution 96-74 on December 18, 1996 authorizing execution of an intergovernmental agreement between the County of Walla Walla and the City of Walla Walla for the consolidation of the Walla Walla Municipal Court and the Walla Walla County District Court; and

WHEREAS, the agreement has proven to be beneficial for the county and the cities; and

WHEREAS, the Walla Walla City Council passed City Resolution 2007-16 on December 14, 2007 authorizing execution of a renewal agreement for court services; and

WHEREAS, the Walla Walla City Council passed City Resolution 2013-142 on December 18, 2013 authorizing execution of a renewal agreement for court services and addition of the City of College Place as a party to the agreement; and

WHEREAS, the intergovernmental agreement between the County of Walla Walla and the cities of College Place and Walla Walla for the operation of Walla Walla District Court and sharing of its costs has been presented to the City of Walla Walla for renewal; and

WHEREAS, the Walla Walla City Council has considered said agreement during a regularly and duly called public meeting of said Council, has given said agreement careful review and consideration, and finds that good government and the best interests of the City of Walla Walla will be served by the execution of said agreement,

NOW THEREFORE, the City Council of the City of Walla Walla do resolve as follows:

Section 1: The terms of a certain an intergovernmental agreement between the County of Walla Walla and the cities of College Place and Walla Walla for court services are hereby accepted on behalf of the City of Walla Walla, and the City Manager of the City of Walla Walla is hereby authorized, empowered and directed to execute said agreement on behalf of the City of Walla Walla.

Section 2: The City Manager of the City of Walla Walla is hereby authorized and empowered to execute amendments to the agreement authorized by section 1 of this

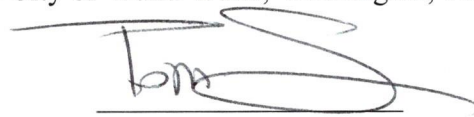
resolution on the following conditions: (a) the content of any amendment executed by the Walla Walla City Manager shall comply with the Washington Interlocal Cooperation Act, Chapter 39.34 of the Revised Code of Washington, (b) no amendment executed by the Walla Walla City Manager shall relieve the City of Walla Walla from compliance with enactments of the Walla Walla City Council or any other obligation or responsibility imposed by law except that to the extent of actual and timely performance thereof by a joint board or other legal or administrative entity created by an intergovernmental agreement, such performance may be offered in satisfaction of the obligation or responsibility, (c) any amendment executed by the City Manager shall be reported to the Walla Walla City Council at the first meeting of the Walla Walla City Council following execution of the amendment, and (d) any amendment executed by the City Manager may be revoked and terminated by the Walla Walla City Council at the meeting that it is first reported to the Walla Walla City Council.

Section 3: The Walla Walla City Clerk is hereby authorized and directed to attest and file, if necessary, a copy of the agreement executed in accordance with section 1 of this resolution, and, unless revoked and terminated by the Walla Walla City Council at the meeting that it is first reported to the Walla Walla City Council, any amendment to the agreement executed and reported in accordance with section 2 of this resolution as required by Section 39.34.040 of the Revised Code of Washington and prior to its entry in force.

Section 4: If any portion of this resolution shall be determined to be invalid or ineffective by a court of competent jurisdiction, it shall be severable from the remainder, the validity and effectiveness of which shall be unaffected.

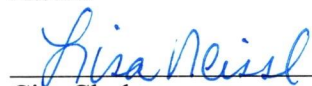
Section 5: This resolution shall become effective in the manner provided by law.

PASSED by the City Council of the City of Walla Walla, Washington, February 8, 2023.

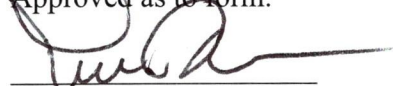


Mayor

Attest:


City Clerk

Approved as to form:


City Attorney



ar-4901

Pgs. 9-27

City Council - Regular Meeting

Meeting Date: 02/08/2023

Item Title: Renewal of District Court Agreement

Submitted For: Tim Donaldson, City Attorney

Financial Comments:

The City of Walla Walla is billed quarterly for its share of Walla Walla District Court expenses. The invoice for the 4th quarter of 2022 has not yet been received. The invoices for the preceding 4 quarters are as follows:

2021 Q4: \$124,039.79

2022 Q1: \$118,275.91

2022 Q2: \$114,520.83

2023 Q3: \$117,325.00

The City should anticipate reasonable increases over the life of the proposed renewal agreement, because court personnel, etc. expenses will increase as do general city expenses. However, no extraordinary increases are currently expected.

All Contracts:

Not Applicable

Federally funded contracts only:

Not Applicable

Construction contracts only:

Not Applicable

Brief Summary of Requested Action:

Consideration and requested approval of an extension to the District Court services agreement.

Information

HISTORY:

The City of Walla Walla operated a municipal court prior to 1996. It was a department of the Walla Walla District Court. Judge Jerry Votendahl proposed consolidation of the courts in 1996 to reduce expenses and increase efficiency, and the courts were consolidated at the beginning of 1997 by the City of Walla Walla and Walla Walla County. The term of the initial consolidation agreement was 10 years.

The County and City of Walla Walla renewed the agreement in 2007 for another 10 years. Both were approached in 2013 by the City of College Place. College Place wanted to eliminate its municipal court and join the consolidation agreement. The County and City of Walla Walla agreed, and the agreement was amended to add College Place and extended until 2023.

The parties now wish to extend the agreement again. The proposed draft would extend the agreement for 4 years and provides for automatic renewals thereafter until the parties decide to end the agreement. It also allows a party to withdraw at the expiration of each 4 year term upon providing proper notice. The agreement also provides a mechanism for the parties to review the District Court's expenses each year and object if a party disagrees with increases.

The agreement allocates District Court expenses by category. General expenses are allocated through a formula based upon the total number of cases filed in the District Court by a party. In recent years, the County has paid a larger share of the general expenses (such as the salaries and benefits for the judges and court clerks), because it is responsible for the civil cases filed by citizens and therefore usually has a higher case count. Probation expenses (such as the salaries and benefits for probation officers) are allocated according to the number of criminal cases filed in the District Court by a party. (These expenses were separated from general expenses, because probation officers do not work on civil cases). The City of Walla Walla has paid a larger share of probation expenses in recent years, because it files the greatest number of criminal cases. Utility costs for the District Court are paid 1/3 by each party.

As an example, the County paid 66% of the general costs, the City of Walla Walla paid 27%, and College Place paid 7%. The City of Walla Walla paid 54.2% of the probation costs, the County paid %30.28, and College Place paid 15.52%. The County, City of Walla Walla and College Place each paid 1/3 of the court's utility costs.

The court services agreement has worked well for the City of Walla Walla. The District Court is exceptionally well-run, and the City could not reestablish and operate its own municipal court for less. The allocation of expenses by the agreement is fair, and no one has complained about its allocation in the 25+ years that the agreement has been in effect. In addition, no one has complained about court expenses, because they have always been reasonable over the life of the agreement.

POLICY ISSUES:

The City of Walla Walla has long supported intergovernmental cooperation in areas that might avoid duplication of services and unnecessary expenses. The consolidation of the Walla Walla and College Place municipal courts into the Walla Walla District Court has been a model for intergovernmental cooperation and reduced the expenses that each entity would otherwise have to pay for operate its own court.

PLAN COMPLIANCE:

STRATEGIC PLAN: It is a strategic objective of the plan adopted by City Resolution 2022-54 (Apr. 13, 2022) to "[i]mprove collaboration and communication with organizations and stakeholders" and a strategic initiative to "[c]ontinue efforts on regional approach to address issues and new initiatives." The strategic plan also identifies "[p]artnerships - collaborative relationships with local (e.g. gov't agencies, nonprofits), state, tribal, an federal partners" as both strengths and opportunities for the City.

COMPREHENSIVE PLAN: n/a

ALTERNATIVES:

The City of Walla Walla could opt to terminate the court services agreement and reestablish its own municipal court. It would have to hire a judge, court staff and probation officers. The option is inadvisable.

The City of Walla Walla could also agree to extend the court services agreement as proposed.

STAFF RECOMMENDATION:

Extension of the court services agreement between the County and cities of Walla Walla and College Place.

CITY MANAGER COMMENTS:

Approved for City Council action.

Attachments

Res 2023-011
Cost Share Agreement

WALLA WALLA DISTRICT
COURT SERVICES AGREEMENT

1. Parties

1.1 The County of Walla Walla (County) is a Washington County organized under the laws of the State of Washington.

1.2 The City of Walla Walla (Walla Walla) is a non-chartered code city organized under the laws of the State of Washington.

1.3 The City of College Place (College Place) is a non-chartered code city organized under the laws of the State of Washington.

1.4 The Walla Walla County District Court is a court of limited jurisdiction organized pursuant to Title 3 of the Revised Code of Washington.

2. Purpose

2.1 The Municipal Court of Walla Walla was a municipal department of the Walla Walla County District Court established pursuant to Chapter 3.46 of the Revised Code of Washington.

2.2 The County and Walla Walla entered into a court consolidation agreement in 1996, and the Municipal Court was terminated and consolidated with the Walla Walla County District Court. The agreement was renewed in 2013 for a term expiring on the second Monday in January of 2015 or the end of the 2011-2014 judicial term, whichever occurs first.

2.3 The College Place Municipal Court is a Municipal Court established

pursuant to Chapter 3.50 of the Revised Code of Washington.

2.4 In 2013, College Place terminated its Municipal Court and entered into an agreement with the County and Walla Walla under which the two cities would pay the County reasonable amounts for the costs associated with the handling and disposition of cases filed by them in Walla Walla District Court.

2.5 The parties wish to continue with a consolidated Walla Walla District Court.

2.6 The parties do not intend that this agreement be construed as a repeal of those portions of the Walla Walla Municipal Code or the College Place Municipal Code which define crimes, and the cities shall retain the prosecution of offenses defined as crimes by their respective municipal codes. The parties do not intend that the cities pay the County for costs associated with the prosecution or defense of cases filed by either city in Walla Walla County District Court as a result of this court services agreement.

3. Duration

3.1 This agreement shall be in effect commencing on January 9, 2023. This agreement will renew automatically on the second Monday of January 2027, and every second Monday of January four years thereafter, for subsequent four-year terms unless by agreement of the parties, by notice of intent to terminate given by a party pursuant to RCW 3.50.810, or as provided by law.

4. Organization and Administration

4.1 Organization

The Walla Walla County District Court shall be organized in accordance with Title 3 of the Revised Code of Washington and any other applicable laws.

4.2 Administration

The Walla Walla County District Court shall be administered by the judge or judges thereof.

4.2.1 Neither city shall have the right to direct or control the personnel, employees, and agents of the Walla Walla County District Court. Such personnel, employees, and agents shall be employed or retained by County in its sole discretion and subject only to its supervision and control. The cities shall have no responsibility or liability to or for such personnel, employees, and agents of the Walla Walla County District Court.

5. Property

5.1 This agreement does not provide for the acquisition, holding, or disposal of real or personal property.

5.2 All real and personal property used in the operation of the Walla Walla County District Court shall be acquired, held, and disposed of in the name of the County.

5.3 The cost of all real and personal property shall be the sole responsibility of the County.

5.4 The County shall own any said property or interests therein.

6. Financing and Budget

6.1 There shall be no financing of any joint or cooperative undertaking pursuant to this agreement.

6.2 The budget for the Walla Walla County District Court shall be established by the Walla Walla County Commissioners in the manner provided by law.

6.2.1 The costs and expenses of the Walla Walla County District Court shall not include the cost of any capital improvements.

6.2.2 The costs and expenses of the Walla Walla County District Court shall not include the cost of prosecution of cases filed in the Walla Walla County District Court.

6.2.3 The costs and expenses of the Walla Walla County District Court shall not include the cost of defense of cases filed in the Walla Walla County District Court.

6.3 Preliminary Budget

No later than September 1 of each year, the Walla Walla County District Court shall prepare and provide to the parties a proposed budget for the succeeding calendar year.

6.3.1 The parties shall review the proposed budget between September 1 and September 30.

6.3.2 Upon such review, the parties shall agree upon the reasonable and necessary costs and expenses of the Walla Walla County District Court for the succeeding calendar year.

6.3.3 If the parties are unable to reach agreement by September 30 upon the reasonable and necessary costs and expenses of the Walla Walla County District Court for the succeeding calendar year, they shall be deemed to have entered into an agreement to submit such issues to arbitration under Chapter 7.04 of the Revised Code of Washington.

6.4 Budget

No later than December 31 of each year, the County shall provide to the cities an approved budget for the Walla Walla County District Court for the succeeding calendar year.

6.5. Procedures for 2023.

For the remainder of 2023, the following provisions will govern:

A. Walla Walla District Court shall submit a proposed revised budget to the parties as soon as practicable for the remainder of 2023.

B. The parties shall review the proposed budget revision and submit comments, if any, by no later than 14 days after receipt of the proposed revised budget.

C. Upon such review and comments, the parties shall agree upon the reasonable and necessary costs and expenses of the Walla Walla County District Court for

the remainder of the calendar year.

D. If the parties are unable to reach agreement within 30 days after receipt of the proposed revised budget upon the reasonable and necessary costs and expenses of the Walla Walla County District Court for the remainder of the calendar year, they shall be deemed to have entered into an agreement to submit such issues to arbitration under Chapter 7.04 of the Revised Code of Washington.

E. Budget

Walla Walla County has already adopted a budget for District Court for 2023. If necessary, the County agrees to adopt any 2023 budget amendments agreed upon by the parties for the operation of the Walla Walla District Court.

6.6 Payments

Each city shall pay its pro-rata share of the reasonable and necessary costs and expenses of the Walla Walla County District Court, as determined by either mutual agreement or arbitration, to the County in installments as follows:

6.6.1 The County shall bill each city quarterly in January, April, July, and October of each year for that city's pro-rata share of the reasonable and necessary costs and expenses of the Walla Walla County District Court for the current year.

6.6.2 Each city shall pay the County quarterly within thirty (30) days of receipt of an invoice for the City's pro-rata share of the reasonable and necessary costs and expenses of the Walla Walla County District Court for the prior quarter.

7. Allocation of costs and expenses

7.1 Walla Walla District Court costs and expenses shall be separated into three categories: (1) utilities, (2) probation costs and expenses, and (3) general costs and expenses.

7.2 Utilities

Utility costs and expenses shall consist solely of reasonable and necessary charges incurred by the Walla Walla District Court for (a) electricity, (b) natural gas, (c) water, (d) sewer, (e) sanitation (a/k/a garbage disposal service). The pro-rata share of the County for utility costs and expenses shall be one-third (1/3) of the reasonable and necessary charges. The pro-rata share of Walla Walla for utility costs and expenses shall be one-third (1/3) of the reasonable and necessary charges. The pro-rata share of College Place for utility costs and expenses shall be one-third (1/3) of the reasonable and necessary charges.

7.3 Caseload allocation method

Between June 1 and June 30 of each year, the Walla Walla County District Court shall prepare information regarding the categories, types, and number of cases filed in the Walla Walla County District Court and the College Place Municipal Court for the preceding 5-year period (commencing on January 1 of the earliest calendar year of that period through December 31 of the most recent calendar year) using the Judicial Information System (JIS) or such other method which may be agreed upon by the parties.

7.3.1 Categories

Cases shall be separated into categories: (a) cases in which Walla Walla is a party, (b) cases in which College Place is a party, and (c) cases in which either the State of Washington or the County is a party. Any case in which both Walla Walla and either the State of Washington or the County are parties, shall be considered a case in both category (a) and category (c). Any case in which both the College Place and either the State of Washington or the County are parties, shall be considered a case in both category (b) and category (c). Any case in which both Walla Walla and College Place are parties shall be considered a case in both category (a) and category (b). Any case in which Walla Walla, College Place and either the State of Washington or the County are all parties shall be considered a case in categories (a), (b), and (c). Any case in which neither city, the State of Washington, nor the County is a party shall be considered a case in category (c).

7.3.2 Case types

Cases shall be classified by the following types: (a) traffic, (b) criminal traffic, (c) non-traffic criminal, (d) parking, and (e) civil.

7.3.3 The information prepared by the Walla Walla County District Court shall identify the number of each type of case filed for each category.

7.3.4 The Walla Walla County District Court shall provide the information required by paragraph 7.3 herein to the parties no later than July 1 of that year.

7.4 Probation costs and expenses

Probation costs and expenses shall consist solely of the reasonable and necessary salary and benefits paid to the probation officer and the assistant probation officer. The pro-rata shares of probation costs and expenses shall be calculated by comparing the number of criminal traffic and non-traffic criminal cases in which Walla Walla, College Place, and the State of Washington or County was a party for the preceding 5 year period as provided in paragraph 7.3 and sub-paragraphs 7.3.1, 7.3.2(b) & (c), and 7.3.3 against the total number of cases criminal traffic and non-traffic criminal cases for that period. The pro-rata shares calculated pursuant to this paragraph shall be the pro-rata shares of the Walla Walla, College Place and the County for the succeeding calendar year for probation costs and expenses.

7.5 General costs and expenses

With the exception of utilities, probation costs and expenses, and other costs and expenses excluded by this agreement, the remainder of the actual reasonable and necessary costs and expenses ordinarily budgeted for operation of the Walla Walla District Court shall be considered general costs and expenses, and the pro-rata shares of the parties for general costs and expenses shall be calculated as provided herein.

7.5.1 Each category of case described in subparagraph 7.3.2 shall be weighted. The number of cases filed during the preceding 5 year period shall be multiplied by the following factor for each type: (a) traffic: 10.5, (b) criminal traffic:

22.5, (c) non-traffic criminal: 25.5, (d) parking: 4.5, and (e) civil: 22.

7.5.2 The pro-rata shares shall be calculated by comparing the number of cases in which Walla Walla, College Place, and the State of Washington or County was a party for the preceding 5-year period as provided in paragraph 7.3 and sub-paragraphs 7.3.1 and 7.3.3, weighted as provided in paragraphs 7.3.2 and 7.5.1, against the total weighted cases for that period. The pro-rata shares calculated pursuant to this paragraph shall be the pro-rata shares of the Walla Walla, College Place, and the County for the succeeding calendar year for general costs and expenses.

8. Review and Renewal

8.1 The parties shall review the amount of the payments to be made under this agreement every two years, commencing two years after this agreement becomes effective. The parties shall conduct this review between February 1 and March 1.

8.1.1 At each bi-annual review, the parties shall review the costs and expenses of the Walla Walla County District Court.

8.1.2 At each bi-annual review, the parties shall review the information regarding the type and number of cases filed in the Walla Walla County District Court.

8.1.3 At each bi-annual review, the parties shall review the costs and amount of Court resources required for disposition of each type of case filed in the Walla Walla County District Court.

8.2 Upon each such review, the parties shall agree upon such modifications to

paragraph 7 of this agreement as may be necessary to adjust the payments made by the cities to the County to ensure that said amount is reasonable for costs and expenses associated with the disposition of cases filed in Walla Walla County District Court.

8.3 If the parties are unable to reach agreement by March 1 on the terms of such modifications to paragraph 7 of this agreement, they shall be deemed to have entered into an agreement to submit such issues to arbitration under Chapter 7.04 of the Revised Code of Washington.

8.4 Pending conclusion of any such arbitration proceeding, the terms of this agreement, as last modified, shall remain in effect.

8.5 With the exception of paragraphs 6 and 7, all other provisions of this agreement shall automatically renew upon each bi-annual review, and modification of such provisions shall not be subject to arbitration.

9. The cities shall have no obligation to pay any cost or expense arising out of the operation of the Walla Walla County District Court except as provided in paragraphs 6 and 7 herein.

9.1 Neither city shall be charged any additional filing fees.

10. Court Revenues

10.1 Revenues of the Walla Walla County District Court shall be handled in accordance with Chapter 3.62 of the Revised Code of Washington and any other applicable laws.

11. Modification and Termination

11.1 The parties may modify or terminate this agreement by mutual consent at any time. Any party may unilaterally terminate its participation in this agreement as provided in section 3.50.810 of the Revised Code of Washington. The parties may terminate this agreement if otherwise provided by law.

11.2 Upon termination of this agreement, all property of the Walla Walla County District Court shall remain the property of the County, and the County may dispose of said property in its sole discretion.

12. Applicable Law

12.1 This agreement, and any rights and obligations hereunder, shall be construed and interpreted in accordance with the laws of the State of Washington.

13. Jurisdiction and Venue

13.1 Any dispute or proceeding arising out of this agreement which is not subject to arbitration hereunder shall be submitted to the Superior Court of the State of Washington for Walla Walla County.

13.2 Any dispute or proceeding arising out of arbitration hereunder which may be submitted to a court of competent jurisdiction for determination shall be submitted to the Superior Court of the State of Washington for Walla Walla County.

COURT SERVICES

AGREEMENT: 12

(rev. 02/3/23)

2023. Dated this _____ day of _____,

COUNTY OF WALLA WALLA

CHAIR OF BOARD OF WALLA
WALLA COUNTY
COMMISSIONERS

WALLA WALLA COUNTY
COMMISSIONER

WALLA WALLA COUNTY
COMMISSIONER

Date: _____

CITY OF WALLA WALLA

ELIZABETH CHAMBERLAIN
CITY MANAGER

Date: _____

CITY OF COLLEGE PLACE

NORMA HERNANDEZ
MAYOR

Date: _____

WALLA WALLA COUNTY
DISTRICT COURT

HON. KRISTIAN E. HEDINE
JUDGE

City of College Place, Washington
RESOLUTION NO. 23-009

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE,
WASHINGTON REGARDING INTERGOVERNMENTAL AGREEMENT FOR
COMBINED DISTRICT COURT SERVICES AND SHARING OF COSTS WITH AND
BETWEEN COUNTY OF WALLA WALLA AND THE CITIES OF COLLEGE PLACE AND
WALLA WALLA**

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of Title 35A Revised Code of Washington (RCW); and

Whereas, Chapter 39.34 RCW authorizes political subdivisions to enter into intergovernmental agreements; and

Whereas, in December, 2013, College Place entered into an agreement with the City of Walla Walla and Walla Walla County for consolidation of College Place municipal court with the then existing combined court consisting of the City of Walla Walla and Walla Walla County, (Walla Walla District Court) and for sharing of District Court expenses; and

Whereas, in 2016, College Place renewed the agreement for court services with the City of Walla Walla and Walla Walla County; and

Whereas, the intergovernmental agreement between Walla Walla County and the cities of College Place and Walla Walla for the operation of Walla Walla District Court and sharing of its costs has been presented to the City of College Place for renewal; and

Whereas, and the College Place City Council has considered said agreement during a regularly and duly called public meeting of said Council, and finds the best interest of the City of College Place will be served by the execution of said agreement, and

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

Section 1: The terms of the intergovernmental agreement between Walla Walla County and the cities of College Place and Walla Walla for court services and sharing of expense therefor, are hereby accepted on behalf of the City of College Place, and the City Mayor is hereby authorized and directed to execute said agreement on behalf of the City of College Place.

Section 2: If any portion of this resolution shall be determined to be invalid or ineffective by a court of competent jurisdiction, it shall be severable from the remainder, which shall have full force and effect.

Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 28th day of February, 2023.

Attest:

Norma L. Hernández, Mayor

Sherri St. Clair, City Clerk

Organization	Population	Your job title	Minimum salary	Maximum salary
City of Pacific	7,270.00	FACILITIES MAINTENANCE	\$3,822.36	\$4,431.18
City of Quincy	7,830.00	Facility Maintenance Worker	\$4,001.06	\$4,783.28
City of Sequim	8,215.00	Maintenance Worker/Custodian	\$3,794.00	\$4,527.00
City of Fife	11,130.00	Facilities Custodian	\$3,409.97	\$4,030.46
City of Cheney	12,920.00	Custodian	\$3,831.00	\$4,662.00
City of Centralia	18,360.00	Maintenance Custodian	\$3,216.00	\$3,936.00
Adams County	21,100.00	Custodial/Maintenance Technician	\$3,130.26	\$3,901.08
Asotin County	22,600.00	Maintenance/Janitor	\$3,028.00	\$3,028.00
City of Tukwila	22,620.00	Facilities Custodian	\$4,490.00	\$5,459.00
Klickitat County	23,150.00	Custodial/Grounds Operation Specialist	\$3,134.00	\$4,091.00
Pacific County	23,600.00	facilities maintenance assistant	\$3,064.00	\$3,942.00
City of Maple Valley	28,920.00	Facilities Maintenance Technician	\$5,192.00	\$6,570.00
City of Mount Vernon	35,500.00	Facilities Maintenance Technician	\$3,534.05	\$4,650.57
City of Lake Stevens	40,700.00	Facilities Maintenance Technician	\$3,664.74	\$4,637.27
Douglas County	44,000.00	Facilities Maintenance Tech I	\$3,145.00	\$3,718.00
Kittitas County	47,200.00	Maintenance Tech I - Custodial	\$3,496.00	\$3,985.00
City of Olympia	56,370.00	Facilities Maintenance Worker I	\$4,084.00	\$4,964.00
City of Walla Walla	34,020.00	Facility Maintenance Specialist	\$4,170.00	\$5,323.00
Walla Walla County	62,625.00	Facilities Building Technician	\$2,810.00	\$4,143.00

City of College Place

Job Description

TITLE: Facility Maintenance Worker I

REPORTS TO: Public Works Director

POSITION SUMMARY

The Facility Maintenance Worker performs a variety of routine and semiskilled tasks involving general maintenance of City facilities, equipment, and grounds. Depending on assignment, duties may include: making routine plumbing repairs (example: repairing leaks, unplugging toilets and drains, etc.); replacing light bulbs and fluorescent lights, and making electrical related repairs (example: replacing electrical receptacles, etc.); performing routine carpentry work (example: minor paint jobs, installing doors, door stops, cabinet doors, tile, adjustable shelving, setting forms for concrete, etc.); performing preventive maintenance on heating, ventilation, and air conditioning (HVAC) systems (example: replacing evaporative cooler pads, belts, pumps, air filters, etc.); making roof repairs; installing glass, screens, refrigerators, and ranges; making minor grounds and landscape irrigation repairs; installing forms and header boards; grading dirt areas; and operating trenchers and soil augers. Specific duties performed may vary by assignment. This class performs related work as required.

SUPERVISION RECEIVED

Serves under the direction of the Public Works Director.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

- Employees of the City of College Place are expected to model and foster the City's core values: **Open and Honest, Cooperation, Respect, Service, & Diversity.**
- General repairs and maintenance activities inside and outside of buildings and other City facilities
- Weather proofing of building envelopes; including foundations, roofs, walls, doors, and windows
- Performing quality checks, maintenance, and repairs on HVAC, air conditioning, plumbing, and electrical systems
- Checking and responding to security and safety issues
- Testing and recommending new maintenance products
- Coordinating deliveries from vendors and suppliers

- Acquiring multiple quotes or bids for facility related tasks or projects, to include reviewing and recommending which contractor to select.
- Coordinating outside repairs with private contractors
- Keeping documents of inspections and problems
- Completion of various landscaping and pest control activities
- Keeping an inventory of cleaning and repair supplies
- Snow and ice treatment and/or removal at various City facilities

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

- High School Diploma or equivalent.
- Basic First Aid & CPR certificate or ability to obtain within 6 months.
- Valid state driver's license
- Acceptable background to allow full, unescorted access to Police facilities

KNOWLEDGE REQUIRED

- City organization, operations, policies and objectives.
- Principles of Construction Management and field inspection.
- Knowledge of basic electrical, plumbing, and HVAC principles.
- General knowledge of building codes
- Basic understanding of landscape maintenance principles.

SKILLS/ABILITIES REQUIRED

- Ability to read and understand construction plans
- Ability to work well with a team and also independently.
- Strong oral and written communication skills.
- Ability to conduct inspections and make professional assessments of work.
- Physical ability to perform the essential job functions.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent organizational skills and attention to detail.
- Safety compliance is a condition of employment.

WORKING CONDITIONS

Work is performed in a variety of environments.

- Frequently works near moving, mechanical parts.
- Frequently working in an environment of fumes and airborne particles.
- Frequently works in an environment that is loud.
- Will work in all climate conditions.
- Frequently required to stoop, kneel, crouch, or crawl.
- Must be able to walk, climb on ladders, and reach with hands and arms.
- Must be able to use hands to finger, handle, or feel objects, tools, or controls.
- Occasionally work is performed at high elevations, in trenches, and confined spaces.
- Ability to perform heavy labor is required. This position frequently requires lifting 50 pounds and, occasionally, 75 to 100+ pounds.

LICENSE & OTHER REQUIREMENTS:

- Valid State of Washington or Oregon driver's license
 - Class A Commercial Driver's License (CDL) including tank, trailer, and air brake endorsements is desired

Classification History

Created: 1/1/2023

FLSA: Non-Exempt, Union

Mike Rizzitiello, City Administrator	Date
Mayor	Date
Employee	Date

City of College Place

Job Description

TITLE: Facility Maintenance Worker II

REPORTS TO: Public Works Director

Position Summary

The Facility Maintenance Worker performs a variety of routine and semiskilled tasks involving general maintenance of City facilities, equipment, and grounds. Depending on assignment, duties may include: making routine plumbing repairs (example: repairing leaks, unplugging toilets and drains, etc.); replacing light bulbs and fluorescent lights, and making electrical related repairs (example: replacing electrical receptacles, etc.); performing routine carpentry work (example: minor paint jobs, installing doors, door stops, cabinet doors, tile, adjustable shelving, setting forms for concrete, etc.); performing preventive maintenance on heating, ventilation, and air conditioning (HVAC) systems (example: replacing evaporative cooler pads, belts, pumps, air filters, etc.); making roof repairs; installing glass, screens, refrigerators, and ranges; making minor grounds and landscape irrigation repairs; installing forms and header boards; grading dirt areas; and operating trenchers and soil augers. Specific duties performed may vary by assignment. This class performs related work as required.

SUPERVISION RECEIVED

Serves under the direction of the Public Works Director.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

- Employees of the City of College Place are expected to model and foster the City's core values: **Open and Honest, Cooperation, Respect, Service, & Diversity.**
- General repairs and maintenance activities inside and outside of buildings and other City facilities
- Weather proofing of building envelopes; including foundations, roofs, walls, doors, and windows
- Performing quality checks, maintenance, and repairs on HVAC, air conditioning, plumbing, and electrical systems
- Checking and responding to security and safety issues
- Testing and recommending new maintenance products
- Coordinating deliveries from vendors and suppliers

- Acquiring multiple quotes or bids for facility related tasks or projects, to include reviewing and recommending which contractor to select.
- Coordinating outside repairs with private contractors
- Keeping documents of inspections and problems
- Completion of various landscaping and pest control activities
- Keeping an inventory of cleaning and repair supplies
- Snow and ice treatment and/or removal at various City facilities

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

- High School Diploma or equivalent.
- Basic First Aid & CPR certificate or ability to obtain within 6 months.
- Valid state driver's license
- Acceptable background to allow full, unescorted access to Police facilities
- Minimum of five (5) years' experience in facility maintenance or building management

KNOWLEDGE REQUIRED

- City organization, operations, policies and objectives.
- Principles of Construction Management and field inspection.
- Knowledge of basic electrical, plumbing, and HVAC principles.
- General knowledge of building codes
- Basic understanding of landscape maintenance principles.
- Basic principles of project management

SKILLS/ABILITIES REQUIRED

- Ability to read and understand construction plans
- Ability to work well with a team and also independently.
- Strong oral and written communication skills.
- Proficient with general computer programs such as Microsoft Office and ability to operate maintenance management software.
- Ability to conduct inspections and make professional assessments of work.
- Physical ability to perform the essential job functions.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent organizational skills and attention to detail.

- Safety compliance is a condition of employment.
- Ability to successfully manage facility projects from beginning to end with little to no oversight.

WORKING CONDITIONS

Work is performed in a variety of environments.

- Frequently works near moving, mechanical parts.
- Frequently working in an environment of fumes and airborne particles.
- Frequently works in an environment that is loud.
- Will work in all climate conditions.
- Frequently required to stoop, kneel, crouch, or crawl.
- Must be able to walk, climb on ladders, and reach with hands and arms.
- Must be able to use hands to finger, handle, or feel objects, tools, or controls.
- Occasionally work is performed at high elevations, in trenches, and confined spaces.
- Ability to perform heavy labor is required. This position frequently requires lifting 50 pounds and, occasionally, 75 to 100+ pounds.

LICENSE & OTHER REQUIREMENTS

- Valid State of Washington or Oregon driver's license
 - Class A Commercial Driver's License (CDL) including tank, trailer, and air brake endorsements is desired
- License or certification in one or more facility related trade is desired. Examples include HVAC, electrical, plumbing, or carpentry fields.

Classification History

Created: 1/1/2023

FLSA: Non-Exempt, Union

Mike Rizzitiello, City Administrator	Date
Mayor	Date
Employee	Date

City of College Place, Washington
ORDINANCE NO. 23-004

AN ORDINANCE REPEALING ORDINANCE NO. 23-002 AND ADOPTING SALARIES AND COMPENSATION FOR THE MAYOR, CITY COUNCIL, APPOINTED OFFICERS, AND EMPLOYEES OF THE CITY OF COLLEGE PLACE AND FIXING THE EFFECTIVE DATE THEREOF.

BE IT ORDAINED by the City Council of the City of College Place, Washington, that;

Section 1. The salaries and wages of the various appointive officers and employees are fixed as set out in this ordinance. The salaries and wages as set out herein shall be effective from and after January 1, 2023 for all officers and employees. These salaries shall remain in effect until changed by the City Council by a duly enacted ordinance. All salaries and wages are stated at the rate per month except where otherwise indicated. Unless otherwise shown, the positions have been approved with a five-step salary scale.

Position Title	Salary Range				
TITLE	STEP 1	STEP II	STEP III	STEP IV	STEP V
Section 2. NON-UNION, EXEMPT					
City Administrator	12,320				
Police Chief	11,039				
City Attorney	11,030				
Fire Chief	9,808	10,102	10,405	10,717	11,039
Public Works Director	9,263	9,541	9,827	10,122	10,426
Finance Director	8,886	9,152	9,427	9,710	10,001
Engineer	8,498	8,753	9,015	9,286	9,564
Community Development Director	7,990	8,230	8,477	8,731	8,993
Police Lieutenant	7,838	8,074	8,316	8,565	8,822
Building Official	6,978	7,188	7,403	7,625	7,854
HR Manager	6,870	7,076	7,289	7,507	7,733
Engineering Division Manager	6,132	6,316	6,505	6,700	6,901
Deputy Finance Director/HR Assistant	6,006	6,186	6,372	6,563	6,760
City Clerk	5,947	6,125	6,309	6,498	6,693
Section 3. NON-UNION, NON EXEMPT					
Police Sergeant	7,153	7,367	7,588	7,816	8,050
Operations Manager	5,846	6,021	6,202	6,388	6,580
Building Inspector	5,773	5,946	6,125	6,308	6,498
Chief Clerk - Police Department	4,293	4,422	4,555	4,691	4,832
Section 4. PUBLIC EMPLOYEE UNION					
Public Works Inspector	5,182	5,338	5,498	5,663	5,833
Public Works Foreman	5,132	5,286	5,445	5,608	5,777
Water Utility III	4,824	4,968	5,117	5,271	5,429
Fleet Maintenance Manager	4,811	4,955	5,104	5,257	5,415
Water Quality Operator	4,811	4,955	5,104	5,257	5,415
Stormwater Program/Permit Coordinator	4,798	4,941	5,090	5,242	5,400
Mechanic II	4,371	4,502	4,637	4,776	4,920
Accounting Clerk III	4,371	4,502	4,637	4,776	4,920

Section 4. PUBLIC EMPLOYEE UNION – Cont.

Deputy City Clerk/Events Coordinator	4,371	4,502	4,637	4,776	4,920
Water Utility II	4,345	4,475	4,610	4,748	4,890
Facility Maintenance Worker II	4,345	4,475	4,610	4,748	4,890
Special Enforcement Officer	4,333	4,463	4,596	4,734	4,876
Street Worker III - Applicator	4,321	4,451	4,584	4,722	4,864
Parks Worker III	4,321	4,451	4,584	4,722	4,864
Street Worker II	3,988	4,108	4,231	4,358	4,489
Parks Worker II	3,988	4,108	4,231	4,358	4,489
Stormwater Worker II	3,988	4,108	4,231	4,358	4,489
Mechanic I	3,988	4,108	4,231	4,358	4,489
Water Utility I	3,921	4,038	4,160	4,284	4,413
Facility Maintenance Worker I	3,921	4,038	4,160	4,284	4,413
Accounting Clerk II	3,921	4,038	4,160	4,284	4,413
Records Clerk	3,921	4,038	4,160	4,284	4,413
Administrative Assistant I	3,921	4,038	4,160	4,284	4,413
Street Worker I	3,833	3,948	4,067	4,189	4,315
Accounting Clerk I	3,546	3,653	3,762	3,875	3,992

Section 5. POLICE UNION

Probationary (starting pay without state certification) *5,295*

Detective	6,357	6,547	6,744	6,946	7,155
Police Officer	6,168	6,353	6,543	6,740	6,942

Section 6. FIRE FIGHTER UNION

Firefighter	5,486	5,651	5,820	5,995	6,175
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Section 7. MISCELLANEOUS

Reserve Officer / per hour	15.75	
Part-time Police Records Clerk / per hour	22.46	Maximum 16 hours/week
Laborer / per hour		Minimum Wage to \$18.00 per hour
Intern / Work Study Program		Negotiated by Administration
Hiring / Retention Bonus		Up to \$5,000.00 to be negotiated by Administration

Section 8. 2.08.060 Compensation of Mayor. The Mayor shall be paid the sum of one thousand five hundred dollars per month and in addition receive reimbursement for actual expenses incurred in the discharge of official duties upon presentation of claim for such expenses and approval by members of the City Council. The City Council will provide, by appropriate resolution from time to time, additional necessary supportive expenses for the carrying out of the necessary functions of the Mayor and his/her office.

Section 9. 2.08.070 Compensation of Council. Each member of the Council of the City, if elected subsequent to the effective date of the ordinance codified in this section, shall receive the sum of three hundred seventy-five dollars per month.

Section 10. Insurance - Non-Union, Exempt employees. As a part of the compensation, the City of College Place will provide the following to full-time Non-Union, Exempt employees: medical, dental, and vision insurance (full family), up to a \$100,000.00 life insurance policy (as offered by vendor), and Long Term Disability Insurance.

Section 11. Insurance - Non-Union, Non-Exempt. As a part of the compensation, the City of College Place will provide the following to full-time Non-Union, Non-Exempt employees: medical, dental, and vision insurance (full family) with an employee contribution of \$40.00/month, up to a \$100,000.00 life insurance policy (as offered by

vendor), and Long Term Disability Insurance.

Section 12. Additional Compensation. Occasionally, the Fire Chief may work as part of a Washington State Incident Management Team involved in fighting fires, wildfires, or other disaster. The City will pay the Fire Chief for work outside of his normal work hours while deployed at 1.5 times his regular rate of pay. The City will subsequently be reimbursed by the agency utilizing his services for the amount of wages and benefits expended.

Section 13. Paid family and Medical Leave Act. The City will contribute the employer portion of the premium and the employee will contribute the employee portion of the premium.

Section 14. Ordinance No. 23-002 is hereby repealed.

Section 15: Clerical Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 16: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 17: Effective Date. This ordinance shall be effective January 1, 2023 upon its passage and publication as required by law.

PASSED by the City Council of the City of College Place, Washington, this 28th day of February, 2023.

Norma L. Hernández, Mayor

Attest:

Approved as to form:

Sherri St. Clair, City Clerk

Rea Culwell, City Attorney



2023 WCIA Grant Application Questions

Instructions: Use this to gather the information and then fill out the corresponding grant form in Origami. Please do not return this document to WCIA; all grant requests must be submitted by the Origami user(s).

Risk Reduction Mitigation Grant Application

All fields required unless noted optional.

(The contact information is the person WCIA will communicate with regarding this grant application.)

Contact Name	Robert McAndrews
Contact Title	Public Works Director
Contact Phone	509.394.8526
Contact Email	rmcandrews@cpwa.us
Estimated Start Date (optional)	Summer 2023
Estimated Completion Date (optional)	Summer 2023
Project Name and/or Description	Municipal Campus ADA Sidewalk Compliance
Amount Requested	\$20,000

1. Please specify the risk you wish to mitigate with the risk reduction dollars under this grant. Priority will be given to those projects that mitigate high risk/claim incidents in the member's risk profile.

Our City Campus has several sidewalks and wheelchair ramps that are out of compliance with ADA standards. Because this is the primary citizen hub for our City it is critical that we are able to provide safe sidewalks and handicap access for all stakeholders. There are currently trip hazards and sidewalks that do not meet ADA slope requirements. Additionally, all of our wheelchair ramps are way out of compliance which not only prevents access for persons in wheelchairs, but also create hazards for other visitors to the campus.

2. How will the grant funds be used to mitigate the risk you identified above? Please describe the project.

We have analyzed the sidewalks at our Municipal Campus and have determined that 1,620 square feet of sidewalk needs to be replaced and 3 ADA ramps need to be rebuilt. Additionally, about 60 feet of curb and gutter needs to be rebuilt. The project will include demo and haul-off of old concrete, forming, setting rebar, and pouring new sidewalk and ADA ramps which will eliminate trip hazards and widen walkways to comply with the American Disabilities Act. We are ready to move forward with this project in the late spring or summer of 2023 if awarded. We expect the project to be completed within a four weeks after it begins.

3. What impact do you anticipate this mitigation will have on reducing loss exposure to your agency/city/town? (Please specify if it will address any issues or possible exposures related to your annual audit or loss/run reports.)

This project will mitigate risks associated with trip/fall issues for employees and citizens who work at or visit the Municipal Campus. It will bring our sidewalks and ramps into compliance with the American Disabilities Act (ADA), and will provide safe access to the Municipal Campus for disabled persons. As a local municipality, we issue permits, provide inspections, and hold others accountable for work that they do at their residences, businesses, or within City right-of-ways. When citizens or contractors visit the Municipal Campus to apply for permits or request an inspection, the first thing they see is that we are out of compliance. It is often difficult to explain why we are requiring someone else to comply when we are out of compliance ourselves. If we are able to move forward with this project it will allow us to lead by example and will lead to indirect risk mitigation elsewhere in the City as well.

4. Describe any matching funds or in-kind labor/services contributions.

College Place has set aside \$20,000 in matching funds. The City will also provide contract and construction management services, inspection, and will take care of all required permits. The City will cover any overages or additional costs that may arise at the time of construction or due to increased costs from the time we requested an estimate for the work.



Provide any supporting documentation to the person submitting the request in Origami. For example, estimates, photographs, etc.

I've included a proposal, some photos of the problem areas, and an overall site layout indicating where the work is to be completed.

Attached are examples of past funded projects.



Risk Management Staff Development Grant Application

All fields required unless noted optional.

(The grant Recipient information is the person WCIA will communicate with regarding this grant application.)

Contact Type (Choices: Delete, Alternate, Claims Contact)

Grant Recipient Name

Grant Recipient Title

Contact Phone

Contact Email

Proposed Travel Start Date (optional)

Proposed Travel End Date (optional)

Amount Requested

Conference Name (Choices: AGRIP National Conference, PRIMA Institute, PRIMA National Conference, Other)

1. What impact do you anticipate this staff development grant to have on improving the Risk Management function in your agency?

Eligibility Criteria

1. Member staff person using for a staff development grant must:

- Be a Member Employee

- Perform the risk management function of the agency.

2. Be the WCIA Claims contact, Delegate or Alternate. One application per Member. Reimbursement is subject to WCIA travel criteria.

3. Member must be in compliance with WCIA COMPACT.

4. Grant funds are to be used for travel expenses to attend one of the listed risk management education conferences/schools in person or virtual for 2023.

PRIMA National Conference June 4-7, 2023 [PRIMA National Conference](#)

PRIMA Institute October 16-20, 2023 [PRIMA Institute](#)

AGRiP Staff Forum Conference October 1-3, 2023. [AGRiP Staff Forum Conference](#)

Travel expenses include registration, airfare, rental car, taxi, hotel, and meals, in compliance with WCIA travel reimbursement criteria. Maximum travel expense reimbursement is \$3,000.

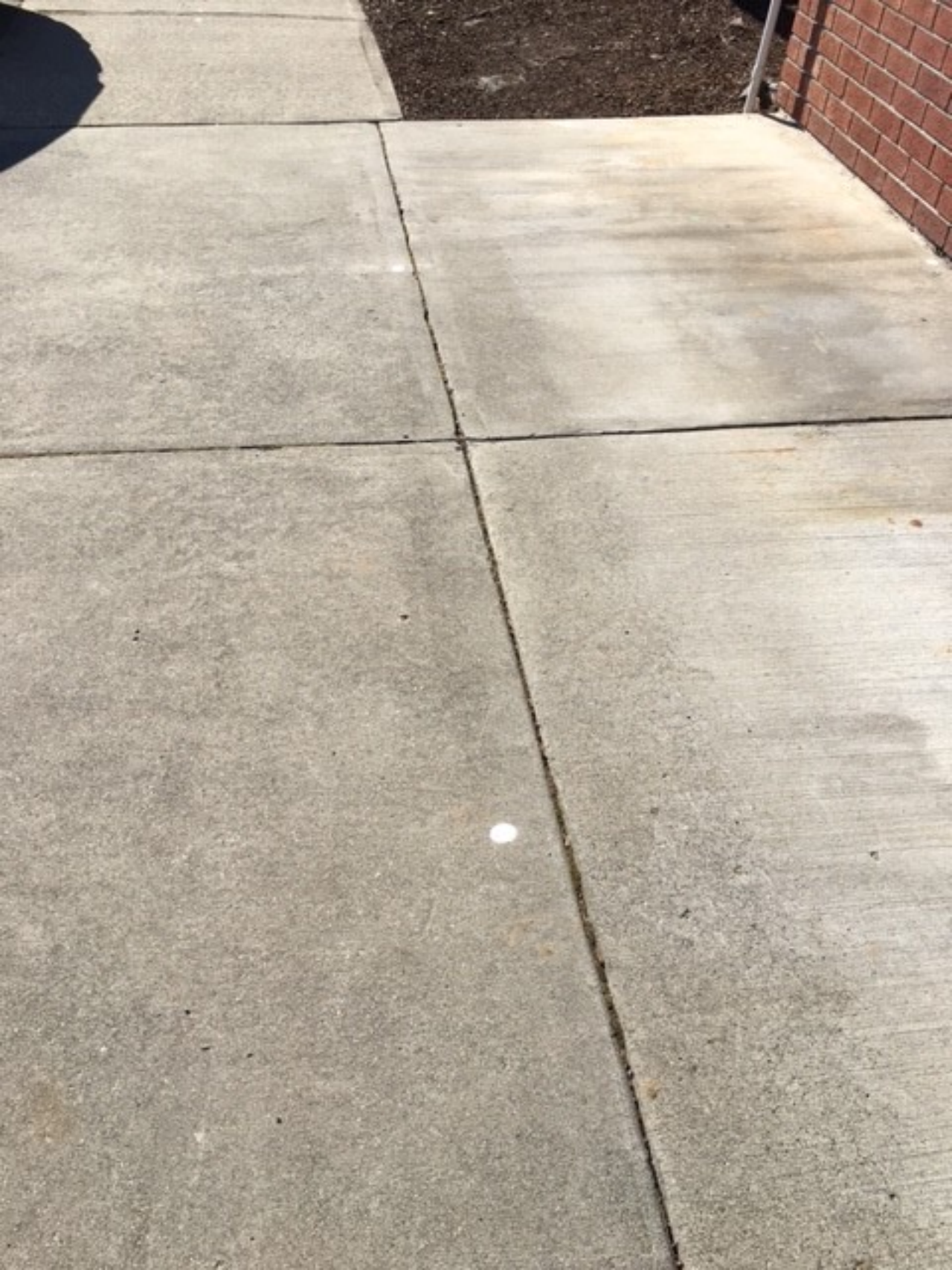
Attached are examples of staff development grants.

Provide any supporting documentation to the person submitting the request in Origami. For example, registration information and other conference information.

















Attn: City of College Place

PROPOSAL

Project: Remove and Replace at College Place City Hall

WA License No.: MORENNC930BT

Date: 2/18/2022

CCB No.: 181696

Plan Date: Met on site

Addendum:

Estimator: Cruz Castillo - cruz@nelson-corp.com - 509-526-5249

Item	Description	Qty	Unit	Unit Price	Total
1	MOBILIZATION	1	LS	\$ 1,029.06	\$ 1,029.06
2	Demo & Haul-Off	1620	SF	\$ 4.85	\$ 7,857.00
3	Gravel Prep	1	LS	\$ 6,088.93	\$ 6,088.93
4	ADA Ramps	3	EA	\$ 928.92	\$ 2,786.76
5	Standard Sidewalk	1620	SF	\$ 5.08	\$ 8,229.60
6	Relocate Sign	1	LS	\$ 578.35	\$ 578.35
11	18" Curb & Gutter	60	LF	\$ 27.48	\$ 1,648.80
TOTAL					\$ 28,218.50
8.7% Sales Tax					\$ 2,455.01
Grand Total					\$ 30,673.51

OPTIONS

Item	Description	Qty	Unit	Unit Price	Total
7	Demo Walk at Fire Station	270	SF	\$ 7.39	\$ 1,995.30
8	Grave; Prep at Fire Station	270	SF	\$ 7.36	\$ 1,987.20
9	4" Concrete at Fire Station	270	SF	\$ 7.02	\$ 1,895.40
10	2' Add on to N. Side of Building	102	SF	\$ 24.50	\$ 2,499.00
TOTAL					\$ 8,376.90
8.7% Sales Tax					\$ 728.79
Grand Total					\$ 9,105.69



City of College Place, Washington
RESOLUTION NO. 23-010

A RESOLUTION OF THE CITY OF COLLEGE PLACE, WASHINGTON, AUTHORIZING & SUPPORTING AN FY 2023 WCIA RISK REDUCTION GRANT FOR ADA COMPLIANT SIDEWALK AROUND THE MUNICIPAL CAMPUS

WHEREAS, the City of College Place is a non-charter code city under Title 35A RCW; and

WHEREAS, our risk management insurance carrier has a grant program to fund corrections to areas that pose a risk for member jurisdictions; and

Now therefore, be it Resolved that the City Council of the City of College Place does hereby

Section 1: The City Council of College Place, Washington authorizes and fully supports the WCIA FY 2023 Risk Reduction Grant for ADA Complaint Sidewalk Construction around the Municipal Campus.

Section 2: Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Section 3: Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 28th day of February, 2023.

Attest:

Norma L. Hernández, Mayor

Sherri St. Clair
City Clerk

615 S COLLEGE AVE WA 99324

108 SE 6TH ST WA 99324

619 S COLLEGE AVE WA 99324

621 S COLLEGE AVE WA 99324

NA WA 99324

Sidewalk widening
-North side of City Hall walk
-Fire Station walk

NA WA 99324

1,620 Sq Ft of Sidewalk

707 S COLLEGE AVE WA 99324

3 ADA Ramps

NA WA 99324

625 S COLLEGE AVE WA 99324



WASHINGTON STATE UNIVERSITY
EXTENSION



Washington State
Department of
Commerce

Writing Broadband Action and Digital Equity Plans

A workbook for Washington communities



January 2023

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Introduction

With the passage of the Infrastructure Investment and Jobs Act (IIJA), the federal government is making historic investments in [broadband](#) and [digital equity](#), establishing \$65 billion in programs aimed at bringing all U.S. residents online. The bulk of these programs will be implemented at the state level. The successful implementation of this generational opportunity will rely on significant coordination between the State and a wide range of stakeholders, including local and Tribal governments, community-based organizations, [community anchor institutions](#), [Internet Service Providers](#), and others. In Washington, Broadband Action Teams (BATs) and Tribes will play a critical role in the Washington State Broadband Office's (WSBO) local coordination efforts.

[WSBO](#) has partnered with Washington State University (WSU) Extension to support the capacity of BATs and Tribes, and the development of their local Broadband Action Plans and Digital Equity Action Plans. These plans will provide a local framework for planning and implementing projects to expand broadband infrastructure and promote [digital equity](#) for everyone in our communities.

In addition to building this foundational planning framework, the local Action Plans will support the State's local coordination efforts required under the Broadband, Equity, Access, and Deployment (BEAD) and Digital Equity Act (DEA) programs established under the IIJA. This local coordination will provide [WSBO](#) the local input and data they need to ensure that the implementation of these programs serves Washingtonians for decades to come.

Your participation is critical to Washington having a well-informed broadband and digital equity plan that encompasses the diverse realities across Washington and makes inroads into solving the digital divide.

A BAT, community, or Tribe that receives BAT Planning funds will submit the results from these efforts to WSU Extension Broadband and Digital Equity Support team. Results from across the State and Tribal Governments will be compiled and utilized to inform [WSBO](#) and Legislative priorities and allocation strategy for the State's BEAD funding.



What is the role of WSU Extension?

In this partnership, WSU Extension is working on behalf of the [WSBO](#) to provide technical, operational, and planning funding support for local and Tribal efforts to develop Broadband and Digital Equity Action Plans, which will inform the State's Five-Year Action Plan under the BEAD Program and the State Digital Equity Plan under the DEA Program.

Each participating BAT and Tribe will be paired with a dedicated Support Team, which includes a Regional Project Coordinator, Project Manager, and dedicated Advisory Support. Additionally, participants will be supported by tools, resources, and expertise provided by WSU Extension and our partners.

BATs and Tribes are not required to apply for planning funding support to participate or receive the available technical and operational support. However, those that do receive funds will be required to submit the relevant Action Plans.

The Action Plans developed under this program will be provided to [WSBO](#) to inform the development of Washington's Five-Year Action Plan and the State Digital Equity Plan.



WASHINGTON STATE UNIVERSITY
EXTENSION

WSU Extension is the front door to the University. Extension builds the capacity of individuals, organizations, businesses and communities, empowering them to find solutions for local issues and to improve their quality of life. With a presence in every county in Washington, as well as offices serving the Confederated Tribes of the Colville Reservation and the Kalispel Tribe, Extension has been helping counties and tribes form BATS over the past six years.

WSU

How To Use This Workbook

This Workbook is a program guide developed to support Broadband Action Teams (BATs), County and Tribal Governments in developing Broadband Action Plans and Local Digital Equity Plans. It provides a roadmap for communities to collect data and develop plans that establish a shared understanding of needs and alignment of priorities that creates a foundation for locally-driven solutions to bring the benefits of the Internet.

As [WSBO](#) undertakes the development and implementation of a statewide plan for broadband and digital equity, local and Tribal input and feedback will be critical to ensure unique realities across our diverse communities are understood and integrated. The plans developed using this Workbook will be provided to [WSBO](#) in a manner that will support the development of robust, locally-informed plans for the entire state of Washington, including Tribes located in this area.

What is included?

This Workbook is built around a planning guide and related worksheets that are designed to support the development and alignment of local and Tribal Broadband and Digital Equity Action Plans. Filled with templates and tips, this workbook has been designed to walk your team through the steps required to develop robust strategies to ensure your community is prepared to ensure everyone has access to reliable, affordable, high-speed Internet, as well as the skills, technologies, and capacity to use it effectively.

1 Overview of BEAD and DEA Programs

To support these local planning efforts, the Workbook begins with an Overview of the BEAD and DEA Programs, as well as Washington State's Digital Equity Act, established by HB 1723. Aligning with these programs can feel complicated at times. This overview will always be there if you need a refresher.

2 Anticipated Planning Timeline

To provide you with a better idea of what to expect and how to structure your planning processes, there is a timeline of anticipated tasks associated with the completion of the Action Plans. Each BAT and Tribe are starting from a different place, so this timeline can be adjusted and customized as needed.

3 Guide to Resources

There are various resources that WSU Extension and our partners are providing to support local planning efforts. The Guide to Resources will give you a rundown of the different forms of support and how they will be provided to BATs and Tribes that choose to participate.

4 Guide to Developing Your Action Plans

At the core of this Workbook is the guide to Developing Your Action Plans, which includes recommendations for aligning your planning efforts, steps to build or strengthen your BAT, where applicable, and a walkthrough of the various components of your Action Plans.

5 Worksheet Templates

To support a common structure to the Action Plans, Worksheet Templates are provided. These can be used to structure your thoughts, jot down notes, and collect feedback. Each Template will also be made available in an online form, which will be included in a suite of project management tools.

6 Glossary

The terminology used throughout this booklet may not be a part of your everyday vocabulary. The glossary provided at the end of this Workbook will provide the definitions to navigate and effectively use this document to implement your planning efforts.

BEAD and Digital Equity Programs Overview

Approximately \$48 billion of the funding allocated for [broadband](#) and [digital equity](#) under the IIJA will be administered by the National Telecommunications and Information Administration (NTIA), with the bulk of the funding flowing to states. This guide is focused on two programs that account for the bulk of the available funds—the Broadband Equity Access and Deployment (BEAD) and Digital Equity Act (DEA) Programs.

Broadband Equity Access and Deployment (BEAD) Program

The \$42.5 billion BEAD Program funds states and territories to develop partnerships with communities and various stakeholders to deploy broadband infrastructure in unserved and underserved areas with the goal to get everyone in the United States online. The NTIA will use the new [FCC Broadband Data Maps](#) to determine funding allocation amounts for each state and territory.

Eligible Service Areas

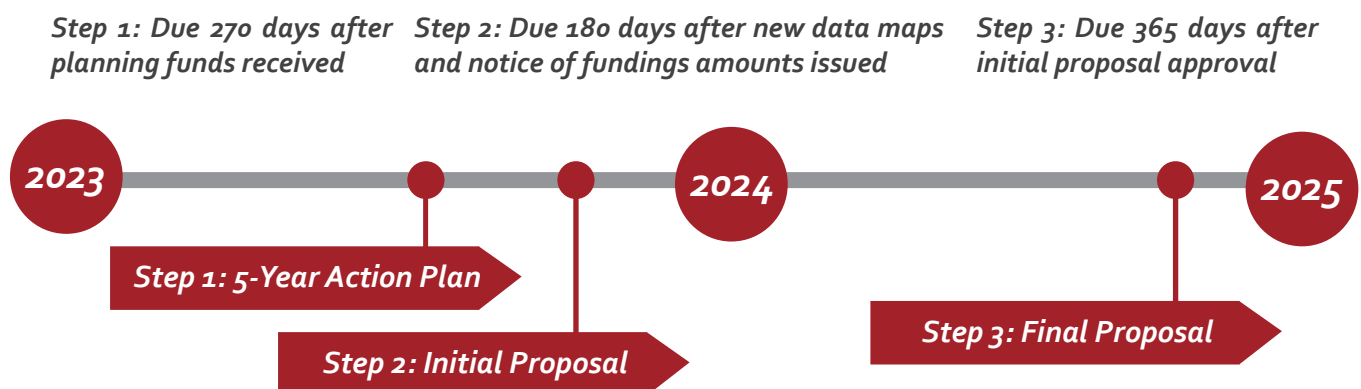
Each state will be responsible for implementing a subgrant program that allocates BEAD funding for the deployment of broadband infrastructure in eligible areas, which include:

Unserved Area—Any service area in which 80% or more of the [broadband serviceable locations](#) do not have access to Internet service at, or above, 25/3**Mbps**.

Underserved Area—Any service area in which 80% or more of the [broadband serviceable locations](#) do not have access to Internet service at, or above, 100/20**Mbps**.

BEAD Planning in Washington

The Washington State Broadband Office will be responsible for administering the statewide program under BEAD. To secure Washington’s allocation, [WSBO](#) is required to develop a series of plans and proposals, which include a Five-Year Action Plan, Initial Proposal, and Final Proposal.



Source: National Telecommunications and Information Administration, “The Broadband Equity, Access, and Deployment Program: Program Details for Applicants” (webinar, May 2022, <https://broadbandusa.ntia.doc.gov/sites/default/files/2022-06/June-1-Webinar-Presentation.pdf>)

Step 1

Five-Year Action Plan

Due August 2023

The Five-Year Action Plan (FYAP) will provide a foundation for BEAD planning by establishing broadband goals, priorities, and a comprehensive needs assessment that the Initial Proposal and Final Proposal will build upon.

Step 2

Initial Proposal

Due December 2023

The Initial Proposal is the “first draft” of the Final Proposal. It is intended to explain how the State intends to use the BEAD funds and other sources of funding to ensure that every resident has access to a reliable, affordable, high-speed broadband connection. Upon the NTIA’s approval of the Initial Proposal, a minimum of 20% Washington’s allocation will be made available.

Step 3

Final Proposal

Due Late 2024

The Final Proposal is intended to explain how the State intends to use the BEAD funds and other sources of funding to ensure that every resident has access to a reliable, affordable, high-speed broadband connection, including how it complied with what was included in the Initial Proposal. Upon the NTIA’s approval of the Final Proposal, the remaining 80% Washington’s allocation will be made available.

Role of Local Broadband Action Plans

Each of these planning phases will directly inform how BEAD funds are deployed in Washington. Throughout the entire planning process, [WSBO](#) will rely on robust local, Tribal, and stakeholder coordination to inform the development of statewide plans and ensure the program’s success in bringing every resident and business in Washington online.

The Broadband Action Plans, as outlined in this Workbook, will serve the critical function of developing local plans alongside the development of the Statewide Five-Year Action Plan. These plans will serve as a foundation upon which communities can build to contribute to the development of the Initial Proposal and Final Proposal while pursuing local solutions.



Washington Spotlight: *The public and private sectors partnered in Whitman County, Washington to bring a fiber to the home network to five rural, farming communities on the Palouse.*

Digital Equity Act Programs

The combined funding pool of \$2.75 billion for the Digital Equity Act established two programs – the State Digital Equity Capacity Grant and Digital Equity Competitive Grant Programs. Both programs aim to ensure that all people and communities have the skills, technology, and capacity needed to reap the full benefits of our digital society. The NTIA established a partnership with the U.S. Census Bureau to determine the allocation of funding to each state.



Covered Populations in the Digital Equity Act

The Digital Equity Act Programs are designed to prioritize programs that serve the following “Covered Populations.” In reaching these Covered Populations, you should begin by reaching out to the entities that serve those populations, rather than reaching out directly to those populations.

- Populations whose income is under 150% of the federal poverty level
- [Aging Individuals](#)
- Incarcerated, or formerly incarcerated, individuals
- Veterans
- Individuals with disabilities
- Individuals of racial or ethnic minority groups
- Individuals who primarily reside in a rural area
- Individuals with a language barrier, including those who are English learners, or have low levels of literacy

The Washington State Legislature has also identified “Underserved Populations” in HB 1723 which must be considered in state digital equity planning. The Underserved Populations include the Covered Populations identified in IJJA and additionally include:

- Children and youth in foster care
- Individuals experiencing housing instability

This Workbook is designed to support the development of local digital equity plans that provide a foundation of local understanding for digital equity planning in Washington. Therefore, the local plans will include these Underserved Populations in the planning for Covered Populations.

Role of Local Digital Equity Plans

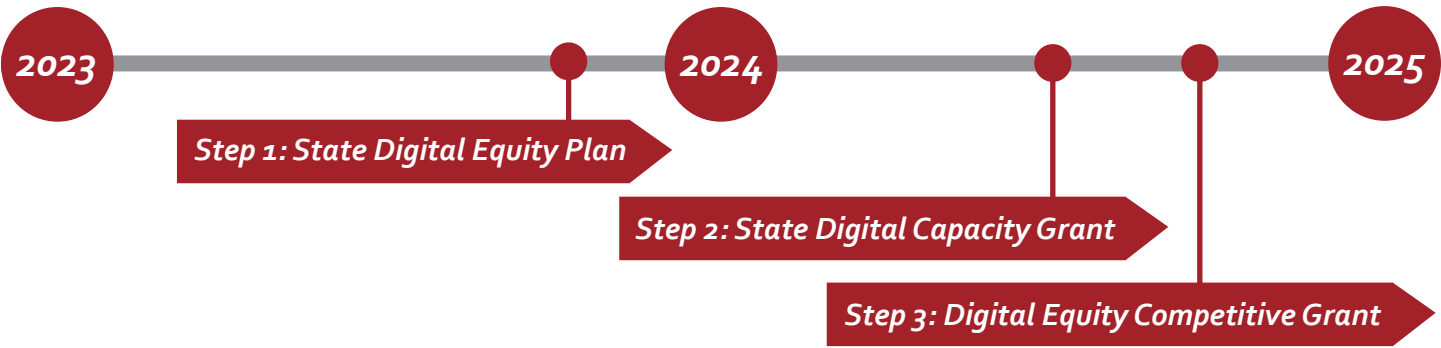
The local digital equity plans developed using this Workbook will be useful for both Digital Equity Act programs, however they are specifically designed for the state grant.

The State Digital Equity Plan and the State Digital Equity Capacity Grant proposal will directly inform how DEA funds are implemented in the state of Washington. Throughout the entire planning process, [WSBO](#) will rely on robust local, Tribal, and stakeholder coordination to inform the development of statewide plans and ensure the

program’s success in ensuring that all people and communities have the skills, technology, and capacity needed to reap the full benefits of our digital society. Through the data gathered in this effort, your team will send valuable information on local assets and areas of concern regarding [digital equity](#). These will inform the statewide plan and will ensure that funds and resources are distributed in the most impactful way possible.

Digital Equity Planning in Washington

To secure Washington’s allocation of DEA funding, [WSBO](#) is required to use State Digital Equity Planning Grant funds to develop a State Digital Equity Plan (SDEP).



- Step 1

State Digital Equity Plan

Due December 2023 (Submission Date Likely September 2023)

The State Digital Equity Plan (SDEP) is a prerequisite to the State Digital Equity Capacity Grant. The SDEP will assess the current state of [digital equity](#) in Washington and establish the State’s vision, strategy, and goals. The plan will serve as a foundation to pursue funding through the State Digital Equity Capacity Grant and amplify the objectives of stakeholders, including community based regional, local, and Tribal governmental entities, and community-based organizations.
- Step 2

State Digital Equity Capacity Grant

Estimated Due Date: Mid 2024

The \$1.44 billion State Digital Equity Capacity Grant Program is designed to support capacity for [digital inclusion](#) initiatives, programs, and the implementation of the SDEP. These may include a wide range of activities including support for resources for developing digital skills, digital navigator programs, and other activities to support the adoption and application of the Internet and connected. Upon the approval of a proposal, Washington will receive its allocation to support a five-year grant program.
- Step 3

Digital Equity Competitive Grant Program

Estimated Due Date: Mid-Late 2024

The \$1.25 billion Competitive Grant Program will be launched shortly after the NTIA begins distributing funds under the State Digital Equity Capacity Grant, providing an opportunity for local governments, tribes, non-profits, [community anchor institutions](#), education agencies, workforce development organizations, and other entities to apply directly to the NTIA for funding to implement digital equity programs. Funding will be made available directly to successful applicants.

Anticipated Timeline with Tasks

January 2023

- ☐ Program Launch Webinars (January 19 and 20)

February 2023

- ☐ Local BAT and Tribal Launch Session with your Regional Project Director
- ☐ Inform [WSBO](#) of your Recurring BAT Meeting Schedule for BATs
- ☐ Review Workbook as a Team
- ☐ Discuss Program and Tasks Ahead
- ☐ Review Community Broadband Base Map and Discuss Data
- ☐ Complete "Building and Strengthening Your BAT" Template
- ☐ Identify a Team or Tribal Lead Responsible for Collecting and Submitting Team Data
- ☐ Begin Outreach to Entities Serving Covered Populations in Your Community
- ☐ Identify Local Data Sources for Broadband and Digital Equity Asset Inventory
- ☐ End of Month: Upload Any Information Collected to Online Project Folder

March 2023

- ☐ Develop Vision Statement for Your Team
- ☐ Define Your Team or Tribe's Goals and Objectives
- ☐ Review Community Broadband Map
- ☐ Begin to Identify Infrastructure Gaps and Areas of Concern
- ☐ Begin to Identify Digital Equity Gaps and Areas of Concern
- ☐ Continue Collecting Local Data and Resources
- ☐ End of Month: Upload Any Information Collected to Online Project Folder

April 2023

- ☐ Review Community Broadband Map with any Updated Data
- ☐ Identify Infrastructure Gaps and Areas of Concern
- ☐ Identify Digital Equity Gaps and Areas of Concern
- ☐ Discuss Potential Solutions
- ☐ Send Draft Sections for Upload

May 2023

- ☐ Integrate Solutions into Community Map
- ☐ Complete Executive Summary

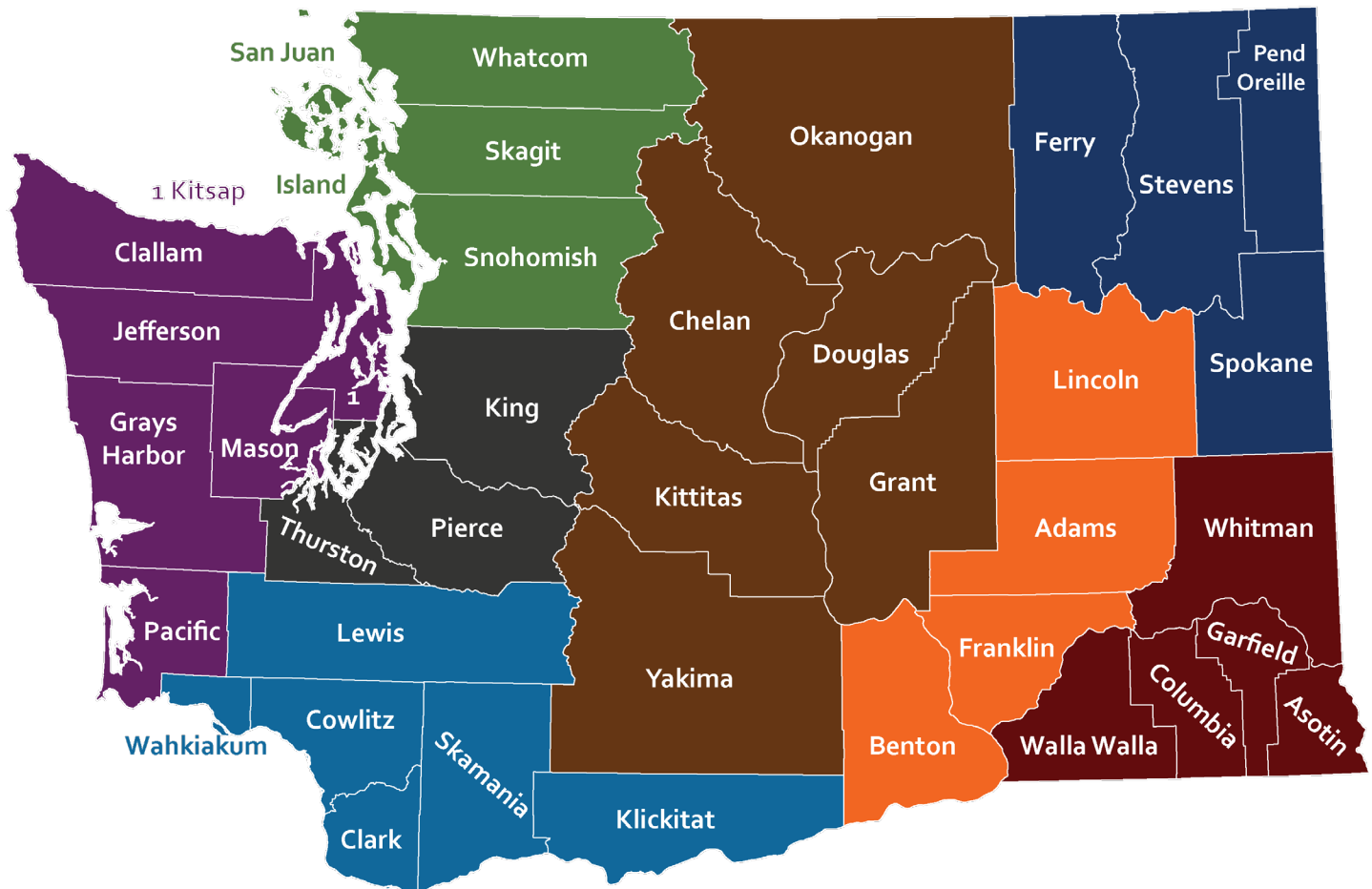
June 2023

- ☐ Submit Workbook Data to WSU Extension
- ☐ Workbooks Statewide are Compiled and Delivered to [WSBO](#)

Planning Regions

The State has been divided up into 8 Regions by counties for regional planning efforts and to allocate program support resources. Each county will have a Broadband Action Team that will be engaging in this effort. The regions are shown in the map below.

Tribes have been allocated a resource set outside of these regions for tribally-specific planning efforts. Tribes may also, and are encouraged to, participate in the county and regional planning efforts if they so choose.



-  **Region 1:** Clallam, Jefferson, Kitsap, Grays Harbor, Mason, and Pacific Counties
-  **Region 2:** Whatcom, Skagit, Snohomish, San Juan, and Island Counties
-  **Region 3:** Ferry, Stevens, Pend Oreille, and Spokane Counties
-  **Region 4:** Okanogan, Grant, Chelan, Douglas, Kittitas, and Yakima Counties
-  **Region 5:** Pacific, Lewis, Wahkiakum, Clark, Cowlitz, Skamania, and Klickitat Counties
-  **Region 6:** Adams, Lincoln, Benton, and Franklin Counties
-  **Region 7:** Walla Walla, Columbia, Garfield, Asotin, and Whitman Counties
-  **Region 8:** King, Pierce, and Thurston Counties

Resources

There is a lot of information and work included in this Workbook—but you’re not facing this task alone. A team has been assembled to support your work throughout this process and ensure that your community is well-represented in this broadband infrastructure and digital equity planning effort.



Regional Support Teams

Broadband Action Teams and Tribes will be assigned a regional program coordinator, advisory support, and a project manager to support the development of local plans. These team members will be available to attend your in-person and virtual meetings, support the gathering of data, help with keeping timelines and tasks on track, and linking your team to tools and resources that will support the development of your local inventory assessment and digital equity plans. If you need support throughout the process—we’re here to help!

Regional Program Coordinators

The Regional Program Coordinator assigned to your region will be your primary point of contact throughout this planning process. They will provide general support for your overall planning efforts and help navigate each step of the process. Your Coordinator will be prepared to provide a wide range of project and technical support, pulling in support from the advisory staff, project manager, and the statewide team as additional expertise is required.

The Regional Program Coordinators will be available to attend your regularly scheduled BAT or Tribal planning meetings to provide answer questions and provide updates and support, as needed. They will also be available to attend special planning meetings, as schedule allows.

If you have any questions, concerns, or requests your Regional Program Coordinator will be your go-to and the rest of the team will be ready to jump in at your request!

Regional Advisory Support

The Regional Advisory Support will primarily be available to provide additional subject matter expertise to support you throughout the planning process. They are primarily tasked with providing additional technical support, but will occasionally provide project support as needed, when your Coordinator is not available. Advisory Support will generally be requested through your Coordinator.

Planning and Project Management Tools

Worksheets

Starting on page 23 of this Workbook, you will find worksheets that provide a template for completing each component of the Broadband and Digital Equity Plans. There is at least one worksheet associated with each necessary component.

In the format provided in this document these worksheets are perfect for organizing thoughts, taking notes, or gathering feedback at meeting or events. These worksheets will also be made available to each participating BAT and Tribe as an online form for collecting input and a spreadsheet for reviewing and processing the data and information.

Base Map

Each participating BAT and Tribe will be provided with a Base Map that includes known infrastructure data and known digital equity indicators. These maps can be improved with the addition of local data. These maps will help identify where current assets exist and where there are gaps.

Project Management Suite

Each participating BAT and Tribe will be provided with a collection of tools that are designed to support the completion of plan components, tracking of deliverables, compiling the plan, assist with outreach, and more. The Project Managers will configure each suite of tools for each participating entity and provide support as needed in using the tools.

Workshops and Office Hours

Workshops and office hours will be held throughout the duration of the project to provide support.

Digital Equity Support Team

The Digital Equity Support Team will provide workshops, office hours, and other forms of support throughout the planning process. These efforts will provide direct support for local digital equity planning processes, provide examples of proven approaches for specific planning needs, and facilitate connections around common challenges and opportunities.

Digital Equity Planning Workshops

Digital Equity Planning Workshops will be held on Tuesdays from 2-3pm, starting January 31st. Each workshop will focus on a specific component of the Digital Equity Action Plan, strategies for reaching covered populations, or highlight proven approaches to local planning.

A schedule will be published at broadband.wsu.edu and updated regularly.

Digital Equity Planning Office Hours

Digital Equity Planning office hours will be held on Fridays from 2-3 p.m., starting February 3. Each session will provide an open time for questions and sharing information for anyone who wants direct equity planning support or has specific questions.

Broadband Infrastructure Support Team

The Broadband Infrastructure Support Team will provide workshops, office hours, and other forms of support throughout the planning process. These efforts will provide direct support for local broadband action planning processes, provide examples of proven approaches for specific planning needs, and facilitate connections around common challenges and opportunities.

Broadband Action Planning Workshops

Broadband Action Planning Workshops will be held as needed, based on common themes. Each workshop will focus on a specific component of the Broadband Action Plan, strategies for reaching covered populations, or highlight proven approaches to local planning.

A schedule will be published at broadband.wsu.edu and updated regularly.

Broadband Action Planning Office Hours

Broadband Action Planning Office Hours will be scheduled during critical junctures in the planning process. Each Office Hours sessions will provide an open time for questions and sharing information for anyone who wants broadband action planning support or has specific questions.

Go to broadband.wsu.edu for the most up-to-date online resources to accompany this workbook.

Welcome

This site will help support Broadband Action Teams in their formation and development of a Five-year Broadband plan and a Digital Equity Plan.

Webinars

Join us for our kickoff webinar.

- Thursday, January 19th, 10 AM: [Registration Link](#)
- Friday, January 20th 2 PM: [Registration Link](#)



WASHINGTON STATE UNIVERSITY
EXTENSION



Washington State
Department of
Commerce

You're invited to join WSU Extension, Washington State Broadband Office, and our partners for a workshop to kickoff the process for developing local Broadband Action Plans and Digital Equity Plans, discuss the critical role of Broadband Action Teams, and clearly outline how local efforts will align with the statewide planning for the Broadband, Equity, Access, and Deployment (BEAD) and Digital Equity Act programs.

During this workshop we will:

- Provide an overview of the partnership between WSBO and WSU Extension
- Define the roles within the process of WSBO, WSU Extension, and other partners and contractors
- Walk through the process for developing Broadband Action Plans and Digital Equity Plans, including how to use the guides, tools, and other resources that we have available to support your efforts.
- And answer all your questions!

Prior to the webinar, you will be receiving a copy of the Workbook designed to provide a comprehensive guide to the planning process.

Developing Your Action Plans

The Broadband and Digital Equity Action Plans will provide local frameworks for communities to ensure that meaningful broadband access, adoption, and application is available to everyone.

While broadband and digital equity planning each have distinct components, they should be viewed as complementary efforts aimed at the core objective of closing the digital divide. As the BEAD program highlights, successful infrastructure deployment requires that all communities can meaningfully adopt and use high-speed internet services, particularly those that have historically been excluded from access, such as communities of color, Tribal nations, rural areas, and lower-income areas. To support this alignment, we recommend that the planning efforts are closely coordinated.



Washington Spotlight: Nearly 700 homes and businesses in rural Pomeroy, Washington have access to high-speed broadband since the Port of Garfield completed its fiber-to-the-home project in 2021. Previously, most of Garfield County was limited to aging copper systems that exceeded the distance limitations for all except the slowest DSL services.

Aligning Broadband And Digital Equity Plans

This Workbook and the included planning templates are designed to support distinct, yet coordinated planning processes. The Broadband and Digital Equity Action Plans may be led by different working groups, or separate entities, but should regularly coordinate and provide updates through a central process, most likely the local Broadband Action Team.

Unified Plan Components

To facilitate this coordination, both plans should share an executive summary and a general overview that includes unified vision, goals, and objectives. Each plan will then identify specific needs, assets, gaps, obstacles, and paths forward. Between the two plans, there should collectively be priorities, activities, and strategies, ensuring that each of the stated goals and objectives is addressed by at least one, if not both, of the plans.

Coordination Between Teams

If the Broadband and Digital Equity Action Plans are developed by different teams or lead entities, there are several recommendations to support ongoing collaboration:

- Include at least one member from Broadband Action Plan Team on the Digital Equity Action Plan Team and vice versa
- Establish a clear process to share information and updates between planning teams
- Ensure that Broadband and Digital Equity planning progress is shared during BAT Meetings

For participating Tribes, the section on Building and Strengthening your BAT and associated Worksheets may not be directly relevant, but could provide useful information.

Coordinated Stakeholder Outreach

Stakeholder engagement and outreach should be coordinated throughout the process of developing broadband and digital equity plans. Conducting outreach as a cohesive effort for the two programs will reduce the burden and confusion on community stakeholders. Some initial outreach tasks may include:

- Assembling a comprehensive lists of stakeholders, identify overlaps, and coordinate or combine outreach to those stakeholders
- Planning and hosting combined meetings and events

Building and Strengthening Your BAT

Broadband Action Teams (BATs) are community-driven collaborations that meet regularly to develop local capacity to identify and address opportunities, challenges, opportunities, goals, strategies, and plans to address the [broadband](#) and [digital equity](#) needs for their communities. Tribes are encouraged to engage with local BATs and can choose to develop and submit their Broadband Action and Digital Equity Plans with that BAT and/or independently.

An active BAT can assist in the identification of broadband gaps then work with providers and funders to target investments to the locations with the greatest need and highest demand. The local knowledge and engagement of BAT members can help reduce telecommunications overbuilds. Establishing or strengthening a BAT is an important step in supporting planning and coordination at the local and state level.

It's easy to see why BATs play an important role in identifying the [broadband](#) and [digital equity](#) needs of Washington's communities, and how important they will be in developing the plans for the state's BEAD strategy.



A BAT can help a community:

- Centralize the [broadband](#) conversation,
- Assist local and statewide [digital equity](#) and inclusion efforts,
- Represent community technology and accessibility needs,
- Connect participants to collaborative project goals, and
- Bring early awareness of community projects to funding opportunities.

We have included worksheets in this workbook that can help you along the path, whether you are a seasoned Broadband Action Team, or you are just launching to facilitate the efforts of these programs.

Worksheet #1: Pre-BAT Effort Inventory

If your community doesn't have an active BAT, Worksheet #1: Pre-BAT Effort Inventory may help you launch.

Worksheet #2: Building Your BAT

Worksheet #2: Building Your BAT may be utilized to log the members of your team and help you determine who should/could participate in your BAT to ensure you have a diverse and representative group. Fundamental to planning efforts, is ensuring that key stakeholders including covered populations have representation. Take a moment to identify the members of your team and determine who should/could participate in your BAT to ensure you have a diverse and representative group.

Worksheet #3: Defining BAT Roles

Every BAT will want to have certain people identified who will carry out the tasks needed to maintain the group. These include leadership roles, note takers, the data collector, and folks who specialize in specific topics related to [broadband](#) and [digital equity](#). This worksheet will help you identify and log what members of your BAT are committed to engaging those roles.

Worksheet #4: BAT Communications

Communicating with the community will be central to developing a broadband infrastructure and digital equity plan. This worksheet will help your team define the methods of communication you will utilize to spread the word about efforts you're engaging in and solicit feedback from the community.

Visions, Goals, and Objectives

Having a clearly defined vision can support team cohesion through the development of alignment for what success looks like for your community. This vision will inform strategies, serve as a guide for setting goals and objectives, and determine the activities the community will choose to identify as prioritize in its Broadband Action Plan.

Worksheet #5: Writing a Vision Statement

Worksheet #5 provides examples of vision statements, and a space for you to write down your team's vision of what success looks like for this planning process.

Defining Your Goals and Objectives

The goals outlined in the Broadband Action Plan will inform later plans, applications, and projects and should consider long-term objectives for deploying [broadband](#), closing the digital divide, addressing access, affordability, equity and adoption issues, and enhancing economic growth and job creation.

Worksheet #6: Defining Your Team's Goals And Objectives

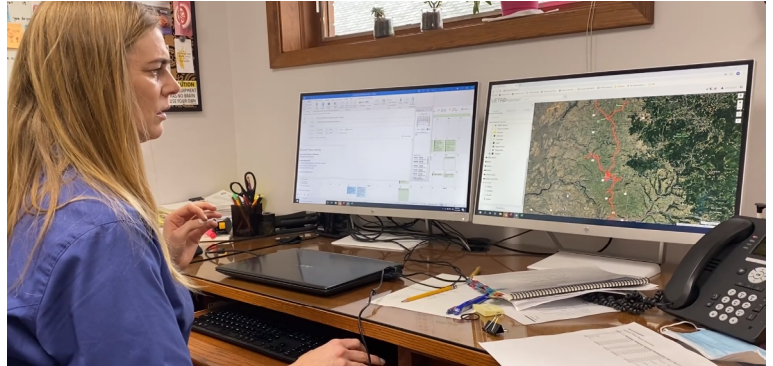
Use Worksheet #6 with your team to outline the collective goals and objectives for broadband deployment and digital equity in your community.

Broadband Action Plan

Each BAT and Tribe participating in this effort will be provided a Broadband Base Map at the onset of this planning effort that has been developed from publicly available data. This may be utilized as a jumping-off point for understanding the current services, infrastructure, and demographic attributes in the area.

Local resources such as GIS datasets, previously collected survey data, studies, projects, etc., may be integrated into this mapping resource to further understand the needs and dynamics of the area, and strategize solutions for gaps that are known or found to exist.

Asset mapping at the state level helps to identify and build on the state's existing resources, networks, and strengths; these are the assets. This process helps emphasize capacity building and community-based solutions, and it works with community members and organizations as partners invested in solutions, rather than as problems to be solved. By mapping the connections of core assets in a region or community, and then expanding iteratively, the asset mapping process can generate a robust network of potential partners and stakeholders.



Local resources, such as GIS datasets, may be integrated into the County or Reservation-wide Broadband Needs Map provided to each participating BAT and Tribe.

Asset mapping is also particularly effective at uncovering resources in the community that would not otherwise have been invited to “a seat at the table” in a more traditional planning or engagement approach. Identifying the opportunities, interpersonal networks, and resources already present in a community will help identify areas to support and scale strategies that are already in place – which reduces duplicative efforts. In turn, asset mapping supports the empowerment of community institutions and people by sharing ownership in the local coordination efforts.

This section of the workbook is broken down into five parts:

- 1 Review Local Broadband Base Map Data**
- 2 Collect Local Broadband Asset Inventory Data**
- 3 Broadband Infrastructure Needs Assessment**
- 4 Obstacles And Barriers To Broadband Infrastructure Deployment**
- 5 Potential Paths Forward**

1. Review Local Broadband Base Map Data

We have collected publicly available data from various sources to create a broadband base map for you community. The layers on this map will include things like data from the Washington State Broadband Office's Speed Test, NTIA's Indicators of Broadband Need, Public Broadband Networks, [Community Anchor Institutions](#), and more. As a group, we'll review this base map and look to understand if the data reflects what local community members know to be true. We'll also be trying to assess what data is missing from this map.

Worksheet #7: Reviewing Your Broadband Base Map

Worksheet #7 provides a space for you to write the URL of your local base map and take notes on your observations of the characteristics of the map. This will allow for you and your team to not only understand what the existing data is saying about broadband availability in the area, but also perhaps notice specific areas that are served, underserved, and unserved according to the public data.

2. Collect Local Broadband Asset Inventory Data

After reviewing the broadband base map data, your team will be tasked with collecting additional local data that would help to inform what assets exist in your community that are not represented on the base map. This may include:

- ☐ Requesting shapefiles of local networks from [local internet service providers](#)
- ☐ Locating any previously conducted local broadband survey or feasibility study data
- ☐ Surveying anchor institutions about the quality of their services
- ☐ Asking for GIS Data from your local utility and municipal entities, such as:
 - ☐ Tribal Entities
 - ☐ The County
 - ☐ Cities
 - ☐ PUDs
 - ☐ Ports
 - ☐ Other Local Utilities

You may also request a No-Cost Rapid Design Broadband Study Grant from the Washington State Broadband Office to add to your data set. To request this, have a representative from the County email [WSBO](#) at wsbo@commerce.wa.gov.

Worksheet #8: Local Asset Inventory

The broadband base map is just a start- your local assets being mapped on your local broadband map will help to develop this resource for your community. The local asset inventory form may be utilized to request data from local utilities and municipalities to support the collection of data from these organizations that may provide useful for local broadband planning efforts.

Worksheet #9: Community Anchor Institution Service Inventory

The Washington State Broadband Office has set the goal that all [community anchor institutions](#) should have access to 1/1Gbps services by the year 2028. In order to meet this goal, it will be critical that we have good information on the current level of services that these organizations are getting today. This worksheet can help create an inventory of your local CAls and serve as a place to tabulate what you learn about their current services.

Worksheet #10: Internet Service Provider Outreach

[Local Internet Service Providers](#) are the current organizations providing internet services in your community. This worksheet can serve as a template request form to ask for more information about the services and programs they may have in your community.

3. Broadband Infrastructure Needs Assessment

Now that you and your team have reviewed the broadband base map and have collected your local asset data it's time to take a look and identify areas that appear to be struggling with the infrastructure component to broadband access. You may notice from this data that there are areas that appear to be well-served, under-served, and unserved.

Worksheet #11: Infrastructure Gaps On Our Community Broadband Map

4. Obstacles To Broadband Infrastructure Deployment

From the conversations you've had with local leaders, [Internet Service Providers](#), Utility Providers, and community members. What do you perceive to be the obstacles to broadband infrastructure deployment in your community? Worksheet #12 gives you space to brainstorm as a team about what the barriers your area is facing to ubiquitous high-speed [broadband](#).

Worksheet #12: Obstacles To Broadband Infrastructure Deployment

5. Potential Paths Forward

Through this process, you've likely learned a lot about the assets and challenges that exist within your community. With this information, now your team can imagine potential paths forward for how to overcome those barriers to infrastructure access in your community.

Worksheet #13 gives you and your team space to write down those potential paths forward.

Worksheet #13: Potential Paths Forward For Broadband

Digital Equity Action Plan

The Digital Equity Action Plan is a local plan developed to identify the needs, existing assets, barriers to full use, and strategies to support Covered Populations. The plan should be as inclusive as possible of local stakeholders. The activities planned and implemented through this process build toward achieving digital equity.

[Digital Equity](#) is a phrase that is used to encompass that digital access and skills are now required for full participation in many aspects of society and the economy. Digital Equity links [Digital Inclusion](#) to social justice and highlights that a lack of access and/or skills can further isolate individuals and communities from a broad range of opportunities. Things that support [digital equity](#) include Public Internet Access, Public Device Access, Affordability, Adoption, [Digital literacy](#) skills, Online safety, and internet-connected device availability/affordability. These are all things that are as important as the physical network infrastructure for communities to achieve bridging the digital divide.

Each BAT and Tribe participating in this effort will be provided digital equity data at the onset of this planning effort that has been developed from publicly available data. This may be utilized as a jumping-off point for understanding the demographics of the area and common digital equity measurements. Local resources and discussions are critical to further understand the needs and dynamics of the area and strategize solutions for gaps that are known or found to exist.

This section of the workbook is broken down into five parts:

- 1 Review Local Population Demographic Base Map Data
- 2 Collect Local Digital Equity Asset Inventory Data
- 3 Conduct a Digital Equity Needs Assessment
- 4 Identify Barriers to Broadband Access and Adoption
- 5 Potential Paths Forward

1. Review Local Digital Equity Indicators Base Map Data

Similar to the broadband infrastructure data we have reviewed on this map, we have also collected publicly available data from various sources on demographic and digital equity indicators for the populations in your community and have integrated them into the broadband base map for your community. The layers on this map will include things like data from the census on income levels, access to device ownership, unemployment, median age, level of education attained, Affordable Connectivity Program eligibility and participation, and more. As a group, we'll review these indicators to understand if there are populations or areas that may benefit from additional programs or resources to support with realization of the benefits and opportunities that high-speed Internet service can bring.

We will also work with you to identify what additional data is available or may be needed to develop a more comprehensive understanding of the needs and barriers to broadband access, adoption, and use.

Worksheet #14: Reviewing Local Demographic Data In Your Broadband Base Map

Worksheet #14 provides space for you to write the URL of your local base map and take notes on your observations on the population and demographic characteristics of the map. This will allow for you and your team to understand what the existing data says relating to demographics in your area, but also perhaps allow you to notice data that is inaccurate, missing, or surprising.

2. Collect Local Digital Equity Asset Inventory Data

After reviewing the demographic base map data, it will be the task for your team to collect additional local data for the Digital Equity Asset Inventory that will help identify what resources, plans, and programs already exist to support digital equity for Covered Populations in your community. The Digital Equity Asset Inventory is an iterative product that will be developed and remain useful throughout and beyond this planning process.

Steps to Building Your Asset Inventory

- ☐ Review pre-identified digital equity assets available to your community
- ☐ Ask BAT members to identify and input known assets
- ☐ Coordinate community outreach efforts
 - ☐ Identify local stakeholders that may play a role in digital equity efforts
 - ☐ Assign outreach tasks
 - ☐ Ask stakeholders to provide input using Worksheet #15
- ☐ Analyze and develop a summary report of asset inventory
 - ☐ Identify which types of services are available throughout the region
 - ☐ Identify service areas of available services
 - ☐ Identify which services are available for Covered Populations
 - ☐ Identify any regional, sub-regional, tribal, or stakeholder digital equity plans
- ☐ Recommend any necessary follow-up with stakeholders
- ☐ Add to the inventory and summary report iteratively throughout planning process

Each community will have different assets available and different stakeholder networks for collecting the necessary data. A successful asset inventory process involves coordinated outreach and reflects the input of a range of stakeholders in your community.

Worksheet #15: Digital Equity Asset Inventory

The base map with population data is just a start- local assets being added to your broadband map will help develop this resource for your community. The local asset inventory form may be utilized to request data from local organizations working to support digital equity and inclusion initiatives. Documenting and organizing data from these organizations may provide useful for local broadband planning efforts. Worksheet #15 can be utilized as a sheet to distribute to local agencies to help document their current and future efforts.

3. Conduct a Digital Equity Needs Assessment

Once your team has reviewed the population and demographic data on your broadband base map and have collected your local digital equity asset data it's time to take a look and identify areas that appear to be left behind when it comes to support services around the digital equity and access component to broadband access. What areas are you seeing that seem to be missing public computer centers, digital navigator programs, or other needed programs?

Worksheet #16: Digital Equity And Access Needs Assessment

4. Identify Barriers To Broadband Access And Adoption

From the conversations you've had with local stakeholders, including those with lived experience, what do you perceive to be the obstacles to broadband access, adoption, and use in your community? Worksheet #17 gives you space to brainstorm as a team about what the barriers your area is facing to ubiquitous high-speed [broadband](#).

Worksheet #17: Obstacles To Broadband Access And Adoption

5. Potential Paths Forward

You've also learned about the assets your community has for [broadband](#). In your discussions have you learned things that have helped you define potential paths forward for bringing better broadband access to your area? Worksheet #13 gives you and your team space to think through potential paths forward for how to overcome the barriers that exist for your community.

Worksheet #18: Potential Paths Forward For Digital Equity

Executive Summary Development

You've reached the end of your Broadband Infrastructure and Digital Equity Planning Effort. **Congratulations!**

Now it is time to go through all that you've learned and assemble an executive summary. Your worksheets should make this part a breeze. Key questions you'll answer in your executive summary include:

- What has been accomplished in our community already for [broadband](#)?
- What assets exist?
- Where does our community have infrastructure gaps?
- What kinds of digital equity issues is our community facing?
- What is our vision for overcoming these issues?

One final worksheet is waiting for you that will help you compile notes for this summary.

Worksheet #19: Key Points For Your Executive Summary

Worksheet Templates

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<u>Worksheet #6: Defining Your Team’s Goals and Objectives</u>	31
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Worksheet #1: Pre-BAT Inventory

Consider these questions and decisions as you think about forming a local Broadband Action Team:

Leadership: Are there already broadband champions in your community? Is there more than one? Who are they?

Team: Does your community already have a formal or informal broadband planning team? If so, who are they, and can you coordinate your efforts?

Pre-BAT Questions and Decisions

- Will we have an advisory group that provides insight and direction on broadband projects?
- Will we have our meetings open to the public?
- Will planning documents and meeting notes be publicly available?
- How will we document stakeholder input?
- Will project plans be regularly adjusted to reflect input from stakeholders?
- How will stakeholder plans include engagement with people who have concerns or who may be critical of our efforts?
- How will we determine stakeholder engagement activities to be appropriate to each audience?
- Will public-private partnerships be a part of our broadband plan?

Existing Plans: Does your community have a broadband plan? Who has that plan?

Online Presence: Does your broadband planning team have a website? Is the broadband plan available online?

Worksheet #2: Building Your BAT

This worksheet will help you determine who should/could participate in your BAT.

- 1 List by name those already involved in your broadband activity.
- 2 Identify and list those you would like to involve in your BAT.
- 3 Assign who will invite them and the due date for this outreach.
- 4 Revisit this worksheet frequently to add members as identified and needed.

	Already involved	Want to involve	Who will follow up?	When?
Municipal Governments				
County Governments				
Tribal Governments				
Council of Governments				
Elected Officials & Staff (State)				
Elected Officials & Staff (Federal)				
State Agencies				
Public Utility Districts				
Port Authorities				
Internet Service Providers				
Libraries				
Healthcare Providers				
K-12 Education Agencies				
Higher Education Agencies				

Worksheet #2: Building Your BAT (Continued)

	Already involved	Want to involve	Who will follow up?	When?
Nonprofit organizations				
Econ. dev. authorities				
Workforce dev. authorities				
Public housing authorities				
Orgs. serving individuals with disabilities				
Orgs. serving English language learners				
Orgs. serving individuals with low literacy levels				
Orgs. serving veterans				
Social services organizations				
Public safety & emergency mgmt.				
Orgs. for incarcerated individuals				
Orgs. for rural interests				
Civil rights organizations				
State & Local Corrections				
Local Businesses				

Worksheet #2: Building Your BAT (Continued)

	Already involved	Want to involve	Who will follow up?	When?
Planning organizations				
Churches and faith-based org.				
Chambers of commerce				
Transportation planners				
Community members: Civic leaders				
Community members: youth & older adults				

Worksheet #3: Defining BAT Roles

Use this worksheet to Identify core team member roles. Who will serve the following roles?

Local Team Leader: Champion, meeting convener, facilitator

Team Secretary: Note taker, task tracker

Data Collector: Collector of data from the BAT and coordinator with LDA to submit to project folder

Community Outreach Team: Social media folks, people with email distribution lists, newsletter writers

Infrastructure Team: The people who focus on physical infrastructure (poles, wires, pipes, etc.)

Digital Equity Team: The people who focus on on affordability, digital literacy, access to devices, etc.

Worksheet #4: BAT Communications

Use this worksheet to determine communications plan for:

- BAT members, key stakeholders, and supporters
- Community members

What modes of communication will you use (email, website, social media, press, etc.)?

**How will you communicate with BAT members, key stakeholders and supporters?
Who will be responsible for this communication?**

What information will you communicate with the general public? How will that communications take place, and who will be responsible for this?

Worksheet #5: Writing Your Vision Statement

Vision statement examples:

Example #1

Our vision is to ensure our county has access to affordable, reliable, high-speed broadband infrastructure to facilitate economic development, public welfare, digital equity, and quality of life for today and the foreseeable future for area residents, businesses and community facilities.

Example #2

Our vision is to evaluate the feasibility of ensuring every premise in our county has access to affordable and reliable high-speed broadband infrastructure to meet current and future social, educational, and economic development needs.

Example #3

Our vision is to develop a telecommunications network plan for purpose of bringing low-cost, high-capacity, reliable broadband to our county's homes and businesses.

Example #4

Our vision is to bring the highest quality broadband and future-proof telecommunications technologies and digital equity services to the residents and businesses that are currently unserved in our county.

Our BAT, Community, or Tribal Vision Statement

Worksheet #6: Defining Your Goals & Objectives

Example goals and objectives:

- Ensure the BAT is made up of representatives from frequently underrepresented populations to ensure a holistic approach is taken in both digital equity barriers and solutions
- Address the results of a needs assessment for underrepresented communities
- Identify existing broadband service providers in our community
- Develop an asset inventory of ongoing digital equity activities in our community
- Identify areas that are not well-served by existing infrastructure
- Identify areas where other digital equity needs are a barrier to access (affordability, know-how)
- Identify infrastructure barriers and solutions
- Identify digital equity barriers to accessibility and solutions
- Increase participation in the Affordable Connectivity Program
- Provide outreach and digital education programs to the aging populations in our community
- Launch or enhance a digital support program at the local library

The goals and objectives for our team's or Tribe's broadband and digital equity planning process are:

Worksheet #7: Reviewing Your Broadband Base Map

URL to locate base map: _____

Broadband Infrastructure Characteristics

Does the data reflect what you know about services in your community or Tribal area?

Service Availability

Speed Tests

Are all local service providers reflected on the map? ☐ YES ☐ NO

What layers are missing that are significant to our community or Tribal area?

Digital Equity Characteristics

Does the data reflect what you know about population attributes in our community or Tribal area?

What areas on this map may be having digital equity issues?

Worksheet #8: Local Asset Inventory

The local Broadband Action Team is working to identify broadband deployment assets that we have that may support broadband infrastructure development and digital equity planning. Could you please share this list with your team and help us collect any information (ideally .kmz or shapefiles) that will help us identify what assets our community already has in place?

Organization Name: _____

Contact Information: _____

Our organization currently has:

- ☐ GIS Department
- ☐ Telecommunications staff
- ☐ Current or forthcoming capital projects, which would allow providers to lay new fiber at lower costs (e.g., road construction, water, or sewer projects);

☐ If yes, please describe:

☐ We have utility Infrastructure Assets that may be of benefit to broadband deployment efforts:

- ☐ Broadband or Telecommunications Networks
- ☐ Dark Fiber
- ☐ Conduit
- ☐ Existing duct systems
- ☐ Public rights-of-way, including roads and bridges
- ☐ Towers
- ☐ Tall Buildings
- ☐ Streetlights
- ☐ Water Towers
- ☐ Water Distribution Systems
- ☐ Wastewater Systems
- ☐ Water Tanks
- ☐ Other _____

**For each asset you have, please answer the questions on the following two pages.*

Worksheet #8: Local Asset Inventory (Continued)

Type of Asset: _____

Physical Addresses:

Do you have GIS data for this asset that we could map on our community broadband map?

- ☐ Yes, on local map
- ☐ Yes, on local and state maps
- ☐ No

Asset Owner: _____

Asset Owner Contact Information:

What is required to access this asset for broadband utilization?

--



Type of Asset:

Physical Addresses:

Do you have GIS data for this asset that we could map on our community broadband map?

- ☐ Yes, on local map

☐ Yes, on local and state maps

☐ No

Asset Owner: _____

Asset Owner Contact Information:

What is required to access this asset for broadband utilization?

Worksheet #8: Local Asset Inventory (Continued)

Type of Asset: _____

Physical Addresses: _____

Do you have GIS data for this asset that we could map on our community broadband map?

- ☐ Yes, on local map
☐ Yes, on local and state maps
☐ No

Asset Owner: _____

Asset Owner Contact Information: _____

What is required to access this asset for broadband utilization?

.....

Type of Asset: _____

Physical Addresses: _____

Do you have GIS data for this asset that we could map on our community broadband map?

- ☐ Yes, on local map
☐ Yes, on local and state maps
☐ No

Asset Owner: _____

Asset Owner Contact Information: _____

What is required to access this asset for broadband utilization?

Worksheet #9: Community Anchor Institution Service Inventory

Community Anchor Institutions (CAIs) are defined by the FCC to include such entities as schools, libraries, hospitals and other medical providers, public safety entities, institutions of higher education, and community support organizations that facilitate greater use of broadband by vulnerable populations, including low-income, the unemployed, and the aged.

Broadband needs assessment and planning for CAIs is one of the most critical steps that your BAT can take to improve broadband connectivity and promote economic growth in your region. Conducting an inventory of the locations and speeds of the existing broadband services for CAIs – and identifying the gaps in broadband coverage – can help attract new funding and target investments to the areas with the most need. Conducting an inventory among all CAIs can also facilitate meaningful partnerships and strategies to ensure that your entire community has adequate broadband connectivity.

- 1 Identify the CAIs in your region.
- 2 Survey CAIs about their broadband needs and level of satisfaction with existing broadband services.

Consider these institutions:			
Tribes and Gov. Agencies	Healthcare - Hospitals	Libraries	Education - K-12
Community Support Orgs	Healthcare - Clinics	Public Safety - Fire	Education - Higher Ed
Public Housing	Healthcare - Community	Public Safety - Police	Education - Technical

Institution	Contact	Current Speeds	Current Provider

Worksheet #9: Community Anchor Institution Service Inventory (Continued)

[illegible]

Worksheet #10: Internet Service Provider Outreach

Discussion Guide

Thank you for taking the time to talk with our Broadband Action Team (BAT)/Tribe. We would like to share information about our team and BAT/Tribal priorities, learn about your business and how you would like to be involved in this project.

Our Broadband Action Team/Tribal Leads includes the following individuals:

We have identified the following initial BAT/Tribal priorities:

To help us better understand your role in providing services within our county, we have a few questions:

Where do you currently provide service in our county/Tribal area?

What services do you offer in our county/Tribal area? Please provide price points.

Do you participate in ACP or any other low-income affordability and digital equity programs?

Worksheet #10: Internet Service Provider Outreach (Continued)

Are there areas in the county/Tribal area where network expansion is underway?

Who are your staff working in the county or Tribal area? What are their roles?

What challenges are there to providing internet services in our county/Tribal area?

What gaps in awareness or knowledge about internet availability and uses are you aware of in the area?

Have you provided any training or other resources to residents and/or businesses to help them understand the benefits of internet use? If yes, can you please provide additional information (what, when, where, how, etc.)?

Worksheet #10: Internet Service Provider Outreach (Continued)

Are you interested in working with our BAT/Tribe to address broadband needs in the community?
If yes, how? (Participate in BAT meetings, help with projects, sponsor events, etc.)?

Can you provide a map of where your infrastructure is? ☐ YES ☐ NO

If so, please upload the file to our project folder or email: _____

We very much appreciate your time and welcome opportunities to work together to improve broadband access and digital equity services for our community.

Worksheet #11: Infrastructure Gaps on our Community Map

Now that the Broadband Action Team has collected local data and it is integrated into their local broadband map, reevaluate the map and reflect upon these questions.

What areas of our community appear to lack access to broadband services?

What areas only have access to unlicensed wireless?

What areas are missing middle mile infrastructure?

What areas are missing last mile (end user connections) infrastructure?

Worksheet #12: Obstacles To Broadband Infrastructure Deployment

Through this process, you and your team have likely learned a lot about the broadband landscape of your community/Tribal area. Have you noticed some barriers or obstacles being brought to the surface? This worksheet will give you space to identify the issues that may be preventing broadband infrastructure to be deployed to all the residences and businesses within your area.

These financial needs may be preventing broadband infrastructure deployment:

These workforce gaps may be preventing broadband infrastructure deployment:

These policy barriers may be inhibiting broadband infrastructure deployment:

These community awareness issues may be inhibiting broadband infrastructure deployment:

These geographic issues may be inhibiting broadband infrastructure deployment:

These other things may be inhibiting broadband infrastructure deployment:

Worksheet #13: Potential Paths Forward For Broadband

Possible Funding Mechanisms

- State Broadband Programs _____
- Tribal or Local Government _____
- Federal Programs _____
- Other _____

Entities Already Working on Expanding Broadband in Our Area

Local Entities Interested in Taking a Leadership Role for Local Broadband Expansion

Possible Workforce Planning Solutions

Possible Policy Solutions To Accelerate Infrastructure Deployment

Potential Service Zones for Broadband Infrastructure Development

Worksheet #13: Potential Paths Forward For Broadband (Continued)

Local Service Providers Interested in Partnership or Expanding Services

Upcoming Municipal or Tribal Projects Where Conduit or Fiber Might be Deployed

Worksheet #14: Digital Equity Asset Inventory

The local Broadband Action Team/Tribe is working to identify digital equity assets that we have that may support broadband infrastructure development and digital equity planning. Could you please share this list with your team and help us collect any information that will help us identify our community's existing assets?

Organization Name: _____

Contact Information: _____

The Area or Region our organization serves is: _____

Our organization currently has:

- ☐ A Digital Equity Plan or identified digital equity priorities
- ☐ Staff dedicated to providing digital equity services
- ☐ Marketing and outreach staff
- ☐ An interest in engaging digital equity, but no current programs or plans
- ☐ Current or forthcoming projects or events which would allow for digital equity outreach or services to be advertised or facilitated:

☐ If yes, please describe project/event and timeline:

We currently serve the following populations that are targeted by the IIJA Digital Equity Program:

- ☐ Populations who live in low-income households
- ☐ [Aging Individuals](#)
- ☐ Incarcerated Individuals
- ☐ Veterans
- ☐ Individuals with Disabilities
- ☐ Individuals with a language barrier, such as English learners, or those with low levels of literacy
- ☐ Individuals of racial or ethnic minority groups
- ☐ Individuals who primarily reside in a rural area
- ☐ Children and youth in foster care
- ☐ Individuals experiencing housing instability
- ☐ Other _____

Worksheet #14: Digital Equity Asset Inventory (Continued)

We have assets that can be leveraged to support digital equity efforts:

- ☐ Communications channels to share information, such as newsletter
- ☐ Meeting space for classes, trainings, or meetings
- ☐ Public computer workspaces
- ☐ Public Wi-Fi
- ☐ Mobile hot-spot or device lending program
- ☐ Digital literacy and skills classes or training
- ☐ Training to support online privacy and cybersecurity
- ☐ Staff that provide digital navigation services as part of their job
- ☐ Local Digital Navigator programs
- ☐ Assess online accessibility of public resources and services
- ☐ Programs to provide affordable devices to low-income community members
- ☐ Available assistance for Affordable Connectivity Program Enrollment
- ☐ Measures to ensure online privacy and cybersecurity
- ☐ Other _____

**For each asset you have, please answer the following questions.*

Type of Asset _____

Service Area _____

Website where services are available or more information can be found:

Physical address(es) where services are provided or available:

Languages supported other than English: _____

Contact Information: _____

Describe how the asset does or can support digital equity efforts:

Worksheet #14: Digital Equity Asset Inventory (Continued)

Type of Asset _____

Service Area _____

Website where services are available or more information can be found:

Physical address(es) where services are provided or available:

Languages supported other than English: _____

Contact Information: _____

Describe how the asset does or can support digital equity efforts:



Type of Asset _____

Service Area _____

Website where services are available or more information can be found:

Physical address(es) where services are provided or available:

Languages supported other than English: _____

Contact Information: _____

Describe how the asset does or can support digital equity efforts:

Worksheet #15: Digital Equity and Access Needs Assessment

What areas appear to lack access to digital equity services?

What populations seem to lack access to digital equity services?

Are there statewide resources that could support or supplement our local efforts?

Are there gaps or barriers that we’ve experienced in being able to assess the digital equity landscape of our community?

Worksheet #16: Obstacles To Broadband Access, Adoption, And Application

Through this process, you and your team have likely learned a lot about the digital equity landscape of your community. Have you noticed some barriers or obstacles? This worksheet will give you space to identify the issues outside of infrastructure that may be preventing digital equity from being realized within your area.

These financial needs may be preventing digital equity support:

These workforce gaps may be preventing digital equity support services:

These community awareness issues may be inhibiting digital equity resources from being utilized:

These social issues may be contributing to a lack of digital equity for our community:

These other things may be inhibiting digital equity services access for our community:

Worksheet #17: Potential Paths Forward For Digital Equity

Possible Funding Mechanisms

- State Broadband Office Programs _____
- Tribal or Local Government _____
- Federal Programs _____
- Community Foundations _____
- Health Foundations _____
- Other _____

Entities Already Working on Digital Equity Issues in Our Community (Affordability, Access, Education, Etc.)

Local Entities Interested in Taking a Leadership Role for Local Digital Equity Programs

Possible Workforce Planning Solutions

Possible Policy Solutions To Accelerate Digital Equity, Access, And Adoption In Our Community

Worksheet #17: Potential Paths Forward For Digital Equity (Continued)

Potential Regions/Populations Of High Focus Or Significance For Digital Equity Programs Outreach In Our Community or Tribal Area

Local Service Providers Interested in Digital Equity Partnerships

Upcoming Projects or Programs Where Digital Equity Awareness May Be Raised

Worksheet #18: Key Points for your Executive Summary

This worksheet is an area to compile all that your team and learned both from a broadband infrastructure and digital equity services standpoints. The bullets below will assist your team in developing your executive summary. The worksheets that you've been working on should have the data to support filling this out and bringing together all the data you've collected over the past couple of months.

Broadband Infrastructure Summary

Broadband Base Map Review

- ☐ Public data does/does not reflect what we know to be true about broadband services in our area
- ☐ Meeting space for classes, trainings, or meetings

Local Broadband Asset Inventory Data

- ☐ Organizations that are currently serving our community with broadband
- ☐ Other assets that are available that may support broadband deployment
- ☐ Upcoming projects that may allow for conduit placement
- ☐ Community anchor institutions being well served
- ☐ ISPs that are currently serving our community
- ☐ Organizations providing data for our community broadband map

Broadband Infrastructure Needs Assessment

- ☐ Community Anchor Institutions that need improved services
- ☐ Areas lacking broadband
- ☐ Areas where the cost of services may be too high for the average household

Obstacles And Barriers To Broadband Infrastructure Deployment

- ☐ Challenges ISPs are facing to broadband deployment
- ☐ Financial gaps preventing infrastructure investment
- ☐ Workforce gaps
- ☐ Policy barriers
- ☐ Community awareness issues

Worksheet #18: Key Points for your Executive Summary (Continued)

Potential Paths Forward

- ☐ ISP planned expansion areas
- ☐ Possible funding sources
- ☐ Local leadership
- ☐ Workforce solutions
- ☐ Policy solutions
- ☐ Upcoming municipal projects

Digital Equity Summary

Demographic Base Map Review

- ☐ Public data does/does not accurately reflect our local population characteristics
- ☐ Areas that appear to lack digital equity resources
- ☐ Covered populations that are prevalent in our community
- ☐ Local layers added to more accurately reflect our community

Digital Equity Asset Inventory

- ☐ Organizations currently serving our community with digital equity services
- ☐ Upcoming events or projects that could support digital equity efforts
- ☐ Organizations currently supporting covered populations but not engaged in DE efforts
- ☐ Community engagement resources

Digital Equity Needs Assessment

- ☐ Regions that face barriers to access or lack available digital equity services
- ☐ Populations that face barriers or lack access to digital equity services

Worksheet #18: Key Points for your Executive Summary (Continued)

Barriers To Broadband Access And Adoption

- ☐ Financial obstacles preventing broadband access or utilization
- ☐ Workforce gaps
- ☐ Policy barriers impacting broadband access or utilization
- ☐ Workforce solutions
- ☐ Community awareness issues around broadband equity
- ☐ Other things that are a barrier to broadband engagement and utilization

Potential Paths Forward

- ☐ Possible funding mechanisms
- ☐ Entities providing leadership in this area
- ☐ Regions/populations of high significance for outreach in our community
- ☐ Local ISPs interested in DE partnerships
- ☐ Upcoming programs or projects that could support DE efforts

Glossary

Term	Definition
Aging Individual	The term “aging individual” means an individual who is 60 years of age or older. ¹
Backbone Infrastructure	A major high-speed transmission line that strategically links smaller high-speed Internet networks across the globe. ²
Bandwidth	The capability of telecommunications and Internet networks to transmit data and signals. ²
Broadband; Broadband Service	The term broadband commonly refers to high-speed Internet access that is always on and faster than traditional dial-up access. Broadband includes several high-speed transmission technologies, such as fiber, wireless, satellite, digital subscriber line and cable. For the Federal Communications Commission (FCC), broadband capability requires consumers to have access to actual download speeds of at least 25 Mbps and actual upload speeds of at least 3 Mbps. ²
Broadband Serviceable Location	The terms “location” and “broadband serviceable location” mean a business or residential location in the United States at which fixed broadband Internet access service is, or can be, installed. ¹
Community Anchor Institution (CAI)	The term “community anchor institution” means an entity such as a school, library, health clinic, health center, hospital or other medical provider, public safety entity, institution of higher education, public housing organization, or community support organization that facilitates greater use of broadband service by vulnerable populations, including, but not limited to, low-income individuals, unemployed individuals, children, the incarcerated, and aged individuals. ¹
Eligible Community Anchor Institution	The term “eligible community anchor institution” means a community anchor institution that lacks access to Gigabit-level broadband service. ¹
Dark Fiber	Fiber optic cable that is in place but not being used for broadband services. (also see “Lit Fiber”) ²

¹ <https://broadbandusa.ntia.doc.gov/sites/default/files/2022-05/BEAD%20NOFO.pdf>

² https://broadbandusa.ntia.doc.gov/sites/default/files/publication-pdfs/bbusa_broadband_glossary.pdf

Glossary (Continued)

Term	Definition
Digital Equity	Recognizes that digital access and skills are now required for full participation in many aspects of society and the economy. Digital Equity links Digital Inclusion to social justice and highlights that a lack of access and/or skills can further isolate individuals and communities from a broad range of opportunities. ²
Digital Inclusion	Implies that individuals and communities have access to robust broadband connections; Internet enabled devices that meet their needs; and the skills to explore, create and collaborate in the digital world. ²
Digital Literacy	The ability to leverage current technologies, such as smartphones and laptops, and Internet access to perform research, create content and interact with the world. ²
Internet Service Provider (ISP)	A company that provides users (individuals or businesses) with access (a connection) to the Internet and related services. ²
Last Mile	The technology and process of connecting the end customer's home or business to the local network provider. ²
Lit Fiber	An active fiber optic cable capable of transmitting data such a broadband service. ²
Mbps	*Mbps (Megabits per second) is the standard measure of broadband speed. It refers to the speed with which information packets are downloaded from, or uploaded to, the internet. ³
Middle Mile Infrastructure	The term "middle mile infrastructure" (A) means any broadband infrastructure that does not connect directly to an end-user location, including a community anchor institution; and (B) includes—(i) leased dark fiber, interoffice transport, backhaul, carrier-neutral internet exchange facilities, carrier-neutral submarine cable landing stations, undersea cables, transport connectivity to data centers, special access transport, and other similar services; and (ii) wired or private wireless broadband infrastructure, including microwave capacity, radio tower access, and other services or infrastructure for a private wireless broadband network, such as towers, fiber, and microwave links. ¹

³<https://www.fcc.gov/consumers/guides/household-broadband-guide>

Glossary (Continued)

Term	Definition
Open Access	The term “open access” refers to an arrangement in which the subgrantee offers nondiscriminatory access to and use of its network on a wholesale basis to other providers seeking to provide broadband service to end-user locations, at just and reasonable wholesale rates for the useful life of the subsidized network assets. ¹
Rights-of-Way	ROW are legal rights to pass through property owned by another. ROW are frequently used to secure access to land for digging trenches, deploying fiber, constructing towers and deploying equipment on existing towers and utility poles. ²
Underrepresented Communities	The term “underrepresented communities” refers to groups that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, including: low-income households, aging individuals, incarcerated individuals, veterans, persons of color, Indigenous and Native American persons, members of ethnic and religious minorities, women, LGBTQI+ persons, persons with disabilities, persons with limited English proficiency, persons who live in rural areas, and persons otherwise adversely affected by persistent poverty or inequality. ¹
Underserved Location	The term “underserved location” means a broadband-serviceable location that is (a) not an unserved location, and (b) that the Broadband DATA Maps show as lacking access to Reliable Broadband Service offered with—(i) a speed of not less than 100 Mbps for downloads; and (ii) a speed of not less than 20 Mbps for uploads; and (iii) latency less than or equal to 100 milliseconds. ¹
Unserved Location	The term “unserved location” means a broadband-serviceable location that the Broadband DATA Maps show as (a) having no access to broadband service, or (b) lacking access to Reliable Broadband Service offered with—(i) a speed of not less than 25 Mbps for downloads; and (ii) a speed of not less than 3 Mbps for uploads; and (iii) latency less than or equal to 100 milliseconds. ¹
WSBO	WSBO is an acronym for the Washington State Broadband Office.



WASHINGTON STATE UNIVERSITY
EXTENSION



Washington State
Department of
Commerce

*For the latest online resources to accompany
this workbook, go to broadband.wsu.edu*

January 2023

City of College Place, Washington

RESOLUTION NO. 23-011

**A RESOLUTION SUPPORTING EFFORTS OF WALLA WALLA-COLLEGE PLACE
BROADBAND ACTION TEAM (BAT)**

WHEREAS, the City of College Place is a non-chartered code city under Title 35A of the Revised Code Washington (RCW); and

WHEREAS, the process by which the State will distribute Federal Broadband grant money is through the formation of Broadband Action Teams on a county-by-county basis which then will work on a broadband action plan that will identify areas with no service (below 25mbp) and areas with subpar service (below 100 mbp); and

WHEREAS, The City College Place desire to provide high-speed broadband throughout the community; and

NOW THEREFORE, the City Council of the City of College Place resolves as follows:

Section 1: The College Place City Council hereby supports the formation of the Walla Walla Broadband Action Team to assemble the Broadband Action Plan.

Section 2. The Broadband Action Plan once in draft form will go before the City Utilities Commission, Economic Development Commission, and City Council for review and approval.

Section 3. College Place's City Administrator and designees are directed to work with Walla Walla Broadband Action Team to assemble the plan and jointly seek the grant funding and legislative appropriations necessary to support the effort to establish community-wide, high-speed broadband throughout the county including College Place.

PASSED by the City Council of the City of College Place, Washington, this 28nd day of February 2023.

Attest:

Norma L. Hernández, Mayor

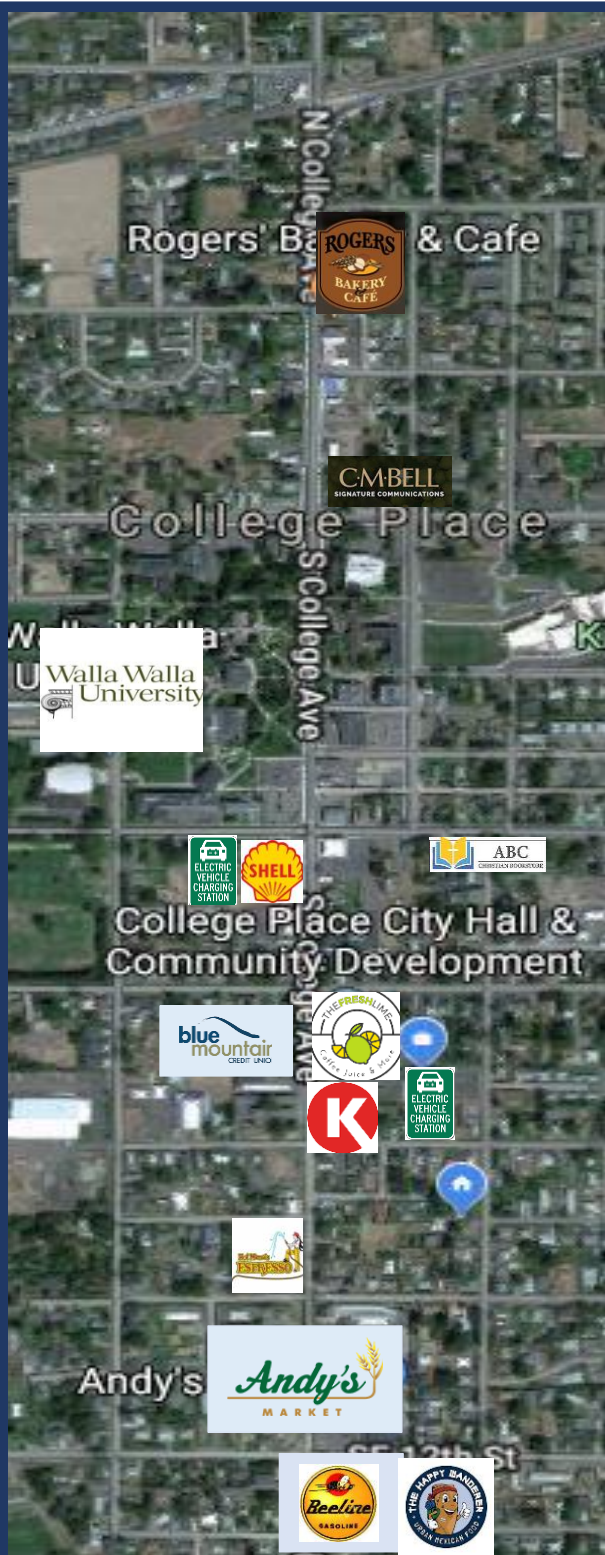
Sherri St. Clair
City Clerk



College Avenue

Downtown College Place (4th to 13th Streets)

North College Ave Business District (Whitman Drive to Rose Street)



College Avenue serves as the Main Street of the community. The corridor recently underwent a \$15 million reconstruction which includes pedestrian lighting, sidewalks and traffic signals. The corridor consists of a mix of small businesses, offices, and residential. Walla Walla University is at the center of the corridor. It has Bachelor and Graduate Degree Programs and has a student population of 2,000. The long term vision of this corridor is spelled out in the recently adopted College Avenue Design Standards. Community goals for the corridor is to create “small town” atmosphere, be a setting for a “slow pace of life,” and make sure that buildings and storefront are the dominant features. Various properties are available for sale or lease.

Data Points

Statistic	10 Minute Drive Time	30 Minute Drive Time	45 Minute Drive Time
2022 Population	38,467	69,651	77,173
2027 Population	38,694	69,888	77,408
2022 Daytime Population	42,229	67,656	75,471
2022 Median Household Income	\$59,343	\$64,307	\$64,984
2027 Median Household Income	\$75,213	\$80,089	\$80,728
2022 Median Home Value	\$308,192	\$312,229	\$307,269
2027 Median Home Value	\$468,211	\$440,251	\$425,104
2022 Median Age	38.0	38.5	39.1
2027 Median Age	39.3	39.3	39.9

Consumer Spending (45 Minute Drive Time)

Type	2022 Spending
Apparel and Services	\$63,034,077
Electronics	\$4,931,846
Entertainment	\$99,247,937
Food At Home/Groceries	\$166,513,947
Restaurants	\$112,827,252
Furniture	\$19,104,212
Appliances	\$11,419,119
Lawn & Garden	\$15,885,270
Personal Care Products	\$15,120,535
Housekeeping Supplies	\$24,181,700
Gasoline & Convenience Centers	\$73,936,112

Source: ESRI Business Analyst Online, Retail Demand Outlook Reports Jan 2023.



Meadowbrook/Stone Creek Business District



The Meadowbrook Business District comprises land zoned General Commercial near the intersection of State Route 125 & Meadowbrook Drive. Commercial businesses in the area include Super Walmart, HopThief Tap House, Maurice's, Del Taco, Panda Express, GameStop, Subway, Papa Murphy's Pizza, and more. The new College Place Library is in Meadowbrook Plaza. College Place High School and John Sager Middle School are nearby. Commercially-zoned land is available for sale behind Meadowbrook Plaza and across the street from College Place High School on College Avenue.



Data Points

Statistic	10 Minute Drive Time	30 Minute Drive Time	45 Minute Drive Time
2022 Population	48,130	69,871	80,460
2027 Population	48,384	70,100	80,687
2022 Daytime Population	49,738	67,785	82,901
2022 Median Household Income	\$63,312	\$64,388	\$64,057
2027 Median Household Income	\$78,967	\$80,190	\$79,744
2022 Median Home Value	\$318,401	\$311,400	\$303,472
2027 Median Home Value	\$461,082	\$438,183	\$417,719
2022 Median Age	38.7	38.5	39.1
2027 Median Age	39.7	39.3	39.8

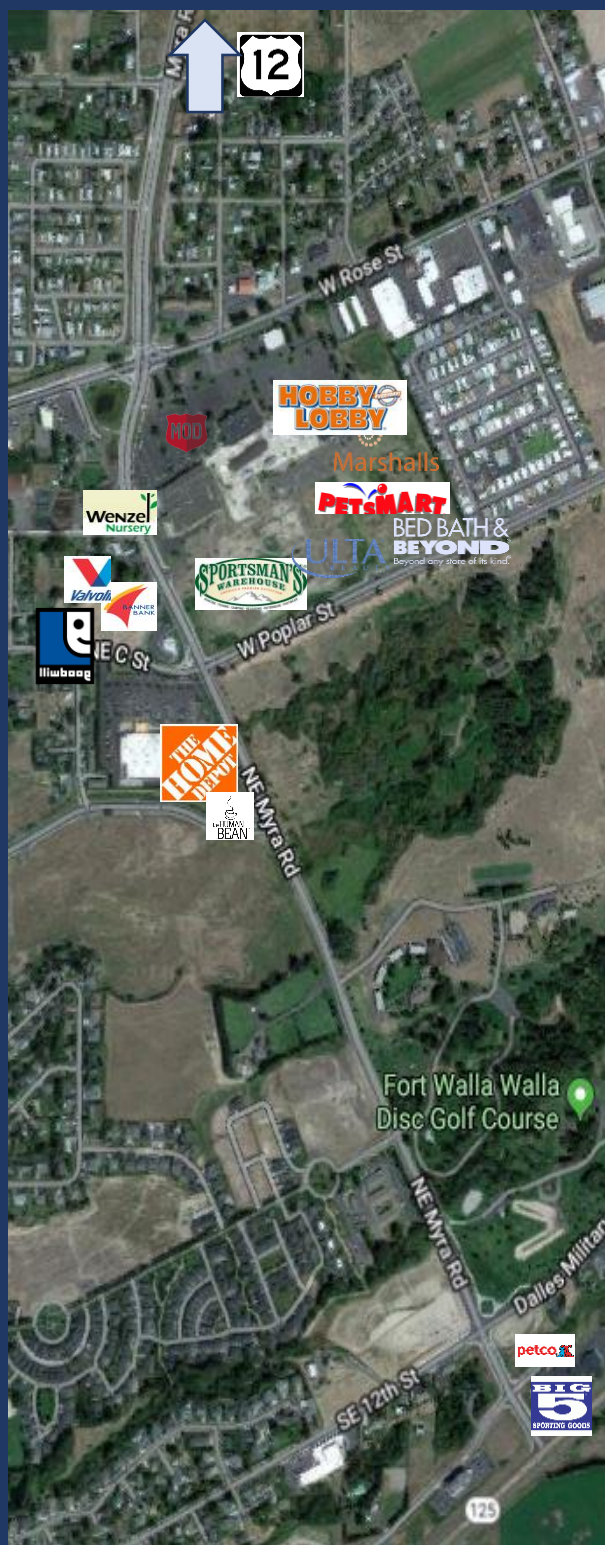
Consumer Spending (45 Minute Drive Time)

Type	2022 Spending
Apparel and Services	\$39,603,125
Computers & Electronics	\$3,088,885
Entertainment	\$60,996,688
Food/Groceries	\$103,211,354
Restaurants	\$70,643,974
Furniture	\$11,922,906
Appliances	\$7,015,575
Lawn & Garden	\$9,499,293
Housekeeping Supplies	\$14,846,337
Personal Care Products	\$9,415,099
Gasoline & Convenience Stores	\$45,438,575

Source: ESRI Business Analyst Online, Retail Demand Outlook Profile Reports – January 2023.



Myra Rd Commercial Corridor



Myra Rd is a two mile long Commercial Corridor that connects US Highway 12 with State Route 125. It also acts as the boundary between City of College Place to the west and the City of Walla Walla to the east. Several commercial establishments already call the Myra Rd Corridor home ranging from Home Depot, Banner Bank, and the new Walla Walla Town Center which comprises several retailers such as Hobby Lobby, Marshalls, Ulta, Famous Footwear, and more. Fort Walla Walla Park and Museum is also located along this corridor. Several pieces of land zoned Commercial ranging from one to over thirty acres is available for lease or purchase in the City of College Place along this corridor. Ideal uses for this corridor include big box retail, restaurants, and office space.

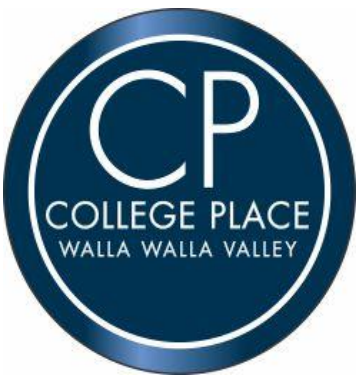
Data Points

Statistic	10 Minute Drive Time	30 Minute Drive Time	45 Minute Drive Time
2022 Population	45,327	69,769	76,805
2027 Population	45,559	70,008	77,044
2022 Daytime Population	48,079	67,710	75,107
2022 Median Household Income	\$61,810	\$64,318	\$64,987
2027 Median Household Income	\$78,555	\$80,115	\$80,726
2022 Median Home Value	\$320,350	\$312,390	\$307,827
2027 Median Home Value	\$469,465	\$440,852	\$426,227
2022 Median Age	38.3	38.5	39.1
2027 Median Age	39.4	39.3	39.8

Consumer Spending (45 Minute Drive Time)

Type	2022 Spending
Apparel and Services	\$62,727,225
Computers & Electronics	\$4,909,455
Entertainment	\$98,753,825
Food At Home / Groceries	\$165,725,739
Restaurants	\$112,302,169
Furniture	\$19,006,530
Appliances	\$11,361,378
Lawn & Garden	\$15,804,429
Personal Care	\$15,046,657
Housekeeping Supplies	\$24,063,943
Gasoline & Convenience Stores	\$73,607,436

Source: ESRI Business Analyst Online, Retail Demand Outlook Profile Reports Jan 2023.



We are OPEN for business!!!!

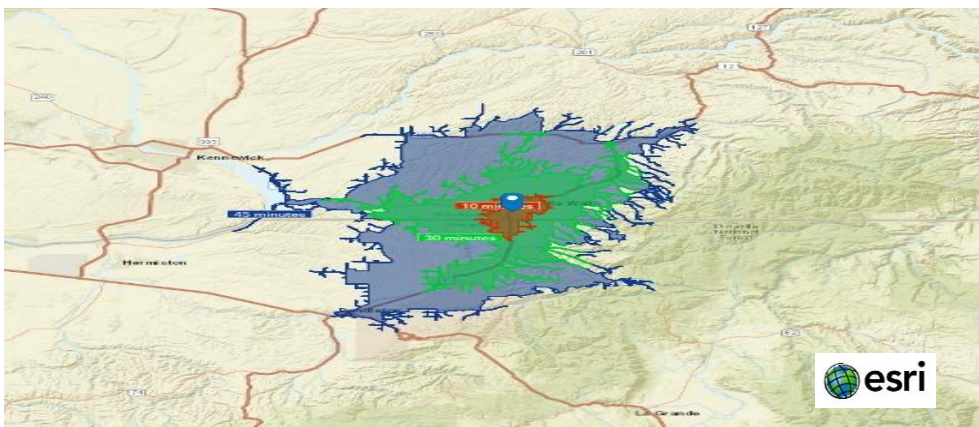
And ready for yours.

Nestled in the picturesque Walla Walla Valley, our stunning blue skies offer more than an ideal climate; they represent the boundless investment opportunities of College Place. College Place offers residents and business direct access to three superb higher education institutions, a quality public and private secondary education system, reliable infrastructure, extensive labor market, efficient transportation systems, and a forward-thinking government that thrives on innovation. College Place offers investors, businesses, and employees the perfect place to live, work, and play. We build upon the foundation of small town character to enhance the quality of life, while providing reliable, innovative, efficient, and courteous service that is second to none.

Demographic Overview

	10 Minute Drive		30 Minute Drive		45 Minute Drive	
	2022	2027	2022	2027	2022	2027
Population	48,130	48,384	69,871	70,100	80,460	80,687
Households	18,583	18,740	26,164	26,331	30,530	30,701
Median Income	\$63,312	\$78,967	\$64,388	\$80,190	\$64,057	\$79,744
Per Capita Income	\$35,837	\$43,074	\$35,259	\$42,442	\$35,758	\$42,860
Median Age	38.7	39.7	38.5	39.3	39.1	39.8

Drive Time Trade Area Map



- ✓ Pro-business attitude
- ✓ Prime location
- ✓ Inexpensive business license and permitting costs
- ✓ Efficient development review process
- ✓ Access to highway, rail, and airports
- ✓ Great quality of life
- ✓ Outstanding public and private K thru 12th grade school systems
- ✓ Three superb higher education institutions
- ✓ Over 85 acres of Infill and greenfield development sites
- ✓ Competitively priced utilities



City of College Place Economic Development

Mike Rizzitiello, City Administrator
 625 S. College Ave, College Place, WA, 99324
 Phone: (509)-394-8506
 Email: mrizzitiello@cpwa.us

Website: www.cpwa.us
www.portwallawalla.com/





We are OPEN for business!!!!

These retailers are
Beautifully positioned
in College Place, Washington!



Based on an analysis of lifestyle characteristics of our households, College Place's consumers match the core customers of concepts such as:



2022 Consumer Spending 45 Minute Drive Time

- Apparel and Services: \$65,140,141
- Electronics: \$5,098,501
- Entertainment & Recreation: \$102,414,400
- Food at Home/Groceries: \$171,915,291
- Restaurants: \$116,558,551
- Furniture: \$19,721,181
- Appliances: \$11,768,011
- Gasoline & Convenience: \$76,300,338



City of College Place Economic Development

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Email: mrizzitiello@cpwa.us

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www.portwallawalla.com/





We are OPEN for Development!!!!

And ready for yours

Nestled in the picturesque Walla Walla Valley, our stunning blue skies offer more than an ideal climate; they represent the boundless investment opportunities of College Place. College Place offers residents and business direct access to three superb higher education institutions, a quality public and private secondary education system, reliable infrastructure, extensive labor market, efficient transportation systems, and a forward-thinking government that thrives on innovation. College Place offers investors, businesses, and employees the perfect place to live, work, and play. We build upon the foundation of small town character to enhance the quality of life, while providing reliable, innovative, efficient, and courteous service that is second to none.



Demographic Overview

Statistic	2022	2027
Population	10,015	10,026
Households	3,802	3,819
Household Size	2.31	2.30
Average Family Size	2.90	2.88
Median Household Income	\$62,287	\$79,432
Median Home Value	\$310,084	\$537,844
Owner-Occupied Average Home Value	\$344,674	\$562,782
Per Capita Income	\$33,124	\$40,378
Median Age	35.0	37.0
Percentage Population White	71.3%	68.9%
Percentage Population Other Races	28.7%	31.1%
Percentage Population Hispanic	22.9%	23.6%
Owner Occupied: (<\$299,999)	47.5%	6.5%
Owner Occupied: (\$300k to \$499k)	33.8%	36.9%
Owner Occupied: (\$500k to \$749k)	16.5%	43.9%
Owner Occupied: (\$750k to \$1mil)	2.0%	9.4%
Population Age (0 to 17)	18.0%	18.0%
Population Age (18 to 34)	35.4%	21.8%
Population Age (35 to 64)	28.6%	28.6%
Population Age (65+)	21.5%	23.7%

ESRI Business Analyst Online forecast for 2022 and 2027.

- ✓ Pro-business attitude
- ✓ Prime location
- ✓ Efficient development review process
- ✓ Access to highway, rail, and airports
- ✓ Great quality of life
- ✓ Outstanding public and private K thru 12th grade school systems
- ✓ Three superb higher education institutions
- ✓ Several development ready sites
- ✓ Competitively priced utilities



City of College Place Economic Development

Mike Rizzitiello, City Administrator
625 S. College Ave, College Place, WA, 99324
Phone: (509)-394-8506
Email: mrizzitiello@cpwa.us

Website: www.cpwa.us
www.portwallawalla.com/





We are OPEN for Development!!!!



City of College Place Economic Development

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COLLEGE PLACE-WASHINGTON

WALLA WALLA VALLEY

COMMERCIAL PROPERTIES



Michael Rizzitiello, City
Administrator
City of College Place
625 S. College Ave.
College Place, WA 99324
City Hall (509)394-8506
Mobile (509) 520-9091



COLLEGE PLACE AT-A-GLANCE

■ POPULATION (Trade Area)

- College Place – 9,902
- Walla Walla – 34,020
- WW County – 62,625
- Columbia County (WA) – 3,950
- Umatilla County (OR) – 81,495
- Union County (OR) – 26,840
- Wallowa County (OR) – 7,160
- **Total Trade Area – 182,070**

■ MEDIAN HOUSEHOLD INCOME

- \$60,615 – Walla Walla County
- \$49,406 – City of College Place
- \$54,412 – City of Walla Walla

■ RETAIL SALES (2021)

- College Place – \$222,226,343
- Walla Walla – \$864,603,334
- Walla Walla Unincorporated – \$398,937,465
- Prescott – \$6,158,683
- Waitsburg – \$12,076,242
- **Walla Walla County Totals – \$1,504,002,067**

■ AVERAGE DAILY TRAFFIC COUNTS

- Meadowbrook BLVD – 8,000 ADT
- Myra Road – 12,000 ADT
- HWY 125 – 19,000 ADT



CITY OF COLLEGE PLACE

LOCAL AND REGIONAL BUSINESSES

- Wal-Mart
- Home Depot
- Cost Less Carpet
- Conner's Flooring
- Les Schwab Tires
- Valvoline
- Honda
- Panda Express
- Del Taco
- Game Stop
- Papa Murphy's Pizza
- Subway (Two Locations)
- GNC
- Chase Bank
- Community Bank
- Banner Bank
- HAPO Credit Union
- Andy's Grocery
- Walla Walla University
- Walla Walla Community College
- Whitman College
- Comprehensive Mental Health
- Animal Clinic of Walla Walla
- Sally Beauty Supply
- Verizon Wireless
- Providence Express Services
- Armed Forces Career Center
- Papa Murphys
- Sprint
- Human Bean
- Fresh lime
- P1FCU
- HopThief Taphouse
- Sportsman Warehouse
- ULTA
- Bed Bath & Beyond
- Pet Smart
- Marshalls
- Ross
- Famous Footwear
- Staples
- Bi-mart
- Dollar Store
- Starbucks (2)
- Dutch Brothers Coffee
- Safeway
- Albertsons
- Super 1 Foods
- Rite Aid
- Roasters
- Chevrolet
- Toyota
- Dodge Jeep Chrysler
- Nissan
- General Motors
- Auto Zone, NAPA & O'Reilly's
- Radio Shack
- McDonalds (2)
- Burger King
- Jack in the box
- Arby's
- Pizza Hut
- Dominos
- Papa Murphy's
- Little Cesar's
- Applebee's
- Taco Bell
- Big 5 Sporting
- Petco



COLLEGE PLACE LOCAL INVESTMENT

- Drinking Water Well #4 Replacement – \$4.5 Million
- Southwest Wastewater Trunk Line & Lift Station – \$7.5 Million
 - Wastewater Treatment Plant Upgrade - \$26 Million
 - Wastewater Lift Station #5 Replacement: \$1.5 Million
 - Wastewater Sewer Lining: \$100,000 Annually
- Drinking Water Well #6 Improvements – \$4.5 Million
 - 4th & Academy Way Reconstruction - \$1.3 Million
 - C Street Reconstruction - \$3.5 Million
- Walla Walla University – Approximately \$5.0 Million Annually



COLLEGE PLACE COMMERCIAL PROJECTS

Project	Type	Physical Address	Sq Ftg
▪ Wal-Mart Superstore	Retail	1700 Meadowbrook	214,000
▪ Home Depot	Retail	1100 NE "C" St	128,571
▪ Meadowbrook Plaza – A & B Retail		1605/1705 SE Meadowbrook	26,274
▪ Elsom Roofing	Retail	639 NE Spitzenburg	3,996
▪ Wenzel Nursery	Retail	1015 NE Spitzenburg	703
▪ Del Taco	Restaurant	1725 SE Meadowbrook	2,568
▪ State Farm Ins	Retail	1296 SE 12th	2,576
▪ Banner Bank	Bank	1125 NE "C" Street	3,610
▪ Oil Can Henry's	Retail	325 NE Myra Rd	2,842
▪ Graphic Apparel	Retail	860 NE Rose	6,534
▪ Community Bank	Bank	1288 SE Commercial Dr	21,507
▪ Chase Bank	Bank	1715 SE Meadowbrook	4,225
▪ Les Schwab Tire	Retail	1735 SE Meadowbrook	9,518
▪ Panda Express	Restaurant	1721 SE Meadowbrook	2,448
▪ Honda of America	Retail	1240 SE Commercial Dr	21,829
▪ HAPU Credit Union	Bank	2376 Taumarson Rd	3,683
▪ GSA Building	Soc. Security	880 NE Rose	4,600
▪ Paragon Auto	Retail	990 NE Rose	2,239
▪ Comprehensive Mental Health	Medical	1250 SE Commercial Dr	16,233
▪ Human Bean	Retail	1195 E. Whitman Dr	494
▪ HopThief Taphouse	Retail	795 SE Sydnee Ln	10,000
▪ Goodwill College Place	Retail	1017 NE C Street	25,341

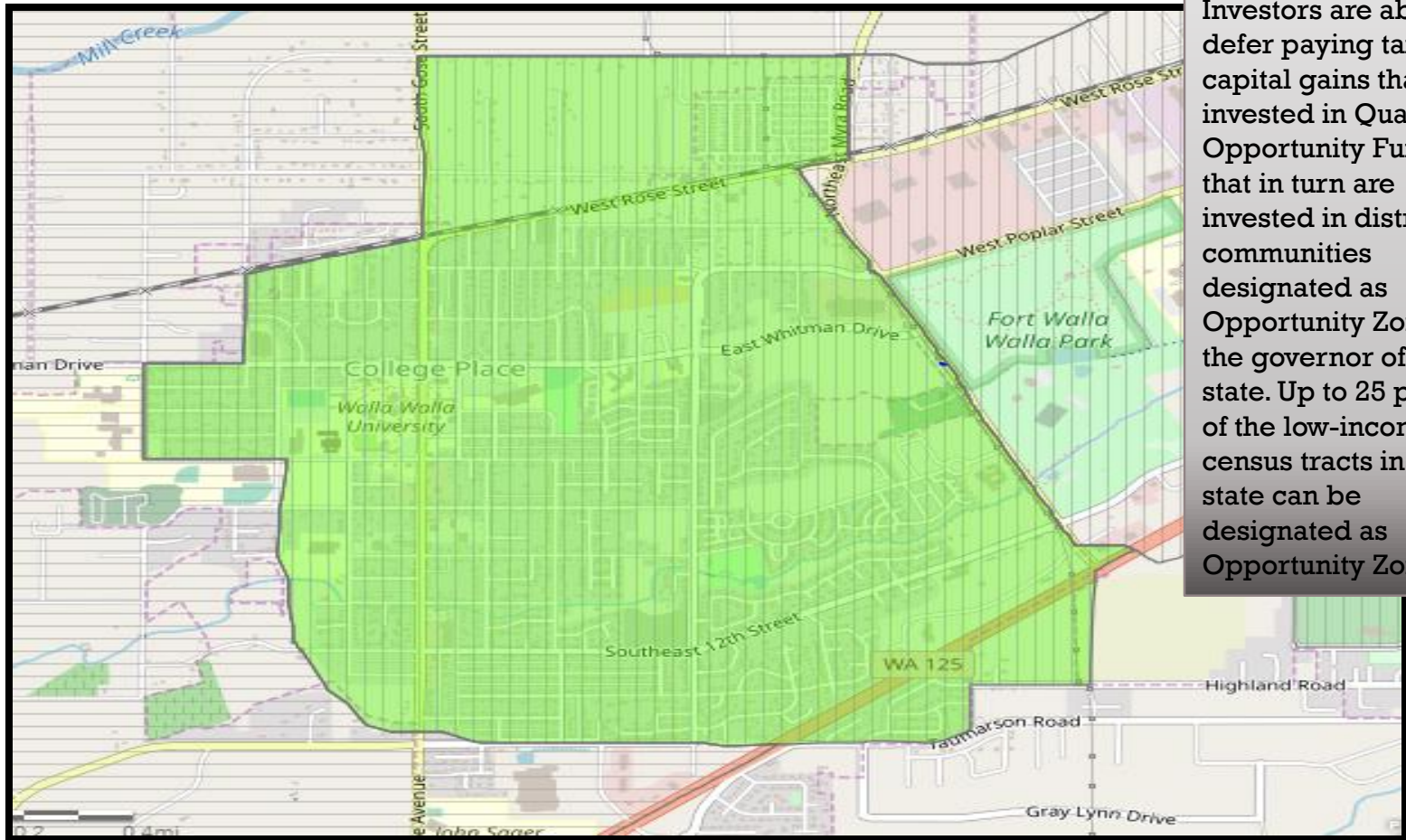
❖ **TOTAL Square Footage**

520,511



OPPORTUNITY ZONE

COLLEGE PLACE IS AN OPPORTUNITY ZONE



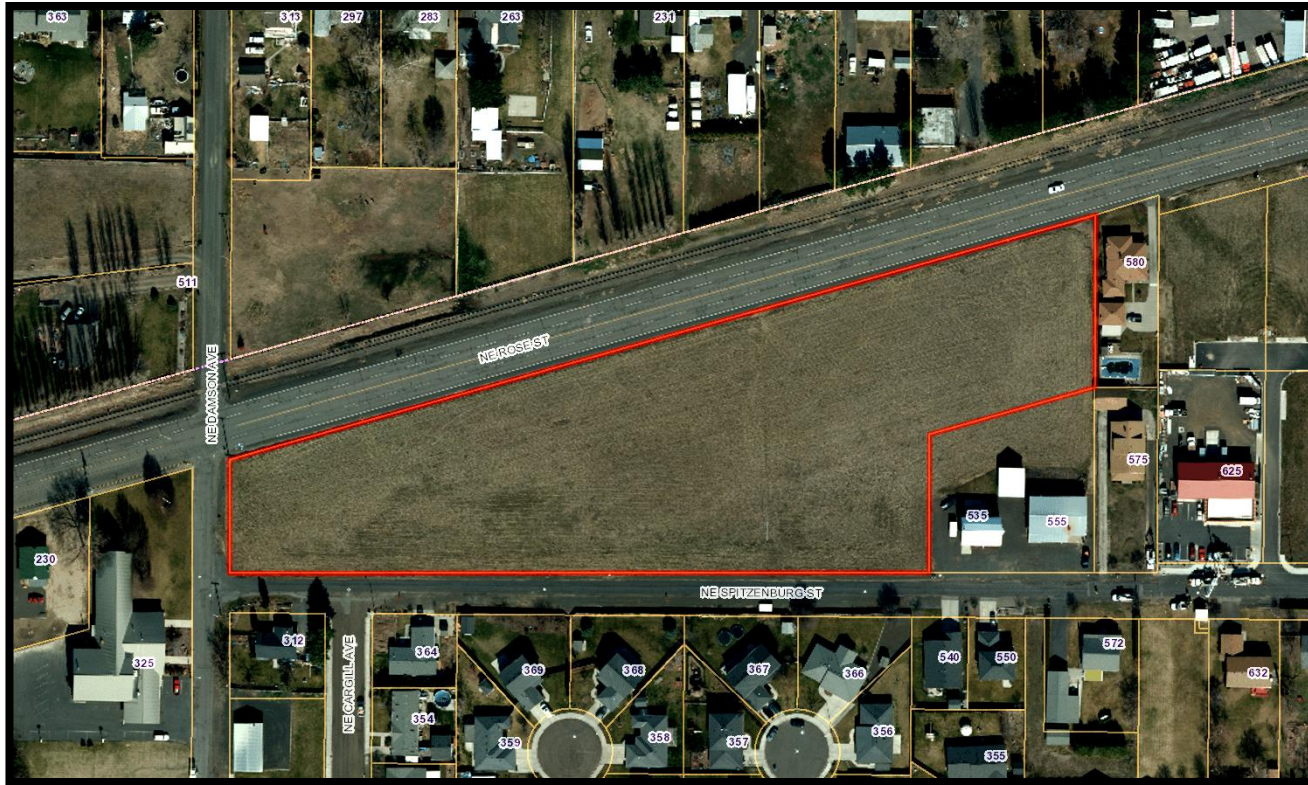
Investors are able to defer paying taxes on capital gains that are invested in Qualified Opportunity Funds that in turn are invested in distressed communities designated as Opportunity Zones by the governor of each state. Up to 25 percent of the low-income census tracts in each state can be designated as Opportunity Zones.

<https://www.commerce.wa.gov/growing-the-economy/opportunity-zones/>



SITE 1

4.54 and acre General Commercial, Parcel #350725522434
Located on NE Rose St. with good access to Myra Rd. Opportunity Zone



Contact Pauline S. Guglielmelli (509) 525-9057



SITE 2

Southwest Corner of NE Rose St & Carey Ct
1.5 acres General Commercial, Parcel #350725522310
Located on NE Rose St with excellent access to Myra Rd. Opportunity Zone



Adjacent to Sportsman Warehouse, Ulta, Bed Bath & Beyond,
Pet Smart, Marshalls, Ross, Famous Footwear, Valvoline,
Home Depot

**Contact – David Corbett – 509-525-4110 / Email:
david@lloydsinsurance.net**



SITE 3

Outlet in front of Home Depot
0.22 acres General Commercial, Parcel #350725590103
Located on NE "C" St with excellent access to Myra Rd. Opportunity Zone



Adjacent to Sportsman Warehouse, Goodwill, Ulta, Bed Bath
& Beyond, Pet Smart, Marshalls, Ross, Famous Footwear,
Valvoline, Home Depot, Walmart, Honda

Contact – Jayne DiDario – 509-956-6097 / jayne@wallawallasir.com



SITE 4

Village at Fort Walla Walla / SW Corner of Myrd Rd & Whitman Dr
33.23 acres General Commercial . Opportunity Zone
Approximately 200,000 SF of Retail / Office Space
Planning and Environmental Permitting Completed



Contact – Bob Price 757-805-8198 / robertprice1@gmail.com

SITE 5

6.43 acres, Myra Road Frontage, across from Fort Walla Walla Park.

Parcel # 350736110047, 360731220044 . Opportunity Zone



Sportsman Warehouse, ULTA, Bed Bath & Beyond, Pet Smart, Marshalls, Ross, Famous Footwear, Goodwill, Valvoline, Home Depot, Walmart, Honda

Contact – Bob & Natalie Rugar 509-529-6191 / Natalie.rugar@gmail.com



SITE 6

6.11 acres, Close to HWY 125, Corner of Myra Rd & SE 12th
Parcel # 360731230060 . Opportunity Zone



Sportsman Warehouse, ULTA, Bed Bath & Beyond, Pet Smart, Marshalls, Ross, Famous Footwear, Goodwill, Valvoline, Home Depot, Walmart, Honda

Contact – Bob & Natalie Rugar (509)-529-6191 / Natalie.rugar@gmail.com



SITE 7

1.09 acres, Corner of SR 125 & Myra Road
Parcel # 360731320069 . Opportunity Zone



Excellent location for Auto Dealer

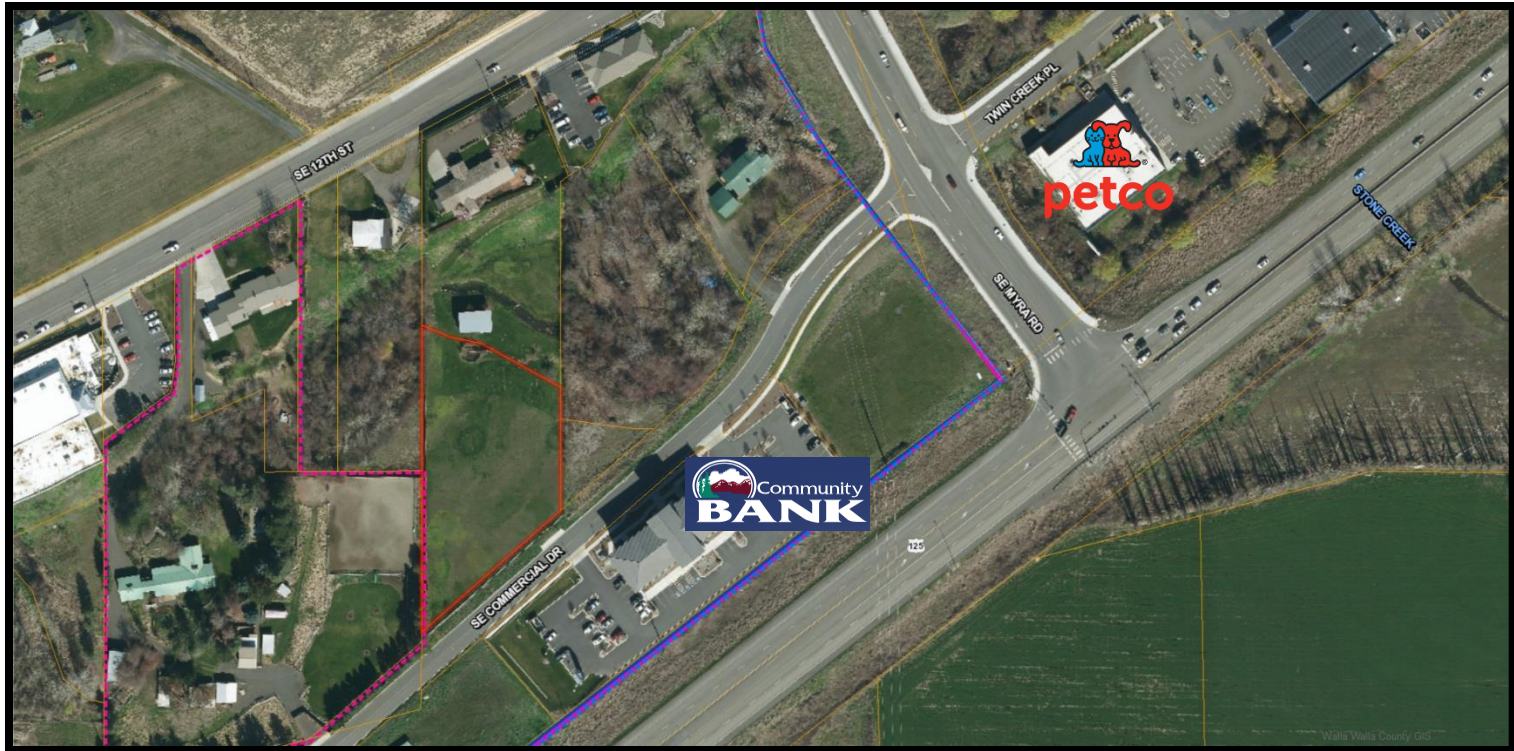
Near Sportsman Warehouse, Ulta, Bed Bath & Beyond, Pet Smart, Marshalls, Ross, Famous Footwear, Goodwill, Valvoline, Home Depot, Walmart, Honda

Contact – Tom Moran (509) 525-0804 / tmoran@communitybanknet.com



SITE 8

1.09 acres, Commercial Dr, SR 125 & Myra Road, 1279 SE Commercial Drive
Parcel # 350731320075 . Opportunity Zone



Excellent location for Auto Dealer
Near Sportsman Warehouse, Ulta, Bed Bath & Beyond,
Pet Smart, Marshalls, Ross, Famous Footwear,
Goodwill, Valvoline, Home Depot, Walmart, Honda
Contact – Dave Corbett (509)-525-4110 / david@lloydsinsurance.net



SITE 9

2.76 & 3.32 acres. Direct access to SR 125 w/signal, 1255 SE Commercial Drive
Parcel # 350736060001, 350736410054 . Opportunity Zone



Excellent location for Auto Dealer
Near Petco, Big 5 Sporting Goods, Walmart, Honda

Contact – Randy McPherson (541) 746-2110

Broker – David Corbett (509)-525-4110 / david@lloydinsurance.net



SITE 10

0.95 & 0.36 ac, Adjacent to SR 125 w/signal.
Parcel # 350601210093, 350601210095



North to.



Near Sportsman Warehouse, Game Stop, Papa Murphy's, Sally Beauty Supply, Del Taco, Famous Footwear, Verizon Wireless, Maurices, Walmart, Honda

Broker – Rob Ellsworth Ph: (509)-430-2378 Em: rob.ellsworth@svn.com



SITE 11

6.72 acres, Adjacent to SR 125 w/signal. / 1655 SE Meadowbrook Drive
Parcel # 350601210090



Excellent Location for a Hotel, Retail, or Restaurants
Contact – Travis Watts 509-386-0955 /travisw@cbfr.biz

SITE 12

27 acres, Near Intersection of SR 125 & College Avenue
Parcel # 35060211002



Excellent Location for a Hotel
Near Future Residential (300SFR)
Near College Place High School, Wal-Mart, Les Schwab,
HopThief Taphouse, Panda Express, Del-Taco

Contact – Michael McKeirnan 509-301-5341 / stonecreekdevelopment@Hotmail.com



SITE 13

0.43 acres, Close to Walla Walla University on College Avenue (Downtown)
Parcel # 350736600506 . Opportunity Zone . 603 S. College Avenue



Walla Walla University, Shell Gas Station, Circle K, Post Office, Blue Mountain Credit Union, Fresh Lime, United Country Real Estate

Contact: Travis Watts – Realtor 509-386-0955 / travis@teamwatts.com



CITY CONTACTS

- Michael Rizzitiello, City Administrator 509-394-8506 or 509-520-9091
 - Email: mrizzitiello@cpwa.us
- Jon Rickard, Community Development Director 509-394-8524
 - Email: jrickard@cpwa.us
- Robert McAndrews, Public Works Director 509-394-8526
 - Email: rmcandrews@cpwa.us
- Scott Hall, Building Official 509-394-8522
 - Email: shall@cpwa.us



City of College Place, Washington
RESOLUTION NO. 23-012

A RESOLUTION PERMITTING STAFF TO UTILIZE THE PREPARED ECONOMIC DEVELOPMENT FLIERS FOR RECRUITMENT OF COMMERCIAL/LIGHT INDUSTRIAL BUSINESSES AS WELL AS THE RESIDENTIAL, COMMERCIAL, AND LIGHT INDUSTRIAL DEVELOPMENT COMMUNITY.

WHEREAS, the City of College Place is a non-charter code city under Title 35A RCW; and

WHEREAS, the College Place Economic Development, Tourism, and Events Commission voted to recommend approval of the fliers to the College Place City Council during its February 6th, 2023 meeting.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE AS FOLLOWS:

1. Permitting staff to utilize the prepared economic development fliers for recruitment of commercial/light industrial businesses as well as the residential, commercial, and light industrial development community.

Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 28th day of February, 2023.

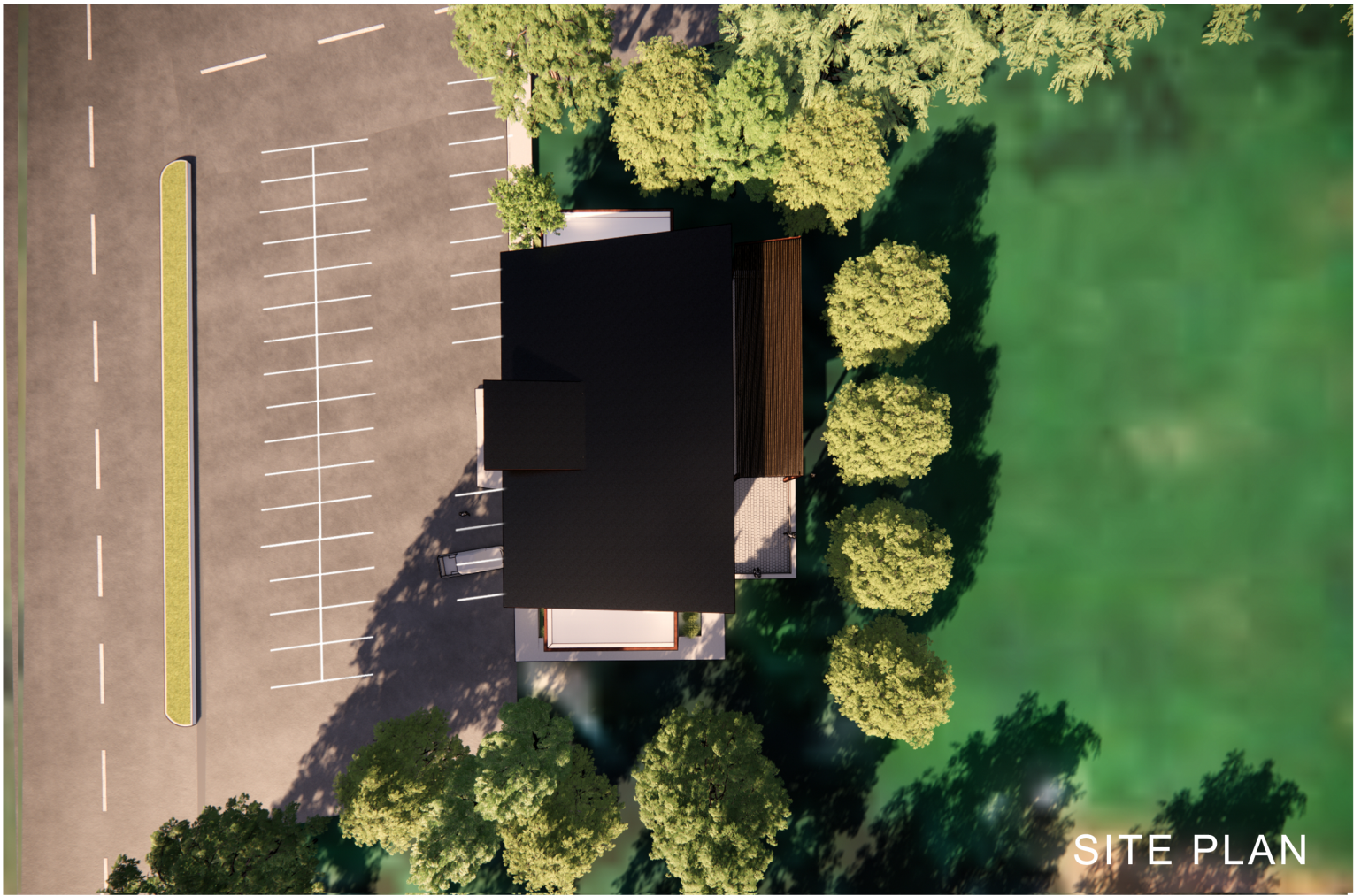
Attest:

Norma L. Hernández, Mayor

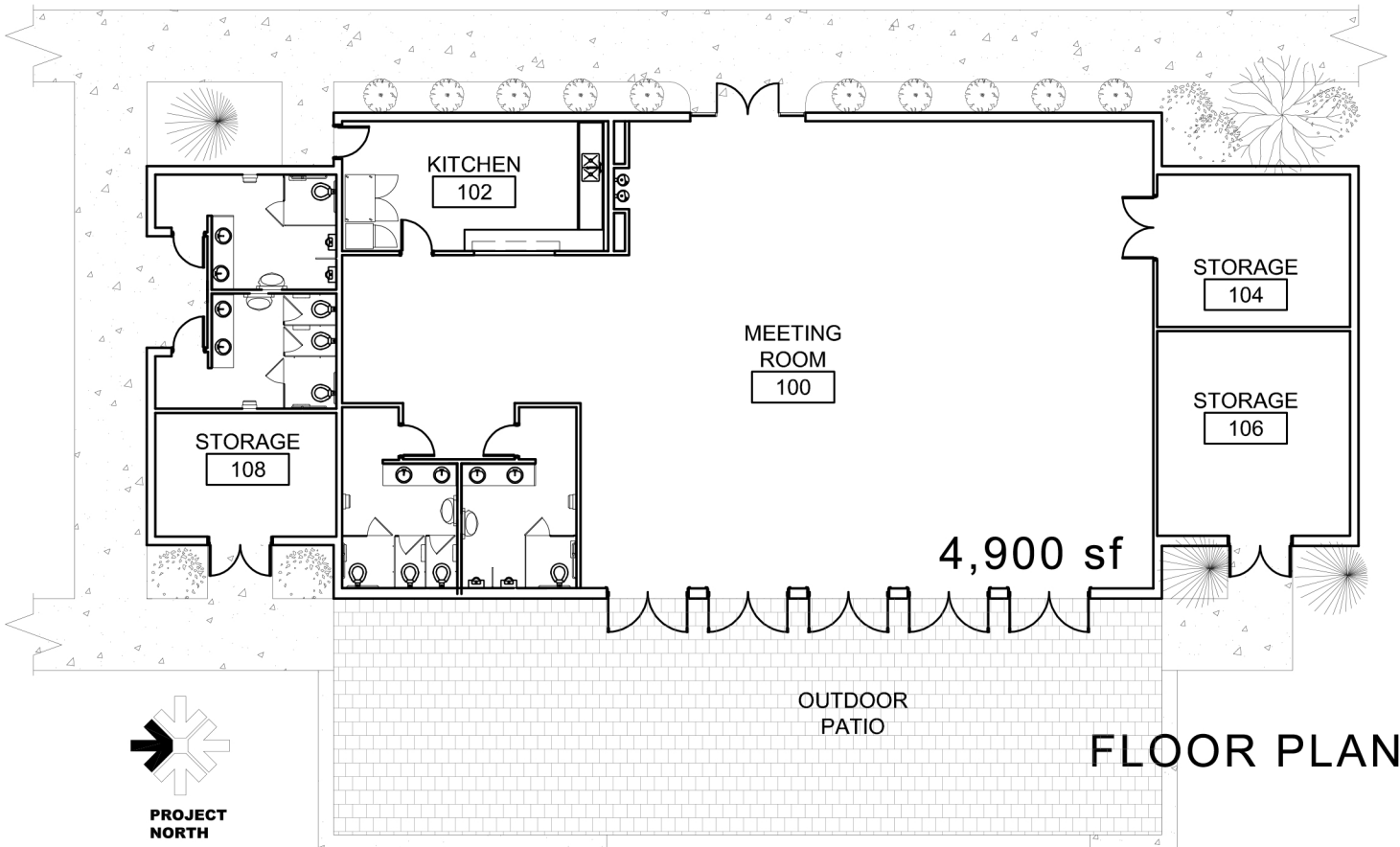
Sherri St. Clair,
City Clerk



COLLEGE PLACE COMMUNITY CENTER
CONCEPT IMAGES



SITE PLAN



FLOOR PLAN

COLLEGE PLACE COMMUNITY CENTER

CONCEPT IMAGES

City of College Place - Community Center Budget

Project Summary

Construction Costs

Existing Building and Parking Lot Demolition	1	ea	\$	60,000
New Building Construction (4,900 sf)	1	ea	\$	1,470,000
Rear Paver Patio with Trellis (1,200 sf)	1	ea	\$	120,000
Commercial Kitchen Equipment (small kitchen)	1	ea	\$	45,000
Parking Lot and Storm Water Improvements (20,000 sf)	1	ea	\$	200,000
Construction Contingency - 5.0%	1	ea	\$	94,750
Sale Tax on Construction Costs - 8.6%	1	ea	\$	171,119
Subtotal:			\$	2,160,869
<i>Construction per square foot cost (with sales tax)</i>			4,900	\$ 440.99

Consultant Services

Basic A/E Design Services	1	ea	\$	259,304
Additional A/E Services & Reimbursable Allowance	1	ea	\$	40,000
Geotechnical Survey and Report	1	ea	\$	6,000
Site Survey and Topo	1	ea	\$	6,000
Hazardous Material Abatement Survey			n/a	
Storm Water Protection Plan	1	ea	\$	7,500
Environmental Mitigation Services			n/a	
Mechanical/Electrical Commissioning Agent (estimate)	1	ea	n/a	
Material Testing & Special Inspection Agent (estimate)	1	ea	\$	9,000
Construction Management - 1.5%			\$	32,413
Subtotal:			\$	360,217

Other Project Costs

City Review and Permit Fees (estimate)	1	ea	\$	48,000
Owner Insurance (estimate)	1	ea	\$	20,000
Utility Tie-In and Fees (estimate)	1	ea	\$	35,000
One Year Construction Escalation 2022 - 5%	1	ea	\$	108,043
Furnishings, Fixtures and Equipment - 10%	1	ea	\$	216,087
Sale Tax on Equipment - 8.6%	1	ea	\$	18,583
Subtotal:			\$	445,714

ESTIMATED PROJECT TOTAL:

\$ 2,966,799

Total project per square foot cost

4,900 \$ 605.47

City of College Place, Washington
RESOLUTION NO. 23-013

A RESOLUTION OF THE CITY OF COLLEGE PLACE, WASHINGTON, AUTHORIZING & SUPPORTING A PRIORITIZED INFRASTRUCTURE INVESTMENT LIST FOR SUBMISSION TO WASHINGTON 5TH DISTRICT CONGRESSIONAL DELEGATION FY 2024 CONGRESSIONAL DIRECTED SPENDING (CDS)

WHEREAS, the City of College Place is a non-charter code city under Title 35A RCW; and

WHEREAS, Washington Senators Patty Murray and Maria Cantwell as well as Representative McMorris – Rodgers have put out a solicitation form to local governmental agencies seeking prioritized listing of infrastructure projects needing Federal grant assistance; and

Now therefore, be it Resolved that the City Council of the City of College Place does hereby

Section 1: The City Council of College Place, Washington authorizes and fully supports the prioritized list of infrastructure projects and authorizes the City Administrator and support staff to work with Federal Representatives and Senators to secure grant funding for the projects outlined in Section 2.

Section 2: The prioritized list of infrastructure projects in the City of College Place is as follows:

1. Transportation/Water/Sewer: SW Mojonner Rd Reconstruction
2. Water: Well #7 Construction
3. Parks: Lions Park Community Center Replacement
4. Transportation: NE Rose Street (Ash to Carey Ct) Safety Enhancements

Section 3: Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Section 4: Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 28th day of February, 2023.

Attest:

Norma L. Hernández, Mayor

Sherri St. Clair,
City Clerk



SW Mojonnier Rd Reconstruction Project

This project entails reconstruction of SW Mojonnier Rd for 0.64 miles from College Avenue to Bluvue Ln (western city limits). The roadway recently transferred to City ownership from Walla Walla County jurisdiction. The City wants to reconstruct the roadway from a rural thoroughfare to a urban standard which includes two traffic lanes, bike lanes, sidewalks, and street lighting at key areas. This roadway conveys traffic to and from Meadowbrook Business District (Walmart/Library), College Place High School, Proposed new school at SW Teal Rd, and Gardena/Frog Hollow Agricultural Area. The future Lakeside single-family residential development is immediately to the south of the corridor. This project is in the Walla Walla Valley MPO 2045 Plan. This road has a traffic counts of 1,618 vehicles a day. This is a top (1) priority for the City.

Project Map



- Project includes
 - Two 12' traffic lanes.
 - Two 8' bike lanes (Blue Mountain Regional Trails Plan).
 - One 11' Turn Lane.
 - Two 6' sidewalks.
 - 0.64 miles of new water/wastewater mains and conduits to serve nearby residents.
 - Storm infrastructure.
 - Street lighting at intersections.
- Financing
 - Engineering/Right-of-Way
 - City obtained \$640,000 Walla Walla Valley Metropolitan Planning Organization Federal Grant for final engineering and right-of-way acquisition.
 - Total cost is **\$711,000** and fully funded.
 - Construction
 - **Estimated cost is \$8,602,937.**
 - Cost has dramatically increased due to inflation and supply chain concerns.
 - Have submitted Federal Infra, S4, and State Transportation Improvement Board Grant Applications.
- Project Schedule
 - Final engineering and right-of-way acquisition: 2022-2023
 - Construction: 2023 to 2025 depending on funding.

SW Mojonnier Rd – Looking East



SW Mojonnier Rd – Looking West



Please direct questions and concerns to: Mr. Mike Rizzitiello – City Administrator, College Place City Hall – 625 S. College Ave, Phone: (509)-394-8506, Email: mrizzitiello@cpwa.us



Western College Place Water System Improvements

The City of College Place population has grown from 8,765 to 9,780 or 11.5% between 2010 and 2020. The growth has primarily occurred in the western sections of the City. As such, the City's water system requires expansion to adequately serve current and future residents. None of the three (3) existing potable water wells or storage facilities exist in the western quadrant of the City. This project resolves this deficiency and improves operations and reliability by locating a 500,000-gallon water tank within the City's existing Wastewater Treatment Plant property. Additionally, a well would be drilled on city-owned property on SW Teal Rd.

Project Map



Proposed Well #7

- Additional well needed to accommodate peak demands of existing and future customers.
- No system drinking water wells exist in western quadrant of the City.
- City acquired five acres of land for \$175,000 on SW Teal Rd to construct a wastewater lift station (in progress) and a drinking water well.
- Site is adjacent to future College Place Public Schools location.
- Well would supply peak demands for utility customers west of College Avenue including Bade Avenue, Stone Creek development, and Mojonner Rd corridor.
- **Estimated cost is \$3.5 million dollars for engineering, permitting, and construction.**

Proposed Elevated Water Storage Tank

- City system is deficient in water storage infrastructure to adequately serve the growing western section of the City.
- The proposed water tank would store 500,000 gallons of water.
- The proposed tank would be elevated and situated on top of the fifty-foot-tall bluff on the grounds of the Wastewater Treatment Plant to allow for appropriate water pressures consistent with the City's Zone 1 distribution system. Added benefit is another facility to allow telecommunication equipment.
- 10,000 feet of 16" water main is required between elevated reservoir and Zone 1 water system.
- Water storage facility would serve Stone Creek, Mojonner Rd, Homestead, Martin Airfield, and Whitman Drive areas.
- **Estimated cost is \$6.9 million dollars for engineering, permitting, and construction.**

Please direct questions and concerns to: Mr. Robert McAndrews – Public Works Director, College Place City Hall – 625 S. College Ave, Phone: (509)-394-8526, Email: rmcandrews@cpwa.us



SE 12th Street Reconstruction Project

This project entails reconstruction of SE 12th Street for 1.24 miles from College Avenue to Myra Rd. The City wants to reconstruct the roadway to accommodate all modes of transportation including traffic lanes, bike lanes, sidewalks, and a parking lane. This project would also replace utilities underneath the roadway and add pedestrian street lighting to the corridor. SE 12th Street is a key east-west arterial connecting the City of Walla Walla to the City of College Place. This project is in the 2045 MPO High Priority Project Plan as well as the Blue Mountain Regional Trails Plan.

Project Map



- Project includes
 - Two 12" traffic lanes.
 - Two 6" bike lanes (Blue Mountain Regional Trails Plan).
 - One 10" parking lane.
 - Two 6" sidewalks.
 - 1.24 miles of new water/wastewater mains to serve nearby residents.
 - Storm infrastructure.
 - Pedestrian Streetlights every 160' on one side of roadway.
 - Reconfigure the Larch & 12th intersection.
- Financing
 - Total final engineering cost is estimated at **\$1,726,000**.
 - Total construction cost estimated at **\$5,178,000**.
 - **Estimated construction cost of \$6,904,000.**
- Project Schedule
 - Final engineering and right-of-way acquisition: 2022-2023
 - Construction: 2023-2024

SE 12th Street – Looking East



Please direct questions and concerns to: Mr. Mike Rizzitiello – City Administrator, College Place City Hall – 625 S. College Ave, Phone: (509)-394-8506, Email: mrizzitiello@cpwa.us



SW Mojonnier Rd Reconstruction Project

This project entails reconstruction of SW Mojonnier Rd for 0.64 miles from College Avenue to Bluvue Ln (western city limits). The roadway recently transferred to City ownership from Walla Walla County jurisdiction. The City wants to reconstruct the roadway from a rural thoroughfare to a urban standard which includes two traffic lanes, bike lanes, sidewalks, and street lighting at key areas. This roadway conveys traffic to and from Meadowbrook Business District (Walmart/Library), College Place High School, Proposed new school at SW Teal Rd, and Gardena/Frog Hollow Agricultural Area. The future Lakeside single-family residential development is immediately to the south of the corridor. This project is in the Walla Walla Valley MPO 2045 Plan. This road has a traffic counts of 1,618 vehicles a day. This is a top (1) priority for the City.

Project Map



- Project includes
 - Two 12' traffic lanes.
 - Two 8' bike lanes (Blue Mountain Regional Trails Plan).
 - One 11' Turn Lane.
 - Two 6' sidewalks.
 - 0.64 miles of new water/wastewater mains and conduits to serve nearby residents.
 - Storm infrastructure.
 - Street lighting at intersections.
- Financing
 - Engineering/Right-of-Way
 - City obtained \$640,000 Walla Walla Valley Metropolitan Planning Organization Federal Grant for final engineering and right-of-way acquisition.
 - Total cost is **\$711,000** and fully funded.
 - Construction
 - **Estimated cost is \$8,602,937.**
 - Cost has dramatically increased due to inflation and supply chain concerns.
 - Have submitted Federal Infra, S4, and State Transportation Improvement Board Grant Applications.
- Project Schedule
 - Final engineering and right-of-way acquisition: 2022-2023
 - Construction: 2023 to 2025 depending on funding.

SW Mojonnier Rd – Looking East



SW Mojonnier Rd – Looking West



Please direct questions and concerns to: Mr. Mike Rizzitiello – City Administrator, College Place City Hall – 625 S. College Ave, Phone: (509)-394-8506, Email: mrizzitiello@cpwa.us

City of College Place
RESOLUTION NO. 22-043

A RESOLUTION ADOPTING THE 2023 TO 2028 TRANSPORTATION IMPROVEMENT PLAN FOR CONSTRUCTION AND REPAIR OF ARTERIAL AND COLLECTOR STREETS IN THE CITY OF COLLEGE PLACE, WASHINGTON, ALL IN ACCORDANCE WITH THE LAWS OF THE STATE OF WASHINGTON.

WHEREAS, a public hearing was held by the College Place City Council on May 10th, 2022, relating to a six-year transportation improvement plan for the City of College Place, pursuant to the laws of the State of Washington, pertaining to the construction and maintenance of certain arterial and collector streets; and

WHEREAS, notice of said hearing having been given as required by law; and

WHEREAS, the proposed plan would result in needed and essential construction work on certain arterial, collector and local streets, all as set forth in the proposed plan which is attached to this resolution and made a part hereof as fully set forth in this plan; and

WHEREAS, the City Council having heard the statements and having obtained complete information from the College Place Public Works Department:

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of College Place, Washington, that the six-year street plan for the development and construction of arterial, collector and local streets, under provision of the laws of the State of Washington, and as attached hereto and made a part hereof shall be and the same is hereby fully adopted; and

BE IT FURTHER RESOLVED, that certified copies of this resolution and said six-year transportation improvement plan be immediately forwarded to the State of Washington that control and manages said arterial and collector street plans.

CLERICAL CORRECTIONS. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

EFFECTIVE DATE. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 10th day of May, 2022.

DocuSigned by:

Norma L. Hernández

Norma L. Hernández, Mayor

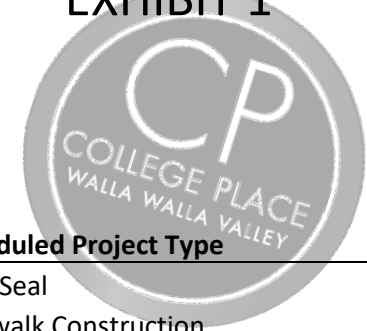
Attest:

DocuSigned by:

Lisa R. Neissl

Lisa R. Neissl, MMC
City Clerk

EXHIBIT 1



City of College Place

2023-2028 SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP)May 10th, 2022

Year	Street Segment Description	Federal Classification	Scheduled Project Type
Annual	Chip Seal Program	Local	Chip Seal
Annual	Safewalk Sidewalk Improvements (TIB & CDBG)	Federal and Local	Sidewalk Construction
2023	Post Office Crossing	Principal Arterial	Crossing Improvements
2023	College/Southside Development Intersection #1	Principal Arterial	Signalized Intersection
2023	College/Southside Development Intersection #2	Principal Arterial	Signalized Intersection
2023	SE Birch (4th-6th)	Local	Full Section/Stormwater
2023	Southside Development East-West Corridor	Major Collector	Corridor Reconstruction
2023	Mojonnier Road (College to Bluvue-Ln)	Minor Arterial	Corridor Reconstruction
2023	SE 9 th Reconstruction (College to Dead End)	Local	Corridor Reconstruction
2023	SE 12th St & SE Larch Avenue Intersection	Minor Arterial	Intersection Improvement
2023	SE 12th St (College to Larch)	Minor Arterial	Grind & Overlay
2024	SW 10 th Street (College to west dead end)	Local	Full Section/Stormwater
2024	NE Rose Street Lighting Project (Ash to Carey Ct)	Principal Arterial	Lighting Project
2024	SW Davis/SE Ash Lighting Project (Whitman to 4 th)	Major Collector	Lighting Project
2024	Whitman Drive Pedestrian/Lighting (Adams to Academy)	Major Collector	Pedestrian/Bicycle Improvements
2025	SE 12th St (Larch to Myra)	Minor Arterial	Corridor Reconstruction
2025	Whitman Drive & Larch Avenue Intersection	Minor Arterial	Signalized Intersection
2027	W Whitman Dr -north half (Doans to City Limits)	Major Collector	Corridor Reconstruction
Ten-Year Plan	Taumarson/Peppers Bridge Intersection	Minor Arterial	Signalized Intersection
Ten-Year Plan	College Ave/SR125/Intersection	Principal Arterial	Signalized Intersection
Ten Year Plan	NE Cedar Ave (A to C)	Local	Corridor Reconstruction
Ten Year Plan	NE Damson Ave ("C" to Rose)	Local	Corridor Reconstruction
Ten-year Plan	Southside Development South (Clarence?) Extension	Major Collector	Corridor Reconstruction
Ten-year Plan	SE Dewey Dr	Local	Corridor Reconstruction
Ten-year Plan	SE Sky Ave (12th to Scenic)	Local	Corridor Reconstruction
Ten-year Plan	SE Birch Ave (Whitman to C)	Local	Corridor Reconstruction
Ten-year Plan	Lambert (Rose to "C" St)	Major Collector	Corridor Reconstruction

Ten-year Plan	Myra Road & Garrison Village Way Intersection	Minor Arterial	Signalized Intersection
Ten-year Plan	SW Davis Extension (4th to 8th)	Major Collector	Corridor Reconstruction
Ten-year Plan	SW Davis Extension (8th to 12th)	Minor Collector	Corridor Reconstruction
Long-term Plan	SE Ash Ave (Whitman to 4th)	Major Collector	Grind and Overlay
Long-term Plan	SE 11th (Birch to Date)	Local	Corridor Reconstruction
Long-term Plan	"C" Street & Larch Avenue Intersection	Minor Arterial	Signalized Intersection
Long-term Plan	Peppers Bridge (McMinn Rd to Old Milton Hwy)	Local	Corridor Reconstruction
Long-term Plan	SW Doans/Clarence Ave (south City Limits to Mojonier)	Minor Collector	Corridor Reconstruction
Long-term Plan	SW 12th St (College to proposed SW Davis Ext)	Major Collector	Corridor Reconstruction
Long-term Plan	SW 4th (Academy to Hayden Home Ownership)	Minor Collector	Corridor Reconstruction

City of College Place

2023-2028 CHIP SEAL PROGRAM

May 10th, 2022



Year	Street Segment Description
2023	Harvest Meadows Subdivision
2023	SW 6 th Street (College Ave to City Limits)
2023	Cedar Bend Subdivision
2024	Sunset Villa
2024	SW 7 th Street
2024	SW 8 th Street (College to Bade), (Davis to Evans)
2024	SW 9 th Street
2024	SW Evans Ave (SW 6 th to 8 th)
2024	SW Davis Ave (SW 6 th to 8 th)
2025	Autumn Meadows Subdivision
2025	Country Estates Subdivision
2025	Sherburne Addition Subdivision
2025	SW 10 th Street (Birch to Date)
2026	Highland Park Addition
2027	NE C St (Larch to Myra)
2027	NE/SE Larch Ave (C Street to SR 125)
2028	NE Deccio Rd (C Street to Whitman Drive)

City of College Place

2023-2028 SAFEWALK SIDEWALKS IMPROVEMENT PROGRAM

May 10th, 2022



Year	Street Segment Description
2023	SW 6 th Street (College Avenue to Davis Avenue) - North Side
2023	SW 8 th Street (College Avenue to Bade Avenue) - North Side
2024	SW 2nd Street (Davis Avenue to Academy Way) – South Side
2024	NW B Street (College Avenue to Evans Avenue) – South Side
2024	NE Ash Street (A Street to Whitman Drive) – West Side
2025	SE 8 th Street (College Avenue to Birch Avenue)
2025	SE Birch Avenue (2 nd to 4 th Street) – East Side
2025	SE Birch Avenue (4 th to 12 th Street) – West Side
2026-2028	SE Central Avenue (12 th Street to Valley Way)
2026-2028	SE Broadway Avenue (12 th Street to Sunny Drive) – West Side
2026-2028	SE 2 nd Street (Ash Avenue to Date Avenue) – South Side
2026-2028	SW 13 th Street (Bade Avenue to College Avenue) – South Side
2026-2028	SW Bade Avenue (12 th Street to 13 th Street) – West Side
2026-2028	SW 3 rd Street (Davis Avenue to Academy Way) – South Side
2026-2028	SW 1 st Street (Davis Avenue to Academy Way)
2026-2028	SE 8 th Street (Birch Avenue to Larch Avenue) – South Side
2026 - 2028	SE 11 th Street (Birch Avenue to Date Avenue) – South Side
2026 - 2028	NE A Street (Ash Avenue to Tremont Avenue) – South Side
2026 - 2028	NE Tremont Avenue (A Street to Whitman Drive) – West Side
2026 - 2028	SE Mountainview Drive (Sky Avenue to Central Avenue) – South Side
2026 – 2028	Whitman Drive Multiuse Path Completion (Evans to Davis Area) – South Side

NOTES:

1. Ten-year Transportation Improvement Plan projects and Long-term Transportation Improvement Plan projects are Six-year Plan candidates that will be included on the Six-year Transportation Improvement Plan Projects list as need and funding dictate throughout the six-year cycle.
2. Projects listed in the Six-year, the Ten-year and the Long-term Transportation Improvement Plan Projects include a pedestrian facility (sidewalks and street-side amenities) component to be constructed as funds allow.
3. The City's chip seal program is a part of the Six-year Transportation Improvement Plan.
4. The City's Safewalk Sidewalk Program is a part of the Six-year Transportation Improvement Plan.

City of College Place

2023-2028 BLOCK RESURFACING PROGRAM

May 10th, 2022

NOTES:

1. This program is funded by REET 1 Funds and entails simple pavement resurfacing of a street. No other items included.

Year	Street Segment Description
2023	SE Mockingbird Drive
2023	SE Birch (11 th to 12 th)
2023	SE 10 th (Birch to Date)
2024	SE Cotter Place
2025	SW 6 th Street (Davis to Evans)
2026	SE Elm Street (4 th to Dead End)
2027	SW 5 th Street (Bade to Dead End)
2028	SW Bade Avenue (4 th to 6 th)

City of College Place, Washington
RESOLUTION NO. 23-014

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE,
WASHINGTON REGARDING AUTHORIZING SUBMISSION OF GRANT
APPLICATIONS TO FUND THE COLLEGE PLACE EAST-WEST CONNECTOR PROJECT
- RECONSTRUCTION OF SW MOJONNIER RD (COLLEGE AVE TO BLUVUE LN) & SE
12TH ST (MYRA RD TO COLLEGE AVE) AND ACCEPTANCE SUCH GRANTS, AND
TAKING OTHER NECESSARY ACTION WITH RESPECT TO SUCH GRANT PROGRAM.**

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, RCW 35A.11.040 authorizes the College Place City Council to “accept any gift or grant for any public purpose and may carry out any conditions of such gift or grant when not in conflict with state or federal law;” and

Whereas, section 35.21.735 of the Revised Code of Washington declares that “carrying out the purposes of federal grants or programs is both a public purpose and appropriate function for a city, town, county, or public corporation” and authorizes entry into agreements to receive and expend grant funds; and

Whereas, Chapter 39.34 of the Revised Code of Washington authorizes political subdivisions to enter into intergovernmental cooperation agreements; and

Whereas, grant funding may be available via the Federal Level (RAISE, INFRA, S4), State Level (TIB), and via other means to help fund the reconstruction of SW Mojonnier Rd (College Ave to Bluvue Ln) and SE 12th St (Myra Rd to College Ave); and

Whereas, the College Place City Council has considered this matter during a regularly and duly called public meeting of said Council, has given said matter careful review and consideration, and finds that participation in grant programs is an appropriate function for the city and that the best interests of the City of College Place will be served by passage of this resolution; and

**Now therefore, it is hereby resolved by the City Council of the City of College Place,
Washington, as follows:**

1. The College Place City Council hereby authorizes submission of grant applications for funding reconstruction of SW Mojonnier Rd (College Ave to Bluvue Ln) and SE 12th Street (Myra Rd to College Ave) and related purposes and all other documents needed to apply for such grants.
2. The City Administrator of the City of College Place is hereby authorized to accept grants on behalf of the City of College Place that supply funding for the reconstruction of SW Mojonnier Rd, SE 12th Street, and related purposes, and the College Place City Administrator and/or designees of the College Place City Administrator are hereby authorized and empowered to execute grant agreements and all other documents that may be required to participate in the grant programs.
3. The City Administrator of the City of College Place is designated as authorized representative in all matters arising out of participation in the grant programs authorized by Sections 1 and 2 herein, and the City Administrator of the City of College Place, and/or designees of the College Place City Administrator, are hereby authorized, empowered, and directed to comply with program requirements and to make such certifications, funding commitments, reports, or other representations which may be necessary on behalf of the City of College Place.
4. The College Place City Administrator, and/or designees of the College Place City Administrator, are hereby authorized and empowered to approve and execute other documents related to and required by the grant programs.
5. The College Place City Clerk is hereby authorized and directed to attest any application, agreement, or other document executed in accordance with this resolution.

Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

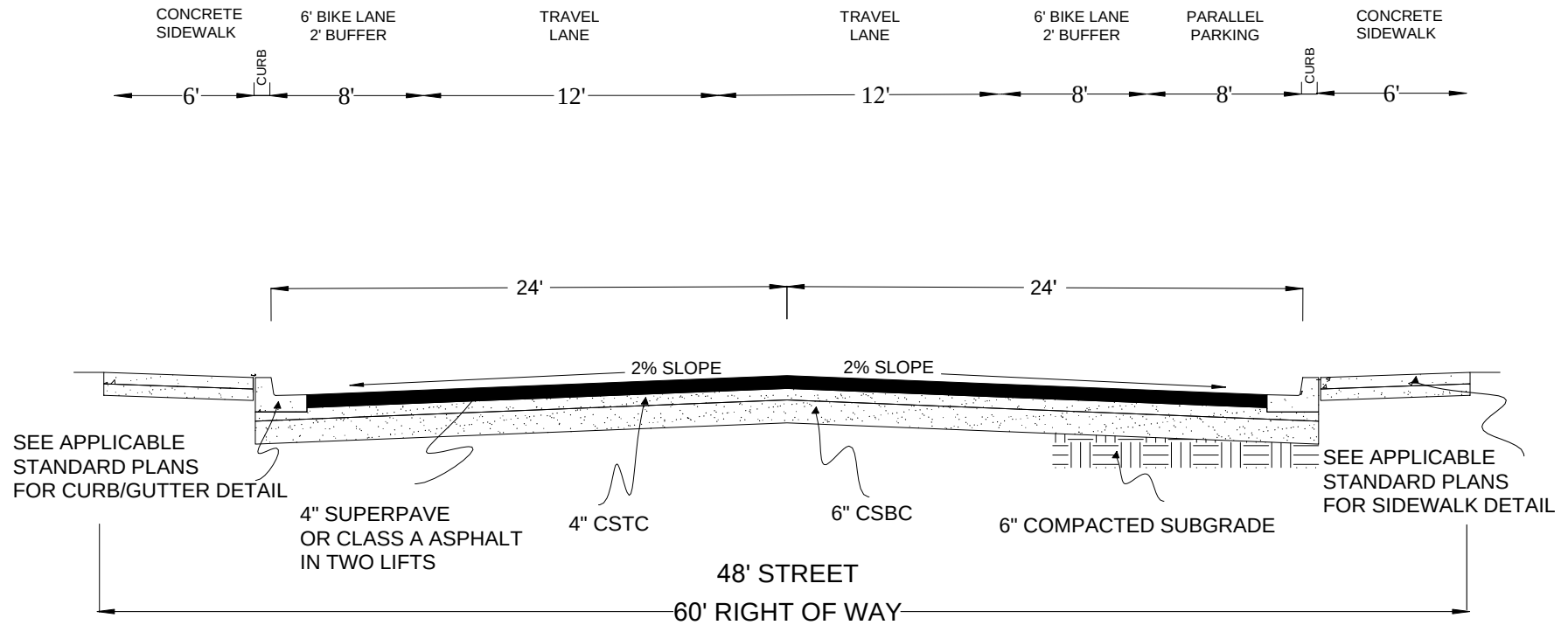
PASSED by the City Council of the City of College Place, Washington, this 28th day of February, 2023.

Attest:

Norma L. Hernández, Mayor

Sherri St. Clair
City Clerk

CITY OF COLLEGE PLACE - STANDARD SPECIFICATIONS



NOTES:

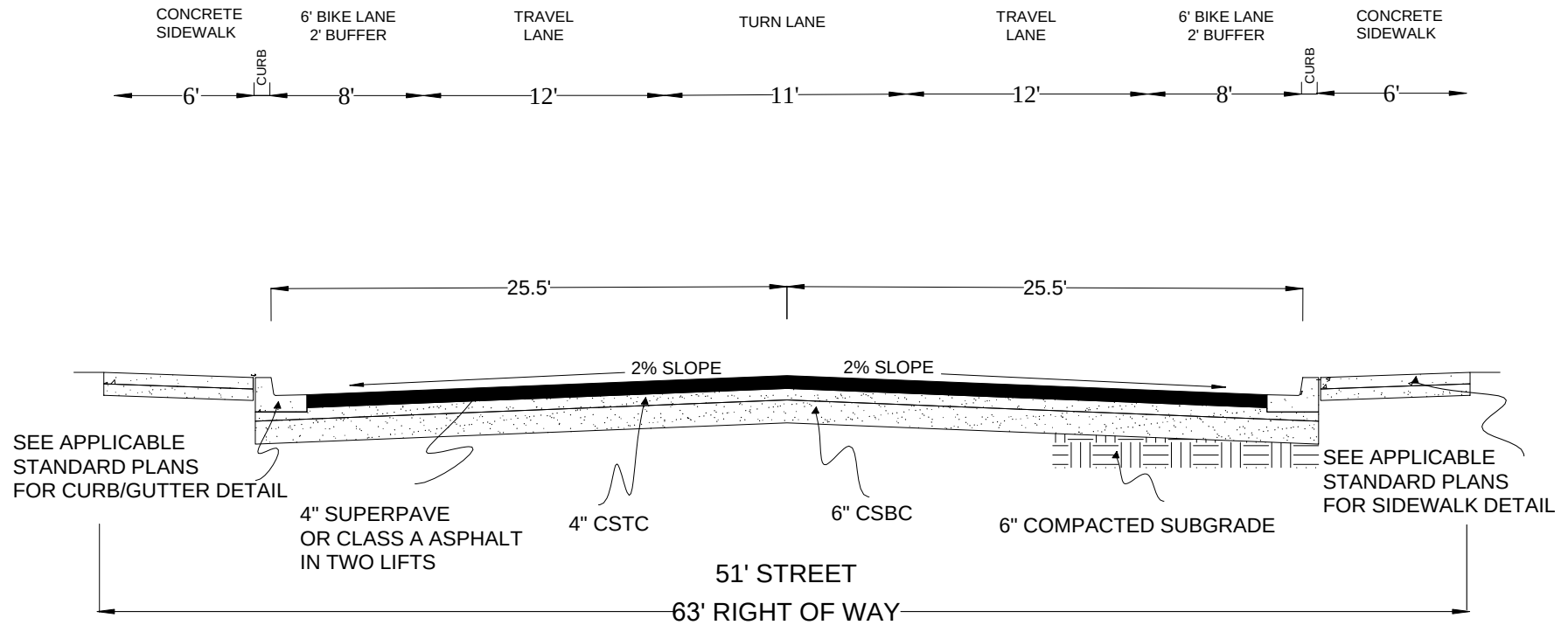
- 1 DIMENSIONS PROVIDED FOR SIDEWALK WIDTHS ARE MINIMUM AND APPLICABLE IF SUFFICIENT RIGHT-OF-WAY WIDTH IS AVAILABLE AS DETERMINED BY THE CITY. IN THE EVENT SUFFICIENT RIGHT-OF-WAY WIDTH IS NOT AVAILABLE, SIDEWALK FEASIBILITY AND WIDTHS ARE DETERMINED BY THE CITY.
- 2 REFER TO GENERAL STREET CONSTRUCTION NOTES - STANDARD PLAN 110.00 FOR SPECIFICATIONS INCLUDING BUT NOT LIMITED TO COMPACTION STANDARDS AND TESTING REQUIREMENTS.
- 3 CENTER LANE/MEDIAN MAY BE OMITTED AND LANE WIDTHS MODIFIED UPON CITY ENGINEER CONCURRENCE WITH APPROVED TRANSPORTATION IMPACT ANALYSIS (TIA) SUBSTANTIATING MINIMUM LEVELS OF SERVICE MAINTAINED OVER 20-YEAR HORIZON.

DRAWING NOT TO SCALE

CITY ENGINEER:
DRAWING: SPENCER MYRLIE, EIT
LAST REVISION: 04/02/2021

SE 12TH STREET CROSS SECTION

CITY OF COLLEGE PLACE - STANDARD SPECIFICATIONS



ON STREET PARKING NOT PERMITTED

NOTES:

- 1 DIMENSIONS PROVIDED FOR SIDEWALK WIDTHS ARE MINIMUM AND APPLICABLE IF SUFFICIENT RIGHT-OF-WAY WIDTH IS AVAILABLE AS DETERMINED BY THE CITY. IN THE EVENT SUFFICIENT RIGHT-OF-WAY WIDTH IS NOT AVAILABLE, SIDEWALK FEASIBILITY AND WIDTHS ARE DETERMINED BY THE CITY.
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DRAWING NOT TO SCALE

CITY ENGINEER:
DRAWING: SPENCER MYRLIE, EIT
LAST REVISION: 04/02/2021

SW MOJONIER ROAD CROSS SECTION



Walla Walla Valley Metropolitan
Planning Organization / Sub-Regional
Transportation Planning Organization

107 S 3rd Avenue | Walla Walla, WA 99362
Phone or fax | 509.876.8001
wwwmpo.org

Notice of Funding Opportunity:

Surface Transportation Block Grant - Transportation Alternatives (STBG-TA) Program

The FHWA's Surface Transportation Block Grant – Transportation Alternatives (STBG-TA) program provides funding for a range of transportation projects and plans focused primarily on non-motorized transportation networks. Cost-reimbursable funds are awarded across three categories (Urban, Rural, and Any), depending on the project location. "Any" funds can be applied to either Urban or Rural projects.

Issue Date: February 2, 2023

Application Due Date: March 30, 2023 before 4 PM; note that late applications will not be accepted

Eligible Applicants:

In addition to all WWVMPO/SRTPO members in Washington State, natural resource agencies, public land agencies, school districts, Tribal governments, and nonprofit entities are encouraged to apply.

For a full list of eligible applicants, please refer to the FHWA STBG-TA guidance here:

https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/ta_guidance_2022.pdf

Eligible Activities:

STBG-TA funds cover many different types of projects that address bicycle and pedestrian infrastructure, safe routes to school, safety, the environment, and cultural access. A number of other activities are also eligible for funding - for the full list, please consult the FHWA STBG guidance here: https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/ta_guidance_2022.pdf

Available Funding (through FFY 2026):

Urban - \$243,700

Any - \$242,592

Rural - \$0

Funding may be combined with another MPO-administered grant program by submitting an additional application for the other program or programs.

How to apply:

The application form is available on the WWVMPO's website (<https://wwwmpo.org/plans--programs.html>), or a printed copy can be picked up at our office by request. The Walla Walla Valley MPO/SRTPO is committed to making this call for projects open to all eligible applicants. The following services are available to all eligible applicants by request:

- ◆ Application process and information assistance
- ◆ Project and applicant eligibility determinations

- ◆ Printed application forms and other documents
- ◆ Community or council presentations (webinar or in-person)

In addition to the application form, please include the following documents or information:

Required:

- ◆ Project location map, final design (if applicable), or a typical roadway cross-section (if applicable)
- ◆ Documentation of project in an approved or adopted plan, ordinance, and/or policy (please limit to the relevant pages)

Optional:

- ◆ Photographs of existing infrastructure conditions
- ◆ Design sketches or conceptual layout drawings of the proposed project
- ◆ Documentation of the project's public outreach process (e.g., meeting minutes, press releases, surveys and results, etc.)
- ◆ Crash reports and/or related data
- ◆ Letters of support or endorsement, or petitions

Application Submittal:

Please submit a completed and signed application form, along with any required or optional attachments via email to Timothy J. Barrett (tbarrett@wwvmpo.org), or by mailing or hand-delivering your application materials to our office.

Project Information

Lead Agency: _____ Contact Name: _____

Email Address: _____ Phone Number: _____

Cosponsor Agency (if applicable): _____ Contact Name: _____

Email Address: _____ Phone Number: _____

Project Name (include STIP ID number if applicable): _____

Project Description (please limit response to 200 words):

Project Location: _____

Federal Functional Classification (if applicable): _____

Beginning and Ending Termini: _____

Project Contribution Towards WWVMPO Performance Goals

Which of the following performance goals apply to this project? (Check all that apply)

- ☐ Safety – Reduction in the number of serious injury and/or fatal collisions
- ☐ System Reliability - Increase in travel predictability and reduced delay and/or support for travel modes other than single-occupancy vehicles (SOVs)

Program Eligibility – Please list all applicable eligible activities that this project will include using the STBG-TA Guidance document found here

(https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/ta_guidance_2022.pdf):

Project Funding

Funds Requested (Check all that apply): ☐ Urban ☐ Rural ☐ Any

Project Phase Details

Phase	Preferred Obligation Year	Total Phase Cost	STBG-TA Funds Requested	Sponsor Match	Sponsor Match %
PE or Planning Study					
Right-of-Way					
Construction					
Total Project Cost					

Will these funds be combined with another MPO grant application (STBG, CRP)? ☐ Yes ☐ No

Project Evaluation

Overmatch and Prior Investments

Previously invested local funding (planning, design, etc.): ☐ <5% **(3)** ☐ 5-10% **(6)** ☐ >10% **(9)**

Local overmatch beyond 13.5% requirement: ☐ <10% **(2)** ☐ 10-20% **(4)** ☐ >20% **(8)**

Is the project in the final phase of a multi-phase project? ☐ Yes **(8)** ☐ No **(0)**

Project Readiness

How far along is the project? (Check only one response)

- ☐ At least 30% design completed **(10)**
- ☐ Construction-ready (design, environment, and right-of-way completed) **(20)**
- ☐ Project is a plan or study for one of the following: vulnerable road user safety assessment, vegetation management, historical preservation, environmental mitigation, Safe Routes to School, or trails **(20)**

If applying for funding for one of the plans listed above, describe the plan's scope and goals using the 2045 Plan's goal areas and weighting on pages 75-76 as a guideline for how this section will be scored (use additional pages if necessary; note that plans are not eligible for points after this section): **(up to 212)**

Safety

Describe the safety issues at or along the project location (pedestrian or cyclist crashes; common or prevalent crash types, environmental characteristics, contributing factors, maintenance): **(up to 25)**

How will this project address the safety issues described above? (lighting, signage, crossing improvements, striping, traffic calming, maintenance, etc.) **(up to 25)**

Does this project improve walking and biking facilities within 1 mile of a school? ☐ Yes **(10)** ☐ No **(0)**

System Preservation and Maintenance

Describe the existing infrastructure conditions (sidewalk and/or crossing conditions, bike lane surface type and condition, markings, signage, lighting, etc.) **(up to 10)**

Does this project address known maintenance issues? ☐ Yes **(10)** ☐ No **(0)**

Will construction of this project be coordinated with any needed utility relocation? ☐ Yes **(10)** ☐ No **(0)**

If yes, please describe:

Non-Motorized Transportation Access & Connectivity

Describe how this project will improve non-motorized transportation choices and connections between different modes: **(up to 20)**

Describe how this project will connect people to important activity centers (employment centers, civic centers, libraries, grocery stores, parks, medical facilities, schools, etc.): **(up to 20)**

Environmental Mitigation

How will this project manage stormwater and water pollution during and after construction? **(up to 15)**

Will this project include invasive species removal or native species propagation? ☐ Yes **(5)** ☐ No **(0)**

Will this project restore or maintain wildlife habitat connectivity? ☐ Yes **(5)** ☐ No **(0)**

Historical and Cultural

Does this project include a turnout, overlook, or scenic viewing area? ☐ Yes **(5)** ☐ No **(0)**

Does this project improve access to a historical transportation facility? ☐ Yes **(5)** ☐ No **(0)**

Accessibility & Equity

Does this project remove a priority ADA barrier, as identified in an adopted ADA Transition Plan or similar plan? ☐ Yes **(15)** ☐ No **(0)**

Is the project located in a Disadvantaged Community (DAC), as identified by the Climate and Environmental Justice Screening Tool (CEJST) (<https://screeningtool.geoplatform.gov/>), Washington State Department of Health's Health Disparities Map (<https://fortress.wa.gov/doh/wtnibl/WTNIBL/>), or other available demographic data? ☐ Yes **(15)** ☐ No **(0)**

If yes, please briefly describe the method used and the resulting data:

Assurances and Acknowledgements

Certification of Matching Funds

By signing below, the Project Sponsor assures that sufficient funds are available to pay the non-federal share of the expenditures for this application's project, and that completion of this project is not contingent upon additional grants (sources of matching funds may be changed after STBG-TA funding has been awarded, in accordance with all established TIP amendment guidelines).

Local Match Amount: _____

Name and Title (print): _____

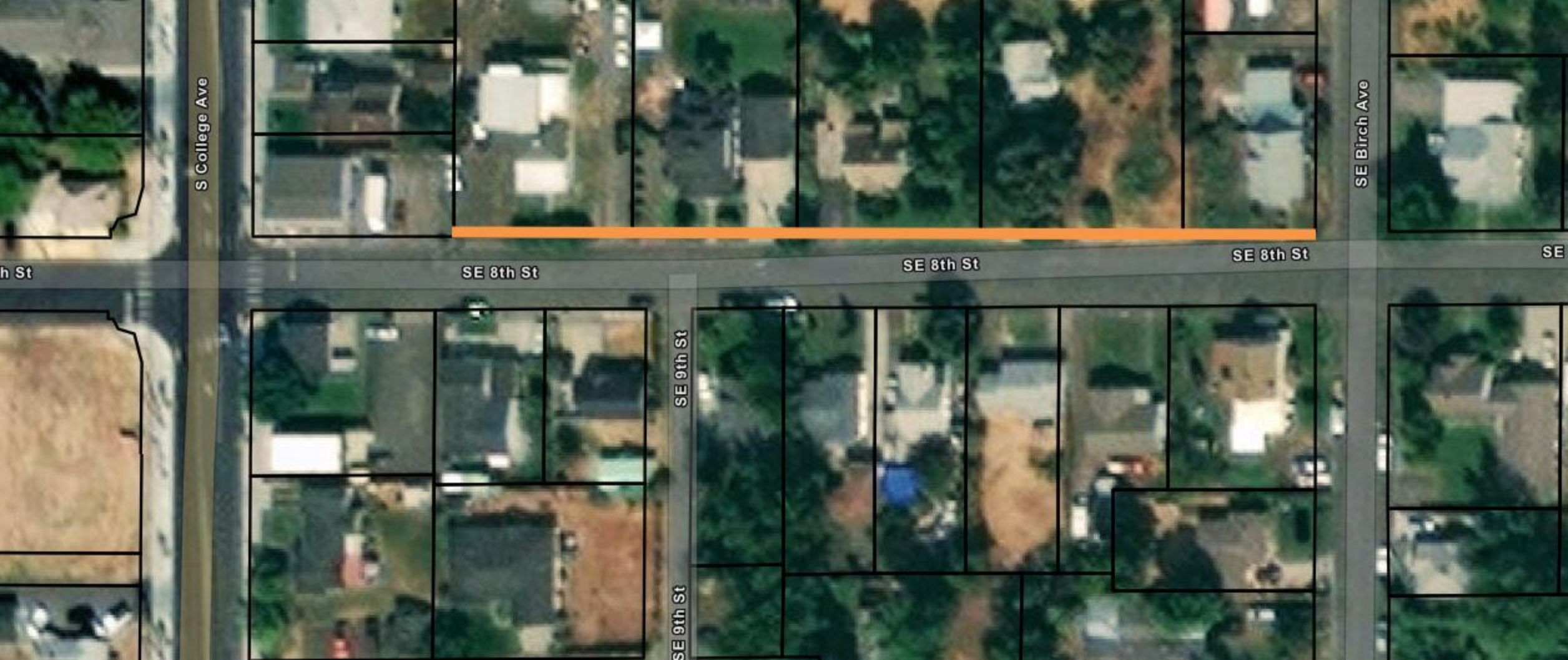
Signature and Date: _____

Applicant Acknowledgements

By signing below, the Project Sponsor ensures that they have read and understood the appropriate federal guidance and agree to follow all applicable federal regulations and requirements from the acceptance of STBG-TA funds, should this project receive an award. In addition, the Project Sponsor agrees to follow the WWVMPO's established M/RTIP Policies and acknowledges the potential loss of STBG-TA funds if they are not obligated by the date specified on the award letter.

Name and Title (print): _____

Signature and Date: _____



S College Ave

SE Birch Ave

SE 8th St

SE 8th St

SE 8th St

SE 9th St

SE 9th St

City of College Place, Washington
RESOLUTION NO. 23-015

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE,
WASHINGTON REGARDING SUPPORT OF GRANT APPLICATION TO THE SURFACE
TRANSPORTATION BLOCK GRANT – TRANSPORTATION ALTERNATIVES
PROGRAM FOR SE 8TH STREET SIDEWALK (COLLEGE TO BIRCH)**

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, the Walla Walla Valley Metropolitan Planning Organization is conducting a call for projects pertaining to the Surface Transportation Block Grant – Transportation Alternatives Program, and

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

- 1.** Directs the City Administrator or designee to pursue grant application to the Walla Walla Valley Metropolitan Planning Organization Surface Transportation Block Grant Transportation Alternatives Program for the SE 8th Street (College to Birch) sidewalk project.

Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 28TH day of February, 2023.

Attest:

Norma L. Hernández, Mayor

Sherri St. Clair,
City Clerk



Walla Walla Valley Metropolitan
Planning Organization / Sub-Regional
Transportation Planning Organization

107 S 3rd Avenue | Walla Walla, WA 99362
Phone or fax | 509.876.8001
wwwmpo.org

Notice of Funding Opportunity:

Surface Transportation Block Grant (STBG) Program

The FHWA's Surface Transportation Block Grant (STBG) program provides funding for a wide range of roadway and multimodal transportation projects, including related plans and studies. Cost-reimbursable funds are awarded across three categories (Urban, Rural, and Any), depending on the project location. "Any" funds can be applied to either Urban or Rural projects.

Issue Date: February 2, 2023

Application Due Date: March 30, 2023 before 4 PM; note that late applications will not be accepted

Eligible Applicants:

All WWVMPO/SRTPO members in Washington State are encouraged to apply.

Eligible Activities:

While STBG funds cover most roadway and multimodal projects, a number of other activities are also eligible for funding. For the full list, please consult the FHWA STBG guidance here:

https://www.fhwa.dot.gov/specialfunding/stp/bil_stbg_implementation_guidance-05_25_22.pdf

Available Funding (through FFY 2026):

Urban - \$0

Any - \$1,242,207

Rural - \$1,089,990

Funding may be combined with another MPO-administered grant program by submitting an additional application for the other program or programs.

How to apply:

The application form is available on the WWVMPO's website (<https://wwwmpo.org/plans--programs.html>), or a printed copy can be picked up at our office by request. The Walla Walla Valley MPO/SRTPO is committed to making this call for projects open to all eligible applicants. The following services are available to all eligible applicants by request:

- ◆ Application process and information assistance
- ◆ Project eligibility determinations
- ◆ Printed application forms and other documents
- ◆ Community or council presentations (webinar or in-person)

In addition to the application form, please include the following documents or information:

Required:

- ◆ Project location map, final design (if applicable), or a typical roadway cross-section (if applicable)
- ◆ Documentation of project in an approved or adopted plan, ordinance, and/or policy (please limit to the relevant pages)

Optional:

- ◆ Photographs of existing infrastructure conditions
- ◆ Design sketches or conceptual layout drawings of the proposed project
- ◆ Documentation of the project's public outreach process (e.g., meeting minutes, press releases, surveys and results, etc.)
- ◆ Crash reports and/or related data
- ◆ Letters of support or endorsement, or petitions

Application Submittal:

Please submit a completed and signed application form, along with any required or optional attachments via email to Timothy J. Barrett (tbarrett@wwvmpo.org), or by mailing or hand-delivering your application materials to our office.

Project Information

Lead Agency: _____ Contact Name: _____

Email Address: _____ Phone Number: _____

Cosponsor Agency (if applicable): _____ Contact Name: _____

Email Address: _____ Phone Number: _____

Project Name (include STIP ID number if applicable): _____

Project Description (please limit response to 200 words):

Project Location: _____

Federal Functional Classification (if applicable): _____

Beginning and Ending Termini: _____

Project Contribution Towards WWVMPO Performance Goals

Which of the following performance goals apply to this project? (Check all that apply)

- ☐ Safety – Reduction in the number of serious injury and/or fatal collisions
- ☐ Infrastructure Condition – Increase in pavement rating on a National Highway System route and/or an increase in bridge condition
- ☐ System Reliability - Increase in travel predictability and reduced delay and/or support for travel modes other than single-occupancy vehicles (SOVs)

Program Eligibility – Using the “E. Eligibility” section of the STBG guidance document

(https://www.fhwa.dot.gov/specialfunding/stp/bil_stbg_implementation_guidance-05_25_22.pdf), please list or describe the applicable eligible activities that this project will include. For example, an EV charging station project would be eligible under “15 – Installation of electric vehicle charging infrastructure”.

Project Funding

Funds Requested (Check all that apply): ☐ Urban ☐ Rural ☐ Any

Project Phase Details

Phase	Preferred Obligation Year	Total Phase Cost	STBG Funds Requested	Sponsor Match	Sponsor Match %
PE or Planning Study					
Right-of-Way					
Construction					
Total Project Cost					

Will these funds be combined with another MPO grant application (STBG-TA, CRP)? ☐ Yes ☐ No

Project Evaluation

Overmatch and Prior Investments

Previously invested local funding (planning, design, etc.): ☐ <5% **(3)** ☐ 5-10% **(6)** ☐ >10% **(9)**

Local overmatch beyond 13.5% requirement: ☐ <10% **(2)** ☐ 10-20% **(4)** ☐ >20% **(8)**

Is the project in the final phase of a multi-phase project? ☐ Yes **(8)** ☐ No **(0)**

Project Readiness

How far along is the project? (Check only one response)

- ☐ At least 30% design completed **(10)**
- ☐ Construction-ready (design, environment, and right-of-way completed) **(20)**
- ☐ Project is an alternatives analysis or corridor/feasibility/planning study **(20)**

If applying for funding for a plan or study, describe the plan's scope and goals using the 2045 Plan's goal areas and weighting on pages 75-76 as a guideline for how this section will be scored (use additional pages if necessary; note that plans are not eligible for points after this section): **(up to 182)**

Safety

Describe the safety issues at or along the project location (common or prevalent crash types, user groups, environmental characteristics, and/or contributing factors): **(up to 24)**

How will this project address the safety issues described above? **(up to 25)**

Would this project improve a priority location identified in a Local Road Safety Plan or safety audit?

☐ Yes **(10)** ☐ No **(0)**

System Preservation and Maintenance

Describe the existing infrastructure conditions (pavement rating, sidewalk conditions, bike lane surface type and condition, etc.) **(up to 10)**

Does this project avoid providing additional vehicle travel lanes? ☐ Yes **(10)** ☐ No **(0)**

Will construction of this project be coordinated with any needed utility relocation? ☐ Yes **(10)** ☐ No **(0)**

If yes, please describe:

Describe recurring maintenance issues and current maintenance practices for the project location (treatments, timelines, etc.): **(up to 10)**

Multimodal Design

Describe how this project will provide for all non-vehicular (cars/trucks) transportation modes (infrastructure and/or improvements for pedestrians, cyclists, and transit): **(up to 12)**

Describe how this project closes infrastructure gaps for vehicles, transit, cyclists, and pedestrians: **(up to 12)**

Describe how this project improves intersection design, control, and/or capacity for all modes: **(up to 12)**

Accessibility & Equity

Does this project remove a priority ADA barrier, as identified in an adopted ADA Transition Plan or similar plan? ☐ Yes **(15)** ☐ No **(0)**

Is the project located in a Disadvantaged Community (DAC), as identified by the Climate and Environmental Justice Screening Tool (CEJST) (<https://screeningtool.geoplatform.gov/>), Washington State Department of Health's Health Disparities Map (<https://fortress.wa.gov/doh/wtnibl/WTNIBL/>), or other available demographic data? ☐ Yes **(15)** ☐ No **(0)**

If yes, please briefly describe the method used and the resulting data:

Assurances and Acknowledgements

Certification of Matching Funds

By signing below, the Project Sponsor assures that sufficient funds are available to pay the non-federal share of the expenditures for this application's project, and that completion of this project is not contingent upon additional grants (sources of matching funds may be changed after STBG funding has been awarded, in accordance with all established TIP amendment guidelines).

Local Match Amount: _____

Name and Title (print): _____

Signature and Date: _____

Applicant Acknowledgements

By signing below, the Project Sponsor ensures that they have read and understood the appropriate federal guidance and agree to follow all applicable federal regulations and requirements from the acceptance of STBG funds, should this project receive an award. In addition, the Project Sponsor agrees to follow the WWVMPO's established M/RTIP Policies and acknowledges the potential loss of STBG funds if they are not obligated by the date specified on the award letter.

Name and Title (print): _____

Signature and Date: _____



Grandview

SW Valley St

SW 13th St

SW Silverstar Ln

Summit Pl

S College Ave

SE Broadway Ave

Mojonnier Rd

Mojonnier Rd

Mojonnier Rd

Mojonnier Rd

Mojonnier Rd

Bluvue Ln

Christenson Ln

College Place

SE Pepper

SE Cedar Be

Stone Creek

City of College Place, Washington
RESOLUTION NO. 23-016

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE,
WASHINGTON REGARDING SUPPORT OF GRANT APPLICATION TO THE SURFACE
TRANSPORTATION BLOCK GRANT PROGRAM FOR SW MOJONNIER RD (COLLEGE
TO BLUVUE) CONSTRUCTION**

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, the Walla Walla Valley Metropolitan Planning Organization is conducting a call for projects pertaining to the Surface Transportation Block Grant program; and

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

- 1.** Directs the City Administrator or designee to pursue grant application to the Walla Walla Valley Metropolitan Planning Organization Surface Transportation Block Grant Program for the SW Mojonnier Rd (College Avenue to Bluvue Lane) Reconstruction Project.

Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 28th day of February, 2023.

Attest:

Norma L. Hernández, Mayor

Sherri St. Clair,
City Clerk



SW Mojonnier Rd Reconstruction Project

This project entails reconstruction of SW Mojonnier Rd for 0.64 miles from College Avenue to Bluvue Ln (western city limits). The roadway recently transferred to City ownership from Walla Walla County jurisdiction. The City wants to reconstruct the roadway from a rural thoroughfare to a urban standard which includes two traffic lanes, bike lanes, sidewalks, and street lighting at key areas. This roadway conveys traffic to and from Meadowbrook Business District (Walmart/Library), College Place High School, Proposed new school at SW Teal Rd, and Gardena/Frog Hollow Agricultural Area. The future Lakeside single-family residential development is immediately to the south of the corridor. This project is in the Walla Walla Valley MPO 2045 Plan. This road has a traffic counts of 1,618 vehicles a day. This is a top (1) priority for the City.

Project Map



- Project includes
 - Two 12' traffic lanes.
 - Two 8' bike lanes (Blue Mountain Regional Trails Plan).
 - One 11' Turn Lane.
 - Two 6' sidewalks.
 - 0.64 miles of new water/wastewater mains and conduits to serve nearby residents.
 - Storm infrastructure.
 - Street lighting at intersections.
- Financing
 - Engineering/Right-of-Way
 - City obtained \$640,000 Walla Walla Valley Metropolitan Planning Organization Federal Grant for final engineering and right-of-way acquisition.
 - Total cost is **\$711,000** and fully funded.
 - Construction
 - **Estimated cost is \$8,602,937.**
 - Cost has dramatically increased due to inflation and supply chain concerns.
 - Have submitted Federal Infra, S4, and State Transportation Improvement Board Grant Applications.
- Project Schedule
 - Final engineering and right-of-way acquisition: 2022-2023
 - Construction: 2023 to 2025 depending on funding.

SW Mojonnier Rd – Looking East



SW Mojonnier Rd – Looking West



Please direct questions and concerns to: Mr. Mike Rizzitiello – City Administrator, College Place City Hall – 625 S. College Ave, Phone: (509)-394-8506, Email: mrizzitiello@cpwa.us



Notice of Funding Opportunity: Carbon Reduction Program (CRP)

The FHWA's Carbon Reduction Program (CRP) provides funding for a range of transportation projects focused primarily on reducing vehicle trips and reducing carbon emissions. Cost-reimbursable funds are awarded across two categories (Urban and Rural), depending on the project location.

Issue Date: February 2, 2023

Application Due Date: March 30, 2023 before 4 PM; note that late applications will not be accepted

Eligible Applicants:

All WWVMPO/SRTPO members in Washington State are encouraged to apply.

Eligible Activities:

CRP funds cover many different types of activities that address vehicle trip and carbon emission reduction. For a full list of eligible activities, please consult the FHWA STBG guidance here:

https://www.fhwa.dot.gov/environment/sustainability/energy/policy/crp_guidance.pdf

Available Funding (through FFY 2026):

Urban - \$430,140

Rural - \$153,420

Funding may be combined with another MPO-administered grant program by submitting an additional application for the other program or programs.

How to apply:

The application form is available on the WWVMPO's website (<https://www.mpo.org/plans--programs.html>), or a printed copy can be picked up at our office by request. The Walla Walla Valley MPO/SRTPO is committed to making this call for projects open to all eligible applicants. The following services are available to all eligible applicants by request:

- ◆ Application process and information assistance
- ◆ Project and applicant eligibility determinations
- ◆ Printed application forms and other documents
- ◆ Community or council presentations (webinar or in-person)

In addition to the application form, please include the following documents or information:

Required:

- ◆ Project location map, final design (if applicable), or a typical roadway cross-section (if applicable)
- ◆ Documentation of project in an approved or adopted plan, ordinance, and/or policy (please limit to the relevant pages)

Optional:

- ◆ Photographs of existing infrastructure conditions
- ◆ Design sketches or conceptual layout drawings of the proposed project
- ◆ Documentation of the project's public outreach process (e.g., meeting minutes, press releases, surveys and results, etc.)
- ◆ Crash reports and/or related data
- ◆ Letters of support or endorsement, or petitions

Application Submittal:

Please submit a completed and signed application form, along with any required or optional attachments via email to Timothy J. Barrett (tbarrett@wwvmpo.org), or by mailing or hand-delivering your application materials to our office.

Project Information

Lead Agency: _____ Contact Name: _____

Email Address: _____ Phone Number: _____

Cosponsor Agency (if applicable): _____ Contact Name: _____

Email Address: _____ Phone Number: _____

Project Name (include STIP ID number if applicable): _____

Project Description (please limit response to 200 words):

Project Location: _____

Federal Functional Classification (if applicable): _____

Beginning and Ending Termini: _____

Project Contribution Towards WWVMPO Performance Goals

Which of the following performance goals apply to this project? (Check all that apply)

- ☐ Safety – Reduction in the number of serious injury and/or fatal collisions
- ☐ System Reliability - Increase in travel predictability and reduced delay and/or support for travel modes other than single-occupancy vehicles (SOVs)

Program Eligibility

Using the “G.3. Eligible Activities” section of the Carbon Reduction Program (CRP) Guidance document found here (https://www.fhwa.dot.gov/environment/sustainability/energy/policy/crp_guidance.pdf), please list or describe the eligible activities that this project will include:

Project Funding

Funds Requested (Check all that apply): ☐ Urban ☐ Rural

Project Phase Details

Phase	Preferred Obligation Year	Total Phase Cost	STBG-TA Funds Requested	Sponsor Match	Sponsor Match %
PE or Planning Study					
Right-of-Way					
Construction					
Total Project Cost					

Will these funds be combined with another MPO grant application (STBG, STBG-TA)? ☐ Yes ☐ No

Project Evaluation

Overmatch and Prior Investments

Previously invested local funding (planning, design, etc.): ☐ <5% **(3)** ☐ 5-10% **(6)** ☐ >10% **(9)**

Local overmatch beyond 13.5% requirement: ☐ <10% **(2)** ☐ 10-20% **(4)** ☐ >20% **(8)**

Is the project in the final phase of a multi-phase project? ☐ Yes **(8)** ☐ No **(0)**

Project Readiness

How far along is the project? (Check only one response)

☐ At least 30% design completed **(10)**

☐ Construction-ready (design, environment, and right-of-way completed) **(20)**

Safety

Describe the safety issues at or along the project location (pedestrian or cyclist crashes; common or prevalent crash types, environmental characteristics, contributing factors, maintenance): **(up to 10)**

How will this project address the safety issues described above? (lighting, signage, crossing improvements, striping, traffic calming, maintenance, etc.) **(up to 10)**

Would this project improve a priority location identified in a Local Road Safety Plan or safety audit?

☐ Yes **(10)** ☐ No **(0)**

Modal Shift

Describe how this project will reduce Single-Occupancy Vehicle (SOV) trips (improve transit access, active transportation network, rideshare and/or carpool programs, etc.): **(up to 50)**

Environmental Sustainability

Describe how this project will decrease transportation-related greenhouse gas (GHG) emissions (EV charging infrastructure, alternative fuel vehicles and/or fueling infrastructure, diesel retrofits, etc.): **(up to 40)**

Will this project reduce freight vehicle idling, and/or will it promote intermodal facilities that shift freight to modes that create fewer GHG emissions (rail, barge)? ☐ Yes **(6)** ☐ No **(0)**

Accessibility & Equity

Does this project remove a priority ADA barrier, as identified in an adopted ADA Transition Plan or similar plan? ☐ Yes **(15)** ☐ No **(0)**

Is the project located in a Disadvantaged Community (DAC), as identified by the Climate and Environmental Justice Screening Tool (CEJST) (<https://screeningtool.geoplatform.gov/>), Washington State Department of Health's Health Disparities Map (<https://fortress.wa.gov/doh/wtnibl/WTNIBL/>), or other available demographic data? ☐ Yes **(up to 15)** ☐ No **(0)**

If yes, please briefly describe the method used and the resulting data:

Assurances and Acknowledgements

Certification of Matching Funds

By signing below, the Project Sponsor assures that sufficient funds are available to pay the non-federal share of the expenditures for this application's project, and that completion of this project is not contingent upon additional grants (sources of matching funds may be changed after STBG-TA funding has been awarded, in accordance with all established TIP amendment guidelines).

Local Match Amount: _____

Name and Title (print): _____

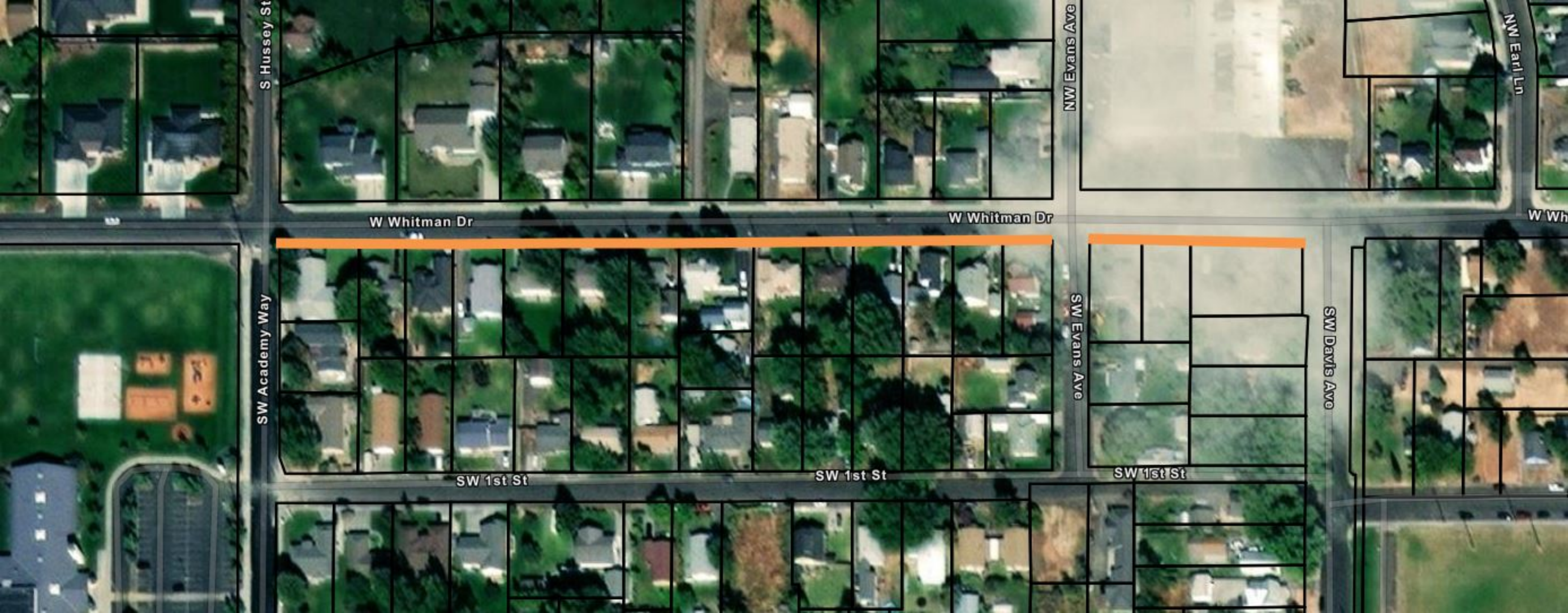
Signature and Date: _____

Applicant Acknowledgements

By signing below, the Project Sponsor ensures that they have read and understood the appropriate federal guidance and agree to follow all applicable federal regulations and requirements from the acceptance of CRP funds, should this project receive an award. In addition, the Project Sponsor agrees to follow the WWVMPO's established M/RTIP Policies and acknowledges the potential loss of CRP funds if they are not obligated by the date specified on the award letter.

Name and Title (print): _____

Signature and Date: _____



S Hussey St

W Whitman Dr

W Whitman Dr

NW Evans Ave

NW Earl Ln

W Whitman Dr

SW Academy Way

SW Evans Ave

SW Davis Ave

SW 1st St

SW 1st St

SW 1st St

City of College Place, Washington
RESOLUTION NO. 23-017

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE,
WASHINGTON REGARDING SUPPORT OF GRANT APPLICATION TO THE FHWA
CARBON REDUCTION PROGRAM FOR CONSTRUCTION OF WHITMAN DRIVE
MULTIUSE PATH (DAVIS TO ACADEMY)**

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, the Walla Walla Valley Metropolitan Planning Organization is conducting a call for projects pertaining to the FHWA Carbon Reduction program; and

**Now therefore, it is hereby resolved by the City Council of the City of College Place,
Washington, as follows:**

- 1.** Directs the City Administrator or designee to pursue grant application to the Walla Walla Metropolitan Planning Organization Carbon Reduction Program for Whitman Drive Multiuse Path (Davis to Academy).

Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 28TH day of February, 2023.

Attest:

Norma L. Hernández, Mayor

Sherri St. Clair,
City Clerk



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

J-U-B FAMILY OF COMPANIES

MEMORANDUM

DATE: 12/02/2022
TO: City of College Place
CC:
FROM: J-U-B ENGINEERS Inc.
Travis Marden, PE
Spencer Montgomery
SUBJECT: Garrison Village Traffic circle

The City of College Place has requested J-U-B ENGINEERS to analyze the traffic control at the SE Garrison Village Way traffic circle.

The SE Garrison Village Way traffic circle is located approximately 400 feet west of the Urban Minor Arterial, NE Myra Rd near Fort Walla Walla Park. SE Garrison Village Way is an unclassified local street with two twelve-foot lanes and a twelve-foot left turn lane at the intersection with NE Myra Rd. The traffic circle is a single lane traffic circle with an 18-foot circulatory lane, a 216-





J-U-B FAMILY OF COMPANIES

foot diameter inscribed circle, and no splitter islands. There are four legs at the traffic circle, two of which serve the Garrison Village residential area, one providing access to a rehabilitation and nursing center, and the last one connecting the Garrison Village residential area to NE Myra Rd.

The first three legs mentioned are privately owned and have no stop control, but the leg connecting to NE Myra Rd is city owned and is currently stop controlled, meaning a vehicle approaching the traffic circle from the east must come to a complete stop before entering the traffic circle, regardless of whether any vehicles are circulating the traffic circle. There is also a one-way, R6-1 (Section 2B.40, 2009 MUTCD) sign posted in the center of the traffic circle for the NE Myra Rd leg to show the direction of circulation inside the traffic circle.

Rarely would a vehicle approaching the traffic circle from NE Myra Rd need to stop or even yield to a circulating vehicle, because the only movement requiring a vehicle to circulate this part of the traffic circle would be a northbound left out of the nursing home heading west onto SE Garrison Village Way. It is logical to assume that a vehicle leaving the nursing home would instead make a northbound right and head east on SE Garrison Village Way since this is the only way to get out of the Garrison Village residential area. "At intersections where a full stop is not necessary at all times, consideration should first be given to using less restrictive measures such as YIELD signs" (Section 2B.06, 2009 MUTCD). Considering that this is a traffic circle and full stops are always not necessary, J-U-B recommends removing the stop sign on the NE Myra Rd leg and replacing it with a yield (R1-2) sign. "A YIELD (R1-2) sign shall be used to assign right-of-way at the entrance to a traffic circle." (Section 2B.09, 2009 MUTCD).

City of College Place, Washington
RESOLUTION NO. 23-018

**AN RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE,
WASHINGTON TO CONVERT THE EASTERN LEG OF THE GARRISON VILLAGE WAY
TRAFFIC CIRCLE NEAR MYRA TO FROM A STOP SIGN TO THAT OF A YIELD.**

WHEREAS, the City has received several complaints pertaining to safety issues at the Whitman Drive & Academy Way intersection; and

WHEREAS, per City practice the on-call engineer was directed to craft a memorandum about how the intersection should be controlled; and

WHEREAS, the memorandum was presented at the February 9th, 2023 Utilities & Transportation Advisory Commission meeting where the group voted to recommend to City Council the recommendation; and

WHEREAS, this issue was introduced to City Council during the February 14th, 2023 meeting.

**Now therefore, it is hereby resolved by the City Council of the City of College Place,
Washington, as follows:**

1. Directs the Public Works Department to order and install A yield sign in place of a stop sign at the eastern leg approach to the Garrison Village Way traffic circle (City-Owned) near Myra Rd.

Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Effective Date. This resolution shall take effect and be in full force upon its approval as provided by law.

APPROVED by the City Council of the City of College Place, Washington, this 28th day of February, 2023.

Attest:

Norma L. Hernández, Mayor

Sherri St. Clair
City Clerk

City of College Place, Washington
RESOLUTION NO. 23-019

**AN RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE,
WASHINGTON TO CONVERT INTERSECTION OF WHITMAN DRIVE & ACADEMY
WAY TO INTERSECTION CONTROLLED WITH FOUR LED STOP SIGNS.**

WHEREAS, the City has received several complaints pertaining to safety issues at the Whitman Drive & Academy Way intersection; and

WHEREAS, per City practice the on-call engineer was directed to craft a memorandum about how the intersection should be controlled; and

WHEREAS, the memorandum was presented at the February 9th, 2023 Utilities & Transportation Advisory Commission meeting where the group voted to recommend to City Council the recommendation; and

WHEREAS, this issue was introduced to City Council during the February 14th, 2023 meeting.

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

Directs the Public Works Department to order and install four LED stop signs to control the Whitman Drive & Academy Way intersection.

Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Effective Date. This resolution shall take effect and be in full force upon its approval as provided by law.

APPROVED by the City Council of the City of College Place, Washington, this 28th day of February, 2023.

Attest:

Norma L. Hernández, Mayor

Sherri St. Clair
City Clerk



ENGINEER'S OPINION OF PROBABLE COST

PROJECT:	SW Academy and Whitman Intersection Signage	DATE:	1/19/2023
PROJECT DESCRIPTION:	Installation of Solar Powered LED Flashing Stop Signs		
CLIENT:	City of College Place		
CLIENT PROJ. NO.	J-U-B PROJ. NO.: 30-20-075-038		

ITEM NO.	DESCRIPTION	SCHEDULE OF VALUES			
		QUANTITY	UNIT	UNIT PRICE	TOTAL COST
	BASE BID				
1	Mobilization	1	LS	\$690	\$690
2	Construction Signs Class A	12.5	SF	\$30	\$375
3	Solar LED Lighted Stop Signs-Complete	2	EA	\$2,675	\$5,350
4	Installation of LED Sign, Post, and Anchor	2	EA	\$600	\$1,200
	BASE BID SUBTOTAL				\$7,615
	WALLA WALLA COUNTY SALES TAX			8.70%	\$663
	BASE BID SUBTOTAL				\$8,278
Contingency				10%	\$762
BASE BID TOTAL ESTIMATED COSTS					\$9,039
J-U-B ENGINEERS, INC.					
3611 SOUTH ZINTEL WAY, KENNEWICK, WASHINGTON 99337 (509) 783-2144					

MEMORANDUM

DATE: 12/02/2022
TO: City of College Place
CC:
FROM: J-U-B ENGINEERS Inc.
Travis Marden, PE
Spencer Montgomery
SUBJECT: W Whitman Drive/SW Academy Way

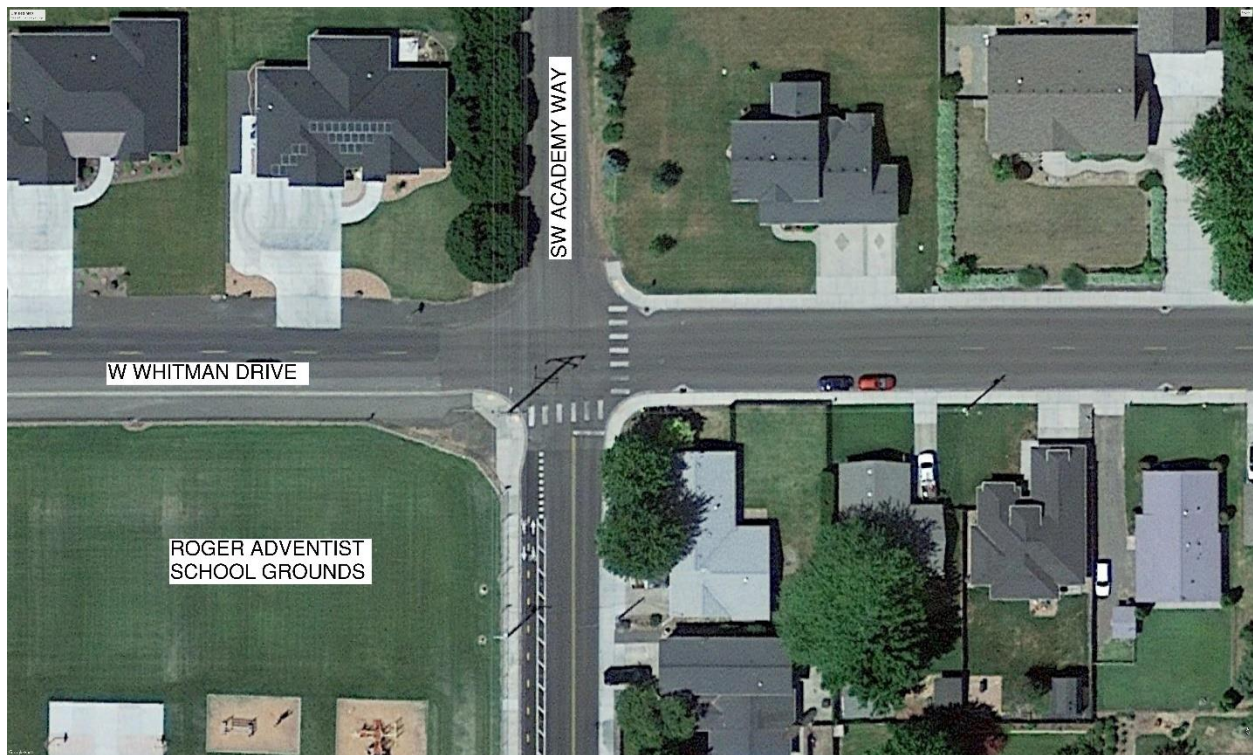
The City of College Place has requested J-U-B Engineers to analyze the safety and traffic volumes at the intersection of W Whitman Drive/SW Academy Way and to make recommendations to improve the intersection safety for both vehicles and pedestrians.

Existing Conditions

W Whitman Drive is a two-lane east-west Major Collector. The eastbound lane is approximately 18 feet wide, while the westbound lane varies in width from 10 feet in width west of SW Academy Way to 18 feet wide east of SW Academy Way. A 10-foot multi-use pathway is located adjacent to the eastbound travel lane west of SW Academy Way and serves as a primary pedestrian route for students traveling to and from nearby schools south of W Whitman Drive. There are no pedestrian facilities on the north side of W Whitman Drive west of SW Academy Way while east of the intersection there are sidewalks on both sides all the way to College Avenue, except for a 750' section beginning approximately 500' east of SW Academy Way.

SW Academy Way is also a two-lane Major Collector for north-south traffic. South of W Whitman Drive SW Academy Way has two 12' lanes, a buffered six-foot multi-directional bike lane along the west side of the road, and sidewalks on both sides that serve pedestrian traffic to and from the schools in the area. North of W Whitman Drive SW Academy Way is known as Hussy Street and is approximately 22' wide with no pavement markings or sidewalks.

The intersection of W Whitman Drive and SW Academy Way is currently Two-Way Stop Control (TWSC) meaning that W Whitman Drive east-west traffic is not required to stop at the intersection and SW Academy Way and Hussy Street both have stop signs. There are two painted crosswalks, one of which is across W Whitman Drive on the east side of the intersection and the other on the south side of the intersection. Although both roads have speed limits of 25 MPH, the study intersection is located inside a school zone with posted signs indicating that the legal speed of the roadways is 20 MPH during school hours. There is a privately owned sign and some large landscape bushes on the northwest corner of the intersection that can obstruct views for a southbound vehicle approaching the intersection. There is also a parking area on the southeast corner that is commonly used for RV storage that can obstruct views for an westbound vehicle approaching the intersection.



Traffic Volumes and Traffic Operations

Traffic volumes were collected in October of 2022, while school was in session, on W Whitman Drive east of the intersection and on SW Academy Way south of the intersection. Bi-directional

Summary

Although traffic and collision history does not warrant changes to the intersection control, J-U-B would like to make some recommendations that will improve the safety of the intersection for pedestrians.

Given the proximity of the schools and the study intersection falling within a school zone, the multi-directional bike lane and sidewalk on SW Academy Way is used by students traveling to and from school. Rogers Adventist School educates all the way from kindergarten to eighth grade, so younger children will be present at the intersection as pedestrians and/or bicyclists. Bicyclists using the multi-directional bike lane and approaching the study intersection from the south will be on the left side of the road, opposite from where a vehicle may be expecting to see a bicyclist approaching the intersection from the south. Thus, J-U-B recommends stop controlling W Whitman Drive at the study intersection since there is a “need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes” (Section 2B.07, 2009 MUTCD).

Inadequate sight distance is another reason J-U-B recommends AWSC at the study intersection. Providing adequate sight distance at an intersection allows drivers more time to react to other vehicles and/or pedestrians that may be entering the intersection. J-U-B determined that there may be some sight distance restrictions on the northwest and southeast corners of the intersection due to a large bush, privately owned signs, and an RV storage area. "Multi-way stop control can be useful as a safety measure at...locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop" (Section 2B.07, 2009 MUTCD).

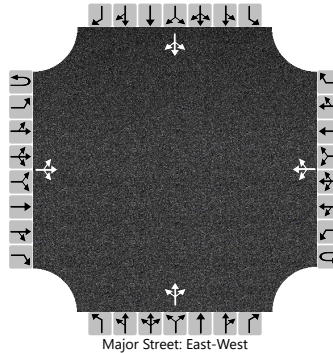
To increase visibility of the stop signs, J-U-B also recommends that all four stop signs at the intersection include Light Emitting Diode (LED) units along the border of each stop sign. "LED units may be used individually within the legend or symbol of a sign and in the border of a sign... to improve the conspicuity, increase the legibility of sign legends and borders, or provide a changeable message" (Section 2A.07, 2009 MUTCD).

HCS7 Two-Way Stop-Control Report

General Information

Analyst	Montgomery	Intersection	Whitman/Academy
Agency/Co.	JUB Engineers	Jurisdiction	College Place
Date Performed	10/19/2022	East/West Street	Whitman Drive
Analysis Year	2022	North/South Street	Academy Way/Hussy St
Time Analyzed	AM Peak Hour	Peak Hour Factor	0.92
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	Whitman Academt Intersection Analysis		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	1	0
Configuration			LTR				LTR				LTR				LTR	
Volume (veh/h)		30	200	15		40	70	15		20	30	35		35	30	15
Percent Heavy Vehicles (%)		3				3				3	3	3		3	3	3
Proportion Time Blocked																
Percent Grade (%)									0				0			
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		4.1				4.1				7.1	6.5	6.2		7.1	6.5	6.2
Critical Headway (sec)		4.13				4.13				7.13	6.53	6.23		7.13	6.53	6.23
Base Follow-Up Headway (sec)		2.2				2.2				3.5	4.0	3.3		3.5	4.0	3.3
Follow-Up Headway (sec)		2.23				2.23				3.53	4.03	3.33		3.53	4.03	3.33

Delay, Queue Length, and Level of Service

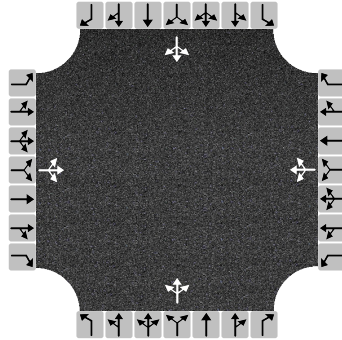
Flow Rate, v (veh/h)		33				43					92					87
Capacity, c (veh/h)		1496				1328					551					485
v/c Ratio		0.02				0.03					0.17					0.18
95% Queue Length, Q ₉₅ (veh)		0.1				0.1					0.6					0.6
Control Delay (s/veh)		7.5				7.8					12.8					14.0
Level of Service (LOS)		A				A					B					B
Approach Delay (s/veh)	1.1				2.7				12.8				14.0			
Approach LOS									B				B			

HCS7 All-Way Stop Control Report

General Information

Analyst	Montgomery	Intersection	Whitman Drive/Academy Way
Agency/Co.	JUB Engineers	Jurisdiction	College Place
Date Performed	10/19/2022	East/West Street	Whitman Drive
Analysis Year	2022	North/South Street	Academy Way/Hussy St
Analysis Time Period (hrs)	0.25	Peak Hour Factor	0.92
Time Analyzed	AM Peak Hour		
Project Description	Whitman/Academy		

Lanes



Vehicle Volume and Adjustments

Approach	Eastbound			Westbound			Northbound			Southbound		
Movement	L	T	R	L	T	R	L	T	R	L	T	R
Volume	30	200	15	40	70	15	20	30	35	35	30	15
% Thrus in Shared Lane												
Lane	L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3
Configuration	LTR			LTR			LTR			LTR		
Flow Rate, v (veh/h)	266			136			92			87		
Percent Heavy Vehicles	2			2			2			2		

Departure Headway and Service Time

Initial Departure Headway, hd (s)	3.20			3.20			3.20			3.20		
Initial Degree of Utilization, x	0.237			0.121			0.082			0.077		
Final Departure Headway, hd (s)	4.55			4.70			4.81			4.99		
Final Degree of Utilization, x	0.336			0.177			0.124			0.121		
Move-Up Time, m (s)	2.0			2.0			2.0			2.0		
Service Time, ts (s)	2.55			2.70			2.81			2.99		

Capacity, Delay and Level of Service

Flow Rate, v (veh/h)	266			136			92			87		
Capacity	792			766			748			721		
95% Queue Length, Q ₉₅ (veh)	1.5			0.6			0.4			0.4		
Control Delay (s/veh)	9.8			8.7			8.5			8.7		
Level of Service, LOS	A			A			A			A		
Approach Delay (s/veh)	9.8			8.7			8.5			8.7		
Approach LOS	A			A			A			A		
Intersection Delay, s/veh LOS	9.2						A					

Peak-Hour Factor

Refer to the peak-hour factor discussion in this chapter under Section II, Urban Streets, Required Input Data and Estimated Values.

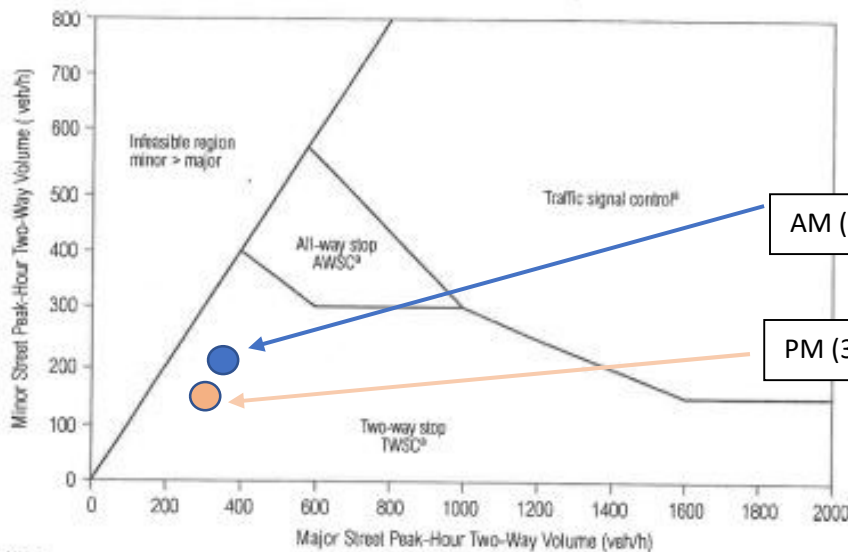
Length of Analysis Period

Refer to the length of analysis period discussion in this chapter under Section II, Urban Streets, Required Input Data and Estimated Values.

Intersection Control Type

The intersection control type for an existing facility is known, by definition. In the case of future facilities, the likely intersection control types can be forecast using Exhibit 10-15 and the forecast two-way peak-hour volumes on the major and minor streets. Note that this exhibit is based on a set of specific assumptions, which are identified in a footnote.

EXHIBIT 10-15. INTERSECTION CONTROL TYPE AND PEAK-HOUR VOLUMES
(SEE FOOTNOTE FOR ASSUMED VALUES)



Notes

a. Roundabouts may be appropriate within portion of these ranges.
Source: Adapted from *Traffic Control Devices Handbook* (8, pp. 4-15) - peak-direction, 8-h warrants converted to two-way peak-hour volumes assuming ADT equals twice the 8-h volume and peak hour is 10 percent of daily. Two-way volumes assumed to be 150 percent of peak-direction volume.

Cycle Length

Greater accuracy can be achieved when using the computational methodology if the cycle length for each intersection along the urban street is known or can be calculated on the basis of intersection-specific data. In the absence of a known cycle length or intersection-specific data, the cycle lengths for signalized intersections along an urban street can be estimated using the default values in Exhibit 10-16.

EXHIBIT 10-16. DEFAULT CYCLE LENGTHS BY AREA TYPE

Area Type	Default (s)
CBD	70
Other	100



A GRANT PROGRAM TO MAKE COMMUNITIES MORE LIVABLE FOR PEOPLE OF ALL AGES WITH TANGIBLE IMPROVEMENTS THAT JUMP-START LONG-TERM CHANGE

\$9.3M
GRANTED
for quick-action
PROJECTS

804
GRANTS
delivered in first
FIVE YEARS

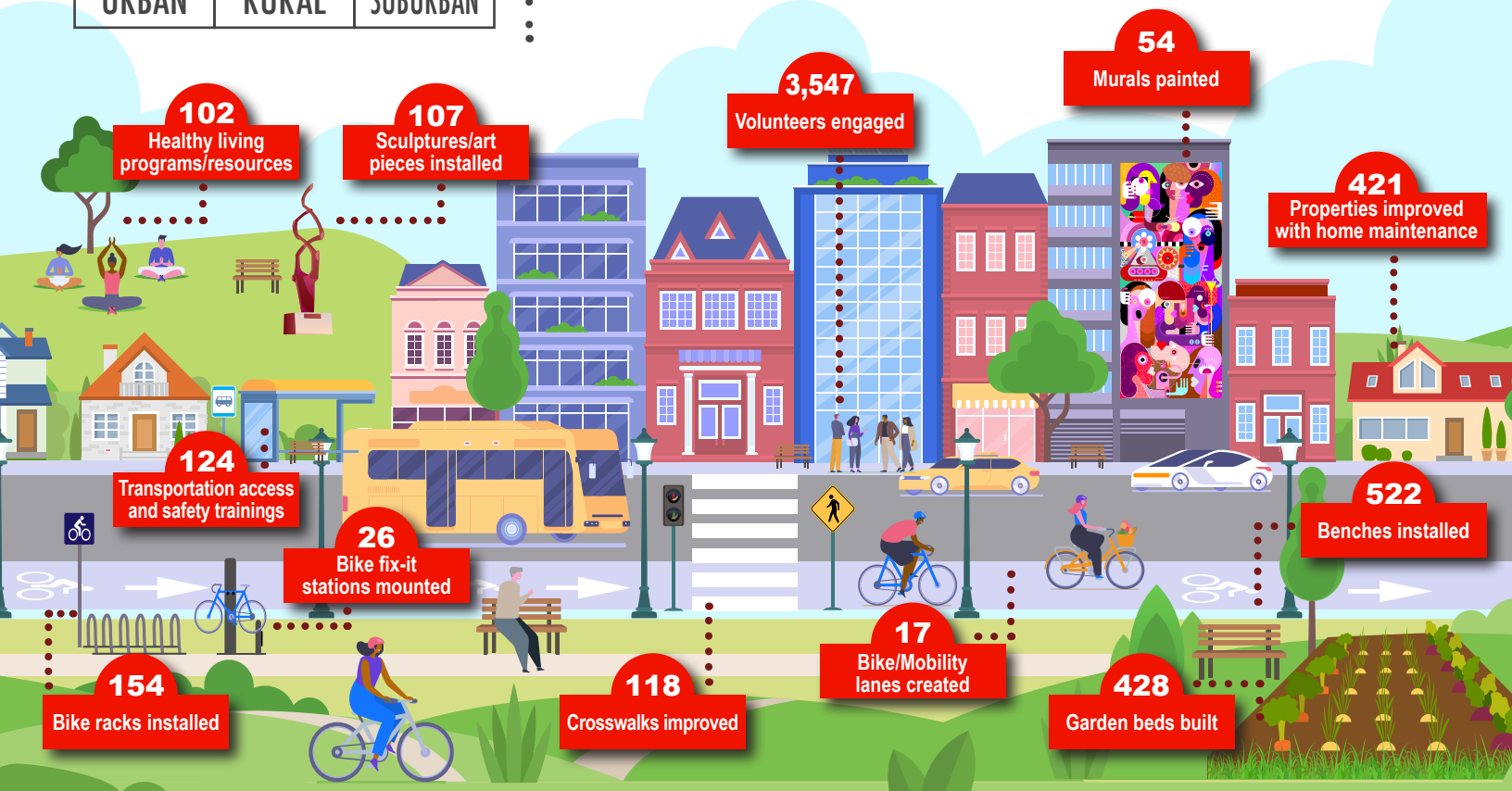
63%
OF GRANTS
have gone to local
NONPROFITS

37%
OF GRANTS
have gone to local
GOVERNMENTS

From 2017 to 2019, grantees have installed **5,649** tangible permanent or temporary improvements in their communities, and supported **938** resources, activities or programs, including the ones below.

GRANTS BY LOCATION:

42%	38%	20%
URBAN	RURAL	SUBURBAN



SMALL DOLLARS, BIG IMPACT

45% of grantees demonstrate the grant helped them leverage additional funds and support from public and private organizations.

“Our design efforts catalyzed city-led fundraising for the project, with \$100,000 coming from Capital Improvement Project Funds.” – *Utah grantee*

81% of grantees demonstrate the grant helped to overcome policy barriers or advance change.

“The City has updated the master plan map to incorporate the new route (where the Complete Streets demonstration was held). It was unanimously approved by City Council.” – *New York grantee*

100% of grantees demonstrate the grant led to greater awareness, engagement, and new relationships.

“More than 500 people have visited our project to learn more after the initial installation.” – *Oregon grantee*

PAST PROJECTS FUNDED

The Community Challenge grant program is part of AARP’s nationwide Livable Communities initiative, which supports the efforts of cities, towns, neighborhoods and rural areas to become great places to live for people of all ages. Projects are funded in these categories:



PUBLIC PLACES that improve open spaces, parks and access to other amenities



TRANSPORTATION and mobility options that increase connectivity, walkability, bikeability, and access



HOUSING support that increases the availability of accessible and affordable choices



Focus on **DIVERSITY and INCLUSION** while improving the built and social environment of a community.



CORONAVIRUS recovery support with an emphasis on economic development, improvements to public spaces and transportation services



CIVIC ENGAGEMENT projects that bring residents and local leaders together to address challenges



OTHER investments in projects that address additional community priorities

City of College Place, Washington
RESOLUTION NO. 23-020

A RESOLUTION OF THE CITY OF COLLEGE PLACE, WASHINGTON, AUTHORIZING & SUPPORTING AN AARP COMMUNITY CHALLENGE GRANT TO INSTALL PARK IMPROVEMENTS AT KIWANIS & PERSEVERANCE PARKS

WHEREAS, the City of College Place is a non-charter code city under Title 35A RCW; and

WHEREAS, the AARP has a Community Challenge program which awards grants to cities and non-profits for small capital projects; and

WHEREAS, the City Council of the City of College Place (City) wishes to submit and support a Community Challenge Grant application for installation of lighting and support equipment at the Pickleball/Basketball Courts at Kiwanis Park and the installation of and activation of public space at Perseverance Park.

Now therefore, be it Resolved that the City Council of the City of College Place does hereby

Section 1: The City Council of College Place, Washington authorizes and fully supports the AARP Community Challenge Grant to install improvements at both Kiwanis and Perseverance Parks.

Section 2: Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Section 3: Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 28th day of February, 2023.

Attest:

Norma L. Hernández, Mayor

Sherri St. Clair
City Clerk

City of College Place, Washington
RESOLUTION NO. 23-021

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON REGARDING AUTHORIZING ACCEPTANCE OF STATE DEPARTMENT OF ECOLOGY WATER QUALITY COMBINED FINANCIAL ASSISTANCE GRANT & LOAN PROGRAM TO COVER CONSTRUCTION OF WASTEWATER TREATMENT PLANT IMPROVEMENTS, LIFT STATION #5 REPLACEMENT, AND VARIOUS SEWER LINING PROJECTS TOTALING \$26,000,000 AND PERMITTING THE CITY ADMINISTRATOR TO SIGN THE FINANCING AGREEMENT.

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, the City submitted a funding request to the State of Washington Department of Ecology Water Quality Combined Financial Assistance program to help fund Wastewater Treatment Plant Improvements, Lift Station #5 Replacement, and Neighborhood Sewer Lining around the community; and

Whereas, the City received correspondence that financing proposal received full funding from the State Department of Ecology; and

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

1. Accept State of Washington Department of Ecology Water Quality Combined Financial Assistance Agreement #WQC-2023-CoPIED-00138 totaling \$26,000,000 and authorizing the City Administrator to sign associated financing agreements.

Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 28th day of February, 2023.

Attest:

Norma L. Hernández, Mayor

Sherri St. Clair, City Clerk



Agreement WQC-2023-CoPIED-00138

WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT

BETWEEN THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

City of College Place Engineering Department

This is a binding Agreement entered into by and between the State of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY" and the City of College Place Engineering Department, hereinafter referred to as the "RECIPIENT" to carry out with the provided funds, the activities described herein.

GENERAL INFORMATION

Project Title: College Place WWTP Construction

Total Cost: \$ 31,100,000

Total Eligible Cost: \$ 26,000,000

Ecology Share: \$ 26,000,000

Recipient Share: \$

The Effective Date of this Agreement is: 7/1/2022

The Expiration Date of this Agreement is no later than: 7/1/2027

Project Type: Wastewater Facility

Project Short Description: (500 character limit, includes spaces)

This project improves water quality in Garrison Creek and the Walla Walla River through construction of wastewater facility upgrades at the College Place WWTP and rehabilitation of collection systems in College Place in Walla Walla County. This project replaces aged infrastructure and increases storage capacity at the treatment facility or pipe effluent to Walla Walla to prevent discharge to Garrison Creek during the critical period as required per the TMDL Action Plan and Compliance Schedule.

Project Long Description: (4,000 character limit, includes spaces)

This project improves water quality in Garrison Creek and the Walla Walla River through the construction of wastewater facility upgrades at the College Place WWTP and rehabilitation of collection systems in the City of College Place in Walla Walla County. This project replaces aged infrastructure and increases storage capacity at the treatment facility or pump effluent to Walla Wall WWTP to prevent discharge to Garrison Creek during the critical period as required per the TMDL Action Plan and Compliance Schedule.

The project is necessary for the city to be in compliance with the Walla Walla Total Maximum Daily Load (TMDL). The Walla Walla River is listed for temperature, pH and dissolved oxygen. The TMDL requires College Place to eliminate any

discharge to Garrison Creek during the critical period of May-October. The NPDES permit includes a compliance schedule which requires College Place to develop a plan, design, and construct improvements by the end of 2023.

Through the Facility Planning process, the selected alternative was to upgrade the current headworks, air piping, equalization basins, electrical panels and construct a larger storage lagoon, UV system, and an expanded land treatment system. Expanded storage of water during the critical period and using it for land treatment on crops will have a significant positive impact on water quality in Garrison Creek, which is a tributary of the Walla Walla River. In the September 2022 Walla Walla Regional Wastewater Feasibility Study submitted to Ecology, the alternative to pump the effluent from College Place to Walla Walla was shown to be a feasible alternative that the City would like to pursue in place of the UV system and storage and land treatment expansions at the College Place treatment plant. The alternative requires the development of a user agreement between the two cities.

If a user agreement is developed and executed for Walla Walla to take College Place's effluent, College Place will complete the upgrades outlined in the Facility Plan, but will forego the UV system and expanded storage and land treatment to design and construct a pump station and pipeline to Walla Walla. If a user agreement is not reached, College Place will implement the upgrades and expanded storage and land treatment alternative.

In addition to the treatment plant work, the City will design and rehabilitate City-wide CIPP projects that were identified in the City's General Sewer Plan. The collection system work will include the redesign and reconstruction of Lift Station No. 5 in a new location.

Overall Goal: (1,000 character limit, includes spaces)

Rehabilitation and reconstruction of the collection system and Lift Station No. 5 and implementation of Phase 1 of the Facility Plan as required in the Compliance Schedule. These actions will result in elimination of effluent discharge to Garrison Creek from May through October to address TMDL concerns with fecal coliform, temperature, pH, and dissolved oxygen in the Walla Walla River during that critical period.

RECIPIENT INFORMATION

Organization Name: City of College Place Engineering Department

Mailing Address: 625 S. College Avenue, College Place, WA, 99324

Physical Address: 625 S. College Avenue, College Place, WA, 99324

Organization Email: MRizzitiello@cpwa.us

Contacts

Project Manager	Robert McAndrews Public Works Director 625 S. College Avenue College Place, WA, 99324 Email: rmcandrews@cpwa.us Phone: (509) 394-8528
Authorized Signatory	Mike Rizzitiello City Administrator 625 S. College Avenue College Place, WA, 99324 Email: MRizzitiello@cpwa.us Phone: (509) 394-8506
Billing Contact	Brian Carleton Finance Director 625 S. College Avenue College Place, WA, 99324 Email: BCarleton@cpwa.us Phone: (509) 394-8507

ECOLOGY INFORMATION

Mailing Address: Department of Ecology
Water Quality
PO BOX 47600
Olympia, WA 98504-7600

Physical Address: Department of Ecology
300 Desmond Drive SE
Lacey, WA 98503

Contacts

Project Manager	Gregory Dobb, PE 4601 N Monroe Spokane, WA 99205 Email: gdob461@ecy.wa.gov Phone: (509)-370-9242
Financial Manager	Tammie McClure PO Box 47600 Olympia, WA 98504 Email: tmcc461@ECY.WA.GOV Phone: (360) 407-6410
Technical Advisor	Lucy Peterschmidt, PE 4601 N Monroe Spokane, WA 99205 Email: LUPE461@ECY.WA.GOV Phone: (509) 795-4811

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in the Scope of Work.

RECIPIENT agrees to read, understand, and accept all information contained within this entire Agreement. Furthermore, RECIPIENT acknowledges that they have reviewed the terms and conditions of this Agreement, Scope of Work, attachments, all incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement.

Washington State Department of Ecology

Recipient Name

Vince McGowan
Water Quality
Program Manager

Date

Michael Rizzitiello
City Administrator

Date

Additional City/County Signatories Date

SCOPE OF WORK

Task Number: 1

Task Cost: \$5,000

Task Title: Grant and Loan Administration

Task Description:

A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; an EAGL (Ecology Administration of Grants and Loans) recipient closeout report; and a two-page Final Report (including photos, if applicable). In the event that the RECIPIENT elects to use a contractor to complete project elements, the RECIPIENT shall retain responsibility for the oversight and management of this funding agreement.

B. The RECIPIENT shall keep documentation that demonstrates the project is in compliance with applicable procurement, contracting, and interlocal agreement requirements; permitting requirements, including application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items. This documentation shall be made available to ECOLOGY upon request.

C. The RECIPIENT shall maintain effective communication with ECOLOGY and maintain up-to-date staff contact information in the EAGL system. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement:

Properly managed and fully documented project that meets ECOLOGY's grant and loan administrative requirements.

Task Expected Outcome:

* Timely and complete submittal of requests for reimbursement, quarterly progress reports, and Recipient Closeout Report.

* Properly maintained project documentation.

Grant and Loan Administration Deliverables

Number	Description	Due Date
1.1	Progress Reports that include descriptions of work accomplished, project challenges, and changes in the project schedule. Submitted at least quarterly.	
1.2	Recipient Closeout Report (EAGL Form).	

SCOPE OF WORK

Task Number: 2

Task Cost: \$140,000

Task Title: Collection System Rehabilitation Design

Task Description

- A. The RECIPIENT will procure engineering services in accordance with state law. The RECIPIENT will include ECOLOGY's specification insert in the contract documents. The RECIPIENT must submit all contracts for engineering services before ECOLOGY will provide reimbursement for work performed under this task.
- B. The RECIPIENT will design the replacement/rehabilitation/CIPP of the city wide collection system. Plans and specifications developed by the RECIPIENT must be consistent with the requirements of Chapter 173-240-050 WAC. Elements of the design will include:
 1. Replacement/rehabilitation/CIPP of approximately 15,000 LF of existing sewer pipe consisting of the following projects identified in Table 7-2 of the 2022 Ecology approved General Sewer Plan:
 - a. RR.5 through RR.10
 - b. RR. 12
 - c. RR.13
 - d. RR.15
 - e. F.1-F.10
 2. Extension of sewer and new manholes as outlined in the projects detailed in Task B.1.
- C. The plans and specifications, construction contract documents, and addenda will be approved by the RECIPIENT prior to submittal for ECOLOGY review. All construction plans submitted to ECOLOGY for review and approval will be reduced to no larger than 11" x 17" in size. All reduced drawings will be completely legible. The project manager may request plans be submitted in either PDF or AutoCAD electronic format, and specifications in a searchable PDF or Microsoft Word electronic file. A current construction cost estimate will be submitted along with each plan/specification submittal. The project manager may request a spreadsheet in electronic file format.
- D. The RECIPIENT will conduct appropriate environmental reviews of the project. The RECIPIENT will provide a complete SERP information package with a SERP Cover Sheet at the time plans and specification are submitted to ECOLOGY for approval. The RECIPIENT will include the SEPA checklist and threshold determination, documentation of public participation, required cultural resources form, and required Environmental Justice information.
- E. The RECIPIENT will conduct appropriate cultural resources reviews of the project. The RECIPIENT will provide a 05-05/106 Cultural Resources Review form. The RECIPIENT will provide any additional information for ECOLOGY to lead the required cultural resources consultation.

- F. The RECIPIENT will complete an Ecology inadvertent discovery plan template for their project.
- G. The RECIPIENT will provide ECOLOGY with a plan for increasing user rates necessary to support this loan and estimated debt for construction. The plan will include the total revenue requirement and the user rates necessary for the RECIPIENT to operate and maintain the funded utility, to establish reserves to pay for equipment replacement, and to pay debt service. The plan will identify a schedule of rate increases necessary to achieve the total revenue requirement.
- H. The RECIPIENT will complete the collection system designs within one year after the execution of this AGREEMENT.

Deliverables:

- 1. Executed contracts for engineering services and documentation of the RECIPIENT's process for procuring engineering services.
- 2. Two copies of the draft and final design.
- 3. The RECIPIENTS Sewer Revenue and User Rate plan
- 4. Complete SERP Information Package
- 5. 05-05/106 Cultural Resources Review form.
- 6. Inadvertent Discovery Plan

Task Number: 3

Task Cost: \$1,900,000

Task Title: Collection System Rehabilitation Construction

Task Description

- A. The RECIPIENT will include ECOLOGY's specification insert in the bid documents. The RECIPIENT will execute a contract with the low responsive responsible bidder to construct the project. The RECIPIENT will submit Bid Tabs, the Notice of Award, and a copy of the executed contract before ECOLOGY will provide reimbursement for work performed under this task.
- B. The RECIPIENT will complete the construction in accordance with the approved Plans and Specifications. The construction project will include
 1. Replacement/rehabilitation/CIPP of approximately 15,000 LF of existing sewer pipe consisting of the following projects identified in Table 7-2 of the 2022 Ecology approved General Sewer Plan
 - a. RR.5 through RR.10
 - b. RR. 12
 - c. RR.13
 - d. RR.15
 - e. F.1-F.10
 2. Extension of sewer and new manholes as outlined in the projects detailed in Task B.1.
- C. The RECIPIENT will conduct a pre-construction conference and invite ECOLOGY staff.
- D. The RECIPIENT will negotiate all change orders to the construction contract necessary for successful completion of the project. The RECIPIENT will submit the change orders to ECOLOGY for approval. Change orders that are a significant deviation from the approved plans/specifications must be submitted for approval, prior to execution. All other change orders will be submitted within 30 days after execution.

Deliverables:

1. Copy of the advertisement for bids and the affidavit of publication.
2. Bid Tabs, the Notice of Award, and a copy of the executed construction contract.
3. Copy of the notice to proceed.
4. Minutes of the pre-construction meeting.
5. A copy of all change orders

Task Number: 4

Task Cost: \$220,000

Task Title: Collection System Rehabilitation Construction Management

Task Description

- A. The RECIPIENT will provide adequate and competent construction management and inspection for the Project. This may involve procuring the professional services. If professional services are procured, the RECIPIENT will procure them in accordance with state law. The RECIPIENT will include ECOLOGY's specification insert in the contract documents. The RECIPIENT must submit all contracts for construction management services before ECOLOGY will provide reimbursement for work performed under this task.
- B. The RECIPIENT will develop a detailed Construction Quality Assurance Plan (WAC 173-240-075) and submit it to ECOLOGY for approval. This plan will describe the activities which the RECIPIENT will undertake to achieve adequate and competent oversight of all construction work.
- C. The RECIPIENT will provide a plan of interim operation for the collection system while under construction.
- D. The RECIPIENT will ensure construction progresses according to a timely schedule developed to meet completion dates indicated in the construction contract. The RECIPIENT will revise or update the schedule whenever major changes occur and resubmit to ECOLOGY. In the absence of any major changes, the RECIPIENT will describe progress of the construction in the quarterly progress reports.
- E. Upon completion of construction, the RECIPIENT will provide ECOLOGY's Project Manager with a set of "as-built" plans (i.e., record construction drawings which reflect changes, modifications, or other significant revisions made to the project during construction).
- F. Upon project completion, the RECIPIENT will submit the Declaration of Construction Completion form to ECOLOGY in accordance with WAC 173-240-090. The form, when signed by a professional engineer, indicates that the project was completed in accordance with the plans, specifications, and major change orders approved by ECOLOGY, and is accurately shown on the as-built plans.

Deliverables

- 1. Executed contract for construction management services.
- 2. Documentation of the RECIPIENT's process for procuring engineering services
- 3. Construction Quality Assurance Plan.
- 4. Plan of interim operation of the collection system while under construction.
- 5. "As-built" plans.
- 6. Declaration of Construction completion.

Task Number: 5

Task Cost: \$1,650,000

Task Title: Lift Station No. 5 Construction

Task Description

- A. The RECIPIENT will include ECOLOGY's specification insert in the bid documents. The RECIPIENT will execute a contract with the low responsive responsible bidder to construct the project. The RECIPIENT will submit Bid Tabs, the Notice of Award, and a copy of the executed contract before ECOLOGY will provide reimbursement for work performed under this task.
- B. The RECIPIENT will complete the construction in accordance with the approved Plans and Specifications. The construction project will include:
 1. Abandonment of existing Lift Station No. 5, construction of a new Lift Station No. 5
 2. Approximately 2,000 LF of new sewer pipe to convey flows to the new lift station location:
 3. CIPP rehabilitation of approximately 1,200 LF of pipe.
 4. Construction of new storm drainage infrastructure in 1st Avenue
 5. Re-construction of SW 1st Avenue roadway including curb/gutter/sidewalk/HMA and miscellaneous utility adjustments as necessary due to construction of new Lift Station No.5
- C. The RECIPIENT will conduct a pre-construction conference and invite ECOLOGY staff.
- D. As a condition of receiving this funding, the RECIPIENT will review their energy use looking for cost effective energy savings. The recipient may also submit documentation of an energy efficiency review conducted within the last 5 years. If the RECIPIENT cannot conduct an energy audit, the RECIPIENT may procure a third party analysis of potential energy and water efficiency measures for incorporation into the design of the wastewater treatment and collection facilities.
- E. As a condition of receiving this funding, the RECIPIENT will prepare an asset management program (fiscal sustainability plan). The RECIPIENT will certify that a program that contains at least the minimum required elements listed below has been developed and is being implemented:
 1. An inventory of critical assets that belong to the utility.
 2. An evaluation of the condition and performance of the critical assets.
 3. A plan to maintain, repair, and replace the critical assets and to fund those activities.
 4. A process to evaluate and implement water and energy conservation efforts as part of the plan.
- F. The RECIPIENT will negotiate all change orders to the construction contract necessary for successful completion of the project. The RECIPIENT will submit the change orders

to ECOLOGY for approval. Change orders that are a significant deviation from the approved plans/specifications must be submitted for approval, prior to execution. All other change orders will be submitted within 30 days after execution.

- G. The RECIPIENT will conduct appropriate environmental reviews of the project. The RECIPIENT will provide a complete SERP information package with a SERP Cover Sheet at the time plans and specification are submitted to ECOLOGY for approval. The RECIPIENT will include the SEPA checklist and threshold determination, documentation of public participation, required cultural resources form, and required Environmental Justice information. Construction conducted prior to a complete SERP determination for Lift Station No.5 will not be reimbursed.
- H. Construction on Lift Station No. 5 conducted prior to approved design and specifications will not be eligible for reimbursement.
- I. The RECIPIENT will conduct appropriate cultural resources reviews of the project. The RECIPIENT will provide a 05-05/106 Cultural Resources Review form. The RECIPIENT will provide any additional information for ECOLOGY to lead the required cultural resources consultation.
- J. The RECIPIENT will complete an Ecology inadvertent discovery plan template for their project.

Deliverables:

- 1. Copy of the advertisement for bids and the affidavit of publication.
- 2. Bid Tabs, the Notice of Award, and a copy of the executed construction contract.
- 3. Copy of the notice to proceed.
- 4. Investment Grade Efficiency Audit documentation.
- 5. Minutes of the pre-construction meeting.
- 6. Certification that the asset management program (fiscal sustainability plan) has been developed and is being implemented.
- 7. A copy of all change orders
- 8. Complete SERP Information Package
- 9. 05-05/106 Cultural Resources Review form.
- 10. Inadvertent Discovery Plan
- 11. Approved plans and specifications for Lift Station No.5

Task Number: 6

Task Cost: \$420,000

Task Title: Lift Station No. 5 Construction Management

Task Description

- A. The RECIPIENT will provide adequate and competent construction management and inspection for the Project. This may involve procuring the professional services. If professional services are procured, the RECIPIENT will procure them in accordance with state law. The RECIPIENT will include ECOLOGY's specification insert in the contract documents. The RECIPIENT must submit all contracts for construction management services before ECOLOGY will provide reimbursement for work performed under this task.
- B. The RECIPIENT will develop a detailed Construction Quality Assurance Plan (WAC 173-240-075) and submit it to ECOLOGY for approval. This plan will describe the activities which the RECIPIENT will undertake to achieve adequate and competent oversight of all construction work.
- C. The RECIPIENT will provide a plan of interim operation for the facility while under construction.
- D. The RECIPIENT will ensure construction progresses according to a timely schedule developed to meet completion dates indicated in the construction contract. The RECIPIENT will revise or update the schedule whenever major changes occur and resubmit to ECOLOGY. In the absence of any major changes, the RECIPIENT will describe progress of the construction in the quarterly progress reports.
- E. Upon completion of construction, the RECIPIENT will provide ECOLOGY's Project Manager with a set of "as-built" plans (i.e., record construction drawings which reflect changes, modifications, or other significant revisions made to the project during construction).
- F. Upon project completion, the RECIPIENT will submit the Declaration of Construction Completion form to ECOLOGY in accordance with WAC 173-240-090. The form, when signed by a professional engineer, indicates that the project was completed in accordance with the plans, specifications, and major change orders approved by ECOLOGY, and is accurately shown on the as-built plans.

Deliverables

- 1. Executed contract for construction management services.
- 2. Documentation of the RECIPIENT's process for procuring engineering services
- 3. Construction Quality Assurance Plan.
- 4. Plan of interim operation while under construction.
- 5. "As-built" plans.
- 6. Declaration of Construction completion.

Task Number: 7

Task Cost: \$19,755,000

Task Title: WWTP Upgrades Construction

Task Description

- A. The RECIPIENT will include ECOLOGY's specification insert in the bid documents. The RECIPIENT will execute a contract with the low responsive responsible bidder to construct the project. The RECIPIENT will submit Bid Tabs, the Notice of Award, and a copy of the executed contract before ECOLOGY will provide reimbursement for work performed under this task.
- B. The RECIPIENT will complete the construction in accordance with the approved Plans and Specifications. The construction project will include:
 - 1. Headworks upgrades
 - 2. SBR air piping upgrades
 - 3. EQ Basin upgrades
 - 4. Electrical and controls upgrade
 - 5. UV disinfection system
 - 6. Effluent and non-potable pump station
 - 7. 50MG Storage lagoon
 - 8. Lagoon withdrawal pump station and distribution system
 - 9. Lagoon drain piping and pump
- C. In the event the RECIPIENT decides to enter a user agreement with another municipal plant to receive the RECIPIENT'S effluent, the RECIPIENT may forego tasks 7B 5 through 9.
- D. The RECIPIENT will conduct a pre-construction conference and invite ECOLOGY staff.
- E. As a condition of receiving this funding, the RECIPIENT will review their energy use looking for cost effective energy savings. The recipient may also submit documentation of an energy efficiency review conducted within the last 5 years. If the RECIPIENT cannot conduct an energy audit, the RECIPIENT may procure a third party analysis of potential energy and water efficiency measures for incorporation into the design of the wastewater treatment and collection facilities.
- F. As a condition of receiving this funding, the RECIPIENT will provide ECOLOGY with a plan for increasing user rates necessary to support this loan. This plan will be provided within six months of signing the loan agreement. The plan will include the total revenue requirement and the user rates necessary for the RECIPIENT to operate and maintain the funded utility, to establish reserves to pay for equipment replacement, and to pay debt service. The plan will identify a schedule of rate increases necessary to achieve the total revenue requirement by the estimated date of loan repayment.

G. The RECIPIENT will negotiate all change orders to the construction contract necessary for successful completion of the project. The RECIPIENT will submit the change orders to ECOLOGY for approval. Change orders that are a significant deviation from the approved plans/specifications must be submitted for approval, prior to execution. All other change orders will be submitted within 30 days after execution.

H. The RECIPIENT will complete work below the OHWM between the approved work windows specified in Biological Opinion WCRO-2021-02377. In-water work occurring outside of this timeframe will require written approval from National Marine Fisheries Service.

Deliverables:

1. Copy of the advertisement for bids and the affidavit of publication.
2. Bid Tabs, the Notice of Award, and a copy of the executed construction contract.
3. Copy of the notice to proceed.
4. The RECIPIENTS Sewer Revenue and User Rate plan
5. Investment Grade Efficiency Audit documentation.
6. Minutes of the pre-construction meeting.
7. A copy of all change orders
8. Memorandum of decision to pursue or forego construction elements B 5 through 9 by 12/31/2025

Task Number: 8

Task Title: Construction Management

Task Cost: \$2,000,000

Task Description

- A. The RECIPIENT will provide adequate and competent construction management and inspection for the Project. This may involve procuring the professional services. If professional services are procured, the RECIPIENT will procure them in accordance with state law. The RECIPIENT will include ECOLOGY's specification insert in the contract documents. The RECIPIENT must submit all contracts for construction management services before ECOLOGY will provide reimbursement for work performed under this task.
- B. The RECIPIENT will develop a detailed Construction Quality Assurance Plan (WAC 173-240-075) and submit it to ECOLOGY for approval. This plan will describe the activities which the RECIPIENT will undertake to achieve adequate and competent oversight of all construction work.
- C. The RECIPIENT will provide a plan of interim operation for the facility while under construction.
- D. The RECIPIENT will ensure construction progresses according to a timely schedule developed to meet completion dates indicated in the construction contract. The RECIPIENT will revise or update the schedule whenever major changes occur and resubmit to ECOLOGY. In the absence of any major changes, the RECIPIENT will describe progress of the construction in the quarterly progress reports.
- E. Upon completion of construction, the RECIPIENT will provide ECOLOGY's Project Manager with a set of "as-built" plans (i.e., record construction drawings which reflect changes, modifications, or other significant revisions made to the project during construction).
- F. Upon project completion, the RECIPIENT will submit the Declaration of Construction Completion form to ECOLOGY in accordance with WAC 173-240-090. The form, when signed by a professional engineer, indicates that the project was completed in accordance with the plans, specifications, and major change orders approved by ECOLOGY, and is accurately shown on the as-built plans.
- G. The RECIPIENT will ensure that the Reasonable and Prudent Measures (RPMS), Best Management Practices and Conservation Measures outlined in Biological Opinion WCRO-2021-02377 are followed.
- H. The RECIPIENT will hire a fish biologist with experience to implement the 2022 National Marine Fisheries Service (NMFS) Biological Opinion WCRO-2021-02377, including carrying out and/or supervising fish exclusion operations. The fish biologist will submit a complete report to NMFS and ensure it is uploaded to EAGL two months after project completion. The RECIPIENT will notify the Ecology Project Manager and Environmental Review Coordinator once the report is uploaded.

1. Executed contract for construction management services.
2. Documentation of the RECIPIENT's process for procuring engineering services
3. Construction Quality Assurance Plan.
4. Plan of interim operation of the facility while under construction.
5. "As-built" plans.
6. Declaration of Construction completion.
7. Completed Biological Opinion Terms and Condition project track
8. Copy of National Marine Fisheries Project Completion Report

BUDGET

Funding Distribution

Funding Title: SRF - Collection
Funding Type: Loan
Funding Effective Date: 7/1/2022
Funding Expiration Date: 7/1/2025
Funding Source: State— Clean Water State Revolving Fund

For Loans Only:

Effective Interest Rate: % Interest Rate: 0.7% Admin Charge: %
Terms: 20 years
Project Start Date: 7/1/2022 Project Completion Date 7/1/2025
Project Initiation of Operation Date: 7/1/2025

Funding Title: SRF - WWTP
Funding Type: Loan
Funding Effective Date: 7/1/2022
Funding Expiration Date: 7/1/2027
Funding Source: State— Clean Water State Revolving Fund

For Loans Only:

Effective Interest Rate: % Interest Rate: 0.7% Admin Charge: %
Terms: 20 years
Project Start Date: 7/1/2022 Project Completion Date 7/1/2027
Project Initiation of Operation Date: 7/1/2027

BUDGET/FUNDING DISTRIBUTION

Indirect Rate: Default allowable

Tasks	Total PROJECT Cost	Total Eligible PROJECT Cost	SRF Forgivable Principal Collection System Start: 7/1/2022 End: 7/1/2025	SRF Loan Collection System Start: 7/1/2022 End: 7/1/2025	SRF Forgivable Principal WWTP Upgrades Start: 7/1/2022 End: 7/1/2027	SRF Loan WWTP Upgrades Start: 7/1/2022 End: 7/1/2027
1. Grant and Loan Administration	\$5,000	\$5,000	\$2500	\$2500	\$0	\$0
2. Collection System Rehabilitation Design	\$140,000	\$140,000	\$70,000	\$70,000	\$0	\$0
3. Collection System Rehabilitation Construction	\$1,900,000	\$1,900,000	\$950,000	\$950,000	\$0	\$0
4. Collection System Rehabilitation Construction Management	\$220,000	\$220,000	\$110,000	\$110,000	\$0	\$0
5. Lift Station No.5 Construction	\$2,898,000	\$1,650,000	\$825,000	\$825,000	\$0	\$0
6. Lift Station No.5 Construction Management	\$420,000	\$420,000	\$210,000	\$210,000	\$0	\$0
7 WWTP Upgrades Construction	\$23,165,000	\$19,665,000	\$0	\$0	\$6,832,500	\$12,832,500
8. WWTP Upgrades Construction Management	\$2,000,000	\$2,000,000	\$0	\$0	\$1,000,000	\$1,000,000
Total	\$31,100,000	\$26,000,000	\$2,167,500	\$2,167,500	\$7,832,500	\$13,832,500

Daily Incident Log



Print Date/Time: 02/07/2023 09:02
Login ID: mbarr
Disposition: All

From Date: 01/01/2023 00:00
To Date: 01/31/2023 23:59

College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/01/2023 00:38	Assault Weapon	2023-00000001	63 N CAMPBELL RD	MERCADO, BRANDON	No	415	415
						407	407
						404	404
01/01/2023 01:34	Premises Check	2023-00000002	500 S COLLEGE AVE	,	No	415	415
01/01/2023 02:14	Traffic Call	2023-00000003	SE MYRA RD / W POPLAR ST	ADAM,	No	407	407
01/01/2023 06:04	Premises Check	2023-00000004	1017 NE C ST	,	No	416	416
01/01/2023 06:11	Premises Check	2023-00000005	801 SE LARCH AVE	,	No	416	416
01/01/2023 08:12	Alarm	2023-00000006	729 S COLLEGE AVE	ADT,	No	416	416
						412	412
01/01/2023 09:50	Recovered Stolen	2023-00000007	630 SW 3RD ST	,	Yes	416	416
						412	412
01/01/2023 13:33	Traffic Stop	2023-00000008	S HWY 125 / SE MEADOWBROOK BLVD	,	No	412	412
01/01/2023 14:24	Premises Check	2023-00000009	1700 SE MEADOWBROOK BLVD	,	No	412	412
01/01/2023 15:10	Assault	2023-00000010	908 SE BIRCH AVE	BAKER, TONI	Yes	412	412
01/01/2023 15:50	Domestic Problem	2023-00000011	710 S COLLEGE AVE K	, brandi	No	416	416
						412	412
						404	404
01/01/2023 17:07	Shoplifting	2023-00000012	1700 SE MEADOWBROOK BLVD	BROOKS, CHRISTINE	Yes	407	407
						404	404
01/01/2023 18:51	Shoplifting	2023-00000013	1700 SE MEADOWBROOK BLVD	PETERSON, BRANDON	Yes	407	407
						404	404
01/01/2023 19:04	Narcotics Call	2023-00000014	105 SW 13TH ST	MARTNICK, NATHAN	No	404	404
01/01/2023 21:10	Traffic Call	2023-00000015	W WHITMAN DR / MARTIN FIELD LN	CC, M	No	407	407
01/01/2023 21:39	Traffic Stop	2023-00000016	W ROSE ST / NE CAREY CT	,	No	415	415
01/01/2023 22:47	Premises Check	2023-00000017	1700 SE MEADOWBROOK BLVD	,	No	415	415
						407	407
01/01/2023 23:05	Premises Check	2023-00000018	500 S COLLEGE AVE	,	No	407	407

Daily Incident Log



Print Date/Time: 02/07/2023 09:02
Login ID: mbarr
Disposition: All

From Date: 01/01/2023 00:00
To Date: 01/31/2023 23:59

College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
Total Incidents for 01/01/2023 : 18							
01/02/2023 00:33	Premises Check	2023-00000019	116 N COLLEGE AVE	,	No	404	404
01/02/2023 03:24	Malicious Mischief	2023-00000020	625 S COLLEGE AVE	,	No	415	415
01/02/2023 06:21	Premises Check	2023-00000021	1017 NE C ST	,	No	416	416
01/02/2023 06:30	Premises Check	2023-00000022	801 SE LARCH AVE	,	No	416	416
01/02/2023 06:31	Alarm	2023-00000023	714 MOJONNIER RD	CONNECT AMERICA, LIZZIE	No	416	416
01/02/2023 09:22	Citizen Contact	2023-00000024	625 S COLLEGE AVE	,	No	416	416
						412	412
01/02/2023 09:42	Assist	2023-00000025	SE 6TH ST / SE BIRCH AVE	,	No	416	416
01/02/2023 10:04	Traffic Stop	2023-00000026	1700 SE MEADOWBROOK BLVD	,	No	412	412
01/02/2023 11:51	Theft	2023-00000028	25 NE TREMONT DR	HOLST, SHARRON	Yes	412	412
01/02/2023 12:14	Assist	2023-00000027	1638 W POPLAR ST	HALL, STERLING	Yes	416	416
01/02/2023 14:09	Premises Check	2023-00000029	1700 SE MEADOWBROOK BLVD	,	No	416	416
01/02/2023 14:29	Trespass	2023-00000030	1700 SE MEADOWBROOK BLVD	ORTIZ, ELISABETH	No	416	416
						412	412
01/02/2023 14:50	Premises Check	2023-00000031	1700 SE MEADOWBROOK BLVD	,	No	412	412
01/02/2023 16:07	Traffic Stop	2023-00000032	ELECTRIC AVE / NE MYRA RD	,	No	412	412
01/02/2023 16:33	Accident Hit and Run	2023-00000033	125 SW 9TH ST	SMITH, RACHEL	Yes	412	412
01/02/2023 17:17	Traffic Stop	2023-00000034	S HWY 125 / FARMLAND RD	,	No	412	412
						404	404
01/02/2023 18:03	Vehicle Prowl	2023-00000035	1700 SE MEADOWBROOK BLVD	MALE, CC	No	407	407
						404	404
						403	403
01/02/2023 19:42	Juvenile Problem	2023-00000036	108 SE 6TH ST 6	MONTES VILLA, CAROLINA V	No	407	407
						404	404

Daily Incident Log



Print Date/Time: 02/07/2023 09:02
Login ID: mbarr
Disposition: All

From Date: 01/01/2023 00:00
To Date: 01/31/2023 23:59

College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/02/2023 20:56	Disturbance	2023-00000037	1200 SE BROADWAY AVE F	SULLIVAN, MEGAN	No	415	415
						407	407
						404	404
01/02/2023 21:22	Premises Check	2023-00000038	500 S COLLEGE AVE	,	No	404	404
01/02/2023 22:05	Traffic Stop	2023-00000039	N COLLEGE AVE / NE C ST	,	No	415	415
						407	407
01/02/2023 22:19	Welfare Check	2023-00000040	601 SE WHIMBREL LOOP	WWSO, 129	No	415	415
						407	407
01/02/2023 22:36	Premises Check	2023-00000041	1700 SE MEADOWBROOK BLVD	,	No	407	407
01/02/2023 22:36	Alarm	2023-00000042	1705 SE MEADOWBROOK BLVD 7	RAPID RESPONSE,	No	415	415
						407	407
						404	404
01/02/2023 22:41	Premises Check	2023-00000043	1700 SE MEADOWBROOK BLVD	,	No	415	415
						407	407
01/02/2023 23:33	Suspicious Activity	2023-00000044	S COLLEGE AVE / SW 9TH ST	SUMMERS, CARLOS	No	415	415
						407	407
01/02/2023 23:51	Prowler	2023-00000045	1015 SE SENTRY DR	AHMED, MOHAMED	No	415	415
						407	407
						404	404
Total Incidents for 01/02/2023 : 27							
01/03/2023 00:50	Premises Check	2023-00000046	500 S COLLEGE AVE	,	No	415	415
01/03/2023 03:01	Traffic Call	2023-00000047	SE LARCH AVE / SE SCENIC VIEW DR	WAGGONER, GAIL	No	415	415
01/03/2023 05:03	Theft Motor Vehicle	2023-000000460	104 MALCOLM ST	LEAL, CHRISTOPHER	Yes	415	415
						407	407
						404	404
01/03/2023 05:43	Assist	2023-00000048	817 N MAIN ST F2	,	No	416	416

Daily Incident Log



Print Date/Time: 02/07/2023 09:02
Login ID: mbarr
Disposition: All

From Date: 01/01/2023 00:00
To Date: 01/31/2023 23:59

College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/03/2023 09:25	Premises Check	2023-00000049	1755 S COLLEGE AVE	,	No	416	416
01/03/2023 09:58	Traffic Stop	2023-00000050	1605 SE MEADOWBROOK BLVD	,	No	412	412
01/03/2023 10:12	Traffic Stop	2023-00000051	E WHITMAN DR / SE CALIFORNIA AVE	,	No	409	409
01/03/2023 10:47	Assist	2023-00000052	1775 S COLLEGE AVE	,	No	416	416
01/03/2023 10:50	Traffic Stop	2023-00000053	S COLLEGE AVE / E WHITMAN DR	,	No	412	412
01/03/2023 11:03	Traffic Stop	2023-00000054	406 S COLLEGE AVE	,	No	412	412
01/03/2023 11:09	Follow Up	2023-00000055	625 S COLLEGE AVE	,	No	412	412
01/03/2023 11:11	Traffic Stop	2023-00000056	W WHITMAN DR / SW ACADEMY WAY	,	No	409	409
01/03/2023 12:17	Citizen Contact	2023-00000057	SW ACADEMY WAY / W WHITMAN DR	,	No	409	409
01/03/2023 12:29	911 Call	2023-00000058	1192 SE CONSTITUTION DR	,	No	412	412
						409	409
01/03/2023 12:32	Accident Non Injury	2023-00000059	S COLLEGE AVE / SE 4TH ST	PARSONS, CHRS	No	403	403
01/03/2023 13:32	Theft	2023-00000060	116 W WHITMAN DR	SHAW, JIM	No	416	416
						409	409
01/03/2023 14:28	Found Property	2023-00000061	619 S COLLEGE AVE	,	No		
01/03/2023 14:32	Traffic Stop	2023-00000062	S COLLEGE AVE / SE 4TH ST	,	No	412	412
01/03/2023 15:04	Theft	2023-00000063	505 S 9TH AVE	TALL, DERICK	No	417	417
						416	416
01/03/2023 15:25	Traffic Stop	2023-00000064	E WHITMAN DR / SE CALIFORNIA AVE	,	No	417	417
						410	410
01/03/2023 15:27	Traffic Stop	2023-00000065	S COLLEGE AVE / SE 4TH ST	,	No	416	416
						409	409
01/03/2023 15:28	Accident Hit and Run	2023-00000067	1700 SE MEADOWBROOK BLVD	GILLESPIE, CHARLES	Yes	414	414
						412	412

Daily Incident Log



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 Login ID: mbarr
 Disposition: All

From Date: 01/01/2023 00:00
 To Date: 01/31/2023 23:59

College Place Police Dept
 ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/03/2023 15:33	Traffic Stop	2023-00000066	E WHITMAN DR / SE CALIFORNIA AVE	,	No	417	417
						410	410
01/03/2023 15:45	Traffic Stop	2023-00000068	E WHITMAN DR / NE MULBERRY CT	,	No	417	417
						410	410
01/03/2023 15:54	Traffic Stop	2023-00000069	E WHITMAN DR / NE ASH AVE	,	No	417	417
						410	410
01/03/2023 16:03	911 Call	2023-00000071	1250 SE COMMERCIAL DR	,	No	417	417
						410	410
						CPPD	
01/03/2023 16:03	Traffic Stop	2023-00000070	E WHITMAN DR / NE ASH AVE	,	No	417	417
						410	410
01/03/2023 16:13	Traffic Stop	2023-00000072	E WHITMAN DR / SE ASH AVE	,	No	417	417
						410	410
01/03/2023 16:23	Traffic Stop	2023-00000073	1117 S COLLEGE AVE	,	No	417	417
						410	410
01/03/2023 17:00	Traffic Stop	2023-00000074	N COLLEGE AVE / NW B ST	,	No	412	412
01/03/2023 17:19	Traffic Stop	2023-00000075	W WHITMAN DR / N COLLEGE AVE	,	No	417	417
						412	412
						410	410
01/03/2023 17:25	Traffic Stop	2023-00000076	1700 SE MEADOWBROOK BLVD	,	No	419	419
						407	407
01/03/2023 17:32	Premises Check	2023-00000077	1700 SE MEADOWBROOK BLVD	,	No	419	419
						407	407
01/03/2023 17:34	Premises Check	2023-00000078	909 SE LARCH AVE	,	No	417	417
01/03/2023 17:34	Traffic Stop	2023-00000079	SE LARCH AVE / SE 4TH ST	,	No	417	417
						410	410
01/03/2023 17:46	Premises Check	2023-00000080	1100 NE C ST	,	No	417	417
01/03/2023 18:02	Premises Check	2023-00000081	1017 NE C ST	,	No	417	417

Daily Incident Log



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Disposition: All

From Date: 01/01/2023 00:00
To Date: 01/31/2023 23:59

College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/03/2023 18:16	Traffic Stop	2023-00000082	SE 12TH ST / SE MYRA RD	,	No	417	417
						410	410
01/03/2023 18:31	Traffic Stop	2023-00000083	SE 8TH ST / SE BIRCH AVE	,	No	417	417
						410	410
01/03/2023 18:55	Repossession	2023-00000084	204 SE 12TH ST 3	, NATHAN	No		
01/03/2023 20:56	Traffic Stop	2023-00000085	830 NE ROSE ST	,	No	419	419
01/03/2023 21:07	Traffic Stop	2023-00000086	SE 8TH ST / SE LARCH AVE	,	No	417	417
						410	410
01/03/2023 21:12	Premises Check	2023-00000087	1700 SE MEADOWBROOK BLVD	,	No	417	417
						406	406
01/03/2023 22:25	Premises Check	2023-00000088	1700 SE MEADOWBROOK BLVD	,	No	415	415
01/03/2023 22:26	Traffic Stop	2023-00000089	WALLULA AVE / S GOSE ST	,	No	419	419
						404	404
01/03/2023 22:40	Traffic Stop	2023-00000090	N COLLEGE AVE / NE C ST	,	No	404	404
Total Incidents for 01/03/2023 : 46							
01/04/2023 01:13	Suicide Threats	2023-00000091	440 NE C ST D	, LISA	No	419	419
						406	406
						407	407
01/04/2023 08:31	Traffic Stop	2023-00000092	812 SE BIRCH AVE	,	No	409	409
01/04/2023 11:58	Citizen Contact	2023-00000093	710 S COLLEGE AVE N	PATTON, BRANDY	No	409	409
01/04/2023 13:16	APS Referral	2023-00000094	420 SE MYRA RD	INTAKE 247332, APS REFERRAL	No	403	403
01/04/2023 15:36	Traffic Stop	2023-00000095	E WHITMAN DR / SE BIRCH AVE	,	No	417	417
						410	410
01/04/2023 15:49	Traffic Stop	2023-00000096	E WHITMAN DR / NE MULBERRY CT	,	No	417	417
						410	410
01/04/2023 15:50	Citizen Contact	2023-00000097	625 S COLLEGE AVE	,	No	403	403

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College Place Police Dept
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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/04/2023 16:01	Traffic Stop	2023-00000098	E WHITMAN DR / NE HADLEY WAY	,	No	417	417
						410	410
01/04/2023 16:12	Traffic Stop	2023-00000099	E WHITMAN DR / SE BIRCH AVE	,	No	417	417
						410	410
01/04/2023 16:35	Suspicious Activity	2023-00000100	1022 SE BIRCH AVE	THORNTON, JARRED	No	417	417
						410	410
01/04/2023 16:51	Traffic Stop	2023-00000101	SE LARCH AVE / SE 12TH ST	,	No		
01/04/2023 17:54	Traffic Stop	2023-00000102	SE LARCH AVE / SE 12TH ST	,	No	403	403
01/04/2023 18:11	Burglary	2023-00000109	352 NE DELLA AVE	WILSON, REGINA	No	419	419
01/04/2023 18:15	Traffic Stop	2023-00000103	SE LARCH AVE / SE 4TH ST	,	No	417	417
						410	410
01/04/2023 18:20	Premises Check	2023-00000104	911 SE 8TH ST	,	No	417	417
01/04/2023 18:28	Traffic Stop	2023-00000105	1100 NE C ST	,	No	417	417
						416	416
						410	410
01/04/2023 18:30	Traffic Stop	2023-00000106	S COLLEGE AVE / MOJONNIER RD	,	No	419	419
01/04/2023 18:37	Traffic Stop	2023-00000107	1100 NE C ST	,	No	417	417
						410	410
01/04/2023 18:43	Unwanted Person	2023-00000108	1700 SE MEADOWBROOK BLVD	CC, NICK	No	419	419
						417	417
						410	410
01/04/2023 19:38	Premises Check	2023-00000110	SW DOANS AVE / SW 4TH ST	,	No	417	417
01/04/2023 19:47	Premises Check	2023-00000111	1100 NE C ST	,	No	417	417
01/04/2023 22:30	Premises Check	2023-00000112	1700 SE MEADOWBROOK BLVD	,	No	419	419
						417	417
						406	406

Total Incidents for 01/04/2023 : 22

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College Place Police Dept
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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/05/2023 01:11	Burglary	2023-00000114	1299 SE COMMERCIAL DR	AMMON, BRITTANY	No	419	419
						406	406
01/05/2023 01:13	Premises Check	2023-00000113	500 S COLLEGE AVE	,	No	406	406
01/05/2023 04:01	Suspicious Activity	2023-00000115	620 SE ELM AVE	GUZMAN, MICHAEL	No	406	406
01/05/2023 06:49	Unwanted Person	2023-00000116	1755 S COLLEGE AVE	HUTCHINSON, TIM	No	409	409
01/05/2023 09:13	Warrant Service	2023-00000117	300 W ALDER ST 1	,	No		
01/05/2023 09:50	Unwanted Person	2023-00000118	729 S COLLEGE AVE	CC, JEREMY	No	409	409
						403	403
01/05/2023 12:35	APS Referral	2023-00000119	20 SE LARCH AVE	ID 248210, APS INTAKE	No	403	403
01/05/2023 12:38	APS Referral	2023-00000125	20 SE LARCH AVE	ID 248214, APS INTAKE	No	403	403
01/05/2023 12:42	Sex Offense Child	2023-00000120	1755 S COLLEGE AVE	BRYANT, AMBER	Yes	409	409
01/05/2023 12:45	Assist	2023-00000121	SE 8TH ST / SE ELM AVE	RAMIREZ, HAIRO	No	403	403
01/05/2023 12:55	Traffic Call	2023-00000124	S HWY 125 / SE MEADOWBROOK BLVD	CC, FEMALE	No	403	403
01/05/2023 13:11	Code Enforcement	2023-00000122	ARTESIA AVE / OFFNER RD	MORLIN, SHANE	No	403	403
01/05/2023 13:28	Lost Property	2023-00000123	1755 S COLLEGE AVE 1	VOSS, ZENADA CAROL	No	422	422
01/05/2023 14:27	Paper Service	2023-00000126	914 SE MARINE DR	,	No		
01/05/2023 15:32	Traffic Stop	2023-00000127	E WHITMAN DR / NE BIRCH AVE	,	No	417	417
						410	410
01/05/2023 15:49	Threats	2023-00000128	204 SE 8TH ST	IN, FAMILY WALK	Yes	403	403
01/05/2023 15:55	Harassment	2023-00000130	SE MOCKINGBIRD DR / SE EAGLE LN	,	No	417	417
						410	410
01/05/2023 15:59	Fraud	2023-00000129	936 SE ROBIN DR	,	Yes	417	417
						410	410
01/05/2023 16:27	Theft Motor Vehicle	2023-00000131	717 SE SCENIC VIEW DR A	,	Yes	419	419
						417	417
						410	410
01/05/2023 17:07	Shoplifting	2023-00000132	1700 SE MEADOWBROOK BLVD	, CHRISTINE	Yes	419	419

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College Place Police Dept
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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/05/2023 17:07	Shoplifting	2023-00000132	1700 SE MEADOWBROOK BLVD	, CHRISTINE	Yes	417	417
						410	410
						403	403
01/05/2023 18:11	Citizen Contact	2023-00000133	1700 SE MEADOWBROOK BLVD	,	No	419	419
01/05/2023 18:27	Traffic Stop	2023-00000134	NW B ST / NW SPAGNUOLO LOOP	,	No	431	431
01/05/2023 18:52	Traffic Stop	2023-00000135	SE TAMARACK ST / SE LARCH AVE	,	No	417	417
01/05/2023 19:04	Traffic Stop	2023-00000136	S COLLEGE AVE / SE 3RD ST	,	No	417	417
01/05/2023 19:10	Traffic Stop	2023-00000137	S COLLEGE AVE / SE 6TH ST	,	No	417	417
01/05/2023 19:31	Premises Check	2023-00000138	801 SE LARCH AVE	,	No	417	417
01/05/2023 19:40	Traffic Stop	2023-00000139	SE MEADOWBROOK BLVD / S HWY 125	,	No	417	417
						431	431
01/05/2023 19:40	Traffic Stop	2023-00000140	S COLLEGE AVE / SE 12TH ST	,	No	417	417
01/05/2023 19:58	Premises Check	2023-00000141	1700 SE MEADOWBROOK BLVD	,	No	419	419
						417	417
01/05/2023 20:19	Premises Check	2023-00000142	300 SW ACADEMY WAY	,	No	431	431
01/05/2023 21:05	Paper Service	2023-00000143	232 NE CEDAR AVE B	,	No	419	419
01/05/2023 21:17	Paper Service	2023-00000144	914 SE MARINE DR	,	No		
01/05/2023 21:56	Traffic Stop	2023-00000145	S COLLEGE AVE / SE 8TH ST	,	No	419	419
01/05/2023 22:07	Premises Check	2023-00000146	1700 SE MEADOWBROOK BLVD	,	No	417	417
						406	406
01/05/2023 22:32	Traffic Stop	2023-00000147	S HWY 125 / S COLLEGE AVE	,	No		
01/05/2023 22:44	Traffic Stop	2023-00000148	1700 SE MEADOWBROOK BLVD	,	No	417	417
						406	406
						410	410
Total Incidents for 01/05/2023 : 36							
01/06/2023 09:43	Information Report	2023-00000149	1755 S COLLEGE AVE	, KIMBERLY	No	409	409
01/06/2023 10:28	Coroner Call Out	2023-00000151	420 SE MYRA RD	CC, JENNIFER	No		

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/06/2023 11:52	Accident Hit and Run	2023-00000150	1100 NE C ST	FLINDERS, KERRIE	No	403	403
01/06/2023 12:25	Animal Call	2023-00000154	SE 4TH ST / SE LARCH AVE	PETER, CHUCK	No	403	403
01/06/2023 12:28	Animal Call	2023-00000153	300 SE 11TH ST BLK	GREEN, TYLER	No	403	403
01/06/2023 12:34	Found Property	2023-00000155	2376 TAUMARSON RD	ROBINSON, CONNER	No	409	409
01/06/2023 12:34	Assist	2023-00000152	217 1/2 SE BIRCH AVE	CPPD, 403	No	403	403
01/06/2023 13:56	Address Verification	2023-00000156	201 SW 1ST ST	,	No		
01/06/2023 14:17	Follow Up	2023-00000157	1755 S COLLEGE AVE	,	No	409	409
01/06/2023 14:42	Warrant Service	2023-00000158	217 1/2 SE BIRCH AVE	CPPD, 409	Yes	409	409
						403	403
01/06/2023 15:03	Traffic Stop	2023-00000159	E WHITMAN DR / NE BIRCH AVE	,	No	417	417
						410	410
01/06/2023 15:11	Traffic Stop	2023-00000160	E WHITMAN DR / NE BIRCH AVE	,	No	417	417
						410	410
01/06/2023 15:17	Traffic Stop	2023-00000161	E WHITMAN DR / NE BIRCH AVE	,	No	417	417
						410	410
01/06/2023 15:27	Traffic Stop	2023-00000162	E WHITMAN DR / NE HADLEY WAY	,	No	417	417
						410	410
01/06/2023 15:34	Traffic Stop	2023-00000163	E WHITMAN DR / NE TREMONT DR	,	No	417	417
						410	410
01/06/2023 15:44	Follow Up	2023-00000164	520 S COLLEGE AVE	,	No	417	417
						410	410
01/06/2023 17:39	Traffic Stop	2023-00000165	SE 12TH ST / SE NEWGATE DR	,	No	417	417
						410	410
01/06/2023 17:43	Phone Message	2023-00000169	711 SE 4TH ST C	TISCARENO, CHRISTINA	No	403	403
01/06/2023 17:43	Animal Call	2023-00000166	711 SE 4TH ST C	TISCARENO, CHRISTINA	No	403	403
01/06/2023 17:44	Traffic Stop	2023-00000167	SE 4TH ST / S COLLEGE AVE	,	No	419	419

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/06/2023 17:44	Traffic Stop	2023-00000167	SE 4TH ST / S COLLEGE AVE	,	No	417	417
						410	410
						431	431
01/06/2023 17:44	Traffic Stop	2023-00000168	SE 12TH ST / SE MYRA RD	,	No	417	417
						410	410
01/06/2023 18:16	Traffic Stop	2023-00000170	SE NEWGATE DR / SE 12TH ST	,	No	417	417
						410	410
01/06/2023 18:23	Premises Check	2023-00000171	288 NE DECCIO RD	,	No	417	417
01/06/2023 18:33	Traffic Stop	2023-00000172	SE 4TH ST / SE LARCH AVE	,	No	419	419
						417	417
						410	410
01/06/2023 19:56	Traffic Stop	2023-00000173	1700 SE MEADOWBROOK BLVD	,	No	406	406
						431	431
01/06/2023 20:22	Premises Check	2023-00000174	1700 SE MEADOWBROOK BLVD	,	No	419	419
						417	417
01/06/2023 21:42	Premises Check	2023-00000175	1700 SE MEADOWBROOK BLVD	,	No	406	406
01/06/2023 22:05	Traffic Stop	2023-00000176	S COLLEGE AVE / SE 6TH ST	,	No	406	406
01/06/2023 22:49	Accident Unknown Injury	2023-00000177	S HWY 125 / S COLLEGE AVE	MERIN, VERONICA	No	419	419
						417	417
01/06/2023 23:02	Fraud	2023-00000178	1700 SE MEADOWBROOK BLVD	PETERSON, BRANDON	No	417	417
						406	406
						410	410
01/06/2023 23:12	Premises Check	2023-00000179	225 SE DATE AVE	,	No	417	417
01/06/2023 23:12	Traffic Stop	2023-00000180	SE LARCH AVE / SE 12TH ST	,	No	419	419
						417	417
01/06/2023 23:41	Premises Check	2023-00000181	801 SE LARCH AVE	,	No	417	417
01/06/2023 23:59	Premises Check	2023-00000182	SW DOANS AVE / SW 4TH ST	,	No	417	417

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
Total Incidents for 01/06/2023 : 34							
01/07/2023 00:00	Premises Check	2023-00000183	500 S COLLEGE AVE	,	No	419	419
01/07/2023 02:54	Accident Unknown Injury	2023-00000184	201 NW EVANS AVE	TOMBARNGE, ANGELA	Yes	406	406
						431	431
01/07/2023 06:06	Premises Check	2023-00000185	1017 NE C ST	,	No	416	416
01/07/2023 06:15	Premises Check	2023-00000186	801 SE LARCH AVE	,	No	416	416
01/07/2023 09:53	Traffic Call	2023-00000187	TAUMARSON RD / BARLEEN DR	THOMPSON, ZACKARY	No	416	416
01/07/2023 10:50	Premises Check	2023-00000188	1700 SE MEADOWBROOK BLVD	,	No	412	412
01/07/2023 12:20	Traffic Stop	2023-00000189	S COLLEGE AVE / E WHITMAN DR	,	No	416	416
01/07/2023 13:04	Premises Check	2023-00000190	1100 NE C ST	,	No	416	416
01/07/2023 13:07	Traffic Stop	2023-00000191	OLD MILTON HWY / S HWY 125	,	No	412	412
01/07/2023 13:41	Traffic Stop	2023-00000192	S COLLEGE AVE / E WHITMAN DR	,	No	412	412
01/07/2023 13:46	Assist	2023-00000193	200 SE ASH AVE	WAGNER, HEIDI	Yes	416	416
						412	412
01/07/2023 14:16	Traffic Stop	2023-00000194	SE LARCH AVE / SE LAMPERTI ST	,	No	416	416
01/07/2023 14:19	Theft	2023-00000195	1017 NE C ST	HAMMS, NANCY	No	412	412
01/07/2023 15:53	Theft	2023-00000196	1605 SE MEADOWBROOK BLVD	WATTS, TRAVIS	Yes	412	412
01/07/2023 16:19	Suspicious Activity	2023-00000197	310 NW EVANS AVE	LYLTE, HAZEL	No	412	412
						404	404
01/07/2023 17:16	Wanted Person	2023-00000198	SE BIRCH AVE / SE 10TH ST	,	No	412	412
						407	407
						404	404
01/07/2023 17:45	Premises Check	2023-00000199	1700 SE MEADOWBROOK BLVD	,	No	407	407
01/07/2023 19:18	APS Referral	2023-00000279	550 E WHITMAN DR 207	GUITTEREZ, AMELIA	No	407	407
						403	403
01/07/2023 19:18	Assist	2023-00000200	550 E WHITMAN DR 207	GUITTEREZ, AMELIA	No	407	407
						403	403

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/07/2023 20:15	Premises Check	2023-00000201	223 SE ROSEVILLE LN	,	No	415	415
						407	407
01/07/2023 20:42	Unknown Problem	2023-00000202	625 S COLLEGE AVE	ORTIZ, DENISE	No	415	415
						407	407
						404	404
01/07/2023 21:58	911 Call	2023-00000204	202 KENWOOD ST	cc, f	Yes	415	415
						404	404
01/07/2023 22:00	Suspicious Activity	2023-00000205	260 S TAUSICK WAY	PHILLIPS, LISA	No	407	407
01/07/2023 22:02	Traffic Stop	2023-00000203	S HWY 125 / TAUMARSON RD	,	No		
01/07/2023 22:50	Premises Check	2023-00000206	1700 SE MEADOWBROOK BLVD	,	No	415	415
Total Incidents for 01/07/2023 : 25							
01/08/2023 00:04	Traffic Stop	2023-00000207	S HWY 125 / SE MEADOWBROOK BLVD	,	No		
01/08/2023 00:20	Traffic Stop	2023-00000208	S COLLEGE AVE / SE 4TH ST	,	No	407	407
01/08/2023 01:47	Suicide Threats	2023-00000210	116 W WHITMAN DR	CC, F	No		
01/08/2023 02:10	Unwanted Person	2023-00000209	12 SE 8TH ST	,	No	415	415
						407	407
01/08/2023 06:01	Premises Check	2023-00000211	1017 NE C ST	,	No	416	416
01/08/2023 06:35	Premises Check	2023-00000212	801 SE LARCH AVE	,	No	416	416
01/08/2023 07:47	Premises Check	2023-00000213	1700 SE MEADOWBROOK BLVD	,	No	416	416
01/08/2023 08:09	Traffic Stop	2023-00000214	SE MYRA RD/SE 12 ST	,	No	412	412
01/08/2023 09:37	Harassment	2023-00000215	342 NE DELLA AVE	,	No	412	412
01/08/2023 09:47	Accident Hit and Run	2023-00000216	621 SW BADE AVE	COWELLS, JEAN	Yes	416	416
01/08/2023 11:27	Address Verification	2023-00000217	204 SE 12TH ST 5	,	No		
01/08/2023 12:47	Animal Call	2023-00000218	SW 9TH ST / SW BADE AVE	JOHN, MATHEW	No	412	412
01/08/2023 14:48	Traffic Stop	2023-00000219	E WHITMAN DR / SE BIRCH AVE	,	No	412	412

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/08/2023 15:17	Traffic Stop	2023-00000220	SW DAVIS AVE / SW 6TH ST	,	No	412	412
01/08/2023 15:43	Premises Check	2023-00000221	1100 NE C ST	,	No	416	416
01/08/2023 16:07	Premises Check	2023-00000222	1700 SE MEADOWBROOK BLVD	,	No	412	412
01/08/2023 16:27	Shoplifting	2023-00000223	1700 SE MEADOWBROOK BLVD	CPPD, 414	Yes	412	412
01/08/2023 16:46	NCIC Check	2023-00000224	729 S COLLEGE AVE	CPPD, 407	No	407	407
						404	404
01/08/2023 17:10	Suspicious Activity	2023-00000225	2089 TAUMARSON RD	RHODES, SHAYLA	No	412	412
						407	407
01/08/2023 17:31	Traffic Stop	2023-00000226	S COLLEGE AVE / SW 13TH ST	,	No	407	407
01/08/2023 17:33	Citizen Contact	2023-00000227	1700 SE MEADOWBROOK BLVD	,	No	412	412
01/08/2023 18:58	Unwanted Person	2023-00000228	311 NE DANNER LN	WIGGINS, LAURA	No	407	407
						404	404
01/08/2023 20:34	Domestic Physical	2023-00000229	22 SE 6TH ST	BOBADILLA, TRACY	Yes	407	407
						404	404
01/08/2023 20:42	Theft	2023-00000230	962 NE BELROY ST	JONES, DORIS	No	415	415
01/08/2023 21:28	Address Verification	2023-00000231	204 SE 12TH ST 5	,	No		
01/08/2023 22:52	Premises Check	2023-00000232	1700 SE MEADOWBROOK BLVD	,	No	415	415
						407	407
01/08/2023 22:55	Citizen Contact	2023-00000233	1700 SE MEADOWBROOK BLVD	,	No	415	415
						407	407
						404	404
01/08/2023 23:57	Traffic Stop	2023-00000234	WALLULA AVE / NW DAVIS AVE	,	No	415	415
						407	407
Total Incidents for 01/08/2023 : 28							
01/09/2023 00:38	Traffic Stop	2023-00000235	16 NW EVANS AVE	,	No	415	415
01/09/2023 06:03	Premises Check	2023-00000236	801 SE LARCH AVE	,	No	416	416

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/09/2023 06:46	Premises Check	2023-00000237	1017 NE C ST	,	No	416	416
01/09/2023 07:49	Traffic Stop	2023-00000238	E WHITMAN DR / NE ALPINE DR	,	No	416	416
01/09/2023 09:13	Premises Check	2023-00000239	1755 S COLLEGE AVE	,	No	416	416
01/09/2023 10:19	Premises Check	2023-00000240	31 SE ASH AVE	,	No	416	416
01/09/2023 10:58	Animal Call	2023-00000241	426 SE 4TH ST	STOCKE, ABIGAIL	No	412	412
01/09/2023 11:08	Unknown Problem	2023-00000242	625 S COLLEGE AVE	PATTON, BRANDY	No	416	416
01/09/2023 11:24	Paper Service	2023-00000243	427 SE BIRCH AVE 1/2	,	No		
01/09/2023 11:35	Traffic Stop	2023-00000244	NE ASH AVE / NE A ST	,	No	412	412
01/09/2023 11:41	Traffic Stop	2023-00000245	NE A ST / NE ASH AVE	,	No	412	412
01/09/2023 11:50	Traffic Stop	2023-00000246	830 NE ROSE ST	,	No	412	412
01/09/2023 11:58	Traffic Stop	2023-00000247	N COLLEGE AVE / NW B ST	,	No	412	412
01/09/2023 12:03	Illegal Dumping	2023-00000248	429 SW 12TH ST	MAIURI, MARK	No	416	416
01/09/2023 12:51	Accident Hit and Run	2023-00000249	1700 SE MEADOWBROOK BLVD	NUNEZ, ROSA	No	412	412
01/09/2023 14:22	Traffic Call	2023-00000250	E WHITMAN DR / NE MULBERRY CT	BARNETT, SHANNON	No	416	416
						412	412
01/09/2023 14:31	Premises Check	2023-00000251	1100 NE C ST	,	No	416	416
01/09/2023 15:39	Traffic Stop	2023-00000252	E WHITMAN DR / NE MULBERRY CT	,	No	416	416
01/09/2023 15:40	Traffic Stop	2023-00000253	NE COTTONWOOD LN / NE ROSE ST	,	No	412	412
01/09/2023 15:55	Fraud	2023-00000254	423 SE MOUNTAIN VIEW DR	nobbs, caryn	Yes	412	412
01/09/2023 17:05	Traffic Call	2023-00000255	SE MEADOWBROOK BLVD / SE LAMPERTI ST	SHAFTNER, SAMUEL	No	407	407
01/09/2023 19:32	Suspicious Activity	2023-00000256	1195 E WHITMAN DR	POND, CHARLIE	No	407	407
01/09/2023 20:13	Accident Hit and Run	2023-00000257	420 SE MYRA RD	BELL, ROGER	No	407	407
01/09/2023 22:20	Traffic Stop	2023-00000258	N COLLEGE AVE / WALLULA AVE	,	No	415	415
						404	404
01/09/2023 22:50	Premises Check	2023-00000259	1700 SE MEADOWBROOK BLVD	,	No	415	415
01/09/2023 23:39	Citizen Contact	2023-00000260	S HWY 125 / S COLLEGE AVE	WWSO, 160	No	407	407

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
Total Incidents for 01/09/2023 : 26							
01/10/2023 00:44	Parking Complaint	2023-00000261	500 S COLLEGE AVE	,	No	407	407
01/10/2023 02:47	Traffic Stop	2023-00000262	717 SE SCENIC VIEW DR	,	No	407	407
01/10/2023 06:06	Premises Check	2023-00000263	1017 NE C ST	,	No	416	416
01/10/2023 06:12	Premises Check	2023-00000264	1241 SE COMMERCIAL DR	,	No	416	416
01/10/2023 06:21	Premises Check	2023-00000265	801 SE LARCH AVE	,	No	416	416
01/10/2023 06:27	Traffic Stop	2023-00000266	S COLLEGE AVE / E WHITMAN DR	,	No	416	416
						409	409
01/10/2023 07:57	Accident Non Injury	2023-00000267	NE DAMSON AVE / NE ROSE ST	JIMENEZ, DEAN	No	412	412
						409	409
01/10/2023 08:37	Assist	2023-00000268	31 SE ASH AVE	,	No	416	416
01/10/2023 08:50	Stalking	2023-00000269	105 SE 6TH ST	CONDON, CHRYSTAL	No	409	409
01/10/2023 09:18	Unknown Problem	2023-00000270	619 S COLLEGE AVE	GARCIA, LEDIMO	No	403	403
01/10/2023 09:48	Premises Check	2023-00000271	1755 S COLLEGE AVE	,	No	416	416
01/10/2023 10:30	Paper Service	2023-00000272	88 NW DAVIS AVE	WWSO, 135	No	412	412
						409	409
01/10/2023 12:39	Assist	2023-00000273	2376 TAUMARSON RD	STRONG, RENEE	No	403	403
01/10/2023 13:10	Premises Check	2023-00000274	1700 SE MEADOWBROOK BLVD	,	No	412	412
01/10/2023 13:17	Premises Check	2023-00000275	1100 NE C ST	,	No	416	416
01/10/2023 13:36	Traffic Stop	2023-00000276	1700 SE MEADOWBROOK BLVD	,	No	416	416
						412	412
01/10/2023 13:46	Alarm	2023-00000278	2160 HALF ACRE LN	CC, O011715	No	416	416
						412	412
01/10/2023 13:49	Traffic Stop	2023-00000277	S HWY 125 / SE COMMERCIAL DR	,	No	412	412
01/10/2023 14:38	Paper Service	2023-00000280	406 SE 6TH ST 1/2	,	No		
01/10/2023 14:56	Paper Service	2023-00000281	310 SE 3RD ST #1	,	No		
01/10/2023 15:08	Follow Up	2023-00000282	520 S COLLEGE AVE	,	No	417	417

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/10/2023 15:18	Premises Check	2023-00000283	1700 SE MEADOWBROOK BLVD	,	No	416	416
01/10/2023 15:19	Traffic Stop	2023-00000284	E WHITMAN DR / NE BIRCH AVE	,	No	417	417
						410	410
						409	409
01/10/2023 15:24	Traffic Stop	2023-00000285	S HWY 125 / SE MEADOWBROOK BLVD	,	No	412	412
01/10/2023 15:30	Traffic Stop	2023-00000286	E WHITMAN DR / NE ALPINE DR	,	No	417	417
						410	410
01/10/2023 15:44	Traffic Stop	2023-00000287	S HWY 125 / SE MEADOWBROOK BLVD	,	No	412	412
01/10/2023 16:02	Traffic Stop	2023-00000288	E WHITMAN DR / NE ALPINE DR	,	No	417	417
						410	410
01/10/2023 16:11	Traffic Stop	2023-00000289	E WHITMAN DR / SE BIRCH AVE	,	No	417	417
						410	410
01/10/2023 16:40	Traffic Stop	2023-00000290	W ROSE ST / NE MYRA RD	,	No	412	412
01/10/2023 17:06	Traffic Stop	2023-00000291	N COLLEGE AVE / NE C ST	,	No	412	412
01/10/2023 17:32	Assist	2023-00000292	134 SE ASH AVE	CC, JESSE	Yes		
01/10/2023 19:03	Premises Check	2023-00000293	1100 NE C ST	,	No	417	417
01/10/2023 19:05	Traffic Call	2023-00000294	S HWY 125 / SE MEADOWBROOK BLVD	,	No	419	419
						403	403
01/10/2023 19:55	Traffic Call	2023-00000295	S HWY 125 / SE MEADOWBROOK BLVD	CPPD, 406	No	406	406
01/10/2023 20:15	Premises Check	2023-00000296	801 SE LARCH AVE	,	No	419	419
01/10/2023 20:33	Disturbance	2023-00000297	1700 SE MEADOWBROOK BLVD	, BRANDON	No	419	419
						417	417
						406	406
						410	410
01/10/2023 20:44	Premises Check	2023-00000298	1700 SE MEADOWBROOK BLVD	,	No	417	417
						415	415

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01/10/2023 21:03	Traffic Stop	2023-00000299	801 SE LARCH AVE	,	No	417	417
						410	410
01/10/2023 21:07	Premises Check	2023-00000300	801 SE LARCH AVE	,	No	417	417
01/10/2023 21:49	Information Report	2023-00000301	1700 SE MEADOWBROOK BLVD	NGUYEN, KASSIE	Yes	419	419
						417	417
						410	410
						404	404
01/10/2023 22:48	Premises Check	2023-00000302	1700 SE MEADOWBROOK BLVD	,	No	415	415
Total Incidents for 01/10/2023 : 41							
01/11/2023 10:24	Traffic Stop	2023-00000303	E WHITMAN DR / N COLLEGE AVE	,	No		
01/11/2023 11:30	Paper Service	2023-00000304	928 S COLLEGE AVE 1/2	,	No		
01/11/2023 11:44	Paper Service	2023-00000305	652 NE SPITZENBURG ST	,	No		
01/11/2023 11:48	Traffic Stop	2023-00000307	W WHITMAN DR / NW EVANS AVE	,	No		
01/11/2023 11:51	Premises Check	2023-00000306	2376 TAUMARSON RD	,	No	403	403
01/11/2023 13:08	Found Property	2023-00000308	619 S COLLEGE AVE	HALL, SCOTT	No	409	409
01/11/2023 15:51	Traffic Stop	2023-00000309	NE ALPINE DR / E WHITMAN DR	,	No	417	417
						410	410
01/11/2023 16:00	Traffic Stop	2023-00000310	E WHITMAN DR / NE MULBERRY CT	,	No	417	417
						410	410
01/11/2023 16:05	Traffic Stop	2023-00000311	SE LARCH AVE / SE 3RD ST	,	No	417	417
						410	410
01/11/2023 16:13	Traffic Stop	2023-00000312	E WHITMAN DR / NE HADLEY WAY	,	No	417	417
						410	410
01/11/2023 16:19	Disturbance	2023-00000313	1700 SE MEADOWBROOK BLVD	PERKINS, MARY	No	417	417
						410	410
						403	403
01/11/2023 16:32	Traffic Stop	2023-00000315	1232 SE NEWGATE DR	,	No		

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/11/2023 16:36	Follow Up	2023-00000314	936 SE ROBIN LN, COLLEGE PLACE	,	No	417	417
01/11/2023 16:52	Accident Non Injury	2023-00000316	S HWY 125 / SE COMMERCIAL DR	WESNER, PHILIP	No		
01/11/2023 18:16	Premises Check	2023-00000317	1100 NE C ST	,	No	417	417
01/11/2023 18:18	Traffic Call	2023-00000318	NE ROSE ST / WALLULA AVE	COLVIN, VERN	No	419	419
01/11/2023 18:34	Assist	2023-00000320	1700 SE MEADOWBROOK BLVD	RODRIGUEZ, CATARINA	Yes	419	419
						417	417
01/11/2023 18:35	Premises Check	2023-00000319	SW DOANS AVE / SW 4TH ST	,	No	417	417
01/11/2023 18:53	Premises Check	2023-00000321	46.0329233333333000 - 118.3834133333330000	,	No	419	419
01/11/2023 18:53	Premises Check	2023-00000322	1700 SE MEADOWBROOK BLVD	,	No	419	419
01/11/2023 18:56	Premises Check	2023-00000323	801 SE LARCH AVE	,	No	417	417
01/11/2023 18:58	Traffic Stop	2023-00000324	S HWY 125 / S COLLEGE AVE	,	No	419	419
						417	417
01/11/2023 19:29	Citizen Contact	2023-00000325	1700 SE MEADOWBROOK BLVD	,	No	419	419
						417	417
01/11/2023 19:42	Premises Check	2023-00000326	1700 SE MEADOWBROOK BLVD	,	No	419	419
						417	417
01/11/2023 20:03	Information Report	2023-00000327	1181 W REES AVE	WWFD, CM391	Yes	CPPD	
01/11/2023 22:18	Premises Check	2023-00000328	1700 SE MEADOWBROOK BLVD	,	No	417	417
						406	406
01/11/2023 22:25	Traffic Stop	2023-00000329	SE MYRA RD / SE 12TH ST	,	No	419	419
01/11/2023 22:37	Traffic Stop	2023-00000330	SE MYRA RD / S HWY 125	,	No	419	419
						417	417
Total Incidents for 01/11/2023 : 28							
01/12/2023 00:15	Alarm	2023-00000331	520 S COLLEGE AVE	COOK SECURITY GROUP,	No	419	419
						417	417
						406	406

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/12/2023 02:12	Traffic Stop	2023-00000332	W POPLAR ST / NE MYRA RD	,	No	419	419
01/12/2023 08:48	Citizen Contact	2023-00000333	615 SE 6TH ST	ROBERTSON, TYLER	No	409	409
01/12/2023 09:20	Welfare Check	2023-00000334	1430 SW GREELEY ST	RAMERIZ, FLOR	No	403	403
01/12/2023 10:10	Accident Non Injury	2023-00000335	NE C ST / NE MYRA RD	FLORES, RICARDO	No	409	409
						403	403
01/12/2023 14:41	Citizen Contact	2023-00000336	117 NE ASH AVE	,	No	409	409
01/12/2023 15:16	Theft Motor Vehicle	2023-00000337	110 SE 2ND ST	PENNEY, DARRYL	Yes	417	417
						406	406
						410	410
						CPPD	
						409	409
01/12/2023 15:50	Traffic Stop	2023-00000338	S COLLEGE AVE / SW SILVERSTAR LN	,	No	417	417
						410	410
01/12/2023 15:57	Citizen Contact	2023-00000339	124 W MAPLE ST	,	No	408	408
01/12/2023 16:04	Traffic Stop	2023-00000340	SE BIRCH AVE / E WHITMAN DR	,	No	417	417
01/12/2023 16:11	Traffic Stop	2023-00000341	E WHITMAN DR / SE BIRCH AVE	,	No	417	417
						410	410
01/12/2023 16:26	Traffic Stop	2023-00000342	E WHITMAN DR / SE BIRCH AVE	,	No	417	417
						410	410
01/12/2023 17:38	Traffic Stop	2023-00000343	SE MYRA RD / W POPLAR ST	,	No	419	419
01/12/2023 17:49	Animal Call	2023-00000344	1755 S COLLEGE AVE	BOOTHMAN, JENNIFER	No	419	419
						417	417
01/12/2023 17:55	Premises Check	2023-00000345	1100 NE C ST	,	No	419	419
						417	417
						403	403
01/12/2023 18:42	Traffic Call	2023-00000346	2561 OLD MILTON HWY	,	No	419	419
01/12/2023 18:55	Premises Check	2023-00000347	1700 SE MEADOWBROOK	,	No	419	419
						417	417

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/12/2023 19:01	911 Call	2023-00000348	808 NE BUNKY LN	,	No	419	419
						417	417
						410	410
01/12/2023 20:15	Disturbance	2023-00000349	1117 S COLLEGE AVE	GRUZENSKY, ALISSA	No	419	419
						417	417
						410	410
01/12/2023 21:36	Traffic Call	2023-00000350	106 SE 4TH ST	KOZACHENKO, BRANDON	No	419	419
						417	417
						406	406
						410	410
01/12/2023 22:13	Traffic Stop	2023-00000351	SE LAMPERTI ST / SE MEADOWBROOK BLVD	,	No	417	417
						406	406
01/12/2023 22:45	Premises Check	2023-00000352	1700 SE MEADOWBROOK BLVD	,	No	417	417
						406	406
01/12/2023 23:19	Suspicious Activity	2023-00000354	QUAIL LN / OLD MILTON HWY	IRWIN, SANDRA	No	419	419
01/12/2023 23:29	Traffic Stop	2023-00000353	WALLULA AVE / S GOSE ST	,	No	419	419
Total Incidents for 01/12/2023 : 24							
01/13/2023 00:21	Warrant Confirmation	2023-00000356	COAST GUARD DR / WAINWRIGHT DR	713, USVA	Yes	419	419
01/13/2023 00:34	Suspicious Activity	2023-00000355	1015 SE SENTRY DR	AHMED, MOHAMAD	No	406	406
01/13/2023 06:21	Open Door/Window	2023-00000357	827 SE COVEY CT	STRICKLAND, SARAH	No	409	409
01/13/2023 07:00	Coroner Call Out	2023-00000358	420 SE MYRA RD 905A	, CRYSTAL	No		
01/13/2023 08:19	Traffic Call	2023-00000359	200 SW ACADEMY WAY	LOFTHOUSE, TRICHA	No	409	409
01/13/2023 08:57	Phone Message	2023-00000361	1550 THE DALLES MILITARY RD	CONDON, CRYSTAL	No	403	403
01/13/2023 09:00	Animal Call	2023-00000360	339 SE DAVIN DR	JONES, MICHELLE	No	409	409
01/13/2023 09:57	Malicious Mischief	2023-00000362	1117 S COLLEGE AVE	MCCAN, MARILYN	Yes	409	409
01/13/2023 10:07	Shoplifting	2023-00000363	1700 SE MEADOWBROOK BLVD	, SELINA	No	403	403

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/13/2023 11:23	Information Report	2023-00000364	WALLULA AVE / NE ROSE ST	,	No	409	409
01/13/2023 12:16	Accident Non Injury	2023-00000365	1700 SE MEADOWBROOK BLVD	STEELE, ALANNA	No	409	409
01/13/2023 15:20	Traffic Stop	2023-00000366	NE BIRCH AVE / NE A ST	,	No	417	417
						410	410
01/13/2023 15:23	Suspicious Activity	2023-00000367	715 SE 12TH ST	CC, KASSI	No	CPPD	
						403	403
01/13/2023 15:29	Traffic Stop	2023-00000368	E WHITMAN DR / SE BIRCH AVE	,	No	417	417
						410	410
01/13/2023 15:42	Traffic Stop	2023-00000369	E WHITMAN DR / NE IVY LN	,	No	417	417
						410	410
01/13/2023 15:49	Traffic Stop	2023-00000370	N COLLEGE AVE / E WHITMAN DR	,	No	417	417
						410	410
01/13/2023 15:59	Traffic Stop	2023-00000371	E WHITMAN DR / NE HADLEY WAY	,	No	417	417
						410	410
01/13/2023 16:11	Traffic Stop	2023-00000372	E WHITMAN DR / NE MULBERRY CT	,	No	417	417
						410	410
01/13/2023 16:20	Citizen Contact	2023-00000373	600 SE ELM AVE	,	No	417	417
						410	410
						403	403
01/13/2023 16:24	Animal Call	2023-00000376	NW MARIA ST / BLALOCK DR	DODGE, GARY	No	419	419
						417	417
						410	410
01/13/2023 16:27	Disturbance	2023-00000374	715 SE 12TH ST	BRUNTON, JOHN	No	417	417
						410	410
						403	403
01/13/2023 16:44	Traffic Stop	2023-00000375	SE LARCH AVE / SE 8TH ST	,	No	417	417
						410	410

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01/13/2023 16:59	Traffic Stop	2023-00000377	E WHITMAN DR / NE BIRCH AVE	,	No	417	417
						410	410
01/13/2023 17:04	Traffic Stop	2023-00000378	24 SW 6TH ST	,	No	419	419
						417	417
						410	410
01/13/2023 18:36	Premises Check	2023-00000379	1100 NE C ST	,	No	417	417
01/13/2023 18:42	Traffic Stop	2023-00000380	THE DALLES MILITARY RD / SE MYRA RD	,	No	417	417
						410	410
01/13/2023 18:47	Traffic Stop	2023-00000381	S HWY 125 / SE COMMERCIAL DR	,	No	419	419
01/13/2023 19:07	Premises Check	2023-00000382	801 SE LARCH AVE	,	No	417	417
01/13/2023 19:25	Traffic Stop	2023-00000383	SE MYRA RD / THE DALLES MILITARY RD	,	No	419	419
01/13/2023 19:49	Traffic Stop	2023-00000384	46.0540231220000000 - 118.3720157940000000	,	No	419	419
01/13/2023 20:45	Traffic Call	2023-00000385	E WHITMAN DR / SE MYRA RD	PERERYRA, CAROLINE	No	419	419
						417	417
						410	410
01/13/2023 21:07	Traffic Stop	2023-00000386	NE MYRA RD / W ROSE ST	,	No	406	406
01/13/2023 21:07	Traffic Stop	2023-00000387	SW HOMESTEAD AVE / SW RIPARIAN CT	,	No	417	417
						410	410
01/13/2023 21:15	Premises Check	2023-00000388	SW DOANS AVE / SW 4TH ST	,	No	417	417
01/13/2023 21:15	Citizen Contact	2023-00000389	1700 SE MEADOWBROOK BLVD	,	No	419	419
01/13/2023 21:20	Traffic Stop	2023-00000390	S COLLEGE AVE / SE 4TH ST	,	No	406	406
						410	410
01/13/2023 21:28	Premises Check	2023-00000391	1700 SE MEADOWBROOK BLVD	,	No	417	417
01/13/2023 21:29	Animal Call	2023-00000392	1700 SE MEADOWBROOK BLVD	,	No	419	419
						417	417
01/13/2023 21:42	Traffic Stop	2023-00000393	S HWY 125 / PLAZA WAY	,	No	406	406

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01/13/2023 22:03	Citizen Contact	2023-00000394	SE 11TH ST / SE BIRCH AVE	,	No	419	419
						417	417
01/13/2023 22:29	Traffic Stop	2023-00000395	SE LARCH AVE / SE MOCKINGBIRD DR	,	No	406	406
01/13/2023 22:45	Premises Check	2023-00000396	1700 SE MEADOWBROOK BLVD	,	No	406	406
01/13/2023 23:11	Citizen Contact	2023-00000397	210 SE 11TH ST	,	No	410	410
01/13/2023 23:27	DUI Investigation	2023-00000398	2386 OLD MILTON HWY	STEINHOFF, ELISE	No	419	419
Total Incidents for 01/13/2023 : 44							
01/14/2023 03:50	Domestic Physical	2023-00000399	75 SW SILVERSTAR LN 106	LYTLE, AMANDA	Yes	406	406
						431	431
01/14/2023 05:32	Domestic Problem	2023-00000400	75 SW SILVERSTAR LN 106	JOHNSTON, TABATHA	No	406	406
						431	431
01/14/2023 06:25	Premises Check	2023-00000401	1017 NE C ST	,	No	416	416
01/14/2023 06:33	Premises Check	2023-00000402	801 SE LARCH AVE	,	No	416	416
01/14/2023 06:39	Traffic Stop	2023-00000403	SE 12TH ST / SE MYRA RD	,	No	416	416
01/14/2023 06:55	Traffic Stop	2023-00000404	1735 SE MEADOWBROOK BLVD	,	No	416	416
01/14/2023 07:20	Suspicious Activity	2023-00000405	88 NW DAVIS AVE	AICHELE, GEREY	Yes	416	416
						431	431
01/14/2023 09:57	Traffic Stop	2023-00000406	SE ELM AVE / SE 3RD ST	,	No	431	431
01/14/2023 09:58	Lost Property	2023-00000407	1700 SE MEADOWBROOK BLVD	LAWRENCE, CHARLES	No	412	412
01/14/2023 10:57	Traffic Stop	2023-00000408	SE LARCH AVE / SE LANDEN DR	,	No	416	416
01/14/2023 12:03	Premises Check	2023-00000409	1100 NE C ST	,	No	416	416
01/14/2023 12:05	Information Report	2023-00000410	SW SILVERSTAR LN / S COLLEGE AVE	, 724	No	416	416
						412	412
01/14/2023 15:03	Traffic Call	2023-00000411	12 SE 8TH ST	,	No	416	416
						412	412
						404	404

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/14/2023 16:59	Trespass	2023-00000412	88 NW DAVIS AVE	SNIDER, RYAN	No	412	412
						407	407
01/14/2023 17:23	Sex Offense	2023-00000413	550 E WHITMAN DR	VEVERKA, DON	No	407	407
01/14/2023 18:11	Disturbance	2023-00000414	583 NW EVANS AVE 6	ALLAN, DOROTHY	No	407	407
01/14/2023 20:11	Premises Check	2023-00000415	1700 SE MEADOWBROOK BLVD	,	No	407	407
01/14/2023 20:51	Shoplifting	2023-00000416	1700 SE MEADOWBROOK BLVD	PETERSON, BRANDON	Yes	407	407
01/14/2023 20:58	Disturbance	2023-00000417	116 W WHITMAN DR	MAGHER, ANSON	No	415	415
						407	407
						404	404
01/14/2023 22:35	Premises Check	2023-00000418	1700 SE MEADOWBROOK BLVD	,	No	415	415
						407	407
01/14/2023 23:27	Traffic Call	2023-00000419	SE LARCH AVE / SE 4TH ST	,	No	415	415
						407	407
Total Incidents for 01/14/2023 : 21							
01/15/2023 00:07	Traffic Call	2023-00000420	SE 6TH ST / SE BIRCH AVE	,	No	404	404
01/15/2023 00:09	Traffic Call	2023-00000421	SE 6TH ST / SE BIRCH AVE	,	No	404	404
01/15/2023 06:05	Premises Check	2023-00000422	1017 NE C ST	,	No	416	416
01/15/2023 06:18	Premises Check	2023-00000423	801 SE LARCH AVE	,	No	416	416
01/15/2023 06:24	Premises Check	2023-00000424	1240 SE COMMERCIAL DR	,	No	416	416
01/15/2023 09:11	Traffic Call	2023-00000425	OLD MILTON HWY / LANETTE CIR	, WSP	No	416	416
01/15/2023 11:24	Premises Check	2023-00000426	1700 SE MEADOWBROOK BLVD	,	No	416	416
01/15/2023 11:37	Traffic Stop	2023-00000427	N COLLEGE AVE / NE A ST	,	No	416	416
01/15/2023 11:45	Traffic Stop	2023-00000428	830 NE ROSE ST	,	No	412	412
01/15/2023 13:34	Shoplifting	2023-00000429	1700 SE MEADOWBROOK BLVD	, CHRISTINE	Yes	416	416
						412	412
01/15/2023 14:45	Citizen Contact	2023-00000430	SE 8TH ST / S COLLEGE AVE	,	No	412	412
01/15/2023 17:48	Theft	2023-00000431	1700 SE MEADOWBROOK BLVD	PETERSON, BRANDON	Yes	412	412

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/15/2023 20:34	Traffic Stop	2023-00000432	S COLLEGE AVE / SE 9TH ST	,	No	415	415
						404	404
01/15/2023 21:52	Premises Check	2023-00000433	1700 SE MEADOWBROOK BLVD	,	No	415	415
						407	407
Total Incidents for 01/15/2023 : 14							
01/16/2023 00:03	Traffic Stop	2023-00000434	SW 4TH ST / SW ACADEMY WAY	,	No	415	415
01/16/2023 00:37	Traffic Stop	2023-00000435	1755 S COLLEGE AVE	,	No	415	415
						407	407
01/16/2023 06:04	Premises Check	2023-00000436	1017 NE C ST	,	No	416	416
01/16/2023 06:48	Premises Check	2023-00000437	1700 SE MEADOWBROOK BLVD	,	No	416	416
01/16/2023 09:29	Premises Check	2023-00000438	1100 NE C ST	,	No	416	416
01/16/2023 09:47	Malicious Mischief	2023-00000439	1117 S COLLEGE AVE	LAMBERT, JEFF	Yes	412	412
01/16/2023 10:18	Traffic Stop	2023-00000440	1117 S COLLEGE AVE	,	No	416	416
01/16/2023 10:37	Domestic Physical	2023-00000441	3550 STATELINE RD	FRANK, ALLEN	No	416	416
						412	412
01/16/2023 11:30	Premises Check	2023-00000442	1700 SE MEADOWBROOK BLVD	,	No	412	412
01/16/2023 12:02	Repossession	2023-00000444	706 S COLLEGE AVE	FIRST CHOICE RECOVERY, SHANNON	No		
01/16/2023 12:37	Animal Call	2023-00000443	706 SE ELM AVE	SHOWALTER, MARIAH	No	412	412
01/16/2023 14:03	Citizen Contact	2023-00000445	SE DATE AVE / SE 10TH ST	,	No	416	416
01/16/2023 14:16	Domestic Problem	2023-00000446	348 NE FERNWOOD PL	MULKIN, LAUREL JEANNETTE	No	416	416
						412	412
01/16/2023 14:49	Harassment	2023-00000447	263 NW SCHNABEL LN	HANAN, CHANDRA	No	412	412
01/16/2023 15:02	Traffic Stop	2023-00000448	WALLULA AVE / NE DAMSON AVE	,	No	416	416
						412	412
01/16/2023 15:27	Attempt to Locate	2023-00000449	1027 SW PUFF LN I	YACOVELLI, JENNIFER	No	416	416
01/16/2023 15:32	Theft Motor Vehicle	2023-00000450	202 SE 11TH ST	DAVISON, ROBERTA	No	412	412

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01/16/2023 15:50	Citizen Contact	2023-00000451	1119 SE BROADWAY AVE	,	No	404	404
01/16/2023 16:23	Traffic Stop	2023-00000452	SE 12TH ST / SE CENTRAL AVE	,	No	404	404
01/16/2023 16:52	Follow Up	2023-00000453	1224 SE CENTRAL AVE	,	No	412	412
						404	404
01/16/2023 18:33	Traffic Stop	2023-00000454	S COLLEGE AVE / SE SUNNY DR	,	No	431	431
01/16/2023 18:47	Traffic Stop	2023-00000455	SW SILVERSTAR LN / S COLLEGE AVE	,	No	431	431
01/16/2023 18:54	Follow Up	2023-00000456	75 SW SILVERSTAR LN 106	,	No	431	431
01/16/2023 20:07	Traffic Stop	2023-00000457	125/EYLLLOWHAWK CREEEK	,	No	431	431
01/16/2023 20:31	Traffic Stop	2023-00000458	S COLLEGE AVE / S HWY 125	,	No	431	431
01/16/2023 22:10	Premises Check	2023-00000459	1700 SE MEADOWBROOK BLVD	,	No	415	415
						407	407
01/16/2023 23:44	Warrant Service	2023-00000461	2040 ELK HORN RD	,	Yes	415	415
						407	407
						404	404
Total Incidents for 01/16/2023 : 27							
01/17/2023 00:05	Coroner Call Out	2023-00000462	420 SE MYRA RD	STEVENSON, LORI	No		
01/17/2023 03:20	Suspicious Activity	2023-00000463	620 SE ELM AVE	GUZMAN, MICHAEL	No	415	415
01/17/2023 05:59	Premises Check	2023-00000464	1017 NE C ST	,	No	416	416
01/17/2023 06:08	Premises Check	2023-00000465	1240 SE COMMERCIAL DR	,	No	416	416
01/17/2023 06:10	Premises Check	2023-00000466	801 SE LARCH AVE	,	No	409	409
01/17/2023 06:13	Malicious Mischief	2023-00000469	303 NE ASH AVE A	COWGILL, HEATHER	Yes	416	416
						409	409
01/17/2023 06:14	Premises Check	2023-00000467	225 SE DATE AVE	,	No	409	409
01/17/2023 06:15	Premises Check	2023-00000468	1100 NE C ST	,	No	409	409
01/17/2023 07:59	Premises Check	2023-00000470	1755 S COLLEGE AVE	,	No	416	416
01/17/2023 11:11	Disturbance	2023-00000471	512 NE TROUTDALE AVE	THOMPSON, TIM	No	416	416

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01/17/2023 11:11	Disturbance	2023-00000471	512 NE TROUTDALE AVE	THOMPSON, TIM	No	412	412
						409	409
01/17/2023 12:28	Animal Call	2023-00000474	1149 SE SENTRY DR	, AMANDA	No		
01/17/2023 12:53	Wanted Person	2023-00000472	1725 SE MEADOWBROOK BLVD	WWPD, 298	Yes	412	412
						409	409
01/17/2023 13:15	Premises Check	2023-00000473	1775 S COLLEGE AVE	,	No	416	416
01/17/2023 14:29	Sex Offense	2023-00000475	108 SE 6TH ST 6	CPPD, 411	Yes	411	411
						404	404
01/17/2023 15:46	Traffic Stop	2023-00000476	E WHITMAN DR / NE HADLEY WAY	,	No	417	417
						410	410
01/17/2023 15:59	Traffic Stop	2023-00000477	W WHITMAN DR / N COLLEGE AVE	,	No	417	417
						410	410
01/17/2023 16:11	Traffic Stop	2023-00000478	SE 12TH ST / SE VISTA PL	,	No	412	412
01/17/2023 16:12	Traffic Stop	2023-00000479	E WHITMAN DR / NE ALPINE DR	,	No	417	417
						410	410
01/17/2023 16:32	Shoplifting	2023-00000481	1700 SE MEADOWBROOK BLVD	PETERSON, BRANDON	Yes	417	417
						412	412
						410	410
						404	404
01/17/2023 16:36	Traffic Stop	2023-00000480	S COLLEGE AVE / SW 6TH ST	,	No	417	417
01/17/2023 17:11	Warrant Service	2023-00000482	1700 SE MEADOWBROOK BLVD	,	Yes	417	417
						412	412
01/17/2023 17:11	Suicide Threats	2023-00000492	23 SW 13TH ST	BEAVER, COREY	No		
01/17/2023 17:28	Traffic Call	2023-00000483	S HWY 125 / SE MEADOWBROOK BLVD	CC, F	No	412	412
01/17/2023 18:28	Trespass	2023-00000484	1700 SE MEADOWBROOK BLVD	, BRANDON	No	419	419
						417	417
						407	407

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01/17/2023 19:35	Domestic Problem	2023-00000485	108 SE 6TH ST 6	CC, F	No	419	419
						417	417
01/17/2023 19:39	Public Works	2023-00000489	938 SE SCENIC VIEW DR	CALL, WASHINGTON ONE	No		
01/17/2023 19:43	Animal Noise Complaint	2023-00000486	652 NE SPITZENBURG ST	DEENEY, RANDY	No	404	404
01/17/2023 20:23	Traffic Stop	2023-00000487	S COLLEGE AVE / SE SUNNY DR	,	No	406	406
01/17/2023 20:38	Traffic Stop	2023-00000488	SE LARCH AVE / SE 3RD ST	,	No	406	406
01/17/2023 21:06	Premises Check	2023-00000490	1700 SE MEADOWBROOK BLVD	,	No	406	406
01/17/2023 22:31	Premises Check	2023-00000491	1700 SE MEADOWBROOK BLVD	,	No	415	415
01/17/2023 23:10	Alarm	2023-00000493	213 FARMLAND RD	USA CENTRAL STATION,	No	417	417
						407	407
01/17/2023 23:32	Follow Up	2023-00000494	352 NE DELLA AVE	WILSON, REGINA	No	419	419
Total Incidents for 01/17/2023 : 33							
01/18/2023 00:21	Traffic Stop	2023-00000495	218 SE 4TH ST	,	No	410	410
01/18/2023 00:32	Premises Check	2023-00000496	225 SE DATE AVE	,	No	417	417
01/18/2023 00:35	Premises Check	2023-00000497	801 SE LARCH AVE	,	No	417	417
01/18/2023 04:59	Traffic Stop	2023-00000498	SE 12TH ST / SE MYRA RD	,	No	406	406
01/18/2023 07:33	Animal Call	2023-00000499	312 SE 10TH ST	GREEN, TYLER	No	448	448
01/18/2023 08:54	Premises Check	2023-00000500	225 SE DATE AVE	,	No	409	409
01/18/2023 08:57	Premises Check	2023-00000501	801 SE LARCH AVE	,	No	409	409
01/18/2023 10:06	Abandoned Vehicle	2023-00000502	107 SW 6TH ST	ROSE, MELODY	No	448	448
01/18/2023 10:15	Trespass	2023-00000503	1700 SE MEADOWBROOK BLVD	, CHRISTINE	No	409	409
01/18/2023 10:59	Assist	2023-00000504	1700 SE MEADOWBROOK BLVD	,	No	409	409
01/18/2023 13:32	Domestic Problem	2023-00000505	518 SE BIRCH AVE	SMITH, SELINA	No	409	409
						403	403
01/18/2023 14:03	Citizen Contact	2023-00000506	1300 SW GREELEY ST	,	No	409	409

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01/18/2023 15:06	Follow Up	2023-00000507	619 S COLLEGE AVE	,	No	417	417
01/18/2023 15:25	Traffic Stop	2023-00000508	E WHITMAN DR / SE MAPLE AVE	,	No	417	417
						410	410
01/18/2023 15:37	Traffic Stop	2023-00000509	E WHITMAN DR / NE MULBERRY CT	,	No	417	417
						410	410
01/18/2023 15:42	Traffic Stop	2023-00000510	31 SE ASH AVE	,	No	410	410
01/18/2023 15:51	Traffic Stop	2023-00000511	SE BIRCH AVE / E WHITMAN DR	,	No	417	417
01/18/2023 15:59	Traffic Stop	2023-00000512	NE IVY LN / E WHITMAN DR	,	No	417	417
						410	410
01/18/2023 16:04	Assist	2023-00000514	S HWY 125 / SE MEADOWBROOK BLVD	CC, F	No	417	417
						410	410
01/18/2023 16:06	Traffic Stop	2023-00000513	E WHITMAN DR / SE CALIFORNIA AVE	,	No	410	410
01/18/2023 16:27	Theft	2023-00000516	344 NE DELLA AVE	ONEIL, PATRCIA	Yes	417	417
						410	410
01/18/2023 16:28	Abandoned Vehicle	2023-00000515	956 SE ROBIN DR	WHEELER, STEVE	No	419	419
01/18/2023 18:37	Message Delivery	2023-00000517	630 SE ELM AVE	GRIFFIN, JESSE	No	419	419
						417	417
						431	431
01/18/2023 19:03	Traffic Stop	2023-00000518	SE LARCH AVE / SE 5TH ST	,	No	431	431
01/18/2023 19:21	Premises Check	2023-00000519	1100 NE C ST	,	No	417	417
01/18/2023 19:36	Premises Check	2023-00000520	225 SE DATE AVE	,	No	417	417
01/18/2023 19:40	Premises Check	2023-00000521	801 SE LARCH AVE	,	No	417	417
01/18/2023 19:42	Traffic Stop	2023-00000522	SE LARCH AVE / SE 12TH ST	,	No	417	417
						410	410
01/18/2023 19:49	Traffic Stop	2023-00000523	S COLLEGE AVE / SE 10TH ST	,	No	417	417
						410	410

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01/18/2023 19:49	Traffic Stop	2023-00000523	S COLLEGE AVE / SE 10TH ST	,	No	431	431
01/18/2023 19:53	Traffic Stop	2023-00000524	SE LARCH AVE / SE LAMPERTI ST	,	No	419	419
01/18/2023 19:57	Premises Check	2023-00000525	1700 SE MEADOWBROOK BLVD	,	No	419	419
						417	417
01/18/2023 20:10	Traffic Stop	2023-00000526	SW 6TH ST / S COLLEGE AVE	,	No	417	417
						410	410
						431	431
01/18/2023 20:19	Traffic Stop	2023-00000527	SE LARCH AVE / SE 8TH ST	,	No	417	417
						406	406
						410	410
01/18/2023 20:35	Premises Check	2023-00000528	1296 SE 12TH ST	,	No	431	431
01/18/2023 20:46	Traffic Stop	2023-00000529	1700 SE MEADOWBROOK BLVD	,	Yes	417	417
						406	406
						410	410
						403	403
01/18/2023 21:15	Traffic Stop	2023-00000530	NE C ST / NE KINGWOOD PL	,	No	419	419
						431	431
01/18/2023 22:13	Traffic Stop	2023-00000531	NE C ST / NE ASH AVE	,	No	431	431
01/18/2023 22:19	Premises Check	2023-00000532	1700 SE MEADOWBROOK BLVD	,	No	417	417
						406	406
Total Incidents for 01/18/2023 : 38							
01/19/2023 04:01	Traffic Stop	2023-00000533	E WHITMAN DR / SE MYRA RD	,	No	406	406
01/19/2023 06:54	Accident Non Injury	2023-00000534	N COLLEGE AVE / NE ROSE ST	BARNETT, HOWARD	No	409	409
01/19/2023 07:06	Information Report	2023-00000535	630 SE ELM AVE	BULLOCK, TREY	No	CPPD	
01/19/2023 08:19	Suicide Threats	2023-00000536	717 SE SCENIC VIEW DR	RUIZ, ADRIANA	No	403	403
01/19/2023 08:49	Information Report	2023-00000538	31 SE ASH AVE	GUTIERREZ, FABIOLA	No		

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01/19/2023 08:56	Citizen Contact	2023-00000537	SW SILVERSTAR LN / S COLLEGE AVE	,	No	403	403
01/19/2023 10:05	Follow Up	2023-00000541	803 SE DATE AVE	,	No		
01/19/2023 10:54	Traffic Stop	2023-00000539	NE MYRA RD / ELECTRIC AVE	,	No	403	403
01/19/2023 11:13	Citizen Contact	2023-00000540	SE MYRA RD / THE DALLES MILITARY RD	,	No	403	403
01/19/2023 12:53	Traffic Call	2023-00000542	20 SE LARCH AVE	WALLEY, BENJAMIN	No	409	409
						403	403
01/19/2023 13:47	Code Enforcement	2023-00000543	426 1/2 SE MOUNTAIN VIEW DR	BOMAR, JASON	No	448	448
01/19/2023 14:40	Found Property	2023-00000544	MOJONNIER RD / CLARENCE AVE	BIRT, BARBARA JO	No	403	403
01/19/2023 14:48	Traffic Stop	2023-00000546	S HWY 125 / S COLLEGE AVE	,	No		
01/19/2023 14:51	Harassment	2023-00000547	426 1/2 SE MOUNTAIN VIEW DR	BOMAR, JASON	No	417	417
						403	403
01/19/2023 15:03	Parking Complaint	2023-00000545	1700 SE MEADOWBROOK BLVD	MEIER, DUTCH	No	448	448
01/19/2023 17:01	Follow Up	2023-00000548	619 S COLLEGE AVE	,	No	417	417
01/19/2023 17:19	Domestic Problem	2023-00000549	108 SE 6TH ST	MONTES, CAROLINA	No	419	419
						417	417
						403	403
01/19/2023 17:37	Phone Message	2023-00000550	352 NE DELLA AVE	WILSON, REGINA	No	419	419
01/19/2023 18:40	Phone Message	2023-00000551	619 S COLLEGE AVE	,	No	417	417
01/19/2023 18:49	911 Call	2023-00000552	32 NE TREMONT DR	,	No	419	419
						417	417
01/19/2023 19:03	Premises Check	2023-00000553	225 SE DATE AVE	,	No	417	417
01/19/2023 19:10	Premises Check	2023-00000554	801 SE LARCH AVE	,	No	417	417
01/19/2023 19:14	Premises Check	2023-00000555	1017 NE C STREET, COLLEGE PLACE	,	No	417	417
01/19/2023 19:15	Traffic Stop	2023-00000556	SE LAMPERTI ST / SE MEADOWBROOK BLVD	,	No	419	419
						417	417
01/19/2023 19:21	Premises Check	2023-00000557	1100 NE C ST	,	No	417	417

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/19/2023 19:55	Follow Up	2023-00000558	619 S COLLEGE AVE	,	No	417	417
01/19/2023 20:11	Disturbance	2023-00000559	224 NE BIRCH AVE	HERNANDEZ, ROSA	No	419	419
						417	417
01/19/2023 20:30	Paper Service	2023-00000560	116 W WHITMAN DR	GOULETTE, ASHLEY	No	417	417
01/19/2023 20:42	Assist	2023-00000561	S HWY 125 / OLD MILTON HWY	,	No	419	419
01/19/2023 21:24	Premises Check	2023-00000562	SW DOANS AVE / SW 4TH ST	,	No	417	417
01/19/2023 21:32	Traffic Stop	2023-00000563	SE LARCH AVE / SE 12TH ST	,	No	419	419
						417	417
01/19/2023 21:51	Traffic Stop	2023-00000564	SE 12TH ST / SE MYRA RD	,	No	417	417
01/19/2023 22:13	Premises Check	2023-00000565	1700 SE MEADOWBROOK BLVD	,	No	419	419
						417	417

Total Incidents for 01/19/2023 : 33

01/20/2023 02:59	Disturbance	2023-00000566	216 SE 11TH ST	WILLIAMS, SARA	No	419	419
01/20/2023 03:27	Premises Check	2023-00000567	500 S COLLEGE AVE	,	No	419	419
01/20/2023 04:31	Traffic Stop	2023-00000568	1700 SE MEADOWBROOK BLVD	,	No		
01/20/2023 05:40	Coroner Call Out	2023-00000569	420 SE MYRA RD	STEVENSON, LORI	No		
01/20/2023 09:33	Traffic Call	2023-00000570	34 NE TREMONT DR	, CAITLYN	No	409	409
01/20/2023 10:04	Premises Check	2023-00000571	801 SE LARCH AVE	,	No	409	409
01/20/2023 10:08	Premises Check	2023-00000572	225 SE DATE AVE	,	No	409	409
01/20/2023 11:24	Domestic Physical	2023-00000573	223 SE ROSEVILLE LN	CLARK, MATHEW	No	409	409
						403	403
01/20/2023 13:08	Domestic Problem	2023-00000574	420 SE MYRA RD	STEVENSON, LORI	No	409	409
						403	403
01/20/2023 13:17	Theft	2023-00000576	708 S COLLEGE AVE 101	PARTMAN, JAMES	No	409	409
01/20/2023 13:24	Animal Call	2023-00000575	12 NW EARL LN	,	No	448	448
01/20/2023 13:37	Traffic Stop	2023-00000579	1200 S COLLEGE AVE BLK	WWPD, 232	No		
01/20/2023 14:05	Paper Service	2023-00000577	45 NE ASH AVE	,	No		

Daily Incident Log



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Disposition: All

From Date: 01/01/2023 00:00
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College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/20/2023 15:21	Traffic Stop	2023-00000578	E WHITMAN DR / NE BIRCH AVE	,	No	417	417
01/20/2023 15:38	Traffic Stop	2023-00000580	W WHITMAN DR / N COLLEGE AVE	,	No	417	417
01/20/2023 15:45	Traffic Stop	2023-00000581	E WHITMAN DR / NE ASH AVE	,	No	417	417
01/20/2023 15:51	Traffic Stop	2023-00000582	W WHITMAN DR / NW EVANS AVE	,	No	417	417
01/20/2023 15:59	Traffic Stop	2023-00000583	SE ASH AVE / SE 2ND ST	,	No	417	417
01/20/2023 16:10	Traffic Stop	2023-00000584	E WHITMAN DR / NE ASH AVE	,	No	417	417
01/20/2023 17:43	Traffic Stop	2023-00000585	SE 6TH ST / SE DATE AVE	,	No	417	417
01/20/2023 17:51	Traffic Stop	2023-00000586	801 SE LARCH AVE	,	No	419	419
						417	417
01/20/2023 18:12	Premises Check	2023-00000587	801 SE LARCH AVE	,	No	417	417
01/20/2023 18:17	Premises Check	2023-00000588	1017 NE C ST	,	No	417	417
01/20/2023 18:39	Traffic Stop	2023-00000589	SE RED OAK AVE / SE LAMPERTI ST	,	No	417	417
01/20/2023 18:51	Traffic Stop	2023-00000590	SE LARCH AVE / SE DEWEY DR	,	No	417	417
01/20/2023 19:12	Premises Check	2023-00000591	225 SE DATE AVE	,	No	417	417
01/20/2023 19:15	Follow Up	2023-00000592	344 NE DELLA AVE	,	No	417	417
01/20/2023 19:24	Traffic Stop	2023-00000593	SE 12TH ST / SE MYRA RD	,	No	419	419
						417	417
01/20/2023 19:53	Coroner Call Out	2023-00000594	420 SE MYRA RD	CC, KRISTI	No		
01/20/2023 20:24	Theft Motor Vehicle	2023-00000595	1200 SE BROADWAY AVE A	SANDERS, MONICA	No	419	419
						417	417
						416	416
01/20/2023 21:11	Traffic Stop	2023-00000596	801 SE LARCH AVE	,	No	417	417
01/20/2023 21:47	Premises Check	2023-00000597	1700 SE MEADOWBROOK BLVD	,	No	417	417
01/20/2023 22:03	Premises Check	2023-00000598	1700 SE MEADOWBROOK BLVD	,	No	419	419
01/20/2023 22:54	Traffic Stop	2023-00000599	S HWY 125 / STATELINE RD	,	No	419	419
						417	417
01/20/2023 23:52	Wanted Person	2023-00000600	3780 OLD MILTON HWY	,	Yes	419	419
						417	417

Daily Incident Log



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College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
Total Incidents for 01/20/2023 : 35							
01/21/2023 03:01	Traffic Stop	2023-00000601	N GOSE ST / HERITAGE RD	,	No	419	419
01/21/2023 06:05	Premises Check	2023-00000602	1017 NE C ST	,	No	416	416
01/21/2023 06:14	Premises Check	2023-00000603	1240 SE COMMERCIAL DR	,	No	416	416
01/21/2023 06:49	Traffic Stop	2023-00000604	NE MYRA RD / FUTURA RD	,	No	416	416
						431	431
01/21/2023 07:15	Premises Check	2023-00000605	801 SE LARCH AVE	,	No	416	416
01/21/2023 07:47	Traffic Stop	2023-00000606	1755 S COLLEGE AVE	,	No	416	416
						431	431
01/21/2023 10:03	Assist	2023-00000607	21 SW ACADEMY WAY	TURNER, ANITA	No	416	416
						412	412
01/21/2023 10:23	Fight	2023-00000608	209 SE 6TH ST	WILLIAMS, MELODY	Yes	416	416
						412	412
01/21/2023 10:45	Follow Up	2023-00000609	1700 SE MEADOWBROOK BLVD	,	No	416	416
01/21/2023 10:54	Phone Message	2023-00000610	116 W WHITMAN DR	GOULETT, ASHLEY	No	412	412
01/21/2023 11:46	Animal Call	2023-00000611	S COLLEGE AVE / SE LAMPERTI ST	MICHALENKO, SYDNEY	No	416	416
01/21/2023 13:31	Animal Found	2023-00000612	S COLLEGE AVE / SW 12TH ST	HEARLD, MICHAEL	No	412	412
01/21/2023 13:31	911 Call	2023-00000613	661 NEWTOWN RD	JOHNSON, PAM	No	416	416
01/21/2023 13:51	Premises Check	2023-00000614	1100 NE C ST	,	No	416	416
01/21/2023 13:58	Traffic Stop	2023-00000615	SE 12TH ST / SE DEWEY DR	,	No	416	416
						412	412
01/21/2023 15:12	Traffic Stop	2023-00000616	N COLLEGE AVE / NE C ST	,	No	412	412
01/21/2023 16:13	Traffic Stop	2023-00000617	N COLLEGE AVE / NE A ST	,	No	412	412
01/21/2023 21:29	Traffic Stop	2023-00000618	SE LARCH AVE / SE 8TH ST	,	No	404	404
01/21/2023 22:35	Premises Check	2023-00000619	1700 SE MEADOWBROOK BLVD	,	No	415	415
						407	407
01/21/2023 22:50	Unwanted Person	2023-00000620	1700 SE MEADOWBROOK BLVD	CPPD, 407	No	415	415

Daily Incident Log



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College Place Police Dept
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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/21/2023 22:50	Unwanted Person	2023-00000620	1700 SE MEADOWBROOK BLVD	CPPD, 407	No	407	407
01/21/2023 23:17	Malicious Mischief	2023-00000621	874 ELECTRIC AVE	FIGUEROA, FLAVIO	No	407	407
01/21/2023 23:23	Suspicious Activity	2023-00000622	FROG HOLLOW RD / DANIEL LN	HERTFORD, BENJAMIN	Yes	404	404
01/21/2023 23:54	Alarm	2023-00000623	1705 SE MEADOWBROOK BLVD 2	ACCESS UNLIMITED,	No	415	415
						407	407
						404	404
Total Incidents for 01/21/2023 : 23							
01/22/2023 02:09	Theft	2023-00000624	710 S COLLEGE AVE N	PATTON, BRANDY	No	415	415
01/22/2023 02:27	Coroner Call Out	2023-00000625	420 SE MYRA RD	KRUGER, CHRISTINE	No		
01/22/2023 06:03	Premises Check	2023-00000626	1017 NE C ST	,	No	416	416
01/22/2023 06:15	Premises Check	2023-00000627	801 SE LARCH AVE	,	No	416	416
01/22/2023 10:04	Theft Motor Vehicle	2023-00000628	215 E WHITMAN DR	ARMSTRONG, SAGE	Yes	416	416
						412	412
01/22/2023 10:24	Information Report	2023-00000632	700 SUNCREST TER	MOORE, ARLIN	No		
01/22/2023 11:48	Warrant Service	2023-00000631	N COLLEGE AVE / NE C ST	,	Yes	416	416
						412	412
01/22/2023 11:48	Traffic Stop	2023-00000629	N COLLEGE AVE / NE C ST	,	Yes	416	416
						412	412
01/22/2023 12:03	Suspicious Activity	2023-00000630	303 NE ASH AVE A	COWGILL, HEATHER	No	416	416
01/22/2023 13:41	Premises Check	2023-00000633	1100 NE C ST	,	No	416	416
01/22/2023 13:56	Premises Check	2023-00000634	1700 SE MEADOWBROOK BLVD	,	No	416	416
01/22/2023 14:13	Information Report	2023-00000637	700 SUNCREST TER	VELIQUECTE, CHRISTIAN	No		
01/22/2023 14:26	Traffic Stop	2023-00000635	SW 10TH ST / SW BADE AVE	,	No	412	412
01/22/2023 14:44	Shots Fired	2023-00000636	401 SE 3RD ST D	BOYER, ALICIA	Yes	416	416
						412	412
						404	404

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/22/2023 16:42	Citizen Contact	2023-00000638	623 S COLLEGE AVE	KINNEY, KRISTINA	No	412	412
01/22/2023 18:31	Animal Call	2023-00000639	239 NE CEDAR AVE 1	LENN, ISAAC	No	407	407
01/22/2023 18:50	Suspicious Activity	2023-00000640	111 NE C ST	WILLIS, TAMARA	No	407	407
01/22/2023 19:16	Wanted Person	2023-00000641	SE BIRCH AVE / SE 12TH ST	,	Yes	407	407
						404	404
01/22/2023 21:23	Domestic Problem	2023-00000642	541 STOVALL RD	,	No	407	407
01/22/2023 22:01	Parking Complaint	2023-00000643	185 SW SILVERSTAR LN	ACKERMAN, WENDY	No	415	415
01/22/2023 22:44	Premises Check	2023-00000644	1700 SE MEADOWBROOK BLVD	,	No	415	415
Total Incidents for 01/22/2023 : 21							
01/23/2023 00:26	Burglary Attempted	2023-00000645	717 SE SCENIC VIEW DR	RUIZ, ADRIANA	No	407	407
01/23/2023 06:06	Premises Check	2023-00000646	1240 SE COMMERCIAL DR	,	No	416	416
01/23/2023 07:24	Traffic Stop	2023-00000647	SE LARCH AVE / SE LAMPERTI ST	,	No	416	416
01/23/2023 07:40	Premises Check	2023-00000648	31 SE ASH AVE	,	No	416	416
01/23/2023 08:29	Premises Check	2023-00000649	1755 S COLLEGE AVE	,	No	416	416
01/23/2023 08:43	Animal Call	2023-00000650	403 SE 3RD ST	RICKS, SHARON	No	412	412
01/23/2023 09:26	Theft	2023-00000651	243 NW SCHNABEL LN	ALVA, VERNISE	Yes	412	412
01/23/2023 09:36	Assist	2023-00000652	1775 S COLLEGE AVE	,	No	416	416
01/23/2023 11:04	Animal Call	2023-00000653	S COLLEGE AVE / SE 12TH ST	WAGGONER, GAIL	No	416	416
						412	412
01/23/2023 11:12	Malicious Mischief	2023-00000654	SE SUNNY DR / S COLLEGE AVE	,	Yes	416	416
						412	412
01/23/2023 11:23	Premises Check	2023-00000655	1775 S COLLEGE AVE	,	No	416	416
01/23/2023 11:52	Traffic Stop	2023-00000656	SE 10TH ST / SE BIRCH AVE	,	No	412	412
01/23/2023 12:35	Traffic Stop	2023-00000657	N COLLEGE AVE / NW B ST	,	No	412	412
01/23/2023 14:48	Premises Check	2023-00000658	1100 NE C ST	,	No	416	416
01/23/2023 15:00	Traffic Stop	2023-00000659	N COLLEGE AVE / WALLULA AVE	,	No	416	416

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College Place Police Dept
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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/23/2023 15:00	Traffic Stop	2023-00000659	N COLLEGE AVE / WALLULA AVE	,	No	412	412
01/23/2023 17:01	Citizen Contact	2023-00000660	717 SE SCENIC VIEW DR	,	No	412	412
						407	407
						404	404
01/23/2023 17:25	Accident Non Injury	2023-00000662	S HWY 125 / SE MYRA RD	PIERCE, MIKE	No	412	412
01/23/2023 17:28	Disturbance	2023-00000661	510 SE 6TH ST 2	YELEY, RODRIGO	No	407	407
						404	404
01/23/2023 18:57	Fraud	2023-00000663	239 NE CEDAR AVE 1	LENN, ISAAK	No	407	407
01/23/2023 19:21	Suicide Attempt	2023-00000666	717 SE SCENIC VIEW DR	988,	No		
01/23/2023 19:51	Assist	2023-00000664	1010 SW PUFF LN A	,	No	415	415
						407	407
						404	404
01/23/2023 20:14	Premises Check	2023-00000665	1700 SE MEADOWBROOK BLVD	,	No	415	415
						407	407
01/23/2023 22:34	Premises Check	2023-00000667	1700 SE MEADOWBROOK BLVD	,	No	407	407
01/23/2023 23:11	Citizen Contact	2023-00000668	1605 SE MEADOWBROOK BLVD 3	CPPD, 404	No	404	404
Total Incidents for 01/23/2023 : 24							
01/24/2023 05:46	Suspicious Activity	2023-00000669	900 S COLLEGE AVE	ALMO, BIANCA	No	415	415
01/24/2023 06:13	Premises Check	2023-00000670	1017 NE C ST	,	No	416	416
						409	409
01/24/2023 07:13	Unwanted Person	2023-00000671	115 SE 8TH ST	STRAMPHER, SANDEE	No	416	416
						409	409
01/24/2023 08:53	Premises Check	2023-00000672	1775 S COLLEGE AVE	,	No	416	416
01/24/2023 12:02	Vehicle Prowl	2023-00000673	415 SE DATE AVE	FALLER, WILL	No	412	412
						409	409
01/24/2023 14:30	Theft	2023-00000674	1017 NE C ST	BLUM, DALE	Yes	409	409

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/24/2023 15:58	Traffic Stop	2023-00000675	E WHITMAN DR / NE ALPINE DR	,	No	417	417
01/24/2023 16:06	Traffic Stop	2023-00000676	E WHITMAN DR / NE MULBERRY CT	,	No	417	417
01/24/2023 16:18	Assist	2023-00000679	46.0644130000000000 - 118.9525470000000000	GONZALEZ, JOSE	No	417	417
						412	412
						403	403
01/24/2023 16:18	Traffic Stop	2023-00000677	E WHITMAN DR / N COLLEGE AVE	,	No	417	417
01/24/2023 16:26	Unwanted Person	2023-00000678	1700 SE MEADOWBROOK BLVD	PETERSON, BRANDON	No	419	419
						412	412
						404	404
01/24/2023 16:45	Child Abuse	2023-00000682	717 SE SCENIC VIEW DR	ANDREWS, LINDA	No	407	407
01/24/2023 16:57	Traffic Stop	2023-00000680	SE 10TH ST / S COLLEGE AVE	,	No	419	419
01/24/2023 17:16	Premises Check	2023-00000681	SW DOANS AVE / SW 4TH ST	,	No	417	417
01/24/2023 17:21	Phone Message	2023-00000683	344 NE DELLA AVE	,	No	417	417
01/24/2023 17:33	Paper Service	2023-00000684	116 W WHITMAN DR	,	No	419	419
						417	417
01/24/2023 17:44	Traffic Call	2023-00000685	S HWY 125 / SE MYRA RD	DIAZ, MARIO	No	403	403
01/24/2023 17:44	Missing Person	2023-00000686	1110 S COLLEGE AVE	JESSUP, PAUL	No	419	419
						417	417
						412	412
						404	404
						403	403
01/24/2023 18:10	Traffic Stop	2023-00000687	600 SE ELM AVE BLK	,	No	419	419
						417	417
01/24/2023 18:28	Premises Check	2023-00000688	801 SE LARCH AVE	,	No	417	417
01/24/2023 18:32	Traffic Stop	2023-00000689	S HWY 125 / SE MEADOWBROOK BLVD	,	No	419	419
						417	417
01/24/2023 19:14	Premises Check	2023-00000690	1700 SE MEADOWBROOK BLVD	,	No	419	419
						417	417

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01/24/2023 19:49	Traffic Stop	2023-00000691	SE LARCH AVE / SE 12TH ST	,	No	406	406
01/24/2023 20:20	Traffic Stop	2023-00000692	46.0540707910000000 - 118.3721894500000000	,	No	406	406
01/24/2023 20:28	Traffic Stop	2023-00000693	NE ROSE ST / NE DAMSON AVE	,	No	406	406
01/24/2023 20:30	Assist	2023-00000694	43 SE 10TH ST	HAYES, KAYLA	Yes	417	417
01/24/2023 21:16	Animal Lost	2023-00000695	436 SE 4TH ST	ROSALES, SELDIN	No	CPPD	
01/24/2023 21:28	Premises Check	2023-00000696	1755 S COLLEGE AVE	,	No	417	417
01/24/2023 21:35	Parking Complaint	2023-00000697	418 SW DAVIS AVE	ARMSTRONG, SAIGE	No	415	415
						407	407
01/24/2023 21:54	Extra Patrol	2023-00000698	358 SE HIGHLAND PARK DR	DAVIS, DIANE	No	404	404
01/24/2023 22:26	Traffic Stop	2023-00000699	225 SE DATE AVE	,	No	419	419
01/24/2023 22:32	Premises Check	2023-00000700	1700 SE MEADOWBROOK BLVD	,	No	417	417
						406	406
01/24/2023 22:44	Premises Check	2023-00000701	1700 SE MEADOWBROOK BLVD	,	No	415	415
						407	407
Total Incidents for 01/24/2023 : 33							
01/25/2023 01:36	Traffic Stop	2023-00000702	S HWY 125 / SE MEADOWBROOK BLVD	,	No	419	419
						407	407
01/25/2023 02:07	Traffic Stop	2023-00000703	717 SE SCENIC VIEW DR	,	No	419	419
						407	407
01/25/2023 06:35	Assist	2023-00000704	217 SE BIRCH AVE	LIVAS, DEPUTY	No	409	409
01/25/2023 07:54	Traffic Call	2023-00000705	S HWY 125 / SE COMMERCIAL DR	CC, FEM	No		
01/25/2023 09:05	Code Enforcement	2023-00000706	105 SE 4TH ST	,	No	448	448
01/25/2023 09:08	Assist	2023-00000707	31 SE ASH AVE	PLUCKER, CHRIS	No	409	409
						403	403
01/25/2023 10:08	Paper Service	2023-00000708	514 SE DATE AVE	,	No		
01/25/2023 10:20	Paper Service	2023-00000709	108 SW 9TH ST #C	,	No		

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College Place Police Dept
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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/25/2023 10:43	Paper Service	2023-00000710	193 NW MARIA ST	,	No		
01/25/2023 11:04	Animal Lost	2023-00000712	436 SE 4TH ST	LEISTICO, DAWN	No		
01/25/2023 12:41	Theft	2023-00000711	1700 SE MEADOWBROOK BLVD	Roberts, John	No	409	409
						403	403
01/25/2023 14:02	APS Referral	2023-00000713	550 E WHITMAN DR 222	ID 252224, APS REFERRAL	No	403	403
01/25/2023 15:00	Harassment	2023-00000714	116 W WHITMAN DR	MEAGHER, ANSON	No	409	409
01/25/2023 16:02	Traffic Stop	2023-00000715	E WHITMAN DR / NE ALPINE DR	,	No	417	417
01/25/2023 16:09	Citizen Contact	2023-00000716	TAUMARSON RD / S HWY 125	,	No	417	417
						403	403
01/25/2023 17:03	Premises Check	2023-00000717	1755 S COLLEGE AVE	,	No	419	419
01/25/2023 17:24	Parking Complaint	2023-00000718	1700 SE MEADOWBROOK BLVD	CC, PRICILLA	No	417	417
01/25/2023 18:05	Traffic Stop	2023-00000719	SE 4TH ST / SE ELM AVE	,	No	419	419
						417	417
01/25/2023 18:20	Premises Check	2023-00000720	1100 NE C ST	,	No	417	417
01/25/2023 18:32	Premises Check	2023-00000721	801 SE LARCH AVE	,	No	417	417
01/25/2023 18:37	Premises Check	2023-00000722	1700 SE MEADOWBROOK BLVD	,	No	419	419
						417	417
01/25/2023 19:10	Traffic Stop	2023-00000723	1200 SE 12TH ST	,	No	417	417
01/25/2023 19:14	Narcotics Call	2023-00000725	623 S COLLEGE AVE	CC, FEMALE	No	417	417
01/25/2023 19:15	Premises Check	2023-00000724	1017 NE C STREET, COLLEGE PLACE	,	No	417	417
01/25/2023 19:48	Premises Check	2023-00000726	225 SE DATE AVE	,	No	417	417
01/25/2023 20:58	Traffic Call	2023-00000727	S 9TH AVE / PLAZA WAY	HECTOR, STEPHANIE	No	419	419
						406	406
01/25/2023 22:16	Premises Check	2023-00000728	1700 SE MEADOWBROOK BLVD	,	No	417	417
						406	406

Total Incidents for 01/25/2023 : 27

Daily Incident Log



Print Date/Time: 02/07/2023 09:02
Login ID: mbarr
Disposition: All

From Date: 01/01/2023 00:00
To Date: 01/31/2023 23:59

College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/26/2023 07:38	Suspicious Activity	2023-00000729	NE DAWSON ST / NE MYRA RD	CC, M	No	409	409
01/26/2023 08:26	Premises Check	2023-00000730	225 SE DATE AVE	,	No	409	409
01/26/2023 08:29	Premises Check	2023-00000731	801 SE LARCH AVE	,	No	409	409
01/26/2023 08:36	Animal Found	2023-00000732	NE ASH AVE / NE C ST	CC, M	No	448	448
01/26/2023 08:51	Accident Hit and Run	2023-00000733	277 NW LAURELLA LN	CUEVES, LILIAN	Yes	409	409
01/26/2023 09:03	Code Enforcement	2023-00000734	224 NE CEDAR AVE	,	No	448	448
01/26/2023 09:22	Parking Complaint	2023-00000735	626 SE 4TH ST	,	No	448	448
01/26/2023 09:38	Parking Complaint	2023-00000736	503 SE 6TH ST	,	No	448	448
01/26/2023 11:14	Harassment	2023-00000737	990 NE ROSE ST	CARTER, MICHAEL	No	409	409
01/26/2023 12:14	Suspicious Activity	2023-00000738	NE C ST / NE MYRA RD	, SARA	No	409	409
						404	404
01/26/2023 12:14	Animal Call	2023-00000739	312 SE 10TH ST	GREEN, TYLER	No	448	448
01/26/2023 13:16	Information Report	2023-00000740	13 N 3RD AVE	,	No	409	409
						404	404
01/26/2023 14:37	Lost Property	2023-00000741	1021 SE BROADWAY AVE	CHANDLER, MEGHAN	No	422	422
01/26/2023 15:50	Fraud	2023-00000742	297 NE DECCIO RD	POWERS, SANDY	No	417	417
01/26/2023 16:08	Traffic Call	2023-00000743	NW SCHNABEL LN / NW B ST	MIRANDA, ADRIAN	No	417	417
01/26/2023 16:09	Harassment	2023-00000745	214 NW SCHNABEL LN	ANAYA, ALEJANDRO	No	417	417
01/26/2023 16:29	Traffic Call	2023-00000744	S HWY 125 / PLAZA WAY	,	No	419	419
01/26/2023 16:58	Traffic Stop	2023-00000746	SE 4TH ST / SE HILLCREST DR	,	No	417	417
01/26/2023 17:10	Traffic Stop	2023-00000747	1755 S COLLEGE AVE	,	No	419	419
						417	417
01/26/2023 17:24	Follow Up	2023-00000748	619 S COLLEGE AVE	,	No	417	417
01/26/2023 17:34	Traffic Stop	2023-00000749	SE CREEKSIDE DR / SE COVEY CT	CPPD, 417	Yes	419	419
						417	417
01/26/2023 17:56	Unknown Problem	2023-00000750	1204 SE SCENIC VIEW DR	CC, ROB	No	419	419
						417	417

Daily Incident Log



Print Date/Time: 02/07/2023 09:02
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Disposition: All

From Date: 01/01/2023 00:00
To Date: 01/31/2023 23:59

College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/26/2023 18:58	Premises Check	2023-00000751	801 SE LARCH AVE	,	No	417	417
01/26/2023 19:40	Premises Check	2023-00000752	619 S COLLEGE AVE	,	No	417	417
01/26/2023 20:10	Recovered Stolen	2023-00000753	1700 SE MEADOWBROOK BLVD	,	Yes	419	419
						417	417
01/26/2023 20:22	Coroner Call Out	2023-00000754	420 SE MYRA RD	BOYD, LAURA	No		
01/26/2023 20:51	Premises Check	2023-00000755	1700 SE MEADOWBROOK BLVD	,	No	406	406
01/26/2023 21:39	Premises Check	2023-00000756	1700 SE MEADOWBROOK BLVD	,	No	417	417
01/26/2023 23:33	Assist	2023-00000757	122 SW 6TH ST	LA PAV, FRANCESCA DE	No	417	417
						406	406
01/26/2023 23:56	Premises Check	2023-00000758	SW DOANS AVE / SW 4TH ST	,	No	417	417
01/26/2023 23:57	Traffic Stop	2023-00000759	SW ACADEMY WAY / W WHITMAN DR	,	No	419	419
						406	406
Total Incidents for 01/26/2023 : 31							
01/27/2023 00:04	Premises Check	2023-00000760	225 SE DATE AVE	,	No	417	417
01/27/2023 04:59	Traffic Call	2023-00000761	W WHITMAN DR / S HUSSEY ST	HEDDERLY, KEVIN	No	406	406
01/27/2023 09:29	Animal Call	2023-00000762	221 NE LARCH AVE	HARDY, ROB	No	448	448
01/27/2023 09:54	Premises Check	2023-00000763	801 SE LARCH AVE	,	No	409	409
01/27/2023 09:57	Premises Check	2023-00000764	225 SE DATE AVE	,	No	409	409
01/27/2023 10:08	Vehicle Prowl	2023-00000765	528 SE 4TH ST	AVILA, SOLOMON	Yes	409	409
01/27/2023 10:41	Harassment	2023-00000767	200 SE ASH AVE	DELAPAZ, FRANCESCA	No	403	403
01/27/2023 10:44	Theft Motor Vehicle	2023-00000766	220 SE 3RD ST	GEOGHEGAN, KATHY	Yes	409	409
01/27/2023 12:04	Premises Check	2023-00000768	31 SE ASH AVE	,	No	409	409
01/27/2023 14:02	911 Call	2023-00000769	418 SW DAVIS AVE	,	No		
01/27/2023 15:15	Follow Up	2023-00000770	619 S COLLEGE AVE	,	No	417	417
01/27/2023 15:24	Traffic Stop	2023-00000772	S HWY 125 / SE MEADOWBROOK BLVD	,	Yes		
01/27/2023 15:25	911 Call	2023-00000771	721 SE ELM AVE	CC, MALE	No	417	417

Daily Incident Log



Print Date/Time: 02/07/2023 09:02
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Disposition: All

From Date: 01/01/2023 00:00
To Date: 01/31/2023 23:59

College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/27/2023 15:45	Premises Check	2023-00000773	801 SE LARCH AVE	,	No	417	417
01/27/2023 15:48	Traffic Stop	2023-00000774	SE 6TH ST / SE DATE AVE	,	No	417	417
01/27/2023 15:51	Follow Up	2023-00000776	619 S COLLEGE AVE	GEOGHEGAN, STEPHEN	No	419	419
						417	417
01/27/2023 15:55	Traffic Stop	2023-00000775	SE BIRCH AVE / E WHITMAN DR	,	No	417	417
01/27/2023 16:13	Traffic Call	2023-00000777	46.0697972340000000 - 118.3697975230000000	LONEY, PATTI	No	419	419
01/27/2023 16:27	Disturbance	2023-00000778	NE CEDAR AVE / NE A ST	MARTIN, KENNETH	No	419	419
						417	417
01/27/2023 16:48	Welfare Check	2023-00000779	326 SE 4TH ST A	BRYANT, AMBER	No	419	419
						417	417
						403	403
01/27/2023 17:27	Follow Up	2023-00000780	1700 SE MEADOWBROOK BLVD	,	No	419	419
						417	417
01/27/2023 17:51	Traffic Stop	2023-00000781	OLD MILTON HWY / S HWY 125	, DEBRA	Yes	419	419
						417	417
01/27/2023 18:07	Traffic Stop	2023-00000782	S HWY 125 / SE COMMERCIAL DR	,	No	417	417
01/27/2023 18:29	Traffic Stop	2023-00000783	SE 12TH ST / SE DEWEY DR	,	No	417	417
01/27/2023 18:35	Traffic Stop	2023-00000784	SE 12TH ST / SE MYRA RD	,	Yes	419	419
						417	417
01/27/2023 18:39	Traffic Stop	2023-00000785	801 SE LARCH AVE	CPPD, 417	Yes	419	419
						417	417
01/27/2023 19:01	Follow Up	2023-00000786	619 S COLLEGE AVE	,	No	417	417
01/27/2023 19:31	Traffic Stop	2023-00000787	S HWY 125 / STATELINE RD	,	No	417	417
01/27/2023 19:49	Traffic Call	2023-00000788	1622 W POPLAR ST	COMPTON, BETH	No	419	419
						417	417
01/27/2023 20:00	Premises Check	2023-00000789	225 SE DATE AVE	,	No	417	417
01/27/2023 20:15	Traffic Stop	2023-00000790	SE LARCH AVE / E WHITMAN DR	,	No	419	419

Daily Incident Log



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From Date: 01/01/2023 00:00
To Date: 01/31/2023 23:59

College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/27/2023 21:14	Unwanted Person	2023-00000792	1183 BEET RD	SUTHERLAND, DAN	Yes	419	419
						417	417
						406	406
01/27/2023 21:18	Traffic Stop	2023-00000791	SW 4TH ST / SW ACADEMY WAY	,	No	417	417
						406	406
01/27/2023 22:01	Assist	2023-00000793	11 / E BALLOU RD	UCSO,	No	417	417
						406	406
						CPPD	
01/27/2023 22:45	Premises Check	2023-00000794	1700 SE MEADOWBROOK BLVD	,	No	406	406
Total Incidents for 01/27/2023 : 35							
01/28/2023 00:31	Premises Check	2023-00000795	1100 NE C ST	,	No	417	417
01/28/2023 04:43	Traffic Stop	2023-00000796	SE MYRA RD / TWIN CREEK PL	,	No	406	406
						431	431
01/28/2023 04:53	Traffic Stop	2023-00000797	S HWY 125 / SE COMMERCIAL DR	,	No	406	406
						431	431
01/28/2023 05:26	Traffic Stop	2023-00000798	S HWY 125 / SE MEADOWBROOK BLVD	,	No	431	431
01/28/2023 07:12	Premises Check	2023-00000799	1017 NE C ST	,	No	416	416
01/28/2023 07:17	Premises Check	2023-00000800	215 SW BADE AVE	,	No	431	431
01/28/2023 07:57	Domestic Problem	2023-00000801	139 WALLULA AVE	SOKOLL, TINA	No	416	416
						412	412
						431	431
01/28/2023 08:51	Premises Check	2023-00000802	1700 SE MEADOWBROOK BLVD	,	No	416	416
01/28/2023 08:51	Accident Non Injury	2023-00000803	NE LARCH AVE / NE C ST	WILSON, JOHN	No	412	412
01/28/2023 09:05	Premises Check	2023-00000804	1100 NE C ST	,	No	416	416
01/28/2023 11:53	Traffic Stop	2023-00000805	S HWY 125 / SE COMMERCIAL DR	,	No	416	416
						431	431

Daily Incident Log



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From Date: 01/01/2023 00:00
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College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/28/2023 13:18	Suspicious Activity	2023-00000806	117 SE 12TH ST	GUMM, DELBERT	No	416	416
						412	412
01/28/2023 13:29	Citizen Contact	2023-00000807	SE 8TH ST / S COLLEGE AVE	,	No	431	431
01/28/2023 17:51	Traffic Stop	2023-00000808	N COLLEGE AVE / NE A ST	,	No	412	412
01/28/2023 22:05	Disturbance	2023-00000809	800 SE MARINE DR BLK	CLENDANIEL, BOB	No	415	415
						407	407
01/28/2023 22:17	Traffic Stop	2023-00000810	SE LARCH AVE / SE 12TH ST	,	Yes	415	415
						407	407
01/28/2023 22:34	Suspicious Activity	2023-00000811	629 S COLLEGE AVE	SCHOLL, IAN	No	CPPD	
Total Incidents for 01/28/2023 : 17							
01/29/2023 01:49	Alarm	2023-00000812	200 SW ACADEMY WAY	CENTRAL STN MONITORING,	No	415	415
						407	407
01/29/2023 02:48	Warrant Service	2023-00000813	S HWY 125 / SE MEADOWBROOK BLVD	,	Yes	415	415
						407	407
01/29/2023 03:14	Traffic Stop	2023-00000814	SW 6TH ST / SW BADE AVE	,	No	415	415
01/29/2023 07:09	Civil Problem	2023-00000815	247 NW LAURELLA LN	BENNETT, OLIVIA	No	409	409
01/29/2023 11:25	Premises Check	2023-00000816	801 SE LARCH AVE	,	No	409	409
01/29/2023 11:27	Premises Check	2023-00000817	225 SE DATE AVE	,	No	409	409
01/29/2023 11:28	Assist	2023-00000818	SE MAPLE AVE / E WHITMAN DR	WASSENAAR, DAVID	Yes	409	409
01/29/2023 14:54	Assist	2023-00000819	625 S COLLEGE AVE	CARRIE, UCSO	No	409	409
01/29/2023 18:30	Premises Check	2023-00000820	1100 NE C STREET, COLLEGE PLACE	,	No	417	417
01/29/2023 18:40	Premises Check	2023-00000821	225 SE DATE AVE	,	No	417	417
01/29/2023 18:52	Premises Check	2023-00000822	801 SE LARCH AVE	,	No	417	417
01/29/2023 21:44	Premises Check	2023-00000823	1700 SE MEADOWBROOK BLVD	,	No	419	419
						417	417
						406	406
01/29/2023 22:18	Extra Patrol	2023-00000824	830 SE BIRCH AVE B	,	No	419	419

Daily Incident Log



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From Date: 01/01/2023 00:00
To Date: 01/31/2023 23:59

College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
Total Incidents for 01/29/2023 : 13							
01/30/2023 02:09	Disturbance	2023-00000825	HART LN / J ST	JEFFRIS, JOHN	No	406	406
01/30/2023 03:47	Traffic Stop	2023-00000826	1700 SE MEADOWBROOK BLVD	,	No		
01/30/2023 08:07	Animal Call	2023-00000830	1717 SE MEADOWBROOK BLVD	SANTOS, TERESA	No		
01/30/2023 08:32	Follow Up	2023-00000827	619 S COLLEGE AVE	PENNEY, DARRYL	No	409	409
01/30/2023 09:07	Text Call	2023-00000828	214 SE 11TH ST	,	No	409	409
01/30/2023 09:39	Lost Property	2023-00000829	1282 SE 12TH ST	NELSON, MYRNA	No	409	409
01/30/2023 10:23	Animal Call	2023-00000831	325 N COLLEGE AVE	KOZACHENKO, TIFFANY	No	409	409
01/30/2023 11:17	Premises Check	2023-00000832	801 SE LARCH AVE	,	No	409	409
01/30/2023 11:20	Premises Check	2023-00000833	225 SE DATE AVE	,	No	409	409
01/30/2023 12:49	Assist	2023-00000834	251 NE BIRCH AVE F	REBELUKAG, ERICK	Yes	409	409
01/30/2023 14:47	APS Referral	2023-00000835	121 NE C ST	ID 252662, APS INTAKE	No	403	403
01/30/2023 15:20	Traffic Stop	2023-00000836	W WHITMAN DR / N COLLEGE AVE	,	No	417	417
01/30/2023 15:47	Traffic Stop	2023-00000837	E WHITMAN DR / SE ASH AVE	,	No	417	417
01/30/2023 16:24	Suspicious Activity	2023-00000838	46 NW SPAGNUOLO LOOP	RAHN, DAVE	No	417	417
						403	403
01/30/2023 18:05	Domestic Physical	2023-00000839	539 SW 6TH ST	CROGHAN, SUNSHINE LYNN	No	419	419
						417	417
						403	403
01/30/2023 20:40	Traffic Call	2023-00000840	308 SE SCENIC VIEW DR	ARMSTRONG, RENEE	No	419	419
						417	417
						406	406
						CPPD	
01/30/2023 20:57	Premises Check	2023-00000841	801 SE LARCH AVE	,	No	417	417
01/30/2023 21:05	Paper Service	2023-00000843	717 SE SCENIC VIEW DR A	,	No		
01/30/2023 21:08	Premises Check	2023-00000842	1100 NE C ST	,	No	417	417

Daily Incident Log



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From Date: 01/01/2023 00:00
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College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/30/2023 22:32	Premises Check	2023-00000844	1700 SE MEADOWBROOK BLVD	,	No	417	417
						406	406
Total Incidents for 01/30/2023 : 20							
01/31/2023 05:59	Premises Check	2023-00000845	1017 NE C ST	,	No	416	416
01/31/2023 06:22	Premises Check	2023-00000846	801 SE LARCH AVE	,	No	416	416
01/31/2023 07:54	Premises Check	2023-00000847	1755 S COLLEGE AVE	,	No	416	416
01/31/2023 08:15	Assist	2023-00000849	S HWY 125 / SE MYRA RD	CC, F	No	409	409
01/31/2023 08:19	Assist	2023-00000848	1775 S COLLEGE AVE	,	No	416	416
01/31/2023 09:43	Extra Patrol	2023-00000850	NE KINGWOOD PL / NE C ST	,	No		
01/31/2023 09:51	Premises Check	2023-00000851	31 SE ASH AVE	,	No	416	416
01/31/2023 12:03	Violation of Court Order	2023-00000852	830 SE BIRCH AVE B	KORSLUND, AMY	Yes	416	416
01/31/2023 12:14	Traffic Call	2023-00000853	116 W WHITMAN DR	MEAGHER, ANSON	No	409	409
01/31/2023 12:42	Premises Check	2023-00000854	1755 S COLLEGE AVE	,	No	416	416
01/31/2023 15:02	Fraud	2023-00000856	1232 SE NEWGATE DR	DECCIO, TINA	No	415	415
01/31/2023 15:06	Traffic Stop	2023-00000855	S COLLEGE AVE / SE 4TH ST	,	No	417	417
						409	409
01/31/2023 15:21	Traffic Call	2023-00000857	SE CONSTITUTION DR / SE COLONIAL DR	SLUSSER, KARLY	No	417	417
						416	416
						409	409
						403	403
01/31/2023 15:33	Follow Up	2023-00000858	795 SE SYDNEE LN	,	No	415	415
01/31/2023 16:16	Follow Up	2023-00000859	1735 SE MEADOWBROOK BLVD	,	No	415	415
01/31/2023 16:34	Premises Check	2023-00000860	1700 SE MEADOWBROOK BLVD	,	No	417	417
01/31/2023 16:47	Unwanted Person	2023-00000861	108 SW DAVIS AVE	ALLEGRIA, GRACE	No	419	419
						417	417

Daily Incident Log



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From Date: 01/01/2023 00:00
To Date: 01/31/2023 23:59

College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
01/31/2023 16:47	Unwanted Person	2023-00000861	108 SW DAVIS AVE	ALLEGRIA, GRACE	No	415	415
						404	404
01/31/2023 17:11	Malicious Mischief	2023-00000862	344 NE DELLA AVE	,	Yes	417	417
01/31/2023 17:20	Premises Check	2023-00000864	SW DOANS AVE / SW 4TH ST	,	No	417	417
01/31/2023 17:20	Follow Up	2023-00000863	1700 SE MEADOWBROOK BLVD	,	No	419	419
01/31/2023 17:28	Follow Up	2023-00000865	108 SW DAVIS AVE	,	No	417	417
01/31/2023 17:53	Suspicious Activity	2023-00000866	300 NE C ST	THOMPSON,	No	419	419
						417	417
01/31/2023 18:05	Premises Check	2023-00000867	1100 NE C ST	,	No	417	417
01/31/2023 18:22	Premises Check	2023-00000868	225 SE DATE AVE	,	No	417	417
01/31/2023 18:28	Premises Check	2023-00000869	1700 SE MEADOWBROOK BLVD	,	No	415	415
						412	412
01/31/2023 19:27	Premises Check	2023-00000870	801 SE LARCH AVE	,	No	417	417
01/31/2023 20:48	Paper Service	2023-00000871	717 SE SCENIC VIEW DR	,	No		
01/31/2023 21:41	Citizen Contact	2023-00000872	SE 6TH ST / SE BIRCH AVE	,	No	412	412
						407	407
01/31/2023 22:01	Premises Check	2023-00000873	1700 SE MEADOWBROOK BLVD	,	No	419	419
						417	417
01/31/2023 22:05	Traffic Stop	2023-00000874	SE 8TH ST / S COLLEGE AVE	,	No	415	415
						407	407
01/31/2023 22:17	Premises Check	2023-00000875	1700 SE MEADOWBROOK BLVD	,	No	406	406
01/31/2023 22:42	Premises Check	2023-00000876	1700 SE MEADOWBROOK BLVD	,	No	415	415
						407	407
01/31/2023 23:42	Traffic Stop	2023-00000877	N COLLEGE AVE / NE A ST	,	No	412	412
Total Incidents for 01/31/2023 : 33							

Incident Activity Report



Print Date/Time: 02/07/2023 09:03
 Login ID: mbarr
 Layer: All
 Areas: All

From Date: 01/01/2023 00:00
 To Date: 01/31/2023 23:59

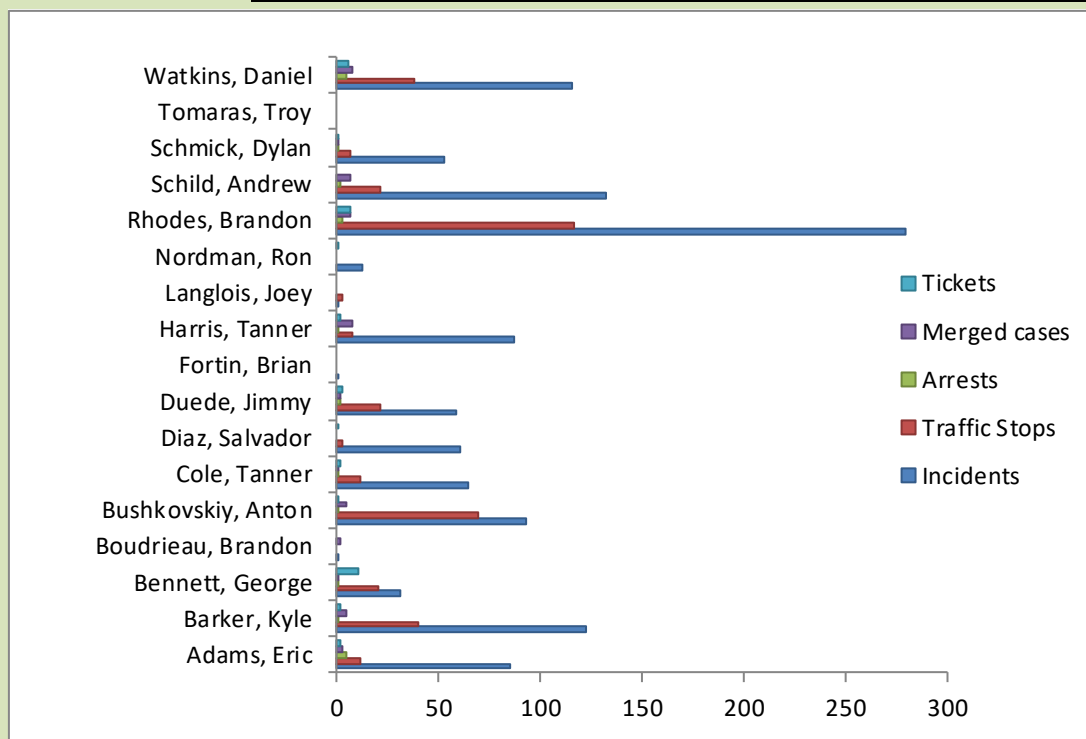
College Place Police Dept
 ORI Number: WA0360200
 Incident Type: All

Hour	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL	
	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%
24	5	0.6	5	0.6	3	0.3	3	0.3	1	0.1	3	0.3	2	0.2	22	2.5
1	3	0.3	0	0.0	0	0.0	2	0.2	2	0.2	0	0.0	0	0.0	7	0.8
2	5	0.6	1	0.1	1	0.1	1	0.1	1	0.1	1	0.1	1	0.1	11	1.3
3	1	0.1	2	0.2	2	0.2	0	0.0	0	0.0	1	0.1	2	0.2	8	0.9
4	0	0.0	0	0.0	0	0.0	1	0.1	2	0.2	2	0.2	2	0.2	7	0.8
5	0	0.0	0	0.0	5	0.6	0	0.0	0	0.0	1	0.1	2	0.2	8	0.9
6	9	1.0	8	0.9	11	1.3	1	0.1	2	0.2	1	0.1	9	1.0	41	4.7
7	2	0.2	3	0.3	4	0.5	2	0.2	2	0.2	1	0.1	6	0.7	20	2.3
8	2	0.2	4	0.5	5	0.6	3	0.3	8	0.9	2	0.2	2	0.2	26	3.0
9	4	0.5	9	1.0	6	0.7	2	0.2	6	0.7	7	0.8	4	0.5	38	4.3
10	2	0.2	6	0.7	4	0.5	7	0.8	3	0.3	7	0.8	6	0.7	35	4.0
11	9	1.0	14	1.6	4	0.5	6	0.7	2	0.2	3	0.3	2	0.2	40	4.6
12	2	0.2	7	0.8	10	1.1	1	0.1	8	0.9	6	0.7	3	0.3	37	4.2
13	4	0.5	0	0.0	7	0.8	3	0.3	4	0.5	5	0.6	10	1.1	33	3.8
14	7	0.8	10	1.1	6	0.7	2	0.2	6	0.7	4	0.5	2	0.2	37	4.2
15	4	0.5	10	1.1	20	2.3	11	1.3	9	1.0	24	2.7	3	0.3	81	9.2
16	4	0.5	5	0.6	20	2.3	17	1.9	8	0.9	10	1.1	3	0.3	67	7.6
17	5	0.6	5	0.6	22	2.5	3	0.3	11	1.3	10	1.1	4	0.5	60	6.8
18	7	0.8	6	0.7	11	1.3	20	2.3	8	0.9	14	1.6	1	0.1	67	7.6
19	2	0.2	4	0.5	9	1.0	16	1.8	14	1.6	11	1.3	2	0.2	58	6.6
20	3	0.3	7	0.8	10	1.1	6	0.7	8	0.9	5	0.6	5	0.6	44	5.0
21	6	0.7	3	0.3	11	1.3	1	0.1	8	0.9	13	1.5	2	0.2	44	5.0
22	6	0.7	10	1.1	12	1.4	7	0.8	6	0.7	9	1.0	9	1.0	59	6.7
23	2	0.2	5	0.6	3	0.3	0	0.0	5	0.6	8	0.9	4	0.5	27	3.1
Totals:	94	10.7	124	14.1	186	21.2	115	13.1	124	14.1	148	16.9	86	9.8	877	100.00

January 2023 Officer Activity



Officer	Totals Incidents	1194 Traffic Stops	366 Arrests	21 Merged cases	44 Tickets	36
Adams, Eric	85	11	4	3	2	
Barker, Kyle	122	40	1	4	2	
Bennett, George	31	20	1	1	10	
Boudrieau, Brandon	1	0	0	2	0	
Bushkovskiy, Anton	93	69	1	4	1	
Cole, Tanner	64	11	1	1	2	
Diaz, Salvador	60	3	0	0	1	
Duede, Jimmy	58	21	2	2	3	
Fortin, Brian	1	0	0	0	0	
Harris, Tanner	87	7	1	7	2	
Langlois, Joey	1	3	0	0	0	
Nordman, Ron	12	0	0	0	1	
Rhodes, Brandon	279	116	3	6	6	
Schild, Andrew	132	21	2	6	0	
Schmick, Dylan	53	6	1	1	1	
Tomaras, Troy	0	0	0	0	0	
Watkins, Daniel	115	38	4	7	5	



CYBERSECURITY PLAN



June 2023

Approved by City of College Place City Council on INSERT DATE
Version X

This document was put together by the City's Management Team in concert with its Information Technology Provider Intermountain Education Services District (IMESD). The City's Utility & Transportation Advisory Commission and the City Council provided oversight and approval.

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LETTER FROM CITY'S MANAGEMENT TEAM

Greetings,

The Cybersecurity Planning committee for City of College Place, Washington is pleased to present to you the 2023 Cybersecurity Plan. The Cybersecurity Plan represents the City of College Place's continued commitment to improving cybersecurity and supporting cybersecurity practitioners across our city organization and partners. In addition, this document meets the requirement of the current U.S. Department of Homeland Security guidelines for the State and Local Cybersecurity Grant Program (SLCGP).

Representatives from City's Management Team collaborated to develop and update the Cybersecurity Plan with actionable and measurable goals and objectives that have champions identified to ensure completion. These goals and objectives focus on customer service, lifecycle management, security, and fiscal responsibility. They are designed to support our entity in planning for new technologies and navigating the ever-changing cybersecurity landscape. They also incorporate the SLCGP required plan elements.

As we continue to enhance cybersecurity, we must remain dedicated to improving our resilience among disciplines and across jurisdictional boundaries. With help from cybersecurity practitioners, we will work to achieve the goals set forth in the Cybersecurity Plan and become a model for cyber resilience.

Sincerely,

Mike Rizzitiello
City Administrator / Management Team Chair
City of College Place, Washington

Norma L. Hernandez
Mayor
City of College Place, Washington

INTRODUCTION



The Cybersecurity Plan is a six-year strategic planning document that contains the following components:

- **Vision and Mission:** Articulates the vision and mission for improving cybersecurity resilience interoperability over the next one-to-three-years.
- **Organization, and Roles and Responsibilities:** Describes the current roles and responsibilities, and any governance mechanisms for cybersecurity within the City of College Place as well as successes, challenges, and priorities for improvement. This also includes a strategy for the cybersecurity program and the organization structure that identifies how the cybersecurity program is supported. In addition, this section includes governance that identifies authorities and requirements of City's cybersecurity program. The Cybersecurity Plan is a guiding document and does not create any authority or direction over any of the City's or its partners.
- **How feedback and input from local governments and associations was incorporated.** Describes how inputs from local governments as used in order to reduce overall cybersecurity risk across the eligible entity. This is especially important in order to develop a holistic cybersecurity plan.
- **Cybersecurity Plan Elements:** Outlines technology and operations needed to maintain and enhance resilience across the cybersecurity landscape.
- **Funding:** Describes funding sources and allocations to build cybersecurity capabilities within the City along with methods and strategies for funding sustainment and enhancement to meet long-term goals.

- **Implementation Plan:** Describes the City's plan to implement, maintain, and update the Cybersecurity Plan to enable continued evolution of and progress toward the identified goals. The implementation plan must include the resources and timeline where practicable.
- **Metrics:** Describes how the City will measure the outputs and outcomes of the program across the entity.

STRUCTURE & FUNCTIONS

The following is a summary of key systems managed by staff charged with implementing this plan.

- Over 64 computers and laptops running Microsoft Windows 10.
- Four Microsoft Exchange Servers and backup for email, calendaring, contacts, etc.
- Centralized backup services.
- Server virtualization, utilizing the Storage Array Networks and blade servers, virtual server consolidation services offer efficient, fault-tolerant services along with rapid deployment.
- Over two dozen business/enterprise applications either on native server environment or on the Cloud.

The Intermountain Education Service District (IMESD) provides our Information Technology Services. This group is contracted to the City for sixteen hours per week of services. The following staff are partially assigned to the City's contract:

- Jeremy Lasater – Systems Engineer, Email: jeremy.lasater@imesd.k12.or.us
- Derol Shelter – IT Analyst, Email: Derol.Shelton@imesd.k12.or.us
- Kylee Naughton – VOIP Phones, Email: kylee.naughton@imesd.k12.or.us

The National Institute of Standards and Technology (NIST) Cybersecurity Framework¹, included in Figure 1, helps guide key decision points about risk management activities through various levels of an organization from senior executives to business and process level, as well as implementation and operations.

¹ <https://www.nist.gov/cyberframework/getting-started>

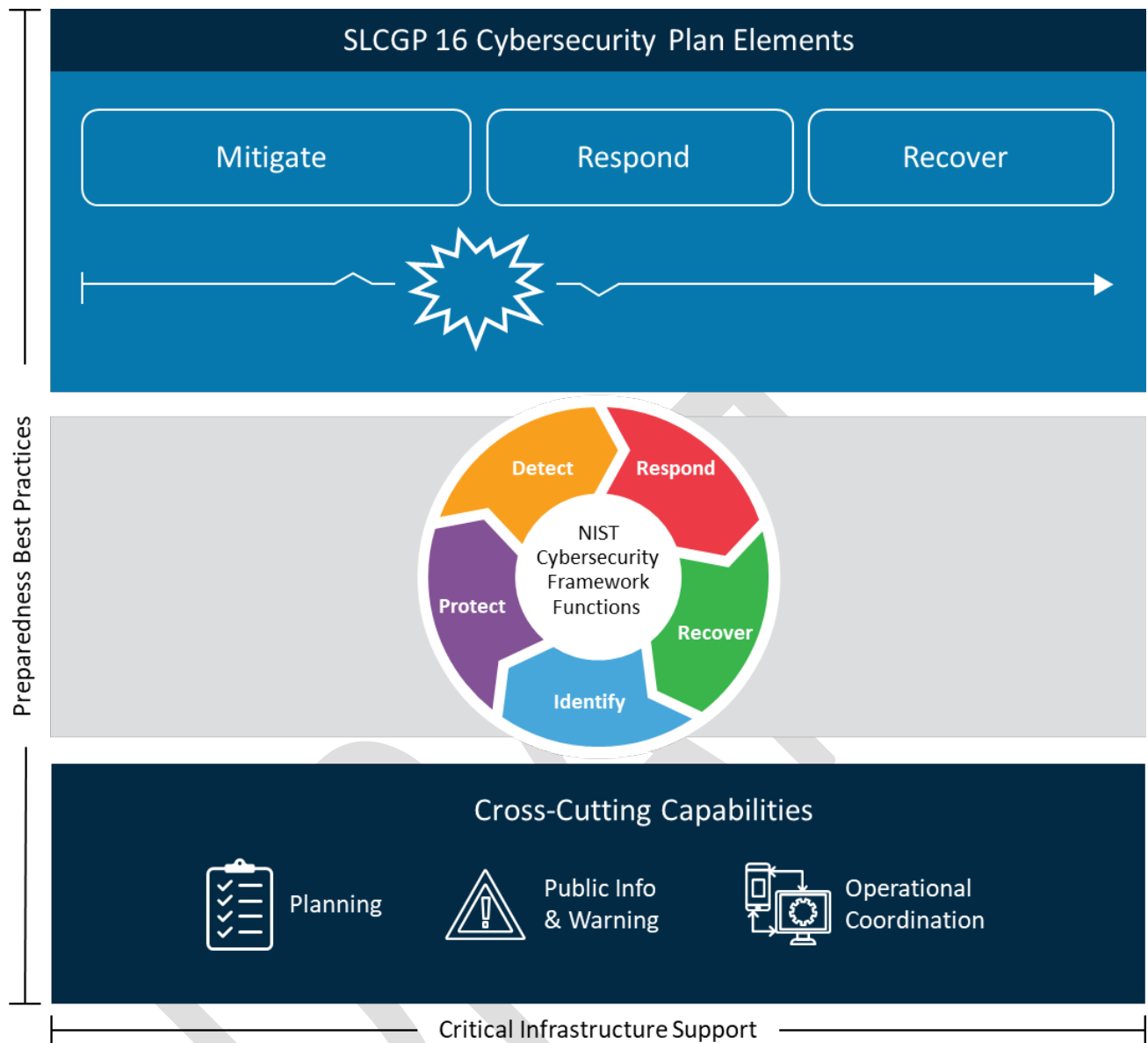


Figure 1: Achieving Cyber Resilience Through Comprehensive Cybersecurity Plans

Vision and Mission

This section describes The City of College Place's vision and mission for improving cybersecurity:

Vision:

Providing value to College Place by embracing innovative solutions and being a strategic partner.

Mission:

Empowering people through quality solutions, service, and support.

Cybersecurity Program Goals and Objectives

In the course of establishing this Plan, business drivers and technology trends were identified. Based on information obtained via input from City staff, as well as the review of other IT plans, guiding objectives for Information Technology were established as a complement to the mission and vision statements for the City Council and Management Team, as noted in the appendices of this document. Considering this information, these high-level goals provide strategic categories from which specific projects are defined in support of said goals.

The City of College Place's Cybersecurity goals and objectives include the following:

Cybersecurity Program	
Program Goal	Program Objectives
1. Improve Information System Security	1.1 Develop a temperature-controlled server room in City Hall.
	1.2 Update key-card access system for Fire Dept and get one for Public Works Yard
	1.3 Continue maintenance agreements and upgrades on endpoint security controls and software.
	1.4 Develop methodical password protocols and durations across the organization.
	1.5 Ensure encrypted backups of organizational data for thirty day increments exists on-site and offsite in secure cloud environment.
	1.6 Improve Cybersecurity posture through training and service implementation
	1.7 Replace end of life security equipment.
	1.8 Expand internal/external threat mitigation and response
	1.9 Complete field audits of security controls (physical and logical)
2. High Performing IT Infrastructure	2.1 Continue workstation replacement schedule.
	2.2 Continue to evaluate when public wi-fi can be added in strategic locations.

Program Goal	Program Objectives
	2.3 Partner with private broadband providers to ensure availability of 100 mbps down/100 mbps up. Times in which private broadband provider steps up, City may investigate ways to bring broadband into areas suffering from unavailability. 2.4 Transition hardware that can't be supported to ones which can. 2.5 Continue to identify critical applications and systems suitable for transition to the Cloud. 2.6 Investigate new emerging technologies. 2.7 Enhance city fiber optic network. Ensure tie ins are optimal with partner agencies including WESCOM, Emergency Management, City of Walla Walla, and others.
3. Software Integration, Migration, and Enhancement	3.1 Continue implementation of Tyler CMS to phase out Springbrook, Iworq, and other apps. 3.2 Work to migrate as much of city's it software/cloud needs to that of Tyler services so everything is under one roof. 3.3 Continue to evaluate products that could better serve Public Safety needs. 3.4 Migrate Microsoft Office 2016 version to Office 365 Cloud to enable resiliency and better remote working. 3.5 Consolidate Enterprise Systems Management to maintain software patches and upgrades. 3.6 Transition custom in-house applications to the cloud. Ensure that backups exist on site in case internet connectivity goes down.
4. Expanded Communication and Collaboration	4.1 Migrate all city related email from localized servers to the Cloud. 4.2 Ensure city website is on a supported content management system that ensures ADA functionality. 4.3 Ensure sufficient use of city's primary social media channels including Facebook, Twitter, Nextdoor, Instagram, LinkedIn, and Youtube. Back up with Archive Social and Smarsh. 4.4 Continue to enhance Remote Working Infrastructure. 4.5 Continue buildout of cloud based ESRI GIS to support functions of all departments and provide data to residents. 4.6 Migrate data to OneDrive and Sharepoint to leverage the Cloud. Organize files in a easy to follow format to allow this migration. 4.7 Research emerging technologies that could improve collaboration. 4.8 Migrate on premise server workloads to the Cloud to increase scalability and resiliency.
5. Improve Customer Service	5.1 Ensure cloud based cms system has resident interface to allow for services to be easily conducted online if they so choose. 5.2 Improve service time for customer functions by at least 10% as opposed to in person.

CYBERSECURITY PLAN ELEMENTS

This plan incorporates the following plans:

- FY 2023 to 2028 Information Technology Plan (Ordinance #22-xxx) adopted Annually.
- FY 2023 to 2028 Capital Facility Plan (Ordinance #22-xxx) adopted Annually.

ASSESS CAPABILITIES

[In accordance with the State and Local Cybersecurity Improvement Act; Describe the strategic approach implemented to assess capabilities for the preceding requirements (cybersecurity plan elements) outlined above. Information can be captured in **Appendix A: Cybersecurity Plan Capabilities Assessment.**]

The outlined Cybersecurity Plan Capabilities Assessment is based on input from City staff, IT staff from InterMountain ESD, and results of information security related audits and assessments. The following Capability Maturity Model (CMM) from the CMMI Institute was adopted to assist with capability classification:

CCM Level	Capability Level	Cybersecurity Process Definition
Level 1 – Initial	Foundational	Processes unpredictable, poorly controlled, and reactive.
Level 2 – Managed	Fundamental	Processes characterized for projects and is often reactive.
Level 3 – Defined	Intermediary	Processes characterized for the organization is proactive.
Level 4 – Quantitatively Managed Level 5 – Optimizing	Advanced	Processes measured and controlled. Focused on process improvement.

IMPLEMENTATION PLAN

Organization, Roles and Responsibilities

[Provide an overview of the relationship between the cybersecurity organizations in the entity. Define roles and responsibilities; and if entity is a state, the organizational structure, and identified roles and responsibilities assumed.]

Each goal and its associated objectives have a timeline with a target completion date, and one or more owners that will be responsible for overseeing and coordinating its completion. Accomplishing goals and objectives will require support and cooperation from numerous individuals, groups, or agencies, and may be added as formal agenda items for review during regular governance body meetings.

Appendix B: Project Summary Worksheet provides a list of cybersecurity projects to complete that tie to each goal and objective of the Cybersecurity Plan.

Resource Overview and Timeline Summary

[As able, provide an overview of resources needed to implement the plan, as well as the projected timeline to implement the entity's cybersecurity plan.]

By documenting, as able, the necessary resources and a projected timeline you demonstrate you're your comprehensive cybersecurity plan meets requirement in the **State and Local Cybersecurity Improvement Act: e.2.E.**]

This section should be a summary of the upcoming tables.

METRICS

[describe the metrics the eligible entity will use to measure progress towards

- Implementing the Cybersecurity Plan
- Reducing cybersecurity risks to, and identifying, responding to, and recovering from cybersecurity threats to, information systems owned or operated by, or on behalf of, the eligible entity or, if the eligible entity is a State, local governments within the jurisdiction of the eligible entity.]
- You may use the following table for reporting metrics. Please note: This table requests **PROGRAM OBJECTIVES NOT THE CYBERSECURITY PLAN OBJECTIVES**

Sample Table - Cybersecurity Plan Metrics			
Program Objectives	Program Sub-Objectives	Associated Metrics	Metric Description (details, source, frequency)
1.	1.1		
	1.2		
	1.3		
2.	2.1		
3.	3.1		
	3.2		
4.	4.1		
	4.2		
	4.3		

APPENDIX A: SAMPLE CYBERSECURITY PLAN CAPABILITIES ASSESSMENT

[By taking the following actions, an entity will demonstrate that their cybersecurity plan incorporates the required assessment relating to the **Cybersecurity Plan Required Elements**. Ensure that the assessment incorporates an **entity-wide** perspective. It also links any line items from the **project summary worksheet** that will help to establish, strengthen, or further develop your cybersecurity capabilities.]

Eligible entities can use the “EVAL” column as a self-assessment tool. Entities with newly initiated programs could use this spreadsheet to track the status of their cybersecurity planning efforts. Similarly, entities with advanced programs could use this worksheet to evaluate their current cybersecurity plan using “Yes, No, Partial, or N/A.”]

COMPLETED BY the City of College Place				FOR ASSESSOR
Cybersecurity Plan Required Elements	Brief Description of Current Capabilities of SLTT within the Eligible Entity	Select capability level from: Foundational Fundamental Intermediary Advanced	Project # (s) <i>(If applicable – as provided in Appendix B)</i>	Met
1. Manage, monitor, and track information systems, applications, and user accounts	Graylog archives logging from servers and network equipment.	Intermediary		
2. Monitor, audit, and track network traffic and activity	Graylog archives logging from servers and network equipment.	Intermediary		
3. Enhance the preparation, response, and resiliency of information systems, applications, and user accounts	Not at this time.	Foundational		
4. Implement a process of continuous cybersecurity risk factors and threat mitigation. practices prioritized by degree of risk	Not at this time.	Foundational		
5. Adopt and use best practices and methodologies to enhance cybersecurity (references NIST)	Limited to enforcing good passwords and verifying firewall settings for network traffic.	Fundamental		

a. Implement multi-factor authentication	Duo 2FA use limited to law enforcement staff.	Fundamental		
b. Implement enhanced logging	Graylog logging system archives logging from servers and network.	Intermediary		
c. Data encryption for data at rest and in transit	None for data at rest, VPN for data in transit.	Foundational		
d. End use of unsupported/end of life software and hardware that are accessible from the Internet	Hardware rotation plan replaces out-of-warranty equipment.	Foundational		
e. Prohibit use of known/fixed/default passwords and credentials	GPO enforces password complexity and minimum password length.	Intermediary		
f. Ensure the ability to reconstitute systems (backups)	Veeam data backup is in use, is encrypted, and test restores are done monthly.	Advanced		
g. Migration to the .gov internet domain	NA	Foundational		
6. Promote the delivery of safe, recognizable, and trustworthy online services, including using the .gov internet domain	No internal services are public-facing. Website is hosted remotely.	Foundational		
7. Ensure continuity of operations including by conducting exercises	Not at this time.	Foundational		
8. Identify and mitigate any gaps in the cybersecurity workforces, enhance recruitment and retention efforts, and bolster the knowledge, skills, and abilities of personnel (reference to NICE Workforce Framework for Cybersecurity)	Not at this time.	Foundational		
9. Ensure continuity of communications and data networks in the event of an incident involving communications or data networks	NA	Intermediary		
10. Assess and mitigate, to the greatest degree possible, cybersecurity risks and cybersecurity threats relating to critical infrastructure and key		Fundamental		

resources, the degradation of which may impact the performance of information systems within the jurisdiction of the eligible entity				
11. Enhance capabilities to share cyber threat indicators and related information between the eligible entity and the Department	Not at this time.	Foundational		
12. Leverage cybersecurity services offered by the Department	Not at this time.	Foundational		
13. Implement an information technology and operational technology modernization cybersecurity review process that ensures alignment between information technology and operational technology cybersecurity objectives		Foundational		
14. Develop and coordinate strategies to address cybersecurity risks and cybersecurity threats	Not at this time.	Fundamental		
15. Ensure rural communities have adequate access to, and participation in plan activities	NA?	NA?		
16. Distribute funds, items, services, capabilities, or activities to local governments	NA?	NA?		

APPENDIX B: PROJECT SUMMARY WORKSHEET

[The project worksheet should mirror all projects applied for in the Individual Justification (IJ) form.]

Purpose: The **Project Summary Worksheet** is a list of cybersecurity projects that the entity plans to complete to develop or improve any needed cybersecurity capabilities identified in **Appendix A: Sample Cybersecurity Plan Capabilities Assessment**.

[Instructions: Completing the table below, including the following information in each column to expedite review and approval:

- **Column 1.** Project number assigned by the entity
- **Column 2.** Name the project
- **Column 3.** Brief (e.g., 1-line) Description of the purpose of the project
- **Column 4.** The number of the Required Element the project addresses
- **Column 5.** Estimated project cost
- **Column 6.** Status of project (future, ongoing, complete)
- **Column 7.** Project priority listing (high, medium, low)
- **Column 8.** Project Type (Plan, Organize, Equip, Train, Exercise)]

1.	2. Project Name	3. Project Description	4. Related Required Element #	5. Cost	6. Status	7. Priority	8. Project Type

APPENDIX C: ENTITY METRICS

[Describe the metrics you will use to measure implementation and cybersecurity threat reduction (to be provided in your annual report to CISA), including:

- 1) progress toward implementing the cybersecurity plan; and
- 2) reducing cybersecurity risks to, and identifying, responding to, and recovering from cybersecurity threats to your information systems.

Consider the following when developing metrics:

- Metrics must be aligned to the Cybersecurity Plan and the established goals and objectives
- Review existing metrics that are already be used across the eligible entity
- The data for each metric must be available and reportable and should not create unnecessary burdens to collect.

The below table should reflect the goals and objectives the Cybersecurity Planning Committee establishes.

Cybersecurity Plan Metrics			
Program Goal	Program Objectives	Associated Metrics	Metric Description (details, source, frequency)
1.	1.1		
	1.2		
	1.3		
2.	2.1		
3.	3.1		
	3.2		
4.	4.1		
	4.2		
	4.3		
5.	5.1		

APPENDIX D: ACRONYMS

Acronym	Definition
UPDATE ALL ACRONYMS IN TABLE	