

City Council Meeting - Hybrid (In-Person & Electronic) (Tuesday, August 13, 2024)

Generated by Athen Reid on Monday, August 13, 2024

1. Opening Items.

Procedural: 1.01 Call To Order

Mayor Hernandez called the meeting to order at 7:03PM

Procedural: 1.02 Roll Call

PRESENT:

Mayor - Norma L. Hernández

Council Members – Paul Jessup; Tito Espinoza; Loren Peterson; Melodie Williams; Heather Schermann; Monica Boyle

Staff- City Administrator, Michael Rizzitiello; Finance Director, Brian Carleton; Deputy City Clerk, Athen Reid;

Also Present -

MEMBERS EXCUSED: Michael Cleveland;

MEMBERS ABSENT:

Procedural: 1.03 Pledge of Allegiance

Information: 1.04 Public Comment - None

2. Consent Agenda.

Action (Consent): 2.01 AB 24182 - Approve Agenda for August 13, 2024

Action (Consent), Minutes: 2.02 AB 24183 - Approve Council Minutes from July 23, 2024

Action (Consent): 2.03 AB 24184 - Approve May Financials

Action (Consent): 2.04 AB 24185 - Approve June Financials

Action (Consent): 2.06 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 Schermann made a motion to approve the consent agenda. Second by Member Williams and the motion passed 6-0.

3. Presentations.

Discussion: 3.01 AB 24186 - Election season Dos & Don'ts -

Ms. Culwell gave a brief slideshow presentation on acceptable and not-acceptable actions for Councilmembers to perform during election season.

Discussion ensued.

4. Public Hearings - None

Procedural: 4.01 Procedure for Public Testimony

5. Action Items.

Action: 5.01 AB 24187 - Salary Ordinance Update #4

Ms. Doering presented two changes to the 2024 Salary Ordinance including the addition of the Senior Planner position.

Council Member Boyle made a motion to adopt Ordinance No. 24-010 as presented. Second by Member Jessup and the motion passed 6-0

Action: 5.02 AB 24188 - Mojonner Road Right-of-Way Acquisition

Mr. McAndrews explained the requirement for right of way acquisition for the Monjonner Road reconstruction project. Allowing the city Administrator to negotiate purchase will expedite the process.

Discussion ensued.

Council Member Williams made a motion to approve Resolution 24-059 approving right-of-way purchases on Mojonner Road and authorizing the City Administrator to make offers with instruction to staff to stay within a specific price range. Second by Member Schermann and the motion passed 6-0

Action: 5.03 AB 24189 - Assumption of Private Infrastructure Code Update

Ms. Culwell explained how a code update will simplify and clarify the process for assumption of private infrastructure. The update is needed based on anticipated petitions for infrastructure assumption.

Discussion ensued.

Council Member Boyle made a motion to to approve Ordinance No. 24-011 an Ordinance by the City Council of the City of College Place, Washington to Repeal College Place Municipal Code Chapter 3.22 - Assumption of Private Infrastructure and enact new Chapter 3.22 providing for City assumption of private infrastructure. Second by Member Schermann and the motion passed 6-0

6. Administrative Reports - None

7. Informational Reports - None

8. Executive Session - None

9. Closing Items.

Discussion, Information: 9.01 Good of the Order?

Action: 9.02 Conclusion - Motion to Conclude the Meeting.

Council Member Williams made a motion to conclude the meeting at 7:44PM. Second by Council Member Peterson and with no objection, the meeting concluded.

Approved:

Norma L. Hernández – Mayor

Attest:

Athen Reid - Deputy City Clerk

The foregoing minutes are the official record of the City Council meeting that occurred August 13th, 2024. Further detail may be obtained by reviewing the actual audio recording made during this session.

2025 City of College Place Budget Calendar	State Law Time Limitations	Date	2024 Public Hearing Ad Date(s)
<i>Finance Director prepares Budget Entry in Tyler for each department</i>		8/1/2024- 8/9/2024	
<i>Department heads complete preliminary budget entry in Tyler and prepare narratives</i>		8/12/2024- 9/2/2024	
1. Request by clerk to all department heads and those in charge of municipal offices to prepare detailed estimates of revenues and expenditures for next fiscal year (calendar year). RCW 35A.33.030.	By second Monday in September.	9/9/2024	
<i>Finance Director prepares revenues budget</i>		9/3/2024- 9/11/2024	
<i>Department heads submit budget narratives to Finance Director</i>		9/9/2024	
2. Estimates are to be filed with the clerk. RCW 35A.33.030.	By fourth Monday in September	9/23/2024	
<i>Finance Director compiles department budget requests into proposed preliminary budget</i>		9/16/2024- 9/27/2024	
<i>Administrator compiles capital request forms into Capital Improvement Plan</i>		9/3/2024- 9/27/2024	
<i>Finance Director prepares payroll and capital budget components</i>		9/9/24-9/27/24	
<i>City Administrator and Finance Director meet with individual department heads</i>		9/16/24-9/18/24	
<i>Finance Director prepares powerpoint presentation for revenue sources, department requests, and property tax levy presentation to council</i>		9/19/24-9/20/24	
3. CAO provides the legislative body with current information on estimates of revenues from all sources as adopted in the budget for the current year. CAO also provides the legislative body with the clerk's proposed preliminary budget setting forth the complete financial program, showing expenditures requested by each department and sources of revenue by which each such program is proposed to be financed. RCW 35A.33.135.	No later than the first Monday in October.	9/24/2024 (council meeting)	
4. Estimates are presented to the chief administrative officer (CAO) for modifications, revisions or additions. Clerk must submit to CAO proposed preliminary budget setting forth the complete financial program, showing expenditures requested by each department and sources of revenue by which each such program is proposed to be financed. RCW 35A.33.050.	On or before the first business day in the third month prior to beginning of the fiscal year.	9/27/2024	
<i>Budget Workshop with Council and Department Heads</i>		10/1/2024 (workshop)	
5. The legislative body must hold a public hearing on revenue sources for the coming year's budget, including consideration of possible increases in property tax revenues. RCW 84.55.120. After the hearing, a city may choose to pass an ordinance at the same meeting authorizing a property tax increase in terms of dollars and percent to comply with Referendum 47. (Property Tax Levy Hearing)	Before legislative body votes on property tax levy. Deadlines for levy setting are in item 8 below.	10/22/2024 (council meeting)	10/10/2024
<i>City Administrator/Mayor prepares budget message</i>		10/28/24- 10/29/24	
<i>Finance Director and City Administrator review/prioritize/balance the budget</i>		10/30/24-11/1/24	
<i>Finance Director and City Administrator finalize CIP</i>		10/30/24-11/1/24	
6. CAO prepares preliminary budget and budget message and files with the city clerk. RCW 35A.33.052.	At least 60 days before the ensuing fiscal year.	10/31/2024	
<i>Finance Director prepares preliminary budget powerpoint presentation</i>		11/11/24- 11/15/24	
7. Clerk publishes notice that preliminary budget has been filed and publishes notice of public hearing on final budget once a week for two consecutive weeks. RCW 35A.33.060.	No later than the first two weeks in November.	10/29/24 and 11/05/24	

2025 City of College Place Budget Calendar	State Law Time Limitations	Date	2024 Public Hearing Ad Date(s)
8. Setting property tax levies. Ch. 52, Laws of 2005, HB 1048 and RCW 84.52.070.	November 30 for all cities and towns.	11/12/2024 (council meeting)	
9. The legislative body, or a committee thereof, must schedule hearings on the budget or parts of the budget and may require the presence of department heads. RCW 35A.33.055. (Preliminary Budget Hearing)	Prior to the final hearing.	11/12/2024 (council meeting)	10/29/2024
10. Copies of proposed (preliminary) budget made available to the public. RCW 35A.33.052.	No later than six weeks before January 1.	11/15/2024	
<i>Finance Director and City Administrator make adjustments to budget (large adjustments may consist of capital projects being removed from the budget based on grant funding application results to be received in November)</i>		11/18/24- 11/20/24	
<i>Budget Review with Finance Committee</i>		11/21/2024 (committee mtg.)	
<i>Finance Director prepares powerpoint presentation of budget changes between preliminary and final hearings for council</i>		11/22/2024	
11. Final hearing on proposed budget. RCW 35A.33.070.	On or before first Monday of December, and may be continued from day-to-day but no later than the 25th day prior to next fiscal year.	11/26/2024 (council meeting)	11/16/24 and 11/24/24
<i>City Council workshop on final changes to budget (if needed)</i>		12/3/2024 (workshop)	
12. Adoption of budget for 2024. RCW 35A.33.075.	Following the public hearing and prior to beginning of the ensuing fiscal year.	12/10/2024 (council meeting)	
<i>Copies of final budget to be transmitted to the State Auditor's Office and to MRSC.</i>		Post-Adoption	

CITY OF COLLEGE PLACE, WASHINGTON
**LIMITED TAX GENERAL OBLIGATION BONDS, 2024
UNLIMITED TAX GENERAL OBLIGATION REFUNDING BONDS, 2024**
**SCHEDULE OF EVENTS
AUGUST 13, 2024**
2024

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
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AUGUST						
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SEPTEMBER						
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29	30					

OCTOBER						
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20	21	22	23	24	25	26
27	28	29	30	31		

DATE	EVENT	RESPONSIBILITY
Completed	Kickoff Call and Discussion of Type of Sale/State TIF Update	All
Completed	Data Request Sent to City	BC
Completed	Call to Discuss Data Request Items	City, BC
Completed	First Draft of Bond Ordinance Circulated for Comment	BC
Completed	Call to Review Bond Ordinance / Comments Due	ALL
Completed	Holiday, Memorial Day	
Completed	Second Draft of Bond Ordinance Circulated for Comment	BC
Completed	Holiday, Juneteenth	
Completed	Regroup Call	ALL
Completed	Holiday, Independence Day	
Completed	Data Request Returned to Bond Counsel	City
Completed	First Draft of Preliminary Official Statement ("POS") Circulated for Comment	BC
Completed	Call to Review POS/Comments Due	All
Completed	Comments Due on Second Draft of Bond Ordinance	City, MA
Tue, Aug 13, 2024	Second Draft of POS Circulated for Comment	BC
Tue, Aug 20, 2024	Comments Due on Second Draft of POS	City, MA
by Thu, Aug 22, 2024	Final Bond Ordinance Submitted for Council Packet	BC, City
Mon, Aug 26, 2024	Third Draft of POS Circulated for Comment	BC
Tue, Aug 27, 2024	First Reading of Bond Ordinance at City Council Meeting	City
Wed, Aug 28, 2024	Documents Sent to Rating Agency	MA
Mon, Sep 2, 2024	Holiday, Labor Day	
Wed, Sep 4, 2024	Comments Due on Third Draft of POS	City, MA
TBD [Thu, Sep 5, 2024]	Prep Call for Rating Agency Presentation	City, MA
Wk of Sep 9, 2024	Call/Meeting with Rating Agency	City, MA
Wk of Sep 9, 2024	Due Diligence Call – Finalize POS	ALL
Tue, Sep 10, 2024	Council Considers Bond Ordinance	City



DATE	EVENT	RESPONSIBILITY
by Mon, Sep 23, 2024	Receive Rating(s)	City, MA
Tue, Sep 24, 2024	Publish POS	MA
Tue, Sep 24, 2024	Request CUSIPs	MA
Wed, Oct 2, 2024	Competitive Bond Sale [at 8:30 & 8:45 a.m.]	ALL
Fri, Oct 4, 2024	Draft Final Official Statement Circulated for Review	BC
Mon, Oct 7, 2024	Comments Due on Draft Final Official Statement	City, MA, UW
Tue, Oct 8, 2024	Draft Closing Memo Circulated for Review	MA
Wed, Oct 9, 2024	Final Official Statement Published	MA, BC
Thu, Oct 10, 2024	Comments Due on Draft Closing Memo	City, BC, UW
Fri, Oct 11, 2024	Final Closing Memo Circulated	MA
<i>Mon, Oct 14, 2024</i>	<i>Holiday, Indigenous Peoples' Day</i>	
Wed, Oct 16, 2024	Bond Closing (Confirmation of Funds Received)	ALL

City: City of College Place
MA: Municipal Advisor (NWMA)

BC: Bond Counsel (Foster Garvey)
UW: Underwriter (TBD at Competitive Sale)

This aerial map of the City of Aurora, Oregon, illustrates the city's boundaries and a proposed Tax Incremental Financing (TIF) district. The city limits are delineated by a solid red line, while the proposed TIF district is indicated by a pink hatched pattern. The map features a dense network of streets, including major thoroughfares like W Whitman Dr, W 12th St, and S Hwy 125. A legend in the bottom right corner clarifies the symbols for city limits and the proposed TIF district. A scale bar at the bottom center provides measurements in feet, ranging from 0 to 2,640. A north arrow is located in the bottom left corner. The map also shows various land uses, including residential areas, commercial zones, and undeveloped land.

Legend

- CITY LIMITS
- PROPOSED TIF DISTRICT

Scale: 0 330 660 1,320 1,980 2,640 Feet

Streets shown include: RUSSET RD, BITTERROOT DR, S CAMPBELL RD, SWEET ONION LN, S HUSSEY ST, ROSIE LN, NW RUBY LN, NW LAURELLA LN, NW B ST, N COLLEGE AVE, NE A ST, NE CEDAR AVE, NE TREMONT DR, NE IVY LN, E WHITMAN DR, SE 2ND ST, SE 3RD ST, SE 4TH ST, SE 5TH ST, SE 6TH ST, SE 8TH ST, SE 9TH ST, SE 10TH ST, SE 11TH ST, SE 12TH ST, SE 13TH ST, SE MOUNTAIN VIEW DR, SE SCENIC VIEW DR, SE SUNNY DR, SE LAMPERTI ST, SE PEPPERIDGE PL, SE CEDAR BEND DR, S HWY 125, PERS BRIDGE RD, AUFTY LN, SW GREELEY ST, SW CARVER ST, SW Settlement, SW 4th Street, SW Alicia Loop, SW Homestead Ave, SW 1ST ST, SW 2ND ST, SW 3RD ST, SW 4TH ST, SW 5TH ST, SW 6TH ST, SW 8TH ST, SW 9TH ST, SW 10TH ST, SW 11TH ST, SW 12TH ST, SW 13TH ST, SW PUFF LN, SW BADE AVE, SW DAVIS AVE, SW EVANS AVE, S ACADEMY WAY, SUNCREST TER, DANA DR, SMITH DR, GRANDVIEW AVE, BRICKNER RD, VALLEY ST, LAWSON LN, OWENS RD, TEAL RD, CLARENCE AVE, STANLEY DR, MARTIN FIELD LN, S DOANS AVE, S RUSSET RD, S BITTERROOT DR, S CAMPBELL RD, S HUSSEY ST, SWEET ONION LN, NW RUBY LN, NW LAURELLA LN, NW B ST, N COLLEGE AVE, NE A ST, NE CEDAR AVE, NE TREMONT DR, NE IVY LN, E WHITMAN DR, SE 2ND ST, SE 3RD ST, SE 4TH ST, SE 5TH ST, SE 6TH ST, SE 8TH ST, SE 9TH ST, SE 10TH ST, SE 11TH ST, SE 12TH ST, SE 13TH ST, SE MOUNTAIN VIEW DR, SE SCENIC VIEW DR, SE SUNNY DR, SE LAMPERTI ST, SE PEPPERIDGE PL, SE CEDAR BEND DR, S HWY 125, PERS BRIDGE RD, AUFTY LN, SW GREELEY ST, SW CARVER ST, SW Settlement, SW 4th Street, SW Alicia Loop, SW Homestead Ave, SW 1ST ST, SW 2ND ST, SW 3RD ST, SW 4TH ST, SW 5TH ST, SW 6TH ST, SW 8TH ST, SW 9TH ST, SW 10TH ST, SW 11TH ST, SW 12TH ST, SW 13TH ST, SW PUFF LN, SW BADE AVE, SW DAVIS AVE, SW EVANS AVE, S ACADEMY WAY, SUNCREST TER, DANA DR, SMITH DR, GRANDVIEW AVE, BRICKNER RD, VALLEY ST, LAWSON LN, OWENS RD, TEAL RD, CLARENCE AVE, STANLEY DR.



0 330 660 1,320 1,980 2,640 Feet

 CITY LIMITS
 PROPOSED TIF DISTRICT

CITY OF COLLEGE PLACE, WASHINGTON

ORDINANCE NO. _____

AN ORDINANCE of the City of College Place, Washington, relating to contracting indebtedness; providing for the issuance, sale and delivery of not to exceed \$9,500,000 aggregate principal amount of limited tax general obligation bonds to provide funds to make infrastructure improvements in respect of the Stone Creek and Downtown Increment Area designated by Ordinance No. 23-007 and to pay the costs of issuance and sale of the bonds; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds; and providing for related matters.

Passed: September 10, 2024

This document prepared by:

*Foster Garvey P.C.
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Seattle, Washington 98101
(206) 447-4400*

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**The cover page, table of contents and section headings of this ordinance are for convenience of reference only, and shall not be used to resolve any question of interpretation of this ordinance.*

CITY OF COLLEGE PLACE, WASHINGTON

ORDINANCE NO. ____

AN ORDINANCE of the City of College Place, Washington, relating to contracting indebtedness; providing for the issuance, sale and delivery of not to exceed \$9,500,000 aggregate principal amount of limited tax general obligation bonds to provide funds to make infrastructure improvements in respect of the Stone Creek and Downtown Increment Area designated by Ordinance No. 23-007 and to pay the costs of issuance and sale of the bonds; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds; and providing for related matters.

THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON, DO ORDAIN as follows:

Section 1. Definitions. As used in this ordinance, the following capitalized terms shall have the following meanings:

(a) “*Authorized Denomination*” means \$5,000 or any integral multiple thereof within a maturity.

(b) “*Beneficial Owner*” means, with respect to a Bond, the owner of any beneficial interest in that Bond.

(c) “*Bond*” means each bond issued pursuant to and for the purposes provided in this ordinance.

(d) “*Bond Counsel*” means the firm of Foster Garvey P.C., its successor, or any other attorney or firm of attorneys selected by the City with a nationally recognized standing as bond counsel in the field of municipal finance.

(e) “*Bond Fund*” means the Limited Tax General Obligation Bond Fund, 2024, of the City created for the payment of the principal of and interest on the Bonds.

(f) “*Bond Purchase Contract*” means an offer to purchase a Series of the Bonds, setting forth certain terms and conditions of the issuance, sale and delivery of those Bonds, which offer is authorized to be accepted by the Designated Representative on behalf of the City, if consistent with this ordinance. In the case of a competitive sale, the official notice of sale, the Purchaser's bid and the award by the City shall constitute the Bond Purchase Contract for purposes of this ordinance.

(g) “*Bond Register*” means the books or records maintained by the Bond Registrar for the purpose of identifying ownership of each Bond.

(h) “*Bond Registrar*” means the Fiscal Agent, or any successor bond registrar selected by the City.

(i) “*City*” means the City of College Place, Washington, a municipal corporation duly organized and existing under the laws of the State.

(j) “*City Administrator*” means the City Administrator of the City or such other officer of the City who succeeds to substantially all of the responsibilities of that office.

(k) “*City Clerk*” means the City Clerk of the City or the successor to the functions of that officer.

(l) “*City Council*” means the legislative authority of the City, as duly and regularly constituted from time to time.

(m) “*Code*” means the United States Internal Revenue Code of 1986, as amended, and applicable rules and regulations promulgated thereunder.

(n) “*DTC*” means The Depository Trust Company, New York, New York, or its nominee.

(o) “*Designated Representative*” means the officer of the City appointed in Section 4 of this ordinance to serve as the City’s designated representative in accordance with RCW 39.46.040(2).

(p) “*Final Terms*” means the terms and conditions for the sale of a Series of Bonds including the amount, date or dates, denominations, interest rate or rates (or mechanism for determining interest rate or rates), payment dates, final maturity, redemption rights, price, and other terms or covenants.

(q) “*Finance Director*” means the City’s Finance Director or such other officer of the City who succeeds to substantially all of the responsibilities of that office.

(r) “*Fiscal Agent*” means the fiscal agent of the State, as the same may be designated by the State from time to time.

(s) “*Government Obligations*” has the meaning given in RCW 39.53.010, as now in effect or as may hereafter be amended.

(t) “*Increment Area*” has the meaning ascribed to such term in the Increment Area Ordinance and includes the 258.9 acres of land designated by Section 2 of the Increment Area Ordinance as the “Stone Creek and Downtown Increment Area.”

(u) “*Increment Area Ordinance*” means Ordinance No. 23-007, passed by the City Council on May 23, 2023, designating the Increment Area and providing for related matters.

(v) “*Increment Value*” means 100 percent of any increase in the true and fair value of real property in the Increment Area that is placed on the tax rolls after June 1, 2023.

(w) “*Issue Date*” means, with respect to a Bond, the date of initial issuance and delivery of that Bond to the Purchaser in exchange for the purchase price of that Bond.

(x) “*Letter of Representations*” means the Blanket Issuer Letter of Representations between the City and DTC dated December 8, 1998, as it may be amended from time to time, and any successor or substitute letter relating to the operational procedures of the Securities Depository.

(y) “*Mayor*” means the Mayor of the City or the successor to the functions of that office.

(z) “*MSRB*” means the Municipal Securities Rulemaking Board.

(aa) “*Official Statement*” means an offering document, disclosure document, private placement memorandum or substantially similar disclosure document provided to purchasers and potential purchasers in connection with the initial offering of the Bonds in conformance with Rule 15c2-12 or other applicable regulations of the SEC.

(bb) “*Owner*” means, without distinction, the Registered Owner and the Beneficial Owner.

(cc) “*Projects*” means the public infrastructure improvements located within or outside of and serving the Increment Area and identified in Section 4 of the Increment Area Ordinance. Without limiting the foregoing, the term “Projects” includes:

- (1) Mojonner Road improvements;
- (2) East-West Road construction across McKiernan property;
- (3) Signalization at College Avenue and East-West Road;
- (4) Downtown parking lot(s);
- (5) Capitalized interest for up to six months following completion, consistent with RCW 39.114.010; and
- (6) Costs related to the issuance, sale and delivery of the Bonds and incidental costs incurred in connection with carrying out and accomplishing the Projects, consistent with RCW 39.46.070.

(dd) “*Project Account*” means the account of the City to be created or maintained by the Finance Director into which proceeds of the Bonds are deposited for the purpose of carrying out the Projects.

(ee) “*Purchaser*” means the corporation, firm, association, partnership, trust, bank, financial institution or other legal entity or group of entities selected by the Designated Representative to serve as underwriter in a negotiated sale or awarded as the successful bidder in a competitive sale of any Series of the Bonds.

(ff) “*Rating Agency*” means any nationally recognized rating agency then maintaining a rating on the Bonds at the request of the City.

(gg) “*Record Date*” means the Bond Registrar’s close of business on the 15th day of the month preceding an interest payment date. With respect to redemption of a Bond prior to its maturity, the Record Date shall mean the Bond Registrar’s close of business on the date on which the Bond Registrar sends the notice of redemption in accordance with Section 9.

(hh) “*Registered Owner*” means, with respect to a Bond, the person in whose name that Bond is registered on the Bond Register. For so long as the City utilizes the book-entry only system for the Bonds under the Letter of Representations, Registered Owner shall mean the Securities Depository.

(ii) “*Rule 15c2-12*” means Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934, as amended.

(jj) “*SEC*” means the United States Securities and Exchange Commission.

(kk) “*Securities Depository*” means DTC, any successor thereto, any substitute securities depository selected by the City that is qualified under applicable laws and regulations to provide the services proposed to be provided by it, or the nominee of any of the foregoing.

(ll) “*Series of Bonds*” or “*Series*” means a series of the Bonds issued pursuant to this ordinance.

(mm) “*State*” means the State of Washington.

(nn) “*Tax Allocation Revenues*” means those revenues derived from the imposition of regular property taxes on the Increment Value.

(oo) “*Term Bond*” means each Bond designated as a Term Bond and subject to mandatory redemption in the years and amounts set forth in the Bond Purchase Contract.

(pp) “*Undertaking*” means the undertaking to provide continuing disclosure entered into pursuant to Section 16 of this ordinance.

Section 2. Findings and Determinations. The City takes note of the following facts and makes the following findings and determinations:

(a) *Authority and Description of Projects.* Pursuant to the Increment Area Ordinance, the City designated the Increment Area and identified the Projects to be paid, repaid or reimbursed from Tax Allocation Revenues and/or limited tax general obligation bonds secured by Tax Allocation Revenues and other regular property tax revenues, other lawfully available revenues and the full faith, credit and resources of the City, including without limitation the Bonds. The City is in need of the Projects to encourage major private development that will not occur without the construction of the Projects. The City Council therefore finds that it is in the best interests of the City to carry out the Projects.

(b) *Plan of Financing.* Pursuant to applicable law, including without limitation chapters 39.36, 39.44, 39.46 and 39.114 RCW, the City is authorized to issue general obligation bonds for the purpose of paying, repaying or reimbursing costs of the Projects. The total expected cost of the Projects is approximately \$18,900,000, which is expected to be financed with proceeds of the Bonds, other funds of the City and other sources.

(c) *Debt Capacity.* The maximum amount of indebtedness authorized by this ordinance is \$9,500,000. Based on the following facts, this amount is to be issued within the amount permitted to be issued by the City for general municipal purposes without a vote:

- (1) The assessed valuation of the taxable property within the City as ascertained by the last preceding assessment for City purposes for collection in the calendar year 2024 is \$1,134,756,638.
- (2) As of April 30, 2024, the City had no limited tax general obligation indebtedness outstanding.
- (3) As of April 30, 2024, the City has unlimited tax general obligation indebtedness for capital purposes only outstanding in the principal amount of \$3,950,000 for general municipal purposes. The indebtedness described in this paragraph has been incurred with the approval of the requisite proportion of the City's qualified voters at an election meeting the minimum turnout requirements, within the limit of up to 2½% of the value of the taxable property within the City for general municipal purposes (when combined with the outstanding limited tax general obligation indebtedness).

(d) *The Bonds.* For the purpose of providing the funds necessary to pay or reimburse costs of the Projects and to pay the costs of issuance and sale of the Bonds, the City Council finds that it is in the best interests of the City and its taxpayers to issue and sell the Bonds to the Purchaser, pursuant to the terms set forth in the Bond Purchase Contract as approved by the City's Designated Representative consistent with this ordinance.

Section 3. Authorization of Bonds. The City is authorized to borrow money on the credit of the City and issue negotiable limited tax general obligation bonds in one or more Series evidencing indebtedness in the aggregate principal amount not to exceed \$9,500,000 to provide funds necessary to carry out the Projects and to pay the costs of issuance and sale of the Bonds. The proceeds of the Bonds allocated to paying the cost of the Projects shall be deposited as set forth in Section 8 of this ordinance and shall be used to carry out the Projects, or a portion of the Projects, in such order of time as the City determines is advisable and practicable.

Section 4. Description of the Bonds; Appointment of Designated Representative. The City Administrator and the Finance Director each are appointed as the Designated Representative of the City and each of them acting alone is authorized and directed to conduct the sale of the Bonds in the manner and upon the terms deemed most advantageous to the City, and to approve the Final Terms of the Bonds, with such additional terms and covenants as the Designated Representative deems advisable, within the following parameters:

(a) The Bonds may be issued in one or more Series, and the aggregate principal amount of the Bonds shall not exceed \$9,500,000;

(b) One or more rates of interest may be fixed for the Bonds but no rate of interest for any maturity of the Bonds shall exceed 6.0%;

(c) The true interest cost to the City for each Series of Bonds shall not exceed 5.5%;

(d) The aggregate purchase price for each Series of Bonds shall not be less than 95% and not more than 130% of the aggregate stated principal amount of the Bonds, excluding any original issue discount;

(e) The Bonds may be issued subject to optional and mandatory redemption provisions;

(f) The Bonds shall be dated as of the date of their delivery, which date and time for the issuance and delivery of the Bonds is not later than one year from the passage of this ordinance; and

(g) Each Series shall mature no later than December 31, 2048.

In addition, a Series of the Bonds may not be issued if it would cause the indebtedness of the City to exceed the City's legal debt capacity on the Issue Date. The Designated Representative may determine whether it is in the City's best interest to provide for bond insurance or other credit enhancement, may determine whether a Series is federally tax-exempt, and may accept such additional terms, conditions and covenants as the Designated Representative may determine are in the best interests of the City, consistent with this ordinance.

In determining the number of series, the series designations, final principal amounts, date of the Bonds, denominations, interest rates, payment dates, redemption provisions, tax status, and maturity dates for the Bonds, the Designated Representative, in consultation with other City officials and staff and advisors, shall take into account those factors that, in the judgment of the Designated Representative, will result in the lowest true interest cost on the Bonds to their maturity, including, but not limited to current financial market conditions and current interest rates for obligations comparable to the Bonds.

Section 5. Bond Registrar; Registration and Transfer of Bonds.

(a) *Registration of Bonds; Bond Register.* Each Bond shall be issued only in registered form as to both principal and interest and the ownership of each Bond shall be recorded on the Bond Register. The Bond Register shall contain the name and mailing address of each Registered Owner and the principal amount and number of each Bond held by each Registered Owner.

(b) *Bond Registrar; Duties.* The Fiscal Agent is appointed as initial Bond Registrar. The Bond Registrar shall keep, or cause to be kept, the Bond Register, which shall be open to inspection by the City at all times. The Bond Registrar is authorized, on behalf of the City, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of the Bonds and this ordinance, to serve as the City's paying agent for the Bonds and to carry out all of the Bond Registrar's powers and duties under this ordinance. The Bond Registrar shall be

responsible for its representations contained in the Bond Registrar's Certificate of Authentication on each Bond. The Bond Registrar may become an Owner with the same rights it would have if it were not the Bond Registrar and, to the extent permitted by law, may act as depository for and permit any of its officers or directors to act as members of, or in any other capacity with respect to, any committee formed to protect the rights of Owners.

(c) *Transfer or Exchange.* A Bond surrendered to the Bond Registrar may be exchanged for a Bond or Bonds in any Authorized Denomination of an equal aggregate principal amount and of the same interest rate and maturity. A Bond may be transferred only if endorsed in the manner provided thereon and surrendered to the Bond Registrar. Any exchange or transfer shall be without cost to the Owner or transferee. The Bond Registrar shall not be obligated to exchange any Bond or transfer registered ownership during the period between the applicable Record Date and the next upcoming interest payment or redemption date.

(d) *Securities Depository; Book-Entry Only Form.* DTC is appointed as initial Securities Depository. Each Bond initially shall be registered in the name of Cede & Co., as the nominee of DTC. Each Bond registered in the name of the Securities Depository shall be held fully immobilized in book-entry only form by the Securities Depository in accordance with the provisions of the Letter of Representations. Registered ownership of any Bond registered in the name of the Securities Depository may not be transferred except: (i) to any successor Securities Depository; (ii) to any substitute Securities Depository appointed by the City; or (iii) to any person if the Bond is no longer to be held in book-entry only form. Upon the resignation of the Securities Depository, or upon a termination of the services of the Securities Depository by the City, the City may appoint a substitute Securities Depository. If (i) the Securities Depository resigns and the City does not appoint a substitute Securities Depository, or (ii) the City terminates the services of the Securities Depository, the Bonds no longer shall be held in book-entry only form and the registered ownership of each Bond may be transferred to any person as provided in this ordinance.

Neither the City nor the Bond Registrar shall have any obligation to participants of any Securities Depository or the persons for whom they act as nominees regarding accuracy of any records maintained by the Securities Depository or its participants. Neither the City nor the Bond Registrar shall be responsible for any notice that is permitted or required to be given to a Registered Owner except such notice as is required to be given by the Bond Registrar to the Securities Depository.

Section 6. Form and Execution of Bonds.

(a) *Form of Bonds; Signatures and Seal.* Each Bond shall be prepared in a form consistent with the provisions of this ordinance and State law. Each Bond shall be signed by the Mayor and the City Clerk, either or both of whose signatures may be manual or in facsimile, and the seal of the City or a facsimile reproduction thereof shall be impressed or printed thereon. If any officer whose manual or facsimile signature appears on a Bond ceases to be an officer of the City authorized to sign bonds before the Bond bearing such officer's manual or facsimile signature is authenticated by the Bond Registrar, or issued or delivered by the City, that Bond nevertheless may be authenticated, issued and delivered and, when authenticated, issued and delivered, shall be as binding on the City as though that person had continued to be an officer of the City authorized to sign bonds. Any Bond also may be signed on behalf of the City by any person who, on the

actual date of signing of the Bond, is an officer of the City authorized to sign bonds, although such officer did not hold the required office on its Issue Date.

(b) *Authentication.* Only a Bond bearing a Certificate of Authentication in substantially the following form, manually signed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this ordinance: “Certificate of Authentication. This Bond is one of the fully registered City of College Place, Washington, Limited Tax General Obligation Bonds, 2024, described in the Bond Ordinance.” The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this ordinance.

Section 7. Payment of Bonds. Principal of and interest on each Bond shall be payable in lawful money of the United States of America. Principal of and interest on each Bond registered in the name of the Securities Depository is payable in the manner set forth in the Letter of Representations. Interest on each Bond not registered in the name of the Securities Depository is payable by electronic transfer on the interest payment date, or by check or draft of the Bond Registrar mailed on the interest payment date to the Registered Owner at the address appearing on the Bond Register on the Record Date. The City is not required to make electronic transfers except pursuant to a request by a Registered Owner in writing received on or prior to the Record Date and at the sole expense of the Registered Owner. Principal of each Bond not registered in the name of the Securities Depository is payable upon presentation and surrender of the Bond by the Registered Owner to the Bond Registrar. The Bonds are not subject to acceleration under any circumstances.

Section 8. Funds and Accounts; Deposit of Bond Proceeds.

(a) *Bond Fund.* The Bond Fund is created as a special fund of the City for the sole purpose of paying principal of and interest on the Bonds. Accrued interest on the Bonds, if any, shall be deposited into the Bond Fund. All amounts allocated to the payment of the principal of and interest on the Bonds shall be deposited in the Bond Fund as necessary for the timely payment of amounts due with respect to the Bonds. The principal of and interest on the Bonds shall be paid out of the Bond Fund. Until needed for that purpose, the City may invest money in the Bond Fund temporarily in any legal investment, and the investment earnings shall be retained in the Bond Fund and used for the purposes of that fund.

(b) *Project Account.* The Project Account is to be created or maintained as an account of the City for the purpose of paying the costs of the Projects. Proceeds received from the sale and delivery of the Bonds shall be deposited into the Project Account and used to pay the costs of the Projects and costs of issuance of the Bonds. Until needed to pay such costs, the City may invest those proceeds temporarily in any legal investment, and the investment earnings shall be retained in the Project Account and used for the purposes of that fund, except that earnings subject to a federal tax or rebate requirement (if applicable) may be withdrawn from the Project Account and used for those tax or rebate purposes.

Section 9. Redemption Provisions and Purchase of Bonds.

(a) *Optional Redemption.* The Bonds shall be subject to redemption at the option of the City on terms acceptable to the Designated Representative, as set forth in the Bond Purchase Contract, consistent with the parameters set forth in Section 4.

(b) *Mandatory Redemption.* Each Bond that is designated as a Term Bond in the Bond Purchase Contract, consistent with the parameters set forth in Section 4 and except as set forth below, shall be called for redemption at a price equal to the stated principal amount to be redeemed, plus accrued interest, on the dates and in the amounts as set forth in the Bond Purchase Contract. If a Term Bond is redeemed under the optional redemption provisions, defeased or purchased by the City and surrendered for cancellation, the principal amount of the Term Bond so redeemed, defeased or purchased (irrespective of its actual redemption or purchase price) shall be credited against one or more scheduled mandatory redemption installments for that Term Bond. The City shall determine the manner in which the credit is to be allocated and shall notify the Bond Registrar in writing of its allocation prior to the earliest mandatory redemption date for that Term Bond for which notice of redemption has not already been given.

(c) *Selection of Bonds for Redemption; Partial Redemption.* If fewer than all of the outstanding Bonds are to be redeemed at the option of the City, the City shall select the Series and maturities to be redeemed. If fewer than all of the outstanding Bonds of a maturity are to be redeemed, the Securities Depository shall select Bonds registered in the name of the Securities Depository to be redeemed in accordance with the Letter of Representations, and the Bond Registrar shall select all other Bonds to be redeemed randomly in such manner as the Bond Registrar shall determine. All or a portion of the principal amount of any Bond that is to be redeemed may be redeemed in any Authorized Denomination. If less than all of the outstanding principal amount of any Bond is redeemed, upon surrender of that Bond to the Bond Registrar, there shall be issued to the Registered Owner, without charge, a new Bond (or Bonds, at the option of the Registered Owner) of the same Series, maturity and interest rate in any Authorized Denomination in the aggregate principal amount to remain outstanding.

(d) *Notice of Redemption.* Notice of redemption of each Bond registered in the name of the Securities Depository shall be given in accordance with the Letter of Representations. Notice of redemption of each other Bond, unless waived by the Registered Owner, shall be given by the Bond Registrar not less than 20 nor more than 60 days prior to the date fixed for redemption by first-class mail, postage prepaid, to the Registered Owner at the address appearing on the Bond Register on the Record Date. The requirements of the preceding sentence shall be satisfied when notice has been mailed as so provided, whether or not it is actually received by an Owner. In addition, the redemption notice shall be mailed or sent electronically within the same period to the MSRB (if required under the Undertaking), to each Rating Agency, and to such other persons and with such additional information as the Finance Director shall determine, but these additional mailings shall not be a condition precedent to the redemption of any Bond.

(e) *Rescission of Optional Redemption Notice.* In the case of an optional redemption, the notice of redemption may state that the City retains the right to rescind the redemption notice and the redemption by giving a notice of rescission to the affected Registered Owners at any time on or prior to the date fixed for redemption. Any notice of optional redemption that is so rescinded

shall be of no effect, and each Bond for which a notice of redemption has been rescinded shall remain outstanding.

(f) *Effect of Redemption.* Interest on each Bond called for redemption shall cease to accrue on the date fixed for redemption, unless either the notice of optional redemption is rescinded as set forth above, or money sufficient to effect such redemption is not on deposit in the Bond Fund or in a trust account established to refund or defease the Bond.

(g) *Purchase of Bonds.* The City reserves the right to purchase any or all of the Bonds offered to the City or in the open market at any time at any price acceptable to the City plus accrued interest to the date of purchase. All Bonds so purchased shall be canceled.

Section 10. Failure to Pay Bonds. If the principal of any Bond is not paid when the Bond is properly presented at its maturity or date fixed for redemption, the City shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity or date fixed for redemption until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the Bond Fund, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner.

Section 11. Pledge of Taxes and Tax Allocation Revenues. The Bonds constitute a general indebtedness of the City and are payable from tax revenues of the City, Tax Allocation Revenues and such other money as is lawfully available and pledged by the City for the payment of principal of and interest on the Bonds.

(a) *Property Taxes.* For as long as any of the Bonds are outstanding, the City irrevocably pledges that it shall, in the manner provided by law within the constitutional and statutory limitations provided by law without the assent of the voters, include in its annual property tax levy amounts sufficient, together with other money that is lawfully available, to pay principal of and interest on the Bonds as the same become due. The full faith, credit and resources of the City are pledged irrevocably for the prompt payment of the principal of and interest on the Bonds and such pledge shall be enforceable in mandamus against the City.

(b) *Tax Allocation Revenues.* The City irrevocably pledges to apply the Tax Allocation Revenues to the payment of the principal of and premium, if any, and interest on the Bonds when due. The City pledges and covenants to the fullest extent permitted by law, that the City's entitlement to the Tax Allocation Revenues shall be maintained, continued and enforced until the Bonds, including all principal and premium, if any, and interest, are fully paid and retired. Upon receipt, Tax Allocation Revenues shall be used for the following purposes only and shall be applied in the following order of priority:

- (1) To pay interest on the Bonds when due;
- (2) To pay principal of and premium, if any, on the Bonds when due, whether at maturity or pursuant to mandatory sinking fund redemption or optional redemption;

- (3) To make payments when due under any reimbursement agreement entered into in connection with bond insurance;
- (4) To pay, repay or reimburse costs of the Projects;
- (5) To repay or reimburse the City for payments of principal of and premium, if any, and interest on the Bonds at any time made by the City from any source other than Tax Allocation Revenues; and
- (6) To retire by redemption or purchase any outstanding Bonds.

Section 12. Tax Covenants.

(a) *Preservation of Tax Exemption for Interest on Bonds.* The City covenants that it will take all actions necessary to prevent interest on the Bonds from being included in gross income for federal income tax purposes, and it will neither take any action nor make or permit any use of proceeds of the Bonds or other funds of the City treated as proceeds of the Bonds that will cause interest on the Bonds to be included in gross income for federal income tax purposes. The City also covenants that it will, to the extent the arbitrage rebate requirements of Section 148 of the Code are applicable to the Bonds, take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Bonds.

(b) *Post-Issuance Compliance.* The Finance Director is authorized and directed to review and update the City's written procedures to facilitate compliance by the City with the covenants in this ordinance and the applicable requirements of the Code that must be satisfied after the Issue Date to prevent interest on the Bonds from being included in gross income for federal tax purposes.

(c) *Designation of Bonds as "Qualified Tax-Exempt Obligations."* A Series of the Bonds may be designated as "qualified tax-exempt obligations" for the purposes of Section 265(b)(3) of the Code, if the following conditions are met:

- (1) the Series does not constitute "private activity bonds" within the meaning of Section 141 of the Code;
- (2) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds and other obligations not required to be included in such calculation) that the City and any entity subordinate to the City (including any entity that the City controls, that derives its authority to issue tax-exempt obligations from the City, or that issues tax-exempt obligations on behalf of the City) will issue during the calendar year in which the Series is issued will not exceed \$10,000,000; and
- (3) the amount of tax-exempt obligations, including the Series, designated by the City as "qualified tax-exempt obligations" for the purposes of Section 265(b)(3) of the Code during the calendar year in which the Series is issued does not exceed \$10,000,000.

Section 13. Refunding or Defeasance of the Bonds. The City may issue refunding bonds pursuant to State law or use money available from any other lawful source to carry out a refunding or defeasance plan, which may include (a) paying when due the principal of and interest on any or all of the Bonds (the “defeased Bonds”); (b) redeeming the defeased Bonds prior to their maturity; and (c) paying the costs of the refunding or defeasance. If the City sets aside in a special trust fund or escrow account irrevocably pledged to that redemption or defeasance (the “trust account”), money and/or Government Obligations maturing at a time or times and bearing interest in amounts sufficient to redeem, refund or defease the defeased Bonds in accordance with their terms, then all right and interest of the Owners of the defeased Bonds in the covenants of this ordinance and in the funds and accounts obligated to the payment of the defeased Bonds shall cease and become void. Thereafter, the Owners of defeased Bonds shall have the right to receive payment of the principal of and interest on the defeased Bonds solely from the trust account and the defeased Bonds shall be deemed no longer outstanding. In that event, the City may apply money remaining in any fund or account (other than the trust account) established for the payment or redemption of the defeased Bonds to any lawful purpose.

Unless otherwise specified by the City in a refunding or defeasance plan, notice of refunding or defeasance shall be given, and selection of Bonds for any partial refunding or defeasance shall be conducted, in the manner prescribed in this ordinance for the redemption of Bonds.

Section 14. Sale and Delivery of the Bonds.

(a) *Manner of Sale of Bonds; Delivery of Bonds.* The Designated Representative is authorized to sell each Series of the Bonds by negotiated sale or by competitive sale in accordance with a notice of sale consistent with this ordinance, based on the assessment of the Designated Representative of market conditions, in consultation with appropriate City officials and staff, Bond Counsel and other advisors. In determining the method of sale of a Series and accepting the Final Terms, the Designated Representative shall take into account those factors that, in the judgment of the Designated Representative, may be expected to result in the lowest true interest cost to the City.

(b) *Procedure for Negotiated Sale.* If the Designated Representative determines that a Series of the Bonds is to be sold by negotiated sale, the Designated Representative shall select one or more Purchasers with which to negotiate such sale. The Bond Purchase Contract for each Series of the Bonds shall set forth the Final Terms. The Designated Representative is authorized to execute the Bond Purchase Contract on behalf of the City, so long as the terms provided therein are consistent with the terms of this ordinance.

(c) *Procedure for Competitive Sale.* If the Designated Representative determines that a Series of the Bonds is to be sold by competitive sale, the Designated Representative shall cause the preparation of an official notice of bond sale setting forth parameters for the Final Terms and any other bid parameters that the Designated Representative deems appropriate consistent with this ordinance. Bids for the purchase of each Series of the Bonds shall be received at such time or place and by such means as the Designated Representative directs. On the date and time established for the receipt of bids, the Designated Representative (or the designee of the Designated Representative) shall open bids and shall cause the bids to be mathematically verified.

The Designated Representative is authorized to award, on behalf of the City, the winning bid and accept the winning bidder's offer to purchase that Series of the Bonds, with such adjustments to the aggregate principal amount and principal amount per maturity as the Designated Representative deems appropriate, consistent with the terms of this ordinance, and such award shall constitute the Bond Purchase Contract. The Designated Representative may reject any or all bids submitted and may waive any formality or irregularity in any bid or in the bidding process if the Designated Representative deems it to be in the City's best interest to do so. If all bids are rejected, that Series of the Bonds may be sold pursuant to negotiated sale or in any manner provided by law as the Designated Representative determines is in the best interest of the City, within the parameters set forth in this ordinance.

(d) *Preparation, Execution and Delivery of the Bonds.* The Bonds will be prepared at City expense and will be delivered to the Purchaser in accordance with the Bond Purchase Contract, together with the approving legal opinion of Bond Counsel regarding the Bonds.

Section 15. Official Statement.

(a) *Preliminary Official Statement Deemed Final.* The Designated Representative shall review and, if acceptable to the Designated Representative, approve the preliminary Official Statement prepared in connection with each sale of the Bonds to the public. For the sole purpose of the Purchaser's compliance with paragraph (b)(1) of Rule 15c2-12, the Designated Representative is authorized to deem that preliminary Official Statement final as of its date, except for the omission of information permitted to be omitted by Rule 15c2-12. The City approves the distribution to potential purchasers of the Bonds of a preliminary Official Statement that has been approved by the Designated Representative and been deemed final, if applicable, in accordance with this subsection.

(b) *Approval of Final Official Statement.* The City approves the preparation of a final Official Statement for the Bonds to be sold to the public in the form of the preliminary Official Statement that has been approved and deemed final in accordance with subsection (a), with such modifications and amendments as the Designated Representative deems necessary or desirable, and further authorizes the Designated Representative to execute and deliver such final Official Statement to the Purchaser if required under Rule 15c2-12. The City authorizes and approves the distribution by the Purchaser of the final Official Statement so executed and delivered to purchasers and potential purchasers of the Bonds.

Section 16. Undertaking to Provide Continuing Disclosure. If necessary to meet the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to a participating underwriter for the Bonds, the City makes the following written undertaking (the "Undertaking") for the benefit of holders of the Bonds:

(a) *Undertaking to Provide Annual Financial Information and Notice of Listed Events.* The City undertakes to provide or cause to be provided, either directly or through a designated agent, to the MSRB, in an electronic format as prescribed by the MSRB, accompanied by identifying information as prescribed by the MSRB:

- (1) Annual financial information and operating data of the type included in the final official statement for the Bonds and described in paragraph (b) (“annual financial information”);
- (2) Timely notice (not in excess of 10 business days after the occurrence of the event) of the occurrence of any of the following events with respect to the Bonds: (A) principal and interest payment delinquencies; (B) non-payment related defaults, if material; (C) unscheduled draws on debt service reserves reflecting financial difficulties; (D) unscheduled draws on credit enhancements reflecting financial difficulties; (E) substitution of credit or liquidity providers, or their failure to perform; (F) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notice of Proposed Issue (IRS Form 5701 – TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds; (G) modifications to rights of holders of the Bonds, if material; (H) bond calls (other than scheduled mandatory redemptions of Term Bonds), if material, and tender offers; (I) defeasances; (J) release, substitution, or sale of property securing repayment of the Bonds, if material; (K) rating changes; (L) bankruptcy, insolvency, receivership or similar event of the City, as such “Bankruptcy Events” are defined in Rule 15c2-12; (M) the consummation of a merger, consolidation, or acquisition involving the City or the sale of all or substantially all of the assets of the City other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; (N) appointment of a successor or additional trustee or the change of name of a trustee, if material; (O) incurrence of a financial obligation of the City or obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the City or obligated person, any of which affect security holders, if material; and (P) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the City or obligated person, any of which reflect financial difficulties. The term “financial obligation” means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term “financial obligation” shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with Rule 15c2-12.
- (3) Timely notice of a failure by the City to provide required annual financial information on or before the date specified in paragraph (b).

(b) *Type of Annual Financial Information Undertaken to be Provided.* The annual financial information that the City undertakes to provide in paragraph (a):

- (1) Shall consist of (A) annual financial statements prepared (except as noted in the financial statements) in accordance with applicable generally accepted accounting principles applicable to local governmental units of the State such as the City, as such principles may be changed from time to time, which statements may be unaudited, provided, that if and when audited financial statements are prepared and available they will be provided; (B) principal amount of general obligation bonds outstanding at the end of the applicable fiscal year; (C) assessed valuation for that fiscal year; (D) regular property tax levy rate and regular property tax levy rate limit for the fiscal year; and (E) a statement of revenues for that fiscal year from any other revenue sources pledged to the Bonds;
- (2) Shall be provided not later than the last day of the ninth month after the end of each fiscal year of the City (currently, a fiscal year ending December 31), as such fiscal year may be changed as required or permitted by State law, commencing with the City's fiscal year ending December 31, 2023; and
- (3) May be provided in a single or multiple documents, and may be incorporated by specific reference to documents available to the public on the Internet website of the MSRB or filed with the SEC.

(c) *Amendment of Undertaking.* This Undertaking is subject to amendment after the primary offering of the Bonds without the consent of any holder of any Bond, or of any broker, dealer, municipal securities dealer, participating underwriter, Rating Agency or the MSRB, under the circumstances and in the manner permitted by Rule 15c2-12. The City will give notice to the MSRB of the substance (or provide a copy) of any amendment to the Undertaking and a brief statement of the reasons for the amendment. If the amendment changes the type of annual financial information to be provided, the annual financial information containing the amended financial information will include a narrative explanation of the effect of that change on the type of information to be provided.

(d) *Beneficiaries.* This Undertaking shall inure to the benefit of the City and the holder of each Bond, and shall not inure to the benefit of or create any rights in any other person.

(e) *Termination of Undertaking.* The City's obligations under this Undertaking shall terminate upon the legal defeasance of all of the Bonds. In addition, the City's obligations under this Undertaking shall terminate if the provisions of Rule 15c2-12 that require the City to comply with this Undertaking become legally inapplicable in respect of the Bonds for any reason, as confirmed by an opinion of Bond Counsel delivered to the City, and the City provides timely notice of such termination to the MSRB.

(f) *Remedy for Failure to Comply with Undertaking.* As soon as practicable after the City learns of any failure to comply with this Undertaking, the City will proceed with due diligence to cause such noncompliance to be corrected. No failure by the City or other obligated person to comply with this Undertaking shall constitute an event of default. The sole remedy of any holder of a Bond shall be to take action to compel the City or other obligated person to comply with this Undertaking, including seeking an order of specific performance from an appropriate court.

(g) *Designation of Official Responsible to Administer Undertaking.* The Finance Director, or their designee, is the person designated, in accordance with the Bond Ordinance, to carry out the Undertaking in accordance with Rule 15c2-12, including, without limitation, the following actions:

- (1) Preparing and filing the annual financial information undertaken to be provided;
- (2) Determining whether any event specified in paragraph (a) has occurred, assessing its materiality, where necessary, with respect to the Bonds, and preparing and disseminating any required notice of its occurrence;
- (3) Determining whether any person other than the City is an “obligated person” within the meaning of Rule 15c2-12 with respect to the Bonds, and obtaining from such person an undertaking to provide any annual financial information and notice of listed events for that person required under Rule 15c2-12;
- (4) Selecting, engaging and compensating designated agents and consultants, including financial advisors and legal counsel, to assist and advise the City in carrying out this Undertaking; and
- (5) Effecting any necessary amendment of this undertaking.

Section 17. Supplemental and Amendatory Ordinances. The City may supplement or amend this ordinance for any one or more of the following purposes without the consent of any Owners of the Bonds:

(a) To add covenants and agreements that do not materially adversely affect the interests of Owners, or to surrender any right or power reserved to or conferred upon the City.

(b) To cure any ambiguities, or to cure, correct or supplement any defective provision contained in this ordinance in a manner that does not materially adversely affect the interest of the Beneficial Owners of the Bonds.

Section 18. General Authorization and Ratification. The Designated Representative and other appropriate officers of the City are severally authorized to take such actions and to execute such documents as in their judgment may be necessary or desirable to carry out the transactions contemplated in connection with this ordinance, and to do everything necessary for the prompt delivery of the Bonds to the Purchaser and for the proper application, use and investment of the proceeds of the Bonds. All actions taken prior to the effective date of this ordinance in furtherance of the purposes described in this ordinance and not inconsistent with the terms of this ordinance are ratified and confirmed in all respects.

Section 19. Severability. The provisions of this ordinance are declared to be separate and severable. If a court of competent jurisdiction, all appeals having been exhausted or all appeal periods having run, finds any provision of this ordinance to be invalid or unenforceable as to any person or circumstance, such offending provision shall, if feasible, be deemed to be modified to

be within the limits of enforceability or validity. However, if the offending provision cannot be so modified, it shall be null and void with respect to the particular person or circumstance, and all other provisions of this ordinance in all other respects, and the offending provision with respect to all other persons and all other circumstances, shall remain valid and enforceable.

Section 20. Effective Date of Ordinance. This ordinance shall take effect and be in force from and after its passage and five days following its publication as required by law. The City Clerk is directed to cause this ordinance, or a summary hereof, to be published in the official newspaper of the City.

PASSED by the City Council of the City of College Place, Washington, at a regular open public meeting thereof, this 10th day of September, 2024, and signed in authentication of its passage this 10th day of September, 2024.

CITY OF COLLEGE PLACE, WASHINGTON

Norma L. Hernández, Mayor

ATTEST:

Sherri St. Clair, City Clerk

APPROVED AS TO FORM:

Bond Counsel

PASSED: September 10, 2024

PUBLISHED: _____, 2024

VALID: _____, 2024

CERTIFICATION

I, the undersigned, City Clerk of the City of College Place, Washington (the “City”), hereby certify as follows:

1. The attached copy of Ordinance No. ____ (the “Ordinance”) is a full, true and correct copy of an ordinance duly passed at a regular meeting of the City Council of the City held at the regular meeting place thereof on September 10, 2024 (the “Meeting”), as that ordinance appears on the minute book of the City.

2. The Ordinance will be in full force and effect five days after publication in the City’s official newspaper, which publication date is _____, 2024.

3. The Meeting was duly convened, held and included an opportunity for public comment, in all respects in accordance with law; a quorum of the members of the City Council was present throughout the meeting; and a majority of the members voted in the proper manner for the passage of the Ordinance.

Dated: September 10, 2024.

CITY OF COLLEGE PLACE, WASHINGTON

Sherri St. Clair, City Clerk

CITY OF COLLEGE PLACE, WASHINGTON

ORDINANCE NO. _____

AN ORDINANCE of the City of College Place, Washington, relating to contracting indebtedness; providing for the issuance, sale and delivery of not to exceed \$4,100,000 aggregate principal amount of unlimited tax general obligation refunding bonds to provide funds to refund certain outstanding Unlimited Tax General Obligation Bonds, 2014 of the City and to pay the costs of issuance and sale of the bonds; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds; and providing for related matters.

Passed: September 10, 2024

This document prepared by:

*Foster Garvey P.C.
1111 Third Avenue, Suite 3000
Seattle, Washington 98101
(206) 447-4400*

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**The cover page, table of contents and section headings of this ordinance are for convenience of reference only, and shall not be used to resolve any question of interpretation of this ordinance.*

CITY OF COLLEGE PLACE, WASHINGTON

ORDINANCE NO. ____

AN ORDINANCE of the City of College Place, Washington, relating to contracting indebtedness; providing for the issuance, sale and delivery of not to exceed \$4,100,000 aggregate principal amount of unlimited tax general obligation refunding bonds to provide funds to refund certain outstanding Unlimited Tax General Obligation Bonds, 2014 of the City and to pay the costs of issuance and sale of the bonds; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds; and providing for related matters.

THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON, DO ORDAIN as follows:

Section 1. Definitions. As used in this ordinance, the following capitalized terms shall have the following meanings:

(a) “*2014 Bonds*” means the City’s Unlimited Tax General Obligation Bonds, 2014, issued pursuant to Ordinance No. 1094.

(b) “*Acquired Obligations*” means those United States Treasury Certificates of Indebtedness, Notes, and Bonds--State and Local Government Series and other direct, noncallable obligations of the United States of America that may be purchased to accomplish the refunding of the Refunded Bonds as authorized by this ordinance.

(c) “*Authorized Denomination*” means \$5,000 or any integral multiple thereof within a maturity.

(d) “*Beneficial Owner*” means, with respect to a Bond, the owner of any beneficial interest in that Bond.

(e) “*Bond*” means each bond issued pursuant to and for the purposes provided in this ordinance.

(f) “*Bond Counsel*” means the firm of Foster Garvey P.C., its successor, or any other attorney or firm of attorneys selected by the City with a nationally recognized standing as bond counsel in the field of municipal finance.

(g) “*Bond Fund*” means the Unlimited Tax General Obligation Refunding Bond Fund, 2024, of the City created for the payment of the principal of and interest on the Bonds.

(h) “*Bond Purchase Contract*” means an offer to purchase a Series of the Bonds, setting forth certain terms and conditions of the issuance, sale and delivery of those Bonds, which offer is authorized to be accepted by the Designated Representative on behalf of the City, if consistent with this ordinance. In the case of a competitive sale, the official notice of sale, the Purchaser’s

bid and the award by the City shall constitute the Bond Purchase Contract for purposes of this ordinance.

(i) “*Bond Register*” means the books or records maintained by the Bond Registrar for the purpose of identifying ownership of each Bond.

(j) “*Bond Registrar*” means the Fiscal Agent, or any successor bond registrar selected by the City.

(k) “*City*” means the City of College Place, Washington, a municipal corporation duly organized and existing under the laws of the State.

(l) “*City Administrator*” means the City Administrator of the City or such other officer of the City who succeeds to substantially all of the responsibilities of that office.

(m) “*City Clerk*” means the City Clerk of the City or the successor to the functions of that officer.

(n) “*City Council*” means the legislative authority of the City, as duly and regularly constituted from time to time.

(o) “*Code*” means the United States Internal Revenue Code of 1986, as amended, and applicable rules and regulations promulgated thereunder.

(p) “*DTC*” means The Depository Trust Company, New York, New York, or its nominee.

(q) “*Designated Representative*” means the officer of the City appointed in Section 4 of this ordinance to serve as the City’s designated representative in accordance with RCW 39.46.040(2).

(r) “*Final Terms*” means the terms and conditions for the sale of a Series of Bonds including the amount, date or dates, denominations, interest rate or rates (or mechanism for determining interest rate or rates), payment dates, final maturity, redemption rights, price, and other terms or covenants, including minimum savings for refunding bonds (if the refunding bonds are issued for savings purposes).

(s) “*Finance Director*” means the City’s Finance Director or such other officer of the City who succeeds to substantially all of the responsibilities of that office.

(t) “*Fiscal Agent*” means the fiscal agent of the State, as the same may be designated by the State from time to time.

(u) “*Government Obligations*” has the meaning given in RCW 39.53.010, as now in effect or as may hereafter be amended.

(v) “*Issue Date*” means, with respect to a Bond, the date of initial issuance and delivery of that Bond to the Purchaser in exchange for the purchase price of that Bond.

(w) “*Letter of Representations*” means the Blanket Issuer Letter of Representations between the City and DTC dated December 8, 1998, as it may be amended from time to time, and any successor or substitute letter relating to the operational procedures of the Securities Depository.

(x) “*Mayor*” means the Mayor of the City or the successor to the functions of that office.

(y) “*MSRB*” means the Municipal Securities Rulemaking Board.

(z) “*Official Statement*” means an offering document, disclosure document, private placement memorandum or substantially similar disclosure document provided to purchasers and potential purchasers in connection with the initial offering of the Bonds in conformance with Rule 15c2-12 or other applicable regulations of the SEC.

(aa) “*Owner*” means, without distinction, the Registered Owner and the Beneficial Owner.

(bb) “*Purchaser*” means the corporation, firm, association, partnership, trust, bank, financial institution or other legal entity or group of entities selected by the Designated Representative to serve as underwriter in a negotiated sale or awarded as the successful bidder in a competitive sale of any Series of the Bonds.

(cc) “*Rating Agency*” means any nationally recognized rating agency then maintaining a rating on the Bonds at the request of the City.

(dd) “*Record Date*” means the Bond Registrar’s close of business on the 15th day of the month preceding an interest payment date. With respect to redemption of a Bond prior to its maturity, the Record Date shall mean the Bond Registrar’s close of business on the date on which the Bond Registrar sends the notice of redemption in accordance with Section 9.

(ee) “*Refunded Bonds*” means all or a portion of the Refunding Candidates selected by the Designated Representative to be refunded with proceeds of a Series of the Bonds and included in a Refunding Plan.

(ff) “*Refunding Candidates*” means the outstanding 2014 Bonds.

(gg) “*Refunding Plan*” means:

(1) the placement of sufficient proceeds of a Series of the Bonds which, with other money of the City, if necessary, will be deposited with the Refunding Trustee or Fiscal Agent and may be used to acquire the Acquired Obligations to be deposited along with cash, if necessary, with the Refunding Trustee;

(2) the payment of the principal of and interest on the Refunded Bonds when due up to and including such date as determined by the Designated Representative, and the call, payment, and redemption on such date, of all of the then-outstanding Refunded Bonds at a price of par; and

(3) may include the payment of the costs of issuing a Series of the Bonds and the costs of carrying out the foregoing elements of the Refunding Plan.

(hh) “*Refunding Trust Agreement*” means a Refunding Trust Agreement between the City and the Refunding Trustee.

(ii) “*Refunding Trustee*” means the trustee or escrow agent or any successor trustee or escrow agent serving as refunding trustee, if necessary, to carry out the Refunding Plan.

(jj) “*Registered Owner*” means, with respect to a Bond, the person in whose name that Bond is registered on the Bond Register. For so long as the City utilizes the book-entry only system for the Bonds under the Letter of Representations, Registered Owner shall mean the Securities Depository.

(kk) “*Rule 15c2-12*” means Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934, as amended.

(ll) “*SEC*” means the United States Securities and Exchange Commission.

(mm) “*Securities Depository*” means DTC, any successor thereto, any substitute securities depository selected by the City that is qualified under applicable laws and regulations to provide the services proposed to be provided by it, or the nominee of any of the foregoing.

(nn) “*Series of Bonds*” or “*Series*” means a series of the Bonds issued pursuant to this ordinance.

(oo) “*State*” means the State of Washington.

(pp) “*Term Bond*” means each Bond designated as a Term Bond and subject to mandatory redemption in the years and amounts set forth in the Bond Purchase Contract.

(qq) “*Undertaking*” means the undertaking to provide continuing disclosure entered into pursuant to Section 19 of this ordinance.

Section 2. Findings and Determinations. The City takes note of the following facts and makes the following findings and determinations:

(a) *Authority and Description of the Refunding Plan.*

(1) Pursuant to Ordinance No. 1904, the City heretofore issued its \$6,815,000 par value Unlimited Tax General Obligation Bonds, 2014 (the “2014 Bonds”), for the purpose of providing the funds necessary to fund the College Avenue/Rose Street Reconstruction Project, and by that ordinance reserved the right to redeem the 2014 Bonds maturing on and after December 1, 2024, prior to their maturity on or after December 1, 2023, at a price of par plus accrued interest to the date fixed for redemption (the “Refunding Candidates”).

(2) There are presently \$3,950,000 par value of Refunding Candidates outstanding.

(3) After due consideration, it appears to the City Council that all or a portion of the Refunding Candidates may be refunded by a portion of the issuance and sale of the unlimited tax general obligation refunding bonds authorized herein so that a savings will be effected by the difference between the principal and interest cost over the life of the portion of the Bonds used for the Refunding Plan and the principal and interest cost over the life of the Refunded Bonds but for such refunding, which refunding will be effected by carrying out the Refunding Plan.

(b) *Debt Capacity.* The maximum amount of indebtedness authorized by this ordinance is \$4,100,000. Based on the following facts, this amount is to be issued within the amount permitted to be issued by the City with voter approval for general municipal purposes”

- (1) The assessed valuation of the taxable property within the City as ascertained by the last preceding assessment for City purposes for collection in the calendar year 2024 is \$1,134,756,638.
- (2) As of April 30, 2024, the City had no limited tax general obligation indebtedness outstanding.
- (3) As of April 30, 2024, the City has unlimited tax general obligation indebtedness for capital purposes only outstanding in the principal amount of \$3,950,000 for general municipal purposes. The indebtedness described in this paragraph has been incurred with the approval of the requisite proportion of the City’s qualified voters at an election meeting the minimum turnout requirements, within the limit of up to 2½% of the value of the taxable property within the City for general municipal purposes (when combined with the outstanding limited tax general obligation indebtedness).

(c) *The Bonds.* For the purpose of providing the funds necessary to carry out the Refunding Plan and to pay the costs of issuance and sale of the Bonds, the City Council finds that it is in the best interests of the City and its taxpayers to issue and sell the Bonds to the Purchaser, pursuant to the terms set forth in the Bond Purchase Contract as approved by the City’s Designated Representative consistent with this ordinance.

Section 3. Authorization of Bonds. The City is authorized to borrow money on the credit of the City and issue negotiable unlimited tax general obligation refunding bonds in one or more Series evidencing indebtedness in the aggregate principal amount not to exceed \$4,100,000 to provide funds necessary to carry out the Refunding Plan.

Section 4. Description of the Bonds; Appointment of Designated Representative. The City Administrator and the Finance Director each are appointed as the Designated Representative of the City and each of them acting alone is authorized and directed to conduct the sale of the Bonds in the manner and upon the terms deemed most advantageous to the City, and to approve the Final Terms of the Bonds, with such additional terms and covenants as the Designated Representative deems advisable, within the following parameters:

(a) The Bonds may be issued in one or more Series, and the aggregate principal amount of the Bonds shall not exceed \$4,100,000;

(b) One or more rates of interest may be fixed for the Bonds but no rate of interest for any maturity of the Bonds shall exceed 6.0%;

(c) The true interest cost to the City for each Series of Bonds shall not exceed 4.0%;

(d) The aggregate purchase price for each Series of Bonds shall not be less than 95% and not more than 130% of the aggregate stated principal amount of the Bonds, excluding any original issue discount;

(e) The Bonds may be issued subject to optional and mandatory redemption provisions;

(f) The Bonds shall be dated as of the date of their delivery, which date and time for the issuance and delivery of the Bonds is not later than one year from the passage of this ordinance;

(g) Each Series shall mature no later than December 1, 2033; and

(h) There is a minimum net present value savings of 3.0% of the Refunded Bonds.

In addition, a Series of the Bonds may not be issued if it would cause the indebtedness of the City to exceed the City's legal debt capacity on the Issue Date. The Designated Representative may determine whether it is in the City's best interest to provide for bond insurance or other credit enhancement, may determine whether a Series is federally tax-exempt, and may accept such additional terms, conditions and covenants as the Designated Representative may determine are in the best interests of the City, consistent with this ordinance.

In determining the number of series, the series designations, final principal amounts, date of the Bonds, denominations, interest rates, payment dates, redemption provisions, tax status, and maturity dates for the Bonds, the Designated Representative, in consultation with other City officials and staff and advisors, shall take into account those factors that, in the judgment of the Designated Representative, will result in the lowest true interest cost on the Bonds to their maturity, including, but not limited to current financial market conditions and current interest rates for obligations comparable to the Bonds.

Section 5. Bond Registrar; Registration and Transfer of Bonds.

(a) *Registration of Bonds; Bond Register.* Each Bond shall be issued only in registered form as to both principal and interest and the ownership of each Bond shall be recorded on the Bond Register. The Bond Register shall contain the name and mailing address of each Registered Owner and the principal amount and number of each Bond held by each Registered Owner.

(b) *Bond Registrar; Duties.* The Fiscal Agent is appointed as initial Bond Registrar. The Bond Registrar shall keep, or cause to be kept, the Bond Register, which shall be open to inspection by the City at all times. The Bond Registrar is authorized, on behalf of the City, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of the Bonds and this ordinance, to serve as the City's paying agent for the Bonds and to carry out all of the Bond Registrar's powers and duties under this ordinance. The Bond Registrar shall be responsible for its representations contained in the Bond Registrar's Certificate of Authentication on each Bond. The Bond Registrar may become an Owner with the same rights it would have if

it were not the Bond Registrar and, to the extent permitted by law, may act as depository for and permit any of its officers or directors to act as members of, or in any other capacity with respect to, any committee formed to protect the rights of Owners.

(c) *Transfer or Exchange.* A Bond surrendered to the Bond Registrar may be exchanged for a Bond or Bonds in any Authorized Denomination of an equal aggregate principal amount and of the same interest rate and maturity. A Bond may be transferred only if endorsed in the manner provided thereon and surrendered to the Bond Registrar. Any exchange or transfer shall be without cost to the Owner or transferee. The Bond Registrar shall not be obligated to exchange any Bond or transfer registered ownership during the period between the applicable Record Date and the next upcoming interest payment or redemption date.

(d) *Securities Depository; Book-Entry Only Form.* DTC is appointed as initial Securities Depository. Each Bond initially shall be registered in the name of Cede & Co., as the nominee of DTC. Each Bond registered in the name of the Securities Depository shall be held fully immobilized in book-entry only form by the Securities Depository in accordance with the provisions of the Letter of Representations. Registered ownership of any Bond registered in the name of the Securities Depository may not be transferred except: (i) to any successor Securities Depository; (ii) to any substitute Securities Depository appointed by the City; or (iii) to any person if the Bond is no longer to be held in book-entry only form. Upon the resignation of the Securities Depository, or upon a termination of the services of the Securities Depository by the City, the City may appoint a substitute Securities Depository. If (i) the Securities Depository resigns and the City does not appoint a substitute Securities Depository, or (ii) the City terminates the services of the Securities Depository, the Bonds no longer shall be held in book-entry only form and the registered ownership of each Bond may be transferred to any person as provided in this ordinance.

Neither the City nor the Bond Registrar shall have any obligation to participants of any Securities Depository or the persons for whom they act as nominees regarding accuracy of any records maintained by the Securities Depository or its participants. Neither the City nor the Bond Registrar shall be responsible for any notice that is permitted or required to be given to a Registered Owner except such notice as is required to be given by the Bond Registrar to the Securities Depository.

Section 6. Form and Execution of Bonds.

(a) *Form of Bonds; Signatures and Seal.* Each Bond shall be prepared in a form consistent with the provisions of this ordinance and State law. Each Bond shall be signed by the Mayor and the City Clerk, either or both of whose signatures may be manual or in facsimile, and the seal of the City or a facsimile reproduction thereof shall be impressed or printed thereon. If any officer whose manual or facsimile signature appears on a Bond ceases to be an officer of the City authorized to sign bonds before the Bond bearing such officer's manual or facsimile signature is authenticated by the Bond Registrar, or issued or delivered by the City, that Bond nevertheless may be authenticated, issued and delivered and, when authenticated, issued and delivered, shall be as binding on the City as though that person had continued to be an officer of the City authorized to sign bonds. Any Bond also may be signed on behalf of the City by any person who, on the actual date of signing of the Bond, is an officer of the City authorized to sign bonds, although such officer did not hold the required office on its Issue Date.

(b) *Authentication.* Only a Bond bearing a Certificate of Authentication in substantially the following form, manually signed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this ordinance: “Certificate of Authentication. This Bond is one of the fully registered City of College Place, Washington, Unlimited Tax General Obligation Refunding Bonds, 2024, described in the Bond Ordinance.” The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this ordinance.

Section 7. Payment of Bonds. Principal of and interest on each Bond shall be payable in lawful money of the United States of America. Principal of and interest on each Bond registered in the name of the Securities Depository is payable in the manner set forth in the Letter of Representations. Interest on each Bond not registered in the name of the Securities Depository is payable by electronic transfer on the interest payment date, or by check or draft of the Bond Registrar mailed on the interest payment date to the Registered Owner at the address appearing on the Bond Register on the Record Date. The City is not required to make electronic transfers except pursuant to a request by a Registered Owner in writing received on or prior to the Record Date and at the sole expense of the Registered Owner. Principal of each Bond not registered in the name of the Securities Depository is payable upon presentation and surrender of the Bond by the Registered Owner to the Bond Registrar. The Bonds are not subject to acceleration under any circumstances.

Section 8. Bond Fund. The Bond Fund is created as a special fund of the City for the sole purpose of paying principal of and interest on the Bonds. Accrued interest on the Bonds, if any, shall be deposited into the Bond Fund. Bond proceeds in excess of the amounts needed to pay the costs of the Refunding Plan and the costs of issuance of the Bonds, if any, shall be deposited into the Bond Fund. All amounts allocated to the payment of the principal of and interest on the Bonds shall be deposited in the Bond Fund as necessary for the timely payment of amounts due with respect to the Bonds. The principal of and interest on the Bonds shall be paid out of the Bond Fund. Until needed for that purpose, the City may invest money in the Bond Fund temporarily in any legal investment, and the investment earnings shall be retained in the Bond Fund and used for the purposes of that fund.

Section 9. Redemption Provisions and Purchase of Bonds.

(a) *Optional Redemption.* The Bonds shall be subject to redemption at the option of the City on terms acceptable to the Designated Representative, as set forth in the Bond Purchase Contract, consistent with the parameters set forth in Section 4.

(b) *Mandatory Redemption.* Each Bond that is designated as a Term Bond in the Bond Purchase Contract, consistent with the parameters set forth in Section 4 and except as set forth below, shall be called for redemption at a price equal to the stated principal amount to be redeemed, plus accrued interest, on the dates and in the amounts as set forth in the Bond Purchase Contract. If a Term Bond is redeemed under the optional redemption provisions, defeased or purchased by the City and surrendered for cancellation, the principal amount of the Term Bond so redeemed, defeased or purchased (irrespective of its actual redemption or purchase price) shall be credited against one or more scheduled mandatory redemption installments for that Term Bond. The City shall determine the manner in which the credit is to be allocated and shall notify the Bond Registrar

in writing of its allocation prior to the earliest mandatory redemption date for that Term Bond for which notice of redemption has not already been given.

(c) *Selection of Bonds for Redemption; Partial Redemption.* If fewer than all of the outstanding Bonds are to be redeemed at the option of the City, the City shall select the Series and maturities to be redeemed. If fewer than all of the outstanding Bonds of a maturity are to be redeemed, the Securities Depository shall select Bonds registered in the name of the Securities Depository to be redeemed in accordance with the Letter of Representations, and the Bond Registrar shall select all other Bonds to be redeemed randomly in such manner as the Bond Registrar shall determine. All or a portion of the principal amount of any Bond that is to be redeemed may be redeemed in any Authorized Denomination. If less than all of the outstanding principal amount of any Bond is redeemed, upon surrender of that Bond to the Bond Registrar, there shall be issued to the Registered Owner, without charge, a new Bond (or Bonds, at the option of the Registered Owner) of the same Series, maturity and interest rate in any Authorized Denomination in the aggregate principal amount to remain outstanding.

(d) *Notice of Redemption.* Notice of redemption of each Bond registered in the name of the Securities Depository shall be given in accordance with the Letter of Representations. Notice of redemption of each other Bond, unless waived by the Registered Owner, shall be given by the Bond Registrar not less than 20 nor more than 60 days prior to the date fixed for redemption by first-class mail, postage prepaid, to the Registered Owner at the address appearing on the Bond Register on the Record Date. The requirements of the preceding sentence shall be satisfied when notice has been mailed as so provided, whether or not it is actually received by an Owner. In addition, the redemption notice shall be mailed or sent electronically within the same period to the MSRB (if required under the Undertaking), to each Rating Agency, and to such other persons and with such additional information as the Finance Director shall determine, but these additional mailings shall not be a condition precedent to the redemption of any Bond.

(e) *Rescission of Optional Redemption Notice.* In the case of an optional redemption, the notice of redemption may state that the City retains the right to rescind the redemption notice and the redemption by giving a notice of rescission to the affected Registered Owners at any time on or prior to the date fixed for redemption. Any notice of optional redemption that is so rescinded shall be of no effect, and each Bond for which a notice of redemption has been rescinded shall remain outstanding.

(f) *Effect of Redemption.* Interest on each Bond called for redemption shall cease to accrue on the date fixed for redemption, unless either the notice of optional redemption is rescinded as set forth above, or money sufficient to effect such redemption is not on deposit in the Bond Fund or in a trust account established to refund or defease the Bond.

(g) *Purchase of Bonds.* The City reserves the right to purchase any or all of the Bonds offered to the City or in the open market at any time at any price acceptable to the City plus accrued interest to the date of purchase. All Bonds so purchased shall be canceled.

Section 10. Failure to Pay Bonds. If the principal of any Bond is not paid when the Bond is properly presented at its maturity or date fixed for redemption, the City shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity or

date fixed for redemption until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the Bond Fund, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner.

Section 11. Pledge of Taxes. The Bonds constitute a general indebtedness of the City and are payable from tax revenues of the City and such other money as is lawfully available and pledged by the City for the payment of principal of and interest on the Bonds. For as long as any of the Bonds are outstanding, the City irrevocably pledges that it shall, in the manner provided by law without limitation as to rate or amount, include in its annual property tax levy amounts sufficient, together with other money that is lawfully available, to pay principal of and interest on the Bonds as the same become due. The full faith, credit and resources of the City are pledged irrevocably for the prompt payment of the principal of and interest on the Bonds and such pledge shall be enforceable in mandamus against the City.

Section 12. Tax Covenants.

(a) *Preservation of Tax Exemption for Interest on Bonds.* The City covenants that it will take all actions necessary to prevent interest on the Bonds from being included in gross income for federal income tax purposes, and it will neither take any action nor make or permit any use of proceeds of the Bonds or other funds of the City treated as proceeds of the Bonds that will cause interest on the Bonds to be included in gross income for federal income tax purposes. The City also covenants that it will, to the extent the arbitrage rebate requirements of Section 148 of the Code are applicable to the Bonds, take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Bonds.

(b) *Post-Issuance Compliance.* The Finance Director is authorized and directed to review and update the City's written procedures to facilitate compliance by the City with the covenants in this ordinance and the applicable requirements of the Code that must be satisfied after the Issue Date to prevent interest on the Bonds from being included in gross income for federal tax purposes.

(c) *Designation of Bonds as "Qualified Tax-Exempt Obligations."* A Series of the Bonds may be designated as "qualified tax-exempt obligations" for the purposes of Section 265(b)(3) of the Code, if the following conditions are met:

- (1) the Series does not constitute "private activity bonds" within the meaning of Section 141 of the Code;
- (2) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds and other obligations not required to be included in such calculation) that the City and any entity subordinate to the City (including any entity that the City controls, that derives its authority to issue tax-exempt obligations from the City, or that issues tax-exempt obligations on behalf of the City) will issue during the calendar year in which the Series is issued will not exceed \$10,000,000; and

- (3) the amount of tax-exempt obligations, including the Series, designated by the City as “qualified tax-exempt obligations” for the purposes of Section 265(b)(3) of the Code during the calendar year in which the Series is issued does not exceed \$10,000,000.

Section 13. Refunding or Defeasance of the Bonds. The City may issue refunding bonds pursuant to State law or use money available from any other lawful source to carry out a refunding or defeasance plan, which may include (a) paying when due the principal of and interest on any or all of the Bonds (the “defeased Bonds”); (b) redeeming the defeased Bonds prior to their maturity; and (c) paying the costs of the refunding or defeasance. If the City sets aside in a special trust fund or escrow account irrevocably pledged to that redemption or defeasance (the “trust account”), money and/or Government Obligations maturing at a time or times and bearing interest in amounts sufficient to redeem, refund or defease the defeased Bonds in accordance with their terms, then all right and interest of the Owners of the defeased Bonds in the covenants of this ordinance and in the funds and accounts obligated to the payment of the defeased Bonds shall cease and become void. Thereafter, the Owners of defeased Bonds shall have the right to receive payment of the principal of and interest on the defeased Bonds solely from the trust account and the defeased Bonds shall be deemed no longer outstanding. In that event, the City may apply money remaining in any fund or account (other than the trust account) established for the payment or redemption of the defeased Bonds to any lawful purpose.

Unless otherwise specified by the City in a refunding or defeasance plan, notice of refunding or defeasance shall be given, and selection of Bonds for any partial refunding or defeasance shall be conducted, in the manner prescribed in this ordinance for the redemption of Bonds.

Section 14. Refunding of the Refunded Bonds.

(a) *Appointment of Refunding Trustee.* If necessary, the Designated Representative is authorized to appoint a Refunding Trustee in connection with the Bonds.

(b) *Use of Bond Proceeds; Acquisition of Acquired Obligations.* The proceeds of the sale of the Bonds shall be deposited immediately upon the receipt thereof with the Refunding Trustee and used to discharge the obligations of the City relating to the Refunded Bonds under Ordinance No. 1094 by providing for the payment of the amounts required to be paid by the Refunding Plan. To the extent practicable, such obligations shall be discharged fully with Bond proceeds by the Refunding Trustee’s simultaneous purchase of the Acquired Obligations, bearing such interest and maturing as to principal and interest in such amounts and at such times so as to provide, together with a beginning cash balance, if necessary, for the payment of the amount required to be paid by the Refunding Plan. The Acquired Obligations, if acquired, will be listed and more particularly described in an exhibit to be attached to the Refunding Trust Agreement between the City and the Refunding Trustee, but are subject to substitution as set forth below. Any Bond proceeds or other money deposited with the Refunding Trustee not needed to purchase the Acquired Obligations and provide a beginning cash balance, if any, and pay the costs of issuance of the Bonds shall be returned to the City at the time of delivery of the Bonds to the initial purchaser thereof and deposited in the Bond Fund to pay interest on the Bonds on the first interest payment date.

If payment of the costs of issuance of the Bonds is not included in the Refunding Plan, the Bond proceeds that are not deposited with the Refunding Trustee will be deposited with the City to be used to pay the costs of issuance of the Bonds. Any additional proceeds of the Bonds may be deposited into the Bond Fund and used to pay interest on the Bonds on the first interest payment date.

(c) *Substitution of Acquired Obligations.* Prior to the purchase of any Acquired Obligations by the Refunding Trustee, the City reserves the right to substitute other direct, noncallable obligations of the United States of America (“Substitute Obligations”) for any of the Acquired Obligations and to use any savings created thereby for any lawful City purpose if, (a) in the opinion of the City’s bond counsel, the interest on the Bonds and the Refunded Bonds will remain excluded from gross income for federal income tax purposes under Sections 103, 148, and 149(d) of the Code, and (b) such substitution shall not impair the timely payment of the amounts required to be paid by the Refunding Plan, as verified by a nationally recognized independent certified public accounting firm.

After the purchase of the Acquired Obligations, if any, by the Refunding Trustee, the City reserves the right to substitute therefor cash or Substitute Obligations subject to the conditions that such money or securities held by the Refunding Trustee shall be sufficient to carry out the Refunding Plan, that such substitution will not cause the Bonds or the Refunded Bonds to be arbitrage bonds within the meaning of Section 148 of the Code and regulations thereunder in effect on the date of such substitution and applicable to obligations issued on the issue dates of the Bonds and the Refunded Bonds, as applicable, and that the City obtain, at its expense: (1) a verification by a nationally recognized independent firm acceptable to the Refunding Trustee confirming that the payments of principal of and interest on the substitute securities, if paid when due, and any other money held by the Refunding Trustee will be sufficient to carry out the Refunding Plan; and (2) an opinion from a nationally recognized bond counsel to the City, to the effect that the disposition and substitution or purchase of such securities, under the statutes, rules, and regulations then in force and applicable to the Bonds, will not cause the interest on the Bonds or the Refunded Bonds to be included in gross income for federal income tax purposes and that such disposition and substitution or purchase is in compliance with the statutes and regulations applicable to the Bonds. Any surplus money resulting from the sale, transfer, other disposition, or redemption of the Acquired Obligations and the substitutions therefor shall be released from the trust estate and transferred to the City to be used for any lawful City purpose.

(d) *Administration of Refunding Plan.* The Refunding Trustee is authorized and directed to purchase the Acquired Obligations (or substitute obligations), if so directed by the Designated Representative, and to make the payments required to be made by the Refunding Plan from the Acquired Obligations (or substitute obligations) and money deposited with the Refunding Trustee pursuant to this ordinance. All Acquired Obligations (or substitute obligations) and the money deposited with the Refunding Trustee and any income therefrom shall be held irrevocably, invested and applied in accordance with the provisions of Ordinance No. 1094, this ordinance, chapter 39.53 RCW and other applicable statutes of the State of Washington and the Refunding Trust Agreement. All necessary and proper fees, compensation, and expenses of the Refunding Trustee for the Bonds and all other costs incidental to the setting up of the escrow to accomplish the refunding of the Refunded Bonds and costs related to the issuance and delivery of the Bonds,

including bond printing, verification fees, Bond Counsel's fees, municipal advisor fee, and other related expenses, shall be paid out of the proceeds of the Bonds.

(e) *Authorization for Refunding Trust Agreement.* If necessary to carry out the Refunding Plan provided for by this ordinance, the Designated Representative is authorized and directed to execute and deliver to the Refunding Trustee a Refunding Trust Agreement setting forth the duties, obligations and responsibilities of the Refunding Trustee in connection with the payment, redemption, and retirement of the Refunded Bonds as provided herein and stating that the provisions for payment of the fees, compensation, and expenses of such Refunding Trustee set forth therein are satisfactory to it. Prior to executing the Refunding Trust Agreement, the Designated Representative of the City is authorized to make such changes therein that do not change the substance and purpose thereof or that assure that the escrow provided therein and the Bonds are in compliance with the requirements of federal law governing the exclusion of interest on the Bonds from gross income for federal income tax purposes.

Section 15. Call for Redemption of the Refunded Bonds. The City will call for redemption on such date as determined by the Designated Representative, all of the Refunded Bonds at par plus accrued interest. Such call for redemption shall be irrevocable after the delivery of the Bonds to the initial purchaser thereof.

The proper City officials are authorized and directed to give or cause to be given such notices as required, at the times and in the manner required by Ordinance No. 1094 in order to effect the redemption prior to their maturity of the Refunded Bonds.

Section 16. Findings with Respect to Refunding. The City Council authorizes the Designated Representative to issue the Bonds if it will achieve debt service savings to the City and is in the best interest of the City and its taxpayers and in the public interest. In making such finding and determination, the Designated Representative will give consideration to the fixed maturities of the Bonds and the Refunded Bonds, the costs of issuance of the Bonds and the known earned income from the investment of the proceeds of the issuance and sale of the Bonds and other money of the City used in the Refunding Plan, if any, pending payment and redemption of the Refunded Bonds.

The Designated Representative may also purchase Acquired Obligations to be deposited with the Refunding Trustee, together with the income therefrom, and with any necessary beginning cash balance, which will be sufficient to redeem the Refunded Bonds and will discharge and satisfy the obligations of the City under Ordinance No. 1094 with respect to the Refunded Bonds, and the pledges, charges, trusts, covenants, and agreements of the City therein made or provided for as to the Refunded Bonds, and that the Refunded Bonds shall no longer be deemed to be outstanding under such ordinance immediately upon the deposit of such money with the Refunding Trustee.

Section 17. Sale and Delivery of the Bonds.

(a) *Manner of Sale of Bonds; Delivery of Bonds.* The Designated Representative is authorized to sell each Series of the Bonds by negotiated sale or by competitive sale in accordance with a notice of sale consistent with this ordinance, based on the assessment of the Designated Representative of market conditions, in consultation with appropriate City officials and staff, Bond Counsel and other advisors. In determining the method of sale of a Series and accepting the Final Terms, the Designated Representative shall take into account those factors that, in the judgment of the Designated Representative, may be expected to result in the lowest true interest cost to the City.

(b) *Procedure for Negotiated Sale.* If the Designated Representative determines that a Series of the Bonds is to be sold by negotiated sale, the Designated Representative shall select one or more Purchasers with which to negotiate such sale. The Bond Purchase Contract for each Series of the Bonds shall set forth the Final Terms. The Designated Representative is authorized to execute the Bond Purchase Contract on behalf of the City, so long as the terms provided therein are consistent with the terms of this ordinance.

(c) *Procedure for Competitive Sale.* If the Designated Representative determines that a Series of the Bonds is to be sold by competitive sale, the Designated Representative shall cause the preparation of an official notice of bond sale setting forth parameters for the Final Terms and any other bid parameters that the Designated Representative deems appropriate consistent with this ordinance. Bids for the purchase of each Series of the Bonds shall be received at such time or place and by such means as the Designated Representative directs. On the date and time established for the receipt of bids, the Designated Representative (or the designee of the Designated Representative) shall open bids and shall cause the bids to be mathematically verified. The Designated Representative is authorized to award, on behalf of the City, the winning bid and accept the winning bidder's offer to purchase that Series of the Bonds, with such adjustments to the aggregate principal amount and principal amount per maturity as the Designated Representative deems appropriate, consistent with the terms of this ordinance, and such award shall constitute the Bond Purchase Contract. The Designated Representative may reject any or all bids submitted and may waive any formality or irregularity in any bid or in the bidding process if the Designated Representative deems it to be in the City's best interest to do so. If all bids are rejected, that Series of the Bonds may be sold pursuant to negotiated sale or in any manner provided by law as the Designated Representative determines is in the best interest of the City, within the parameters set forth in this ordinance.

(d) *Preparation, Execution and Delivery of the Bonds.* The Bonds will be prepared at City expense and will be delivered to the Purchaser in accordance with the Bond Purchase Contract, together with the approving legal opinion of Bond Counsel regarding the Bonds.

Section 18. Official Statement.

(a) *Preliminary Official Statement Deemed Final.* The Designated Representative shall review and, if acceptable to the Designated Representative, approve the preliminary Official Statement prepared in connection with each sale of the Bonds to the public. For the sole purpose of the Purchaser's compliance with paragraph (b)(1) of Rule 15c2-12, the Designated

Representative is authorized to deem that preliminary Official Statement final as of its date, except for the omission of information permitted to be omitted by Rule 15c2-12. The City approves the distribution to potential purchasers of the Bonds of a preliminary Official Statement that has been approved by the Designated Representative and been deemed final, if applicable, in accordance with this subsection.

(b) *Approval of Final Official Statement.* The City approves the preparation of a final Official Statement for the Bonds to be sold to the public in the form of the preliminary Official Statement that has been approved and deemed final in accordance with subsection (a), with such modifications and amendments as the Designated Representative deems necessary or desirable, and further authorizes the Designated Representative to execute and deliver such final Official Statement to the Purchaser if required under Rule 15c2-12. The City authorizes and approves the distribution by the Purchaser of the final Official Statement so executed and delivered to purchasers and potential purchasers of the Bonds.

Section 19. Undertaking to Provide Continuing Disclosure. If necessary to meet the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to a participating underwriter for the Bonds, the City makes the following written undertaking (the “Undertaking”) for the benefit of holders of the Bonds:

(a) *Undertaking to Provide Annual Financial Information and Notice of Listed Events.* The City undertakes to provide or cause to be provided, either directly or through a designated agent, to the MSRB, in an electronic format as prescribed by the MSRB, accompanied by identifying information as prescribed by the MSRB:

- (1) Annual financial information and operating data of the type included in the final official statement for the Bonds and described in paragraph (b) (“annual financial information”);
- (2) Timely notice (not in excess of 10 business days after the occurrence of the event) of the occurrence of any of the following events with respect to the Bonds: (A) principal and interest payment delinquencies; (B) non-payment related defaults, if material; (C) unscheduled draws on debt service reserves reflecting financial difficulties; (D) unscheduled draws on credit enhancements reflecting financial difficulties; (E) substitution of credit or liquidity providers, or their failure to perform; (F) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notice of Proposed Issue (IRS Form 5701 – TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds; (G) modifications to rights of holders of the Bonds, if material; (H) bond calls (other than scheduled mandatory redemptions of Term Bonds), if material, and tender offers; (I) defeasances; (J) release, substitution, or sale of property securing repayment of the Bonds, if material; (K) rating changes; (L) bankruptcy, insolvency, receivership or similar event of the City, as such “Bankruptcy Events” are defined in Rule 15c2-12; (M) the consummation of a merger, consolidation, or acquisition

involving the City or the sale of all or substantially all of the assets of the City other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; (N) appointment of a successor or additional trustee or the change of name of a trustee, if material; (O) incurrence of a financial obligation of the City or obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the City or obligated person, any of which affect security holders, if material; and (P) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the City or obligated person, any of which reflect financial difficulties. The term “financial obligation” means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term “financial obligation” shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with Rule 15c2-12.

- (3) Timely notice of a failure by the City to provide required annual financial information on or before the date specified in paragraph (b).

(b) *Type of Annual Financial Information Undertaken to be Provided.* The annual financial information that the City undertakes to provide in paragraph (a):

- (1) Shall consist of (A) annual financial statements prepared (except as noted in the financial statements) in accordance with applicable generally accepted accounting principles applicable to local governmental units of the State such as the City, as such principles may be changed from time to time, which statements may be unaudited, provided, that if and when audited financial statements are prepared and available they will be provided; (B) principal amount of general obligation bonds outstanding at the end of the applicable fiscal year; (C) assessed valuation for that fiscal year; and (D) property tax levy amounts and rates for the fiscal year;
- (2) Shall be provided not later than the last day of the ninth month after the end of each fiscal year of the City (currently, a fiscal year ending December 31), as such fiscal year may be changed as required or permitted by State law, commencing with the City’s fiscal year ending December 31, 2023; and
- (3) May be provided in a single or multiple documents, and may be incorporated by specific reference to documents available to the public on the Internet website of the MSRB or filed with the SEC.

(c) *Amendment of Undertaking.* This Undertaking is subject to amendment after the primary offering of the Bonds without the consent of any holder of any Bond, or of any broker, dealer, municipal securities dealer, participating underwriter, Rating Agency or the MSRB, under

the circumstances and in the manner permitted by Rule 15c2-12. The City will give notice to the MSRB of the substance (or provide a copy) of any amendment to the Undertaking and a brief statement of the reasons for the amendment. If the amendment changes the type of annual financial information to be provided, the annual financial information containing the amended financial information will include a narrative explanation of the effect of that change on the type of information to be provided.

(d) *Beneficiaries.* This Undertaking shall inure to the benefit of the City and the holder of each Bond, and shall not inure to the benefit of or create any rights in any other person.

(e) *Termination of Undertaking.* The City's obligations under this Undertaking shall terminate upon the legal defeasance of all of the Bonds. In addition, the City's obligations under this Undertaking shall terminate if the provisions of Rule 15c2-12 that require the City to comply with this Undertaking become legally inapplicable in respect of the Bonds for any reason, as confirmed by an opinion of Bond Counsel delivered to the City, and the City provides timely notice of such termination to the MSRB.

(f) *Remedy for Failure to Comply with Undertaking.* As soon as practicable after the City learns of any failure to comply with this Undertaking, the City will proceed with due diligence to cause such noncompliance to be corrected. No failure by the City or other obligated person to comply with this Undertaking shall constitute an event of default. The sole remedy of any holder of a Bond shall be to take action to compel the City or other obligated person to comply with this Undertaking, including seeking an order of specific performance from an appropriate court.

(g) *Designation of Official Responsible to Administer Undertaking.* The Finance Director, or their designee, is the person designated, in accordance with the Bond Ordinance, to carry out the Undertaking in accordance with Rule 15c2-12, including, without limitation, the following actions:

- (1) Preparing and filing the annual financial information undertaken to be provided;
- (2) Determining whether any event specified in paragraph (a) has occurred, assessing its materiality, where necessary, with respect to the Bonds, and preparing and disseminating any required notice of its occurrence;
- (3) Determining whether any person other than the City is an "obligated person" within the meaning of Rule 15c2-12 with respect to the Bonds, and obtaining from such person an undertaking to provide any annual financial information and notice of listed events for that person required under Rule 15c2-12;
- (4) Selecting, engaging and compensating designated agents and consultants, including financial advisors and legal counsel, to assist and advise the City in carrying out this Undertaking; and
- (5) Effecting any necessary amendment of this undertaking.

Section 20. Supplemental and Amendatory Ordinances. The City may supplement or amend this ordinance for any one or more of the following purposes without the consent of any Owners of the Bonds:

(a) To add covenants and agreements that do not materially adversely affect the interests of Owners, or to surrender any right or power reserved to or conferred upon the City.

(b) To cure any ambiguities, or to cure, correct or supplement any defective provision contained in this ordinance in a manner that does not materially adversely affect the interest of the Beneficial Owners of the Bonds.

Section 21. General Authorization and Ratification. The Designated Representative and other appropriate officers of the City are severally authorized to take such actions and to execute such documents as in their judgment may be necessary or desirable to carry out the transactions contemplated in connection with this ordinance, and to do everything necessary for the prompt delivery of the Bonds to the Purchaser and for the proper application, use and investment of the proceeds of the Bonds. All actions taken prior to the effective date of this ordinance in furtherance of the purposes described in this ordinance and not inconsistent with the terms of this ordinance are ratified and confirmed in all respects.

Section 22. Severability. The provisions of this ordinance are declared to be separate and severable. If a court of competent jurisdiction, all appeals having been exhausted or all appeal periods having run, finds any provision of this ordinance to be invalid or unenforceable as to any person or circumstance, such offending provision shall, if feasible, be deemed to be modified to be within the limits of enforceability or validity. However, if the offending provision cannot be so modified, it shall be null and void with respect to the particular person or circumstance, and all other provisions of this ordinance in all other respects, and the offending provision with respect to all other persons and all other circumstances, shall remain valid and enforceable.

Section 23. Effective Date of Ordinance. This ordinance shall take effect and be in force from and after its passage and five days following its publication as required by law. The City Clerk is directed to cause this ordinance, or a summary hereof, to be published in the official newspaper of the City.

PASSED by the City Council of the City of College Place, Washington, at a regular open public meeting thereof, this 10th day of September, 2024, and signed in authentication of its passage this 10th day of September, 2024.

CITY OF COLLEGE PLACE, WASHINGTON

Norma L. Hernández, Mayor

ATTEST:

Sherri St. Clair, City Clerk

APPROVED AS TO FORM:

Bond Counsel

PASSED: September 10, 2024
PUBLISHED: _____, 2024
VALID: _____, 2024

CERTIFICATION

I, the undersigned, City Clerk of the City of College Place, Washington (the “City”), hereby certify as follows:

1. The attached copy of Ordinance No. ____ (the “Ordinance”) is a full, true and correct copy of an ordinance duly passed at a regular meeting of the City Council of the City held at the regular meeting place thereof on September 10, 2024 (the “Meeting”), as that ordinance appears on the minute book of the City.

2. The Ordinance will be in full force and effect five days after publication in the City’s official newspaper, which publication date is _____, 2024.

3. The Meeting was duly convened, held and included an opportunity for public comment, in all respects in accordance with law; a quorum of the members of the City Council was present throughout the meeting; and a majority of the members voted in the proper manner for the passage of the Ordinance.

Dated: September 10, 2024.

CITY OF COLLEGE PLACE, WASHINGTON

Sherri St. Clair, City Clerk

City of College Place, Washington

Financing Update

August 27, 2024



Issuances Allowed by the Ordinances

LTGO Bonds Supported by TIF Revenues

- Mojonnier Road improvements, East-West Road construction across the McKiernan property, signalization at College Avenue and East-West Road and acquisition of land and construction thereon of downtown parking lots
- Bonds to supply \$8.7MM of Project Proceeds
- Projected TIF Revenues expected to pay majority of debt service on the bonds

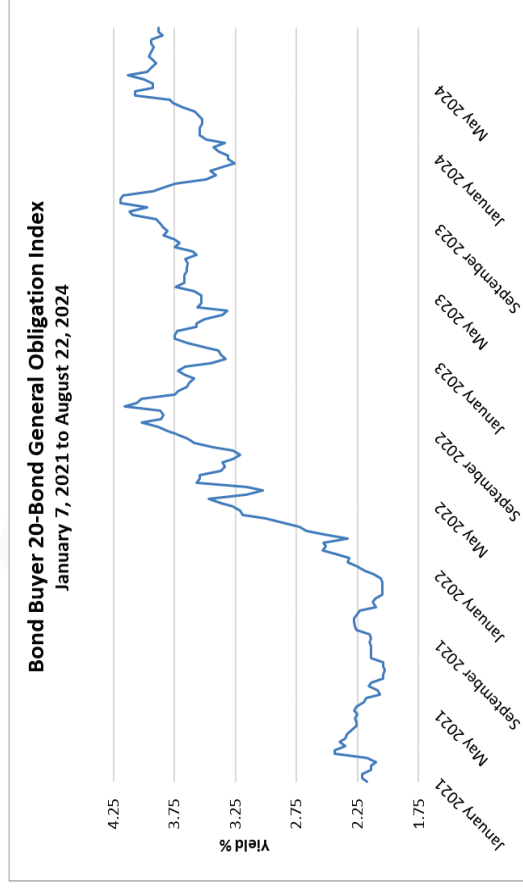
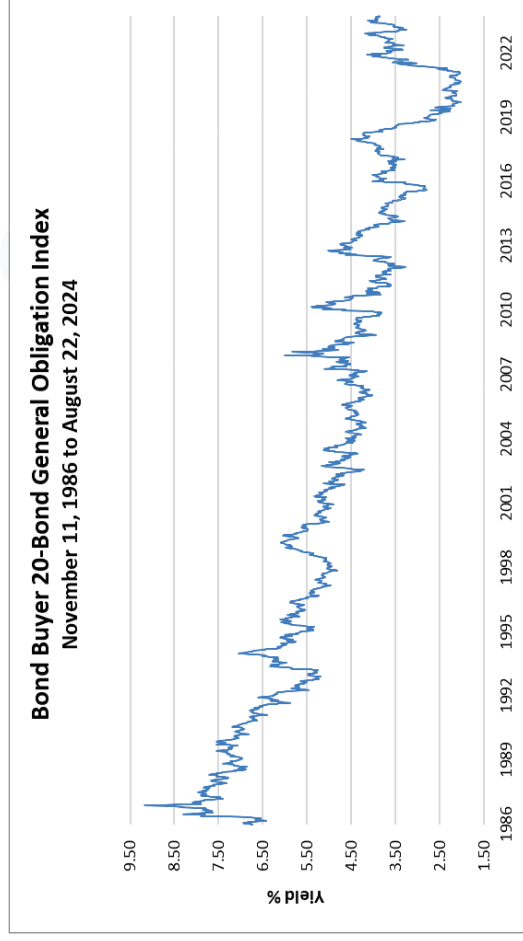
UTGO Refunding Bonds

- Refinance \$3.9MM of outstanding 2014 UTGO Bonds
- The City is not obligated to refinance if savings are not sufficient
 - *The Bond Ordinance sets a minimum level of 3% savings*



Current Bond Market

The charts below show an index of 20-year, general obligation tax-exempt bonds, with Aa2/AA average ratings



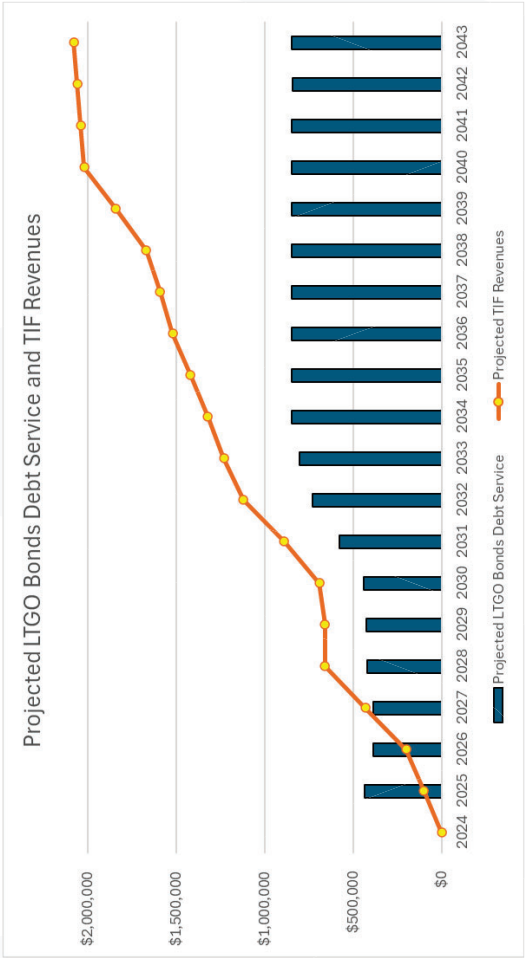
Limited Tax General Obligation Bonds, 2024

The chart below show an estimate of debt service for the LTGO Bonds compared with the projected TIF revenue collections.

Structuring details:

- Interest only 2025-27
- Debt service increases with expected TIF revenues until 2034
- 2034-43 level debt service
- Callable June 1, 2034

Sources:	
Par Amount	\$ 7,715,000
Premium	<u>1,104,035</u>
Total	\$ 8,819,035
Uses:	
Project Fund	\$ 8,700,000
Cost of Issuance	<u>119,035</u>
Total	\$ 8,819,035



Unlimited Tax General Obligation Refunding Bonds, 2024

The chart below show an estimate of debt service for the projected UTGO Refunding Bonds compared with the current UTGO Refunding Bonds.

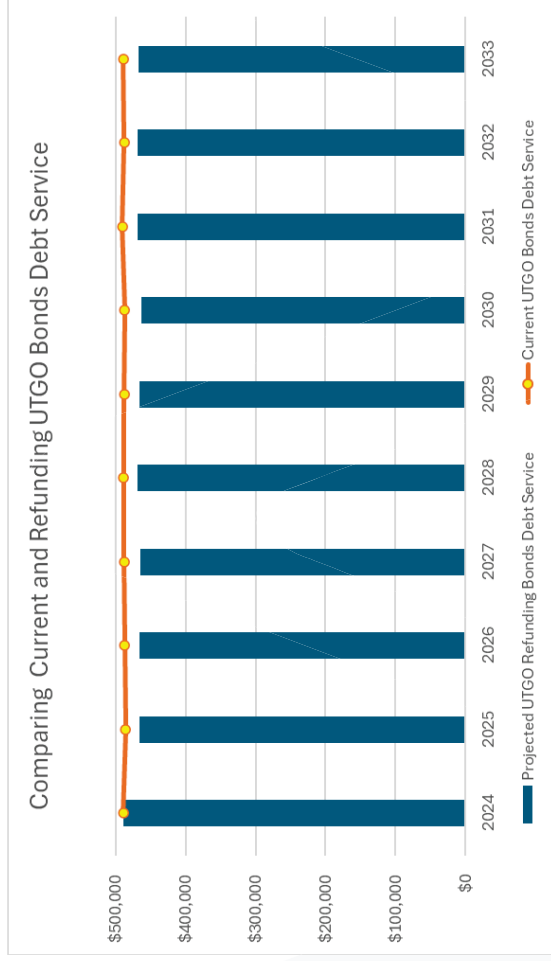
The City will contribute the scheduled December 2024 bond payment toward the refunding bonds

Structure the bonds with even savings from 2025-2033

- \$23k of annual savings

Current estimates:

- \$181k NPV savings
- 4.59% NPV Savings



Financing Steps

~~Develop Financing Plan~~

- ~~— Include Current and Future Capital Requirements~~
- ~~— Consider Alternative Financing Sources~~

~~Analyze Financing Options~~

- ~~— Bank Loan vs. Bond Sale~~

Prepare Financing Documents (Ongoing)

- ~~— Bond Ordinances~~
- Official Statement

City Approval of Bond Ordinance (September 10)

Call with S&P Rating Analyst for Bond Rating (September 11)

Review Bond Market Conditions (week before sale, September 25)

Competitive Bond Sales (October 2)

Closing – Funds Available (October 16)



Contact Information



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(425) 452-9553



Federal Interagency Agreement with

City of College Place

through

Energy Efficiency and Electrification program, Clean Buildings

**Contract Number:
24-51701-001**

For

College Place Facility Energy Analysis and Blueprint

Dated: Wednesday, August 21, 2024



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Face Sheet

Research & Development: ☐ Yes ☒ No

Contract Number: 24-51701-001

**Energy Division, Clean Buildings, Energy Efficiency & Electrification
Energy Efficiency and Conservation Block Grant**

☒ **Subrecipient**
☐ **Contractor**

1. Contractor City of College Place 625 S. College Avenue College Place, WA 99324		2. Contractor Doing Business As (as applicable) N/A		
3. Contractor Representative Mike Rizzitiello City Administrator 509-394-8506 mrizzitiello@cpwa.us		4. COMMERCE Representative Kristen Kalbrener Program Manager (360)515-8112 Kristen.kalbrener@commerce.wa.gov		P.O. Box 42525 98504-2525 1011 Plum Street SE Olympia, WA 98501
5. Contract Amount \$38,454	6. Funding Source Federal: ☒ State: ☐ Other: ☐ N/A: ☐		7. Start Date 8/20/2024	8. End Date 12/30/2025
9. Federal Funds (as applicable) \$38,454		Federal Agency: U.S Dept. of Energy		ALN 81.128
10. Tax ID # 91-6001412		11. SWV # 0028965-00	12. UBI # 369000564	13. UEI # ZG1SNDHCCH16
14. Contract Purpose The City of College Place wants a strategic energy plan, the College Place Energy Plan Blueprint, in order to guide efforts and actions to anticipate increased energy needs, reduce energy use and greenhouse gas emissions across city facilities and infrastructure. Cost date same as signed Award Letter on May 29, 2024.				
COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following other documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget, Attachment "C" - Reporting				
FOR CONTRACTOR _____ Mike Rizzitiello, City Adminstrator _____ Date		FOR COMMERCE _____ Michael Furze, Assistant Director, Energy Division _____ Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE		



Special Terms and Conditions

1. AUTHORITY

COMMERCE and Grantee enter into this Contract pursuant to the authority granted by the Interlocal Cooperation Act, Chapter 39.34 RCW.

2. ACKNOWLEDGEMENT OF FEDERAL FUNDING

Federal Award Date: 10/1/2023

Federal Award Identification Number (FAIN): DE-SE0000236

Federal Awarding Agency: U.S. Department of Energy, State and Community Programs

Total amount of federal funds obligated to this Subrecipient for this program: \$38,454

Total amount of federal funds obligated to this Subrecipient for all programs: \$38,454

Awarding official: Michael Fong, Director (360) 725-4021

Unless otherwise specifically authorized herein, the budget period start and end dates shall be the same as the start and end dates on the Face Sheet.

The Grantee agrees that any publications (written, visual, or sound) but excluding press releases, newsletters, and issue analyses, issued by the Grantee describing programs or projects funded in whole or in part with federal funds under this Contract, shall contain the following statements:

“This project was supported by Grant No. DE-SE0000236 awarded by U.S. Department of Energy, State and Community Programs. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Energy, State and Community Programs. Grant funds are administered by the Clean Buildings Program, Washington State Department of Commerce.”

3. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

4. COMPENSATION

COMMERCE shall pay an amount not to exceed \$38,454 for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work. Contractor's compensation for services rendered shall be based on the following rates or in accordance with the terms of Attachment A, Scope of Work.

5. SUBCONTRACTOR DATA COLLECTION

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. “Subcontractors” shall mean subcontractors of any tier.

6. INDIRECT COSTS

Contractor shall provide their indirect cost rate that has been negotiated between their entity and the federal government. If no such rate exists a de minimis indirect cost rate of up to 10% of Modified



Total Direct Costs (MTDC) may be used.

7. **BILLING PROCEDURES AND PAYMENT**

COMMERCE will pay Contractor upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE via the Commerce Contracts Management System.

If required, the attachments to the invoice request in the Commerce Contracts Management System shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees.

The invoice shall include the Contract Number 24-51701-001 . If expenses are invoiced, provide a detailed breakdown of each type. A receipt must accompany any single expenses in the amount of \$50.00 or more in order to receive reimbursement.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

If funds are available, COMMERCE may be able to amend and increase total funds based on realized expenditures to complete the project.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Invoices and End of Fiscal Year

Invoices are due on the 20th of the month following the provision of services.

Final invoices for a state fiscal year may be due sooner than the 20th and Commerce will provide notification of the end of fiscal year due date.

The Contractor must invoice for all expenses from the beginning of the contract through June 30, regardless of the contract start and end date.

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final report (or completion of the project, etc.).

8. **AUDIT**

If the Grantee expends \$750,000 or more in federal awards as a Subrecipient from any and all sources in a fiscal year, the Grantee shall procure and pay for a single audit or a program-specific audit for that fiscal year in accordance with 2 CFR 200 Subpart F. In accordance with 2 CFR



200.501(h), for-profit Subrecipients expending \$750,000 or more in federal awards in a fiscal year are also required to procure and pay for a single audit or program-specific audit for that fiscal year.

Upon completion of each audit Grantee shall send all audit documentation to the [Federal Audit Clearinghouse](#).

If the Grantee expends **less** than \$750,000 in federal awards as a Subrecipient from any and all sources in a fiscal year the Grantee shall notify COMMERCE they did not meet the audit requirement threshold within 30 calendar days of the end of that fiscal year.

9. **FRAUD AND OTHER LOSS REPORTING**

Contractor shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

10. **DEBARMENT**

A. Grantee, defined as the primary participant and its principals, certifies by signing these General Terms and Conditions that to the best of its knowledge and belief that they:

- i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- ii. Have not within a three-year period preceding this Grant, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
- iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of federal Executive Order 12549; and
- iv. Have not within a three-year period preceding the signing of this Grant had one or more public transactions (Federal, State, or local) terminated for cause of default.

B. Where the Grantee is unable to certify to any of the statements in this Grant, the Grantee shall attach an explanation to this Grant.

C. The Grantee agrees by signing this Grant that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by COMMERCE.

D. The Grantee further agrees by signing this Grant that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

LOWER TIER COVERED TRANSACTIONS

- i. The lower tier Grantee certifies, by signing this Grant that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- ii. Where the lower tier Grantee is unable to certify to any of the statements in this Grant, such contractor shall attach an explanation to this Grant.

E. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded**, as used in this section, have the meanings set out in the Definitions and Coverage sections



of the rules implementing Executive Order 12549. Grantee may contact COMMERCE for assistance in obtaining a copy of these regulations.

11. INSURANCE

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

12. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget
- Attachment C – Reporting



General Terms and Conditions

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A.** "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B.** "COMMERCE" shall mean the Washington Department of Commerce.
- C.** "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Contractor, including any Exhibits, documents, or materials incorporated by reference and may constitute a Subaward if so designated. Electronic transmission of a signed copy of a Contract shall be the same as delivery of an original.
- D.** "Contractor" or "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Agreement, and shall include all employees and agents thereof.
- E.** "Modified Total Direct Costs" (MTDC) shall mean all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.
- F.** "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- G.** "State" shall mean the state of Washington.
- H.** "Subaward" shall mean an award provided by a pass-through entity to a Subrecipient for the Subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A Subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a Contract.
- I.** "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "Subcontractor" and "Subcontractors" mean subcontractor(s) in any tier.
- J.** "Subrecipient" or "Subgrantee" shall mean a non-Federal entity that receives a Subaward from a pass-through entity to carry out part of a Federal program, but does not include an individual that is a beneficiary of such program. A Subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.



2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

A. "Confidential Information" as used in this section includes:

- i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
- ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and
- iii. All Personal Information in the possession of the Contractor that may not be disclosed under state or federal law.

B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes,



and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.



The Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

15. SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.



COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A.** Stop work under the contract on the date, and to the extent specified, in the notice;
- B.** Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- C.** Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D.** Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E.** Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;



- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.
- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract.
- E. All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.



Attachment A: Scope of Work

Project Schedule

The following information lists several milestone dates for the project. McKinstry will develop a detailed schedule outlining all of the various tasks associated with the project and that interfaces with other construction work not under this proposal.

	START	FINISH
EECBG Grant Award	5-29-2024	5-29-2024
McKinstry Consulting Work	5-29-2024	6-25-2024
Final Docs	6-26-2024	6-28-2024

Develop Pricing

- Establish needs and wants
- Review grant criteria
- Decide on final scope of work to include
- Establish pricing for Professional Services

EECBG Application

- Fill out application document
- Review with all parties
- Send in final application

EECBG Grant Award = Award Letter signed May 29, 2024

McKinstry Consulting Work

- Walkthrough of facilities with teams from all professional services
- Establish baseline energy usage (EUI) vs. all state and federal requirements for EUI targets
- Further establish scope of work (SOW)
- Meeting(s) to agree upon SOW to design
- Review with local and state codes for compliance criteria
- Design and detail all audit information
- Establish guaranteed maximum pricing as well as energy savings
- Coordinate utility rebates (where possible)
- Package deliverables and fully risk review with internal teams

Final Documentation

- Present final package of deliverables
 - Includes guaranteed maximum pricing broken out by SOW
 - Includes guaranteed energy savings for provided basis of design equipment and lighting, based on current energy usage
 - Includes construction schedule and report on how the team could complete the project



Attachment B: Budget

EECBG Project Budget – 2 years

Project Costs must be:

- Directly related to project Scope of Work.
- Incurred during the budget period.
- Not also billed to any other source.

Resource: Code of Federal Regulations: [eCFR :: 2 CFR Part 200 Subpart E -- Cost Principles](#)

Grant Amount: \$38,454

Commerce contract #: 24-51701-0001

Fund Source: U.S. Department of Energy

Pass-through Entity: WA State Dept. of Commerce

De Minimis Indirect Rate: 10% unless recipient organization has established its own rate

ALN: 81.128 FAIN: DE-SE0000236

Project Total cost :

Professional services: provide line items for each task, its billable hours and applicable rates	Deliverable	Cost
▪ Walkthrough, audit and analysis	SUBMIT PAID INVOICE/S	
▪ Design engineering, cost estimation, risk review	SUBMIT PAID INVOICE/S	
▪ Final scoping, energy services proposal development, client presentation	SUBMIT PAID INVOICE/S	
TOTAL PROFESSIONAL SERVICES		\$ 38,454
Administration: Materials, Internal Staff time, Indirect cost	N/A	
TOTAL ADMINISTRATIVE SERVICES		\$ 0
TOTAL GRANT AMOUNT		\$ 38,454



Attachment C: Quarterly Reporting

Quarterly reports are due to Commerce October 15, January 15, April 15, and July 15.

Grantee will report:

- Progress to completion of planned project
- Status of Energy plan development
- Title of any energy plan-related policies developed
- Brief description of community engagement in plan
- If applicable, any public education plan developed
- Expected date and amount of next A19/warrant to be submitted for reimbursement
- Number of Investment Grade Audits performed
- Square Footage of each IGA performed
- Number of building all types of energy audits performed
- Square footage of each energy audit performed
- Number of commercial audits vs. public building
- If applicable, number of audits for disadvantaged communities, for tribal communities

Energy Contracts Routing Slip

Reviewed by	I verify that:	Initials
PROGRAM MANAGER and/or SUPERVISOR	- Any and all changes made are within my delegated authority and responsibilities - Fund source reviewed and contract amount approved - If applicable, fund allocation spreadsheet emailed to appropriate staff - Fund obligation discussed, reviewed and memo approved by leadership and appointing authority prior to routing contract or amendment, if applicable	DS KK
CLEAN BUILDINGS CONTRACT & BUDGET REVIEW	- Any and all changes made are within my delegated authority and responsibilities - Fund source, contract terms, scope of work reviewed and approved - Contract terms, scope of work reviewed and approved	DS AM
BUDGET STAFF	- Any and all changes made are within my delegated authority and responsibilities - Reviewed allotment authority and coding - Appropriate award paperwork in place, if applicable - Reviewed contract/amendment entry in CMS	DS JP
MANAGING DIRECTOR	- Any and all changes made are within my delegated authority and responsibilities - Final review before appointing authority signature	DS ES
ASSISTANT DIRECTOR <i>cc: Energy Admin Lead</i>	Contract, amendment, or memo approved and signed by the Approving Authority	[Signature on document]

Instructions:

- Use this slip when soliciting any signature from the Energy Assistant Director or Deputy Assistant Director
- Attach this slip to the top of your DocuSign envelope *before* any additional materials
- When routing, only staff implicated in a request need to initial this slip. Inapplicable initial cells may be left empty
- The DocuSign envelope should be *context complete* and all relevant explanatory material attached
- **Questions?** Contact your Unit Admin or the [Energy Admin Lead](#)

Certificate Of Completion

Envelope Id: 94AF828E67B64ED3854B3CD91638AC67

Status: Sent

Subject: Complete with DocuSign: City of College Place EECBG Interagency Agreement

Division:

Energy

Program: EECBG

ContractNumber: 24-51701-001

DocumentType: Contract

Source Envelope:

Document Pages: 17

Signatures: 0

Envelope Originator:

Certificate Pages: 5

Initials: 4

Derek Cockle

AutoNav: Enabled

1011 Plum Street SE

MS 42525

Envelopeld Stamping: Enabled

Olympia, WA 98504-2525

derek.cockle@commerce.wa.gov

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

IP Address: 147.55.134.14

Record Tracking

Status: Original

Holder: Derek Cockle

Location: DocuSign

8/21/2024 1:34:17 PM

derek.cockle@commerce.wa.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Washington State Department of Commerce

Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Kristen Kalbrener		Sent: 8/21/2024 2:10:54 PM
kristen.kalbrener@commerce.wa.gov		Viewed: 8/21/2024 3:15:02 PM
Security Level: Email, Account Authentication (None)		Signed: 8/21/2024 3:15:41 PM
	Signature Adoption: Pre-selected Style	
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anneka.mcdonald@commerce.wa.gov		Viewed: 8/21/2024 3:35:05 PM
Incentive Program Lead		Signed: 8/21/2024 3:36:05 PM
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joseph.piper@commerce.wa.gov		Viewed: 8/22/2024 7:19:57 AM
Signing Group: COM Energy Budget Office		Signed: 8/22/2024 7:20:07 AM
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	Using IP Address: 198.238.29.7	

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Signer Events	Signature	Timestamp
Emily Salzberg emily.salzberg@commerce.wa.gov Managing Director Washington State Department of Commerce Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 198.238.8.179	Sent: 8/22/2024 7:20:09 AM Viewed: 8/22/2024 8:09:11 AM Signed: 8/22/2024 8:09:21 AM

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Michael Rizzitiello MRizzitiello@cpwa.us City Administrator Security Level: Email, Account Authentication (None)	Sent: 8/22/2024 8:09:23 AM Viewed: 8/22/2024 8:16:00 AM
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ID: ac2e3b22-ef8c-4238-b2f3-7a25d2352afc

Michael Furze michael.furze@commerce.wa.gov Security Level: Email, Account Authentication (None)
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Envelope Sent	Hashed/Encrypted	8/21/2024 2:10:54 PM
Payment Events	Status	Timestamps
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How to contact Washington State Department of Commerce:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: docusign@commerce.wa.gov

To advise Washington State Department of Commerce of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at docusign@commerce.wa.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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- Until or unless you notify Washington State Department of Commerce as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Washington State Department of Commerce during the course of your relationship with Washington State Department of Commerce.

City of College Place, Washington
RESOLUTION NO. 24-060

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON
REGARDING ACCEPTING ENERGY EFFICIENCY & CONSERVATION BLOCK GRANT (EECBG)
THROUGH STATE OF WASHINGTON DEPARTMENT OF COMMERCE AND AUTHORIZING CITY
ADMINISTRATOR TO SIGN GRANT 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 Energy Efficiency and Conservation Block Grant (EECBG) Program was created through the Federal Bipartisan Infrastructure Law; and

Whereas, the City was awarded \$38,454 to engage an Energy Savings Company (ESCO) to develop a energy efficiency blueprint for the Fire Station, Kiwanis Park, Municipal Campus Parking Lot, and Public Works Yard Parking Lot; and

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

1. Accepts the State of Washington Department of Commerce EECBG for \$38,454 for the Fire Station, Kiwanis Park, Municipal Campus Parking Lot, and Public Works Yard Exterior Lighting and Authorizes City Administrator to sign document.

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 27th day of August, 2024.

Attest:

Norma L. Hernández, Mayor

Maryelizabeth Garcia, City Clerk



16128 Valerio Street
Van Nuys, CA 91406
877-822-2303

Estimate

Date	Estimate #
6/4/2024	2410

Name / Address
City of College Place 625 W. College Avenue College Place, WA 99324

Terms	Upon Delivery
Rep	RC

Item	Description	Qty	Cost	Total
UNV NVR/D...	Upgrade NVR/DVR on current POD to Uniview NVR or DVR*	5	450.00	2,250.00T
	*Price is subject to change depending on condition of older PODs. Additional labor and parts may be needed to fit new NVR/DVR.			
Shipping Charge	Shipping and Handling: Ground -	1	50.00	50.00

Client agrees that SLUS does not have control over cellular signal quality or Client's network speed - both of which may affect POD streaming performance. Installation is NOT included unless specified in estimate. Client is responsible for providing mounting location and 110 power to that location. Additional charges may apply for extra transmitters needed to connect satellites to main PODs and for upgrades to First Net routers. Any returns must be approved by SLUS and is subject to a 20% restocking fee and/or charges for any damage incurred in shipping.	Subtotal	\$2,300.00
	Sales Tax (8.7%)	\$195.75
	Total	\$2,495.75

Approved By:	Signature:	Date:
_____	_____	_____

Thank you for this opportunity. We look forward to working with you.



16128 Valerio Street
Van Nuys, CA 91406
877-822-2303

Estimate

Date	Estimate #
6/4/2024	2411

Name / Address
City of College Place 625 W. College Avenue College Place, WA 99324

Terms	Upon Delivery
Rep	RC

Item	Description	Qty	Cost	Total
i4P-16	i4P-IP 16 Channel portable surveillance system with: 1. HD 1080p Network Video Recorder: H.264 Compression, and 4TB Storage w/ Smart Search Features 2. (1) Wireless Cellular Router or 5ghz wireless transmitter and receiver 3. (1) HD Stationary - 1080P HD Vandal Resistant Vandal Proof Dome, 4MP Cameras 4. (3) 1080P HD Outdoor PTZ, 4 Mega Pixel, 25x Optical Zoom 5. (1) Custom Powder Coated metal enclosure. 6. (1) Mounting bracket. 7. Desktop, Phone App and Web Browser(no per-computer licensing fee). 8. Smart Search Features	1	9,995.00	9,995.00T
Shipping Charge	Shipping and Handling: Ground -	1	80.00	80.00

Client agrees that SLUS does not have control over cellular signal quality or Client's network speed - both of which may affect POD streaming performance. Installation is NOT included unless specified in estimate. Client is responsible for providing mounting location and 110 power to that location. Additional charges may apply for extra transmitters needed to connect satellites to main PODs and for upgrades to First Net routers. Any returns must be approved by SLUS and is subject to a 20% restocking fee and/or charges for any damage incurred in shipping.	Subtotal	\$10,075.00
	Sales Tax (8.7%)	\$869.57
	Total	\$10,944.57

Approved By: _____	Signature: _____	Date: _____
--------------------	------------------	-------------

Thank you for this opportunity. We look forward to working with you.



City of College Place, Washington
RESOLUTION NO. 24-061

A RESOLUTION OF THE CITY OF COLLEGE PLACE, WASHINGTON, AUTHORIZING & SUPPORTING A GRANT APPLICATION BEFORE THE WILDHORSE FOUNDATION FOR ONE i4-POD SECURITY LINES CAMERA SYSTEM & UPGRADE FOR FIVE i4-POD SECURITY LINE CAMEAR SYSTEM FOR THE CITY

WHEREAS, the City of College Place is a non-charter code city under Title 35A RCW; and

WHEREAS, the City of College Place has five operational Security Lines camera systems at Kiwanis Park, Lions Park, Veterans Park, 12th & College, and Whitman & College which have helped deter crime and in multiple cases has captured evidence of incidences in the parks that was used to catch criminals; and

WHEREAS, the City of College Place needs upgrades on the five oldest camera systems and would like to purchase and install a unit for the NE Rose Street corridor (between Lambert and Carey); and

WHEREAS, the Wildhorse Foundation has a quarterly grant program that covers public safety projects; and

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE AS FOLLOWS:

1. The City Council of College Place, Washington authorizes and fully supports the Wildhorse Foundation Grant Application for one (2) i4-POD Security Lines Camera System and upgrade equipment to the five (5) i4-POD Security Lines Camera Units around town.

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.

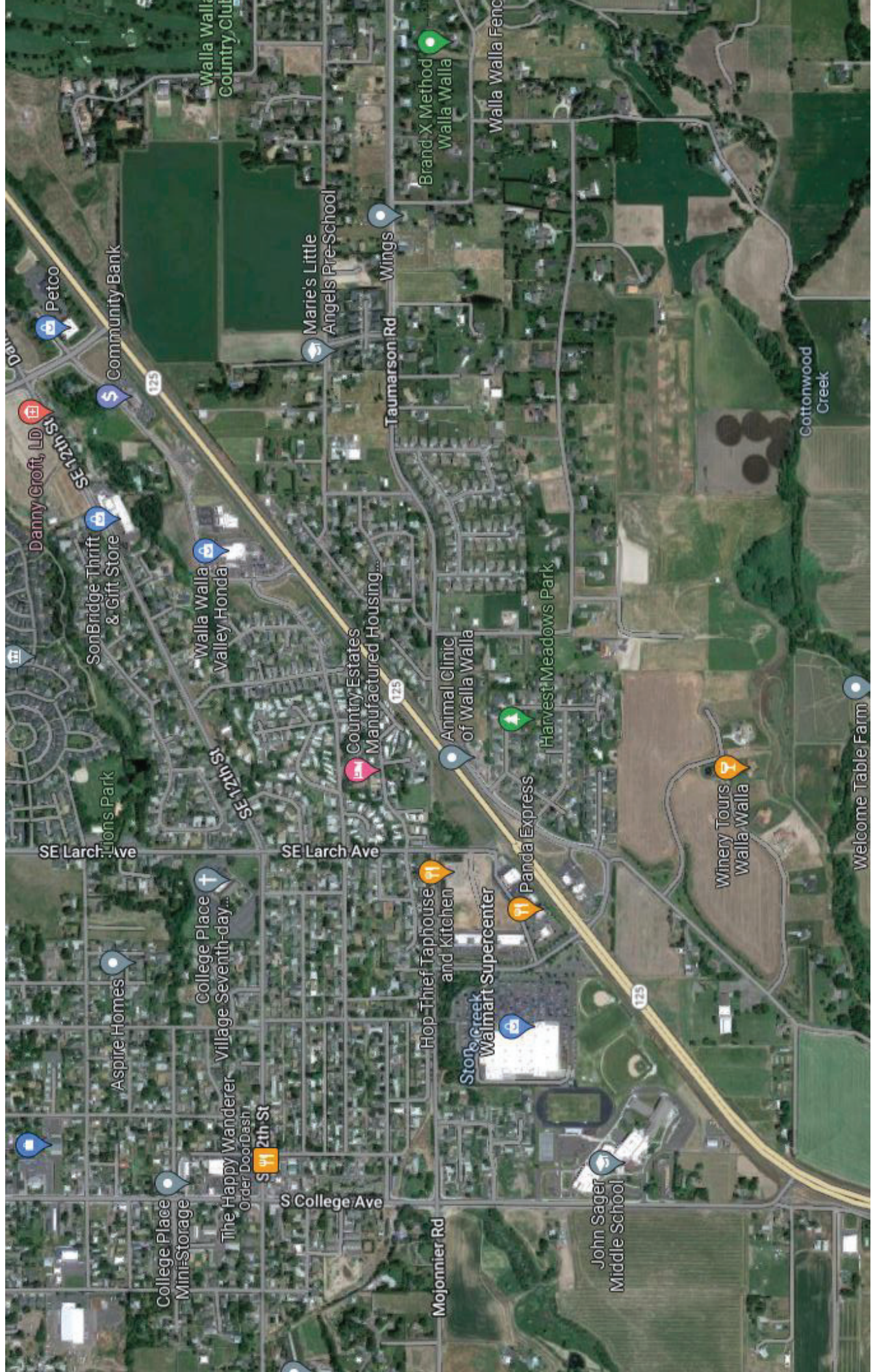
Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 27th day of August, 2024.

Attest:

Norma L. Hernández, Mayor

Maryelizabeth Garcia, City
Clerk



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In This Section



Reconnecting Communities Pilot Grant Program

Reconnecting Communities Pilot Program FY24 NOFO is now live. Applications are due at 11:59 Eastern on September 30, 2024.

Reconnecting Communities Pilot (RCP) Program Overview

The Office of the Secretary of Transportation (OST) has released an FY24 Notice of Funding Opportunity (NOFO) for the Reconnecting Communities Pilot (RCP) program. This is a continuation of two previous rounds of RCP Funding in FY22 and FY23. The RCP Program focuses on improving access to daily needs such as jobs, education, healthcare, food, nature, and recreation, and foster equitable development and restoration, and provide technical assistance to further these goals.

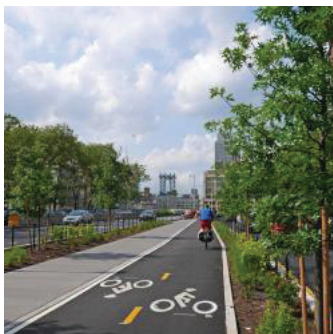
Funding for this fiscal year is a combined allocation of FY 2024, 2025, and 2026. **Up to \$607 million is available for planning, capital construction, and technical assistance.** The funding will be implemented as appropriate and consistent with the priorities in Executive Order 14052.

The Department will prioritize grant funding applications that demonstrate the following characteristics:

- Equity and Justice⁴⁰ (i.e., will benefit economically disadvantaged communities)
- Access
- Facility Suitability
- Community Engagement, and Community-based Stewardship, Management, and Partnerships
- Equitable Development
- Climate Change Mitigation and/or Adaptation and Resilience
- Workforce Development and Economic Opportunity
- Planning Integration

Potential applicants who are interested in pursuing a reconnecting type project but are not prepared to submit funding requests within 90 days can submit a request for technical assistance through the [Reconnecting Communities Institute](#). Many reconnecting projects are also eligible for funding under formula programs or eligible discretionary grant programs. More information can be found on DOT's [Discretionary Grants Dashboard](#).

The Neighborhood Access and Equity (NAE) Program is now closed as all NAE funds were expended during the FY23 grant cycle. Please refer to the FY24 NOFO for more information.





If you wish to receive updates about the program, [sign up for email updates](#).

Grant Types

The RCP NOFO solicits grant applications for the Reconnecting Communities Pilot discretionary grant program, established by the Bipartisan Infrastructure Law (BIL) USDOT offers two grant types:

- Capital Construction
- Community Planning

Grant Type	Objective(s)	Funding
Capital Construction	To fund both reconnecting-focused projects and smaller projects focused on reducing environmental harm and improving access in disadvantaged communities. Projects may address: • Removal of a dividing facility • Enhance community connectivity • Improved access by building or improving Complete Streets.	\$457 Million available FY24
Community Planning	To provide funds for planning activities to support future construction projects and allow for innovative community planning to address localized transportation challenges. Projects may address: • Community engagement activities • Planning studies to assess the feasibility of removing, retrofitting, or mitigating an existing eligible facility to reconnect communities (for example: mobility, safety, environmental and public health impacts etc.). • Conceptual or preliminary engineering or design • Other needs including land-us and zoning reform, transit-oriented development, housing supply, among others	\$150 Million available FY24

Awarded Projects

Explore [Reconnecting Communities and Neighborhoods StoryMap](#), an interactive DOT virtual map that spotlights the historic context and need for this pilot, and the future we seek to establish through reconnection and restoration of communities.



Reconnecting Communities and Neighborhoods

Repairing the harm caused by
infrastructure choices of the past

U.S. Department of Transportation

Of all projects awarded FY23...

The Reconnecting Communities and Neighborhoods (RCN) Program recognizes that while transportation projects can create significant value for a community, additional support systems and strategies must be in place to ensure equitable distribution of benefits.

99%

Funding awarded to
disadvantaged
communities

85%

Capital and Regional Partnership
projects in areas above the 50th
national percentile for housing cost
burden*

95%

Mention plans to
improve access to
or expand **green
space**

*Note: Based on CEJST data. Housing cost burden is defined as the share of households that are both earning less than 80 percent of the Housing and Urban Development's Area Median Family Income and are spending more than 30 percent of their income on housing costs.

Please follow the links bellow to learn more about the FY23 & FY22 awarded projects:

- [Reconnecting Communities and Neighborhoods \(RCN\) FY23 Awards](#)
 - [FY 23 Map of Awarded Projects](#)
 - [FY23 StoryMap: Reconnecting Communities and Neighborhoods](#)
 - [Reconnecting Communities and Neighborhoods FY23 Equitable Development Fact Sheet](#)
- [Reconnecting Communities Pilot \(RCP\) Program FY22 Awards](#)
 - [FY 22 Story Map: Past, Present, and Future of Reconnecting Communities](#)

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To sign up for updates, please enter your contact information below.

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Submit



U.S. DEPARTMENT OF TRANSPORTATION

1200 New Jersey Avenue, SE
Washington, DC 20590
855-368-4200

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City of College Place, Washington
RESOLUTION NO. 24-062

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON REGARDING SUPPORT OF APPLICATION TO THE FEDERAL DEPARTMENT OF TRANSPORTATION RECONNECTING COMMUNITIES PLANNING PILOT GRANT PROGRAM FOR THE SR 125 CORRIDOR (MYRA ROAD TO OLD MILTON HIGHWAY)

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, the Federal Department of Transportation has created the Reconnecting Communities Pilot Grant program out of the Bipartisan Infrastructure Legislation that has planning and implementation subgrant elements; 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 Federal Department of Transportation Reconnecting Communities Pilot Grant Program for the SR 125 Corridor Planning Project (Myra Road to Old Milton Highway).

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 27th day of August, 2024.

Attest:

Norma L. Hernández, Mayor

Maryelizabeth Garcia, City Clerk



AMENDMENT NO. 4
TO AGREEMENT FOR PROFESSIONAL SERVICES

Job No. 663-147

PROJECT: LIONS PARK IMPROVEMENTS

THIS AMENDMENT, made this 15th day of July 2024 amends the AGREEMENT between the City of College Place, Washington (the Owner) and Anderson Perry & Associates, Inc. (the Consultant), dated June 8, 2021.

The changes to the AGREEMENT are described as follows:

SECTION A - CONSULTANT SERVICES

The Scope of Services is hereby modified to include: Additional Construction Administration services including additional project observation, cultural resource monitoring, and materials testing (see Exhibit A for a detailed Scope of Work).

SECTION B - COMPENSATION FOR SERVICES

In consideration for performing said services, the Owner agrees to compensate the Consultant as follows: On an hourly fee basis, plus direct reimbursable expenses, for the services to be provided as agreed upon by the Owner and Consultant. The Owner shall pay the Consultant for work performed under this Amendment an amount not to exceed \$199,500 for all work identified in the Scope of Services and in accordance with Exhibit B, pursuant with the Consultant's current Hourly Fee Schedule. This modifies the total contract amount from \$647,500 to \$847,000.

The original topographic survey for the project was performed under a separate contract totaling \$19,500.

Additionally, work was performed on improvements at Kiwanis Park to facilitate the 2024 Farmer's Market during Lions Park construction under a separate agreement for \$33,275. With this Amendment, the total contract amount for consulting services is modified to \$899,775.

Any additional services must be individually authorized by the Owner.

All other provisions of the AGREEMENT shall remain the same.

Consultant
Anderson Perry & Associates, Inc.

Owner
City of College Place, Washington

Jake Hollopeter, P.E.

Name



Signature

Vice President

Title

Name

Signature

Title

EXHIBIT A
CITY OF COLLEGE PLACE, WASHINGTON
LIONS PARK IMPROVEMENTS - AMENDMENT NO. 4
SCOPE OF WORK - SUPPLEMENTAL SERVICES

TASK DESCRIPTION AND BACKGROUND

This work generally consists of work related to construction administration, including additional project representative time, cultural resource monitoring of the stormwater improvements, and material testing for hard surfaces and proposed buildings. The following list of items have changed since Amendment No. 2 was prepared, resulting in the need for additional services:

- The scope of the project has expanded to include additional improvements including: a second bathroom, additional utility work, and more in-water work related to Garrison Creek. As such, the workdays in the contract have increased from 140 days to 200 days.
- City staff changes have led to the Consultant being required to provide additional project representative time on the project.
- The schedule for Washington State Department of Ecology (Ecology) funded improvements that require cultural monitoring has been solidified.

In general, the work elements will involve the following key components and deliverables:

- Additional On-Site Construction Observation.
- Additional Materials Testing.
- Cultural Resource Monitoring of Stormwater Improvements.

DUTIES AND RESPONSIBILITIES OF ANDERSON PERRY & ASSOCIATES, INC. (CONSULTANT)

TASK 4 – CONSTRUCTION ADMINISTRATION

4.1 Construction Management and Administration

As stated above, the Consultant will provide construction management and administration services for an additional 60 working days, due to the increased length of the project. The Consultant will act as the Owner's representative as provided in the Professional Services Agreement. Construction management and administration duties will include the following:

1. Attend the preconstruction conference and provide meeting minutes.
2. Coordinate and provide oversight for all on-site observation services.
3. Receive, review, maintain, and approve all material submittals. Copies of all submittal correspondence will be provided to the Owner.
4. Receive, review, and determine the acceptability of any and all schedules provided by the Contractor including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
5. Review and process Change Orders.

6. Review the Contractor's proposed Monthly Pay Estimates and provide the Monthly Pay Estimates to the Owner for review and approval.
7. Schedule and attend on-site construction meetings and provide meeting minutes.
8. The Consultant will provide construction staking for the project as defined in the Contract Documents. This effort shall generally include one initial set of stakes for parking lots, sidewalks, pathways, utilities, park improvements, and stream/pond improvements.
9. The Consultant will schedule and provide a qualified testing subconsultant for on-site materials testing and laboratory testing of base course, top course, soils, concrete, and asphalt as required in the Contract Documents.
10. The Consultant will schedule and provide a qualified subconsultant for on-site cultural resource monitoring for the Ecology funded improvements.

Deliverables

- ☐ Preconstruction Conference Meeting Minutes
- ☐ Copies of Approved Material Submittals
- ☐ Copies of all Contractor Schedules
- ☐ Construction Change Orders
- ☐ Monthly Pay Estimates
- ☐ On-Site Construction Meeting Minutes
- ☐ Copies of all Written Communications with the Contractor
- ☐ Cultural Resource Monitoring Report

4.2 Construction Observation

The Consultant will provide full-time on-site construction observation for the majority of the 200 working-day project. This is an increased effect from the periodic part-time on-site construction observation services included in the original 140 working-day construction contract.

The Consultant's Construction Representative will be the Consultant's agent for the project and will act as directed by, and under the supervision of, the Consultant. The Construction Representative's dealings in matters pertaining to the Contractor's work in progress will in general be with the Consultant and Contractor, keeping the Owner advised, as necessary. The Construction Representative's dealings with subcontractors will only be through, or with the full knowledge and approval of, the Contractor. The Construction Representative will generally communicate with the Owner with the knowledge of and under the direction of the Consultant. The Consultant's Construction Representative responsibilities will include the following:

1. Serve as the Consultant's liaison with the Contractor, working principally through the Contractor's superintendent. Assist the Consultant in serving as the Owner's liaison with the Contractor when the Contractor's operations affect the Owner's on-site operations.
2. Assist in obtaining additional details or information from the Owner when required for proper execution of the work.
3. Assist in providing information regarding the intent of the Contract Documents.

4. Report to the Consultant when clarifications and/or interpretations of the Contract Documents are needed. Transmit any clarifications and/or interpretations issued by the Consultant to the Contractor.
5. Consider and evaluate the Contractor's suggestions for modifying the Drawings or Specifications and report such suggestions, together with the on-site project representative's recommendations, to the Consultant. Transmit to the Contractor in writing decisions issued by the Consultant.
6. Conduct on-site project observation to ensure all work is completed in accordance with the Contract Documents. Advise the Consultant of any special conditions encountered.
7. Coordinate with the Consultant in advance of scheduled major inspections, tests, and system startups. Verify that appropriate Agency personnel are present and that adequate records are kept for necessary testing.
8. Prepare a report for each day of construction observation recording all pertinent information such as: the Contractor's hours on site, weather conditions, data relative to potential Change Orders, Field Orders, or changed conditions, site visitors, daily activities, and decisions.
9. Immediately notify the Consultant of any site accidents, emergencies, or acts of God endangering the work, or property damage.
10. Review the Contractor's pay estimates to ensure work being paid for is completed. Track and process materials-on-hand in accordance with the Contract Documents.
11. Track bid item quantities.

Deliverables

- ☐ Observation Reports
- ☐ Bid Item Quantities Tracking

PROJECT ASSUMPTIONS

The following assumptions apply to this Scope of Work:

1. The Client is responsible for compliance with funding agency requirements.
2. Additional construction administration efforts may be required depending on permitting, grant administration, and contractor coordination. Construction administration efforts will be monitored, and any additional services required will be communicated to the Client as identified.

ADDITIONAL SERVICES

This section of the agreement is for additional services not identified in the Consultant's Scope of Work. Potential additional scope the Owner may consider includes additional construction observation, participation in public meetings, additional cultural resources monitoring (during construction), or other services as requested.

Exhibit A - SOW Amendment No. 4_CP_LionsParkImp_663-147

EXHIBIT B
CITY OF COLLEGE PLACE, WASHINGTON
LIONS PARK IMPROVEMENTS
DESIGN AND CONSTRUCTION ENGINEERING SERVICES

FEE ESTIMATE

Task Description		Anderson Perry & Associates, Inc.							Subconsultant Cost	AP Task Total Cost
		Principal	Senior Engineer (III-IV)	Senior Technician (V-VI)	QA/QC Reviewer	CADD	Prof. Land Surveyor (IV)	Survey Crew	Project Rep. (IV)	
		\$235	\$210	\$155	\$210	\$135	\$195	\$200	\$110	
TASK 1 - PROJECT ADMINISTRATION										
1.1	Contract Administration, Invoicing, and Progress Reports									
1.2	Meetings									
TOTAL TASK 1		0	0	0	0	0	0	0	0	\$0
TASK 4 - CONSTRUCTION ADMINISTRATION										
4.1	Construction Management and Administration	5	10	100						
	- Preconstruction Meetings									
	- Submittals, Pay Estimates, Construction Meetings, etc.									\$ 24,000
	- Limited Construction Staking									\$ 40,000
	- Material Testing									
	- Cultural Resource Monitoring									
4.2	Construction Observation								1000	
	- Verify Contractor Adheres to Contract Documents									
	- Provide On-Site Construction Observation and Prepare Construction Observation Reports									
	- Prepare Daily Bid Item Quantity Tracking									
TOTAL TASK 4		5	10	100	0	0	0	0	1000	\$128,775
TASK 5 - PROJECT CLOSEOUT										
5.1	Final Walk-Through, Closeout Documents, Record Drawings, etc.									
TOTAL TASK 5		0	0	0	0	0	0	0	0	\$0

Total Estimated AP Costs \$128,775

DIRECT COSTS
Mileage, Equipment, etc. \$325
Subtotal \$325

SUBCONSULTANT COSTS
Cultural Resource Monitoring \$40,000
Material Testing \$24,000
Subconsultant Markup (10%) \$6,400
Subtotal \$70,400

TOTAL PROPOSED PROJECT BUDGET \$199,500

YOUNG'S Heating & Cooling, LLC
878 Wallula Ave
Walla Walla, WA 99362 US
+15095254328
mail@youngsheating.com
youngsheating.com

Estimate



ADDRESS

Heath Snider
Jacobs
430 Owens Rd
Walla Walla, WA 99362

SHIP TO

Heath Snider
Jacobs
430 Owens Rd
Walla Walla, WA 99362

ESTIMATE #	DATE	EXPIRATION DATE
96781	08/08/2024	09/08/2024

P.O. NUMBER

New Heat Pump-Electrical Space

SALES REP

Kaleb

TERMS

Half down, balance due upon completion

QTY	DESCRIPTION	RATE	AMOUNT
	New Heat pump, air handler and electric heat in electrical space. Work performed at Owens Rd.		
1	Carrier 6 ton heat pump with two stage cooling, new air handler and in duct electric heat.	13,998.00	13,998.00T
1	Work performed Install-Prevailing	4,860.00	4,860.00T
1	Start Up-Prevailing	633.00	633.00T
1	Honeywell touch screen programmable thermostat with Wi Fi connectivity	306.00	306.00T
1	All necessary sheet metal fittings needed to adapt to existing supply/ return	685.00	685.00T
1	Permits	245.00	245.00T

SUBTOTAL	20,727.00
TAX	1,844.70
TOTAL	\$22,571.70

Accepted By

Accepted Date



COMMERCIAL BID

CONTRACT

PAGE 1 OF 1

1445 W. ROSE STREET
WALLA WALLA, WA 99362
PHONE: (509) 529-9700
FAX: (509) 525-3666

Proposal Submitted To:		Phone:		Date:	
COLLEGE PLACE WASTE WATER - GREGRICK		360-632-7493		8/6/24	
Mailing Address:		Job:			
430 OWENS ROAD		HEAT PUMP & AIR HANDLER			
City, State, Zip:		Email:			
COLLEGE PLACE, WA 99324		gregrick.turner@jacobs.com			
GRASSI REFRIGERATION WILL DEMO EXISTING AIR HANDLER, DUCT HEATER AND CONDENSER.					
WE WILL INSTALL A CARRIER 6 TON HEAT PUMP, WITH 45 KW DUCT HEATER MODEL# 38AUQD07A0A5, AND A CARRIER AIR HANDLER MODEL# 40RFQA07A3A6					
BID INCLUDES ALL NECESSARY DUCTWORK MODIFICATIONS, ELECTRICAL AND STARTUP.					\$26,240.00
**EQUIPMENT HAS 8 WEEKS LEAD TIME PLUS SHIPPING					
BID IS GOOD FOR 30 DAYS AND DOES NOT INCLUDE SALES TAX OR SHIPPING					
EXCLUSIONS*					
PERMITS	BOND FEE	SITE WORK			
ALL SUBS	NO CONTROLS	PLUMBING			
FIRE PROTECTION	NO CATWALKS	SALES TAX	LEVELING CURBS IF NEEDED		
COMMISSIONING	NO PLATFORMS	GAS PIPING	CUTTING, PATCHING, PAINTING		
WATER TREATMENT	ELECTRIC WIRING	STARTERS	HI & LOW VOLTAGE WIRING		
**Bid does not include necessary sub-contractor work or sales tax.					
Packaged Unit	Condensate	Chimney Liner	Change Out / New		
Heat Pump/Air Cond.	Expansion Valve	Thermostat, Non-Programmable			
Furnace, Gas, Oil, Elec.	Slab	Thermostat, Programmable			
Coil	Tubing	Electrical Contractor			
Gas Water Heater	Duct Work	Prevailing Wage			
EAC / UV / Humidifier	Piping gas, Vent	Mech. Permits/Inspection			
Gas Fireplace / Stove	Meter set	YES / NO	Low Voltage Permit		
Payment to be made as follows: 20% down payment upon signing bid with balance due upon completion:					
Commercial jobs or jobs lasting more than 30 days will be billed progressively with billing due net 30.					
Note: This proposal may be withdrawn by us if not accepted within these days: 30					
All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will not become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance. Grassi Refrigeration not responsible for unknown hazardous materials discovered.					
Acceptance of contract--The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to perform necessary credit checks and to do the work as specified. Payment must be made as outlined above. In the event payment is not made as agreed, then all balances shall fall due and payable at the option of Grassi Refrigeration. Interest is agreeable to be charged at the rate of 1.5% per month upon all delinquencies. In the even suit is brought to recover any payment arising out of this agreement, the prevailing party shall be entitled to a reasonable attorney's fee and all court costs incurred.					
					
		Grassi Refrigeration			
		WA. Lic. #GRASSI*216QR / Elec. GRASSRS002JO			
		Oregon Builders Board # 31733			
		Date of acceptance			
		Signature			
		Signature			



Proposal

August 9, 2024

Jacobs
572 Hatch Street
Walla Walla, Wa 99362
509-527-4509

RE: Replacement unit at 430 Owens Road

Total Comfort Solutions, LLC are pleased to provide this proposal to provide and install a new LENNOX 7.5-ton heat pump to replace the failed 6 ton unit.

NOTE: This proposal includes a 7.5-ton heat pump to replace the current 6 ton air conditioner. The current system is a 7.5-ton air handler with a 6 ton air conditioner, there is no match for that configuration with any supplier. Additionally, the existing heat package is a 45kw, we are proposing a 35kw as that is the largest heat strip available for the 7.5 ton unit

Installation includes new 7.5 ton indoor blower coil with 35kw heat section, new 7.5 heat pump, new heat pump thermostat, crane rental, refrigeration piping, condensate piping, high and low voltage electrical, sheet metal revisions, complete installation, start up and necessary permits.

Job Cost \$ 26,724.00+tax

Unit is 9-10 weeks out (Factory order)

Payment Terms

50% down and balance upon completion

Thank You for the opportunity to work with you on this project. Please feel free to call me at 509-520-0748 with any questions regarding the information in this proposal.

Signature _____ Terry R. Hall _____
NOTE: This proposal may be withdrawn by us if not accepted within ____ 15 ____ days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. Total Comfort Solutions, LLC is authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____ Signature _____ Date _____

All material is guaranteed to be as specified. The owner and the salesman or job foreman prior to additional work commencement will execute any alteration or deviation from above specifications involving extra costs. This work will be either an extra cost-payable upon completion of work-or as accredit to the overall price of the job. Payment is to be made upon completion of work, or if agreed to in writing, by progress payments. Financing by a third party will be approved prior to the work beginning. All workers are fully covered by Workmen's Compensation insurance. Homeowner to carry normal and customary insurance.

Air Handler with In Duct Heating Elements



Heat Pump



Treatment Building Electrical Room



CHAPTER 2.10 PUBLIC RECORDS

2.10.010 Purpose.

The purpose of this chapter is to comply with Chapter 42.56 Revised Code of Washington and to prevent unreasonable interference with the City's essential functions."

(Ord. No. 17-027, § 1, 7-25-2017)

2.10.020 Definitions.

- A. "The City of College Place" and "the city" includes any office, department, division, bureau, board, commission, or agency of the City of College Place. RCW 42.56.010(1).
- B. "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the city regardless of physical form or characteristics. RCW 42.56.010(3)
- C. "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated. RCW 42.56.010(4).
- D. "Identifiable record" means an identifiable record is one in existence at the time the records request is made and that city staff can locate after an objectively reasonable search.
- E. "Exempt record" includes all agency records that are specifically exempted or prohibited from disclosure by state or federal law, either directly in RCW 42.56 or other statutes.

(Ord. No. 17-027, § 1, 7-25-2017)

2.10.030 Responsibility.

- A. *Public Records Officer.* The city's public records officer is the city clerk. Other city staff members may also process public records requests, as needs require.
- B. *City Attorney.* The city attorney's office shall provide legal advice to the public records officer or designee on those occasions when such advice is sought. Additionally, the city attorney's office will provide a timely written response to a written request for explanation of a denial of the release of public information as provided in Section 2.10.040(R).
- C. *Central and Field Offices.* The city's central office for requesting records is City Hall, 625 S College Ave, College Place, WA 99324. The city is a non-charter code city governed by the provisions of RCW Chapter 35A.12 under the mayor-council form of government. The city has field offices located in various locations for departments such as police, fire, and public works. More information regarding the city's departments may be obtained through the city's website www.cpwa.us.

2.10.040 Procedure.

A. How to *Request Records*.

1. *General Records Requests.* Any person requesting access to general public records or seeking assistance in making such a request can use our online public records form or could contact the city clerk located at:

City Clerk/Public Records Officer

625 S College Ave Phone: (509) 394-8511

College Place WA 99324

Hours: 8:00 a.m. to 5:00 p.m. Monday — Thursday; 8:00 a.m. to 4:00 p.m. Friday

2. *Police Records Requests.* Any person requesting police records must contact the police department records supervisor located at:

Police Department Records Supervisor

619 S College Ave, City Annex Phone: (509) 394-8552

College Place WA 99324

Hours: 8:00 a.m. to 5:00 p.m. Monday — Thursday; 8:00 a.m. to 4:00 p.m. Friday

- ### **B. *Request Format.***
- While there is no specific required format for a public records request, a requestor must provide the city with reasonable notice that the request being made is for public records. When a request is contained in a larger document not immediately recognized as a public records request, the requestor should point out the public records request by labeling the front page of the document as containing a public records request or otherwise calling the request to the attention of the public records officer to facilitate timely response to the request.

The city encourages all requests for public records be made in writing on a records request form, which is available at the city clerk's office, the city police department and on the city's website www.cpwa.us. Requests may be submitted in person, orally, by mail, fax, or e-mail. Mail, e-mail, and faxes will be considered received on the date the form is stamped "received", not on the date sent. Requests should include the following information:

1. The requestors name, mailing address, and contact phone number;
2. The date of the request;
3. The nature of the request, including a detailed description of the public record(s) adequate for the city personnel to be able to locate the records;
4. A statement regarding whether the records are being requested for a commercial purpose (RCW 42.56.070(9));
5. Whether the requestor desires copies, or electronic copies, or to inspect the requested records.

Requests for public records made orally must be made during normal business hours. Requests for public records made orally must be confirmed by the public records officer.

A variety of records are available on the city's website at www.cpwa.us. Requestors are encouraged to view records available on the website prior to submitting a records request.

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- C. *Response to Requests.* The city is charged by statute with adopting rules which provide how it will provide full access to public records, protect records from damage or disorganization, prevent excessive interference with other essential functions of the city, provide fullest assistance to requestors, and provide the most timely possible action on public records requests.
1. Within five business days of receiving a request, the city will either:
 - a. Provide the record;
 - b. Acknowledge that the request has been received and provide a reasonable time estimate it will need to respond to the request;
 - c. Deny the request;
 - d. Request clarification from the requestor.
 2. Additional time to respond may be based on the need to clarify the intent of the request, to locate and assemble the records, to redact confidential or exempt information, to prepare a withholding index, to notify third parties or agencies affected by the request and provide such parties/agencies with the opportunity to seek a court order preventing disclosure where appropriate, and/or to consult with the city attorney about whether the records are exempt from disclosure. The public records officer should briefly explain the basis for the time estimated to respond. Should an extension of time be necessary to fulfill the request, the public records officer will provide a revised estimate and explain the changed circumstances that make it necessary.
 3. In order to accomplish the policy that requests be processed, allowing the most requests to be processed in the most efficient manner, requests will be categorized as "immediate", "routine" or "complex" as set forth below. Complex requests will be processed separate from immediate or routine requests and will be processed with other complex requests in the order such requests were received.
 4. In the event the records requested in any department are readily available, of a common nature and do not involve the interest of any other person, the public records officer or any department head may authorize the immediate inspection and/or copying of such record without the necessity of filing the request as provided for in Section 2.10.030(B) — Request Format.
 5. The public records officer or designee shall consider the following criteria when identifying complex requests:
 - a. The general, expansive or all-inclusive nature of the request;
 - b. The number of departments involved;
 - c. The location of records and available method of searching records;
 - d. The potential number of records implicated;
 - e. The rights of third parties;
 - f. The need for clarification of the request;
 - g. Administrative tasks necessary to process the requests;
 - h. The amount of time needed to review documents for applicable exemptions;
 - i. The need for legal review of the public records requests;
 - j. The format of relevant records; and
 - k. Any other relevant circumstances.

-
6. The public records officer or designee shall score those requests which appear to be potentially large or complex by using the public records evaluation sheet, attached hereto as exhibit A. A request that scores eight points or less shall be considered a routine request, and will be processed together with other routine requests in the order such requests were received. A request that scores nine points or greater shall be considered a complex request and will be process together with other complex requests in the order such requests were received.
 7. The city sometimes receives requests for public records identified in terms of "any and all documents related to" or similar language. If the city receives a broad request that does not include a request for identifiable records or otherwise is not proper, the city should seek clarification. WAC 44-14-04002. If the requestor is unable or unwilling to help narrow the scope of the documents being sought in order to expedite the city's response and/or reduce the volume of potentially responsive documents, the public records officer is allowed to err on the side of producing more rather than fewer documents in response to such a broad, general request. These requests will generally fall into the complex category. Any requests that are narrowed or clarified will be rescored, using the public records request evaluation sheet, to determine if the request qualifies as routine and can then be processed with the other pending routine requests. Requestors are encouraged to consider the needs of others and utilize the public records requests process responsibly.
 8. A requestor may appeal the determination that a request is complex to the city administrator or designee by providing a written request for review of the determination to the city administrator's office within ten business days of the determination. A written decision shall be issued by the city administrator or designee within five business days from receipt of the appeal unless extended or waived by mutual written agreement.
 9. The city is not authorized to provide lists of individuals for commercial purposes. The public records officer may also seek sufficient information to determine if another statute or court order may prohibit disclosure. If the requestor fails to clarify an unclear request within 30 days, the city will treat the request as having been withdrawn and will close it. WAC 44-14-04003(7).
 10. If the public record contains personal information that identifies an individual or organization other than the subject of the requested public record, the city may notify that individual or organization to allow the party to seek relief pursuant to RCW 42.56.540. Such relief may include a court injunction prohibiting release of the record because such examination would not be in the public interest and would substantially and irreparably damage any person or vital governmental function. The city may take the above into account when providing an estimate of when the records will be available. Nothing in this policy is intended to, nor does it, create any right to such notice.
 11. When a request uses a phrase such as "all records relating to", the public records officer may interpret the request to be for records which directly and fairly address the topic. The city may respond to a request to provide access to a public record by providing the requestor with a link to the city's web site containing an electronic copy of that record if it can be determined that the requestor has internet access and the requestor agrees that the request has been satisfied.
 12. When the requestor has found the records he or she is seeking, the requestor should advise the public records officer that the requested records have been provided and the remainder of the request may be cancelled.
- D. *Delayed Responses from City.* If the city does not respond in writing within five business days after receiving a public records request, the requestor should contact the public records officer to determine the delay.
- E. *Providing Records in Installments.* When the request is for a large number of records, the city may provide access for inspection and copying in partial installments if it's reasonably determined that it would be practical to provide the records in that way. If the requestor does not contact the public records officer within 30 working days to arrange for the review of the first installment, the city may deem the request

abandoned and may stop fulfilling the remainder of the request. RCW 42.56.120. The city may prioritize record requests received after commencing to fulfill the large request.

- F. *Electronic Records.* The process for requesting electronic public records is the same as the process for requesting paper public records.
1. When a requestor requests records in an electronic format, if technically feasible, the public records officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the city and is generally commercially available; or will provide the records in a format that is reasonably translatable from the format in which the agency keeps the record.
 2. Making an electronic copy of an electronic record is not "creating" a new record; instead, it is similar to copying a paper copy. Similarly, eliminating a field of an electronic record can be a method of redaction; it is similar to redacting portions of a paper record using a black pen or white-out tape to make it available for inspection or copying. WAC 44-14-04003(5)
- G. *No Duty to Create Records.* This policy does not require the city to answer written questions, summarize data or information, create new public records, or provide information in a format that is different from original public records; however, the city may in its discretion, create such a new record to fulfill the request where it may be easier for the city to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request.
- H. *No Duty to Provide Information.* This policy does not require the city to respond to requests for information, research, opinions or advice. Requests for information, research, opinions, advice, or similar requests will not be responded to pursuant to this policy. WAC 44-14-04002(2)
- I. *No Duty to Supplement Responses.* The city is not obligated to hold current records requests open to respond to requests for records that may be created in the future. A new request must be made to obtain later-created public records.
- J. *Fees.* The charge for public records is listed in the administrative fee schedule and subject to change without notice. When public records are mailed to a requestor, a charge for postage and the cost of the envelope or container used may be added. No fee is charged for inspection of a public record or for locating a record. Fees may be waived due to the small number of copies made or other circumstances at the discretion of the public records officer or designee. Payment of fees is required prior to release of records unless other arrangements have been made. RCW 42.56.120
- K. *Deposit.* The city may require a deposit of up to ten percent of the estimated cost of copying records prior to copying any records for a requestor. The city may also require payment of the remainder of the cost before providing all of the records, or the payment of the costs of copying an installment before providing that installment. RCW 42.56.120
- L. *Availability of Public Records.* Public records are available for inspection and copying at the city clerk's office and the city police department during normal business hours: Monday through Thursday, 8:00 a.m. to 5:00 p.m., Friday, 8:00 a.m. to 4:00 p.m. excluding the lunch hour (Noon — 1:00 p.m.) and excluding legal holidays. City personnel and the requestor may make mutually agreeable arrangements for time(s) of inspection and copying.
1. To the extent possible given other demands for space and staff time, the public records officer shall promptly provide space to inspect public records at city hall. The city deems it necessary, in order to comply with the PRA's mandate to protect public records, to require that inspections of public records comply with the PRA's mandate to protect public records, to require that inspections of public records be conducted in the presence of the public records officer or designated staff. The city will make every effort to provide staff to oversee the expeditious inspection of public records without unduly compromising or unreasonably interfering with the essential functions of the city. In accommodating a

-
- request for public records inspection, the city may consider the size of the request, the ease with which the requested records can be made available for inspection, and special accommodations requested by the requestor necessary in order to inspect the records, the availability (schedule) of the requestor to conduct the inspection, the availability of city staff to observe the inspection, the time constraints on staff availability imposed by other current city business, and any other relevant circumstance.
2. After inspection is complete, the requestor shall indicate which documents he/she wishes to have copied using a non-permanent method of marking the desired records as approved by the public records officer. The public records officer will arrange for copying.
- M. *Preservation of Public Records.* No member of the public may remove a public record from any city buildings. No member of the public may remove a public record from a viewing area, disassemble, or alter, fold, mark, deface, tear, damage or destroy any public record. Public records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by city staff. Copies of public records may be copied only on city copying machines unless other arrangements are made by the public records officer. No food or drink will be permitted during the inspection of public records. Access to file cabinets, shelves, vaults and other city storage areas is restricted to authorized city staff.
- N. *Organization of Public Records.* The city finds that maintaining an index as provided in RCW 42.56.070(4) for use by the public would be unduly burdensome and would interfere with agency operations given the high volume, various locations, and types of public records received, generated and otherwise acquired by the city. RCW 42.56.070(4) Notwithstanding the foregoing, the city will maintain its records in a reasonably organized manner and take reasonable actions to protect records from damage and disorganization.
- O. *Closing Abandoned or Unpaid Requests.* If the requestor withdraws the request, fails to fulfill his or her obligations to inspect the records within 30 days of notice that the records are available for inspection, or fails to pay the deposit, installment payment or final payment for the requested copies, city personnel will close the request. City personnel will document closure of the request and the conditions that led to closure. RCW 42.56.120
- P. *Records Exempt from Public Disclosure.* The city is not required to permit public inspection and copying of records for which public disclosure of the record is prohibited, restricted or limited by state law or federal statute or regulation. The city is prohibited by statute from disclosing lists of individuals for commercial purposes. RCW 42.56.070(9)
1. The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. RCW 42.56.230 through 42.56.470 contains a large number of exemptions from public inspection and copying.
2. Other statutes outside the Public Records Act may prohibit and exempt disclosure of certain documents or information RCW 42.56.070(1). The city's failure to list an exemption shall not affect the effectiveness of the exemption.
- Q. *Denial of Request Due to Exemption.* All denials of requests for public records will be accompanied by a written statement specifying the reason(s) for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. RCW 42.56.210(3)
- R. *Mechanism for Review of Denial.* Any person who objects to the denial of a public records request may petition in writing to the city clerk for a review by the city attorney of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer denying the request. The city attorney shall perform a review of the denial as promptly as possible. Pursuant to state law, the review shall be deemed concluded at the end of the second business day following the denial to represent final action for the purposes of judicial review. RCW 42.56.520

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- S. *Judicial Review.* Any person may seek court review of denials of public records requests pursuant to RCW 42.56.550. This must be filed within one year of the agency's claim of exemption or the last production of a record on a partial or installment basis.
 - T. *Retention of Records.* The city is not required to retain all records it creates or uses. However, the city will follow RCW Chapter 40.14, Preservation and Destruction of Public Records, in the retention and destruction of public records. The Secretary of State, state archives committee approves a general retention schedule for local agency records (including cities) that is common to most agencies. Individual agencies may seek approval from the local records committee for retention schedules specific to their agency or that, due to their particular business needs, must be kept longer than provided in the general schedule.
 - 1. The retention schedule for local agencies is available at www.secstate.wa.gov/archives. Retention schedules for documents vary based on the content of the record. WAC 44-14-03005.
 - U. *Loss of Right to Inspect.* Inspection shall be denied and the records withdrawn by the public records officer if the requestor, when reviewing the records, acts in a manner which will damage or substantially disorganize the records or interfere excessively with other essential functions of the city.
 - V. *Disclaimer of Liability.* Neither the city nor any officer, employee, official or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of public records if the person releasing the records acted in good faith in attempting to comply with this policy.
 - 1. This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as "shall", nothing in this policy is intended to impose mandatory duties on the city beyond those imposed by state and federal law.

(Ord. No. 17-027, § 1, 7-25-2017)

EXHIBIT A PUBLIC RECORDS REQUEST EVALUATION SHEET

To determine if a public records request shall be classified as Routine or Complex

Weight	Measurement Criteria
	(1) General, expansive or all-inclusive nature of request
0	Specific documents, records are identified
1	Records generally identified
2	Records Unidentified
	(2) Number of departments involved
0	Records in one department
1	Records in two or three departments
2	Records in more than three departments
	(3) Location of available/relevant records
0	Records in active files
1	Records in archive files
2	Records in searchable database
1	Records must be searched in individual locations
	(4) Potential number of records implicated
0	Less than 10 documents (not pages)
1	More than 10 and less than 50 documents
3	More than 50 and less than 500 documents
5	Greater than 500 documents
	(5) Third party notifications
0	No third party notifications
1	Notifications are necessary

Created: 2024-07-26 07:23:21 [EST]

(Supp. No. 13, Update 3)

	(6) Need for clarification
0	No clarification needed
1	Clarification needed
	(7) Administrative tasks needed to process request
1	Interpretation
2	Search hard copies
1	Search electronic copies
2	Provide Metadata
2	Obtain records from other agencies
1	File prep for photocopy, scanning
1	Burning CD/DVD or outsourcing production
0	File prep for electronic production
	(8) Time needed for review for exemptions
0	No review time
1	Review time less than 2 hours
2	Greater than 2 hours and less than 10 hours
3	Greater than 10 hours
	(9) Legal review required
0	No legal review required
1	Legal review required
	(10) Formatting of relevant records
0	No need to reformat records
5	Requestor requires reformatting records
	(11) Other Relevant Factors

Total Score:

Score is 8 or less — Public Records request will be Routine and will be processed with other Routine requests and in the order such request was received.

Score is 9 or more — Public Records request will be Complex and will be processed with other Complex requests and in the order such request was received.

(Ord. No. 17-027, § 1, 7-25-2017)

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-00001 Statutory authority and purpose. The legislature directed the attorney general to adopt advisory model rules on public records compliance and to revise them from time to time. RCW ~~((42.17.348 (2) and (3)/))~~ 42.56.570 (2) and (3). The purpose of the model rules is to provide information to records requestors and state and local agencies about "best practices" for complying with the Public Records Act, ~~((RCW 42.17.250/42.56.040 through 42.17.348/42.56.570 +))~~ chapter 42.56 RCW ("PRA" or "act"). The overall goal of the model rules is to establish a culture of compliance among agencies and a culture of cooperation among requestors by standardizing best practices throughout the state. The attorney general encourages state and local agencies to adopt the model rules (but not necessarily the comments) by regulation or ordinance. The act provides that local agencies should consult the model rules when establishing local ordinances implementing the act. RCW 42.56.570(4). The act further provides that public records officer training must be consistent with the model rules. RCW 42.56.152(3).

The act applies to all state agencies and local units of government. The model rules use the term "agency" to refer to either a state or local agency. Upon adoption, each agency would change that term to name itself (such as changing references from "name of agency" to "city"). To assist state and local agencies considering adopting the model rules, an electronic version of the rules is available on the attorney general's web site, (~~(www.atg.wa.gov/records/modelrules)~~) <http://www.atg.wa.gov/model-rules-public-disclosure>.

The initial model rules (~~(are)~~) in 2006-2007 were the product of an extensive outreach project. The attorney general held thirteen public forums all across the state to obtain the views of requestors and agencies. Many requestors and agencies also provided detailed written comments (~~(that are contained in the rule-making file)~~). The model rules reflect many of the points and concerns presented in those forums. For the model rules updates in 2018, the attorney general considered case law and legislative developments since 2006-2007. The attorney general sought additional comments from requestors, agencies, and others.

The model rules provide one approach (or, in some cases, alternate approaches) to processing public records requests. Agencies vary enormously in size, resources, and complexity of requests received.

Any "one-size-fits-all" approach in the model rules, therefore, may not be best for requestors and agencies.¹

Note: ¹See also *Hearst v. Hoppe*, 90 Wn.2d 123, 580 P.2d 246 (1978) (agencies "are afforded some discretion concerning the procedures whereby agency information is made available.")

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-00001, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-00002 Format of model rules. (~~(We are publishing)~~) The model rules are published with comments. The comments have five-digit WAC numbers such as WAC 44-14-04001. The model rules themselves have three-digit WAC numbers such as WAC 44-14-040.

The comments are designed to explain the basis and rationale for the rules themselves as well as provide broader context and legal guidance. To do so, the comments contain many citations to statutes, cases, and formal attorney (~~(general's)~~) general opinions. Agencies are encouraged to consult them.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-00002, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-00003 Model rules and comments are nonbinding. The model rules, and the comments accompanying them, are advisory only and do not bind any agency. Accordingly, many of the comments to the model rules use the word "should" or "may" to describe what an agency or requestor is encouraged to do. The use of the words "should" or "may" are permissive, not mandatory, and are not intended to create any legal duty.

The model rules and comments are a useful guide in fulfilling the requirement to publish procedures and rules for making records available for inspection and copying. RCW 42.56.040, 42.56.070(1), and WAC 44-14-01002. While the model rules and comments are nonbinding, they should be carefully considered by requestors and state agencies. (~~The model rules and comments were adopted after extensive statewide hearings and voluminous comments from a wide variety of interested parties.~~) Local agencies should consider them in establishing local ordinances implementing the act. RCW 42.56.570. The Washington courts have also considered the model rules in several appellate decisions.¹

Note: ¹ See, e.g., *Mechling v. City of Monroe*, 152 Wn. App. 830, 222 P.3d 808 (2009); *Mitchell v. Washington State Dep't of Corr.*, 164 Wn. App. 597, 277 P.3d 670 (2011); *Rental Hous. Ass'n of Puget Sound v. City of Des Moines*, 165 Wn.2d 525, 199 P.3d 393 (2009).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-00003, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-00004 Recodification of the act. On July 1, 2006, the act (~~((will be recodified. Chapter 274, Laws of 2005. The act will be known as the "Public Records Act" and will be codified in chapter 42.56 RCW. The exemptions in the act are recodified and grouped together by topic.))~~) was recodified from chapter 42.17 to 42.56 RCW, and titled the "Public Records Act." The recodification (~~((does))~~) did not change substantive law. The initial model rules (~~((provide dual citations to the current act, chapter 42.17 RCW, and the newly codified act, chapter 42.56 RCW (for example, RCW 42.17.340/42.56.550))~~) and older court decisions referred to the prior codification numbers in chapter 42.17 RCW. A recodification conversion chart (from chapter 42.17 to 42.56 RCW) is on the attorney general's office web site at <http://www.atg.wa.gov/model-rules-public-disclosure>.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-00004, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-00005 Training is ~~((critical))~~ required. The act is complicated, and compliance requires training. ~~((Training can be the difference between a satisfied requestor and expensive litigation. The attorney general's office strongly encourages agencies to provide thorough and ongoing training to agency staff on public records compliance.))~~ Training on the act is required for local elected officials, statewide elected officials, persons appointed to fill vacancies in a local or statewide office, and public records officers. RCW 42.56.150; 42.56.152. Public records officers must also receive training on electronic records. RCW 42.56.152(5). All agency employees should receive basic training on public records compliance and records retention; public records officers should receive more intensive training. Agencies are encouraged to document training for persons required to receive training. The attorney general's office has training resources including sample training documentation forms available on its web site at <http://www.atg.wa.gov/OpenGovernmentTraining.aspx>. Training can be the difference between a satisfied requestor and expensive litigation. The courts can consider lack of training as a pen-

alty factor in actions filed under RCW 42.56.550, the act's enforcement provision.¹

Note: ¹*Yousoufian v. Office of Ron Sims*, 168 Wn.2d 444, 229 P.3d 738 (2010).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-00005, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-00006 Additional resources. Several web sites provide information on the act. The attorney general office's web site on public records is (~~(www.atg.wa.gov/records/deskbook.shtml)~~) <http://www.atg.wa.gov/obtaining-records>, which also includes a link to an Open Government Resource Manual. The municipal research and services center, an entity serving local governments, provides ((a)) public records (~~([handbook at www.mrsc.org/Publications/prdpub04.pdf](http://www.mrsc.org/Publications/prdpub04.pdf))~~) resources on its web site at <http://mrsc.org/Home.aspx>. A requestor's organization, the Washington Coalition for Open Government, has materials on its web site at www.washingtoncog.org. The Washington Association of Public Records Officers has resources for public records officers on its web site at <http://wapro.memberclicks.net>.

More materials are available from other organizations such as the Washington State Bar Association ((is publishing a twenty-two chapter deskbook on public records in 2006. It will be available for purchase at ~~www.wsba.org~~)) .

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-00006, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-010 Authority and purpose. (1) RCW ((~~42.17.260(1)/~~)) 42.56.070(1) requires each agency to make available for inspection and copying nonexempt "public records" in accordance with published rules. The act defines "public record" at RCW 42.56.010(3) to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by the agency. RCW 42.56.010(3) excludes from the definition of "public record" the records of volunteers that are not otherwise required to be retained by the agency and which are held by volunteers who do not serve in an administrative capacity; have not been appointed by the agency to an agency board, commission or internship; and do not have a supervisory role or delegated

authority. RCW ((~~42.17.260(2)~~)) 42.56.070(2) requires each agency to set forth "for informational purposes" every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency.

(2) The purpose of these rules is to establish the procedures (name of agency) will follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of the (name of agency) and establish processes for both requestors and (name of agency) staff that are designed to best assist members of the public in obtaining such access.

(3) The purpose of the act is to provide the public full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of the efficient administration of government. The act and these rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the act, the (name of agency) will be guided by the provisions of the act describing its purposes and interpretation.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-010, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-01001 Scope of coverage of Public Records Act. The act applies to an "agency." RCW ((~~42.17.260(1)~~)) 42.56.070(1). "'Agency' includes all state agencies and all local agencies. 'State agency' includes every state office, department, division, bureau, board, commission, or other state agency. 'Local agency' includes every county, city, town, municipal corporation, quasi-municipal corporation, or special purpose district, or any office, department, division, bureau, board, commission, or agency thereof, or other local public agency." RCW ((~~42.17.020(2)~~)) 42.56.010(1).

Court ((~~files and~~)) records, judges' files, and the records of judicial branch agencies are not subject to the act.¹ Access to these records is governed by court rules and common law. The model rules, therefore, do not address access to court or judicial branch records.

An entity which is not an "agency" can still be subject to the act when it is the functional equivalent of an agency. Courts have applied a four-factor, case-by-case test. The factors are:

- (1) Whether the entity performs a government function;
- (2) The level of government funding;

(3) The extent of government involvement or regulation; and

(4) Whether the entity was created by the government (~~((Op. Att'y Gen. 2 (2002)))~~).²

Some agencies, most notably counties, are a collection of separate quasi-autonomous departments which are governed by different elected officials (such as a county assessor and prosecuting attorney). The act includes a county "office" as an agency. RCW 42.56.010(1). However, the act (~~((defines))~~) also includes the county as a whole as an "agency" subject to the act. (~~((RCW 42.17.020(2). An agency should coordinate responses to records requests across departmental lines. RCW 42.17.253(1)))~~) Id. (local agency includes every county and local office). Therefore, some counties may have one public records officer for the entire county; others may have public records officers for each county official or department. The act does not require a public agency that has a records request directed to it to coordinate its response with other public agencies; however, for example, if a request is directed to an entire county, then coordination in some manner among county offices or departments may be necessary.³ Regardless, public records officers must be publicly identified. RCW 42.56.580 (2) and (3) (agency's public records officer must "oversee the agency's compliance" with act).

Notes: ¹*Nast v. Michels*, 107 Wn.2d 300, 730 P.2d 54 (1986); *West v. Washington State Assoc. of District and Municipal Court Judges*, 190 Wn. App. 931, 361 P.3d 210 (2015). See the courts' General Rule 31 and 31.1 regarding access to court records.
²~~((See also))~~ *Telford v. Thurston County Bd. of Comm'rs*, 95 Wn. App. 149, 162, 974 P.2d 886(~~(, review denied, 138 Wn.2d 1015, 989 P.2d 1143)~~) (1999); *Fortgang v. Woodland Park Zoo*, 187 Wn.2d 509, 387 P.3d 690 (2017). See also Op. Att'y Gen. 2 (2002) and Op. Att'y Gen. 5 (1991).
³*Koenig v. Pierce County*, 151 Wn. App. 221, 211 P.3d 423 (2009).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-01001, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-01002 Requirement that agencies adopt reasonable regulations for public records requests. The act provides that state agencies are to publish a rule in the Washington Administrative Code (WAC) and local agencies are to make publicly available at the central office guidance for the public that includes where the public may obtain information and make submittals and requests. RCW 42.56.040.

The act provides: "Agencies shall adopt and enforce reasonable rules and regulations... to provide full public access to public records, to protect public records from damage or disorganization, and to prevent excessive interference with other essential functions of the agency.... Such rules and regulations shall provide for the fullest assistance to inquirers and the most timely possible action on requests for information." RCW (~~(42.17.290/)~~) 42.56.100. Therefore, an agency must adopt "reasonable" regulations providing for the "fullest assis-

tance" to requestors and the "most timely possible action on requests."¹

At the same time, an agency's regulations must "protect public records from damage or disorganization" and "prevent excessive interference" with other essential agency functions. Another provision of the act states that providing public records should not "unreasonably disrupt the operations of the agency." RCW ((~~42.17.270~~)) 42.56.080. This provision allows an agency to take reasonable precautions to prevent a requestor from being unreasonably disruptive or disrespectful to agency staff.

The courts have held that the act requires strict compliance with its procedural provisions, but also that reasonable procedures will be sustained.²

Notes: ¹*Andrews v. Washington State Patrol*, 183 Wn. App. 644, 334 P.3d 94 (2014) (Court of Appeals recognized that agencies must provide fullest assistance to requestors, but also that "a flexible approach" that focuses on the thoroughness and diligence of an agency's response is most consistent with the concept of "fullest assistance.")
²*Zink v. City of Mesa*, 140 Wn. App. 328, 166 P.3d 738 (2007); *Parmelee v. Clarke*, 148 Wn. App. 748, 201 P.3d 1022 (2008).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-01002, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-01003 Construction and application of act. The act declares: "The people of this state do not yield their sovereignty to

the agencies that serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may maintain control over the instruments that they have created." RCW ((~~42.17.251~~)) 42.56.030. The initiative creating the act further provides: "... mindful of the right of individuals to privacy and of the desirability of the efficient administration of government, full access to information concerning the conduct of government on every level must be assured as a fundamental and necessary precondition to the sound governance of a free society." RCW ((~~42.17.010(11)~~)) 42.17A.001(11). The act further provides: "Courts shall take into account the policy of (the act) that free and open examination of public records is in the public interest, even though such examination may cause inconvenience or embarrassment to public officials or others." RCW ((~~42.17.340(3)~~)) 42.56.550(3).

Because the purpose of the act is to allow people to be informed about governmental decisions (and therefore help keep government accountable) while at the same time being "mindful of the right of individuals to privacy," it should not be used to obtain records containing purely personal information that has absolutely no bearing on the conduct of government.¹

The act emphasizes (~~((three separate times))~~) that it must be liberally construed to effect its purpose, which is the disclosure of nonexempt public records. RCW (~~((42.17.010, 42.17.251/))~~) 42.56.030(~~((7 42.17.920.+))~~). The act places the burden on the agency of proving a record is not subject to disclosure, or that its estimate of time to provide a (~~((full))~~) response (~~((is))~~) or its estimated copy charges are "reasonable." RCW (~~((42.17.340 (1) and (2)/))~~) 42.56.550 (1) and (2). The act also encourages disclosure by awarding a prevailing requestor reasonable attorneys' fees, costs, and a possible daily penalty (~~((if the agency fails to meet its burden of proving the record is not subject to disclosure or its estimate is not "reasonable." RCW 42.17.340(4)/42.56.550(4))~~). RCW 42.56.550.²

An additional incentive for disclosure is RCW (~~((42.17.258))~~) 42.56.060, which provides: "No public agency, public official, public employee, or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon the release of a public record if the public agency, public official, public employee, or custodian acted in good faith in attempting to comply" with the act.

Note: ¹See *King County v. Sheehan*, 114 Wn. App. 325, 338, 57 P.3d 307 (2002) (referring to the (~~((three))~~) legislative intent provisions of the act as "the thrice-repeated legislative mandate that exemptions under the Public Records Act are to be narrowly construed.")(~~((:))~~)
²The courts have repeatedly held that the purpose of the act is a strongly worded mandate to provide access to public agency records concerning the workings of government, in order for the people to hold the government accountable. *Prog. Animal Welfare Soc'y v. Univ. of Wash.*, 125 Wn.2d 243, 251, 884 P.2d 592 (1994); *Amren v. City of Kalama*, 131 Wn.2d 25, 31, 929 P.2d 389 (1997). The legislature addressed concerns about uses of the act by prison inmates and persons residing in a civil commitment facility for sexually violent predators for purposes other than government accountability. RCW 42.56.565 (criteria for obtaining injunctions with respect to inmate requests, including requests made for the purposes of harassment); see also RCW 71.09.120(3) (persons residing in a civil commitment facility for sexually violent predators). The courts have also spoken with disfavor concerning use of the act for purposes other than government accountability. See, e.g., *Kozol v. Dept. of Corr.*, 191 Wn. App. 1034, 366 P.3d 933 (2015) (inmate "concocted a scheme in prison to make money off the Public Records Act"); *Mitchell v. Wash. State Inst. Of Pub. Policy*, 153 Wn. App. 803, 830 P.3d 280 (2009) ("Using the PRA as a vehicle of personal profit through false, inaccurate, or inflated costs is contrary to the PRA's stated purpose to keep the governed informed about their government and costs based on false, inaccurate, or inflated claims do not serve that purpose and are not reasonable.")

²See also, 182 Wn.2d 87, 343 P.3d 335 (2014) (attorneys' fees awarded for denied right to receive a response).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-01003, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-020 Agency description—Contact information—Public records officer. (1) The (name of agency) (describe services provided by agency). The (name of agency's) central office is located at (describe). The (name of agency) has field offices at (describe, if applicable).

(2) Any person wishing to request access to public records of (agency), or seeking assistance in making such a request should contact the public records officer of the (name of agency):

Public Records Officer

(Agency)

(Address)

(Telephone number)

(fax number if relevant)

(email)

Information is also available at the (name of agency's) web site at (web site address).

(3) The public records officer will oversee compliance with the act but another (name of agency) staff member may process the request. Therefore, these rules will refer to the public records officer "or designee." The public records officer or designee and the (name of agency) will provide the "fullest assistance" to requestors; create and maintain for use by the public and (name of agency) officials an index to public records of the (name of agency, if applicable); ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the (name of agency).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-020, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-02001 Agency must publish its procedures. An agency must publish its public records policies, organizational information, and methods for requestors to obtain public records. RCW ~~((42.17.250(1)/))~~ 42.56.040(1).¹ A state agency must publish its procedures in the Washington Administrative Code and a local agency must prominently display and make them available at the central office of

such local agency. RCW ((~~42.17.250(1)~~)) 42.56.040(1). An agency should post its public records rules on its web site. An agency cannot invoke a procedure if it did not publish or display it as required (unless the party had actual and timely notice of its contents). RCW ((~~42.17.250(2)~~)) 42.56.040(2).

Note: ¹See, e.g., WAC 44-06-030 (attorney ((~~general office's~~)) general's office organizational and public records methods statement); WAC 388-01-020 (department of social and health services organizational structure rule); City of Kirkland Public Records Act Rule 020 available at http://www.kirklandwa.gov/depart/Finance_and_Administration/Public_Records/Public_Records_Request.htm (agency description).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-02001, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-02002 Public records officers. An agency must appoint a public records officer whose responsibility is to serve as a "point of contact" for members of the public seeking public records. RCW ((~~42.17.253(1)~~)) 42.56.580(1). The purpose of this requirement is to provide the public with one point of contact within the agency to make a request. A state agency must provide the public records officer's name and contact information by publishing it in the state register. RCW 42.56.580(2). A state agency is encouraged to provide the public records officer's contact information on its web site. A local agency must publish the public records officer's name and contact information

in a way reasonably calculated to provide notice to the public, such as posting it on the agency's web site. RCW ((42.17.253(3)))
42.56.580(3).

The public records officer is not required to personally fulfill requests for public records. A request can be fulfilled by an agency employee other than the public records officer. If the request is made to the public records officer, but should actually be fulfilled by others in the agency, the public records officer should route the request to the appropriate person or persons in the agency for processing. An agency is not required to hire a new staff member to be the public records officer.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-02002, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-030 Availability of public records. (1) Hours for inspection of records. Public records are available for inspection and copying during normal business hours of the (name of agency), (provide hours, e.g., Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays). Records must be inspected at the offices of the (name

of agency). Many public records are also available for inspection and copying on the (name of agency's) web site at any time, at no cost.

(2) **Records index.** *(If agency keeps an index.)* An index of public records is available for use by members of the public, including (describe contents). The index may be accessed online at (web site address). (If there are multiple indices, describe each and its availability.)

(If agency is local agency opting out of the index requirement.)
The (name of agency) finds that maintaining an index is unduly burdensome and would interfere with agency operations. The requirement would unduly burden or interfere with (name of agency) operations in the following ways (specify reasons).

(3) **Organization of records.** The (name of agency) will maintain its records in a reasonably organized manner. The (name of agency) will take reasonable actions to protect records from damage and disorganization. A requestor shall not take (name of agency) records from (name of agency) offices without the permission of the public records officer or designee. A variety of records is available on the (name of agency) web site at (web site address). Requestors are encouraged to view the documents available on the web site prior to submitting a records request.

(4) **Making a request for public records.**

(a) Any person wishing to inspect or copy public records of the (name of agency) should make the request in writing on the (name of agency's) request form or through an online portal, or by letter, fax (if the agency uses a fax), or email addressed to the public records officer at the email address publicly designated by (name of agency), or by submitting the request in person at (name of agency and address) and including the following information:

- Name of requestor;
- Address of requestor;
- Other contact information, including telephone number and any email address;
- Identification of the public records adequate for the public records officer or designee to locate the records; and
- The date and time of day of the request.

(b) If the requestor wishes to have copies of the records made instead of simply inspecting them, he or she should so indicate and make arrangements to pay for copies of the records or a deposit. Pursuant to section (insert section), ~~((standard photocopies will be provided at (amount) cents per page))~~ charges for copies are provided in

a fee schedule available at (agency office location and web site address).

(c) A records request form is available for use by requestors at the office of the public records officer and online at (web site address).

(d) The public records officer or designee may accept requests for public records that contain the above information by telephone or in person. If the public records officer or designee accepts such a request, he or she will confirm receipt of the information and the substance of the request in writing.

(e) If requestors refuse to identify themselves or provide sufficient contact information, the agency will respond to the extent feasible and consistent with the law.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-030, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-03001 "Public record" defined. (~~Courts use~~) For most public records, the act uses a three-part test to determine if a record is a "public record." The document must be: A "writing," contain-

ing information "relating to the conduct of government" or the performance of any governmental or proprietary function, "prepared, owned, used, or retained" by an agency. ⁽⁶⁾ Effective July 23, 2017, records of certain volunteers are excluded from the definition. RCW 42.56.010(3) (chapter 303, Laws of 2017).

(1) **Writing.** A "public record" can be any writing "regardless of physical form or characteristics." RCW ~~((42.17.020(41)))~~ 42.56.010(3). "Writing" is defined very broadly as: "... handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation ~~((7))~~ including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated." RCW ~~((42.17.020(48)))~~ 42.56.010(4). An email ~~((is a "writing"))~~, text, social media posting and database are therefore also "writings."

(2) **Relating to the conduct of government.** To be a "public record," a document must relate to the "conduct of government or the performance of any governmental or proprietary function." RCW

((42.17.020(41-))) 42.56.010(3).¹ Almost all records held by an agency relate to the conduct of government; however, some do not. A purely personal record having absolutely no relation to the conduct of government is not a "public record." Even though a purely personal record might not be a "public record," a record of its existence might be if its existence was used for a governmental purpose.² For example, a record showing the existence of a purely personal email sent by an agency employee on an agency computer would probably be a "public record," even if the contents of the email itself were not. ((^)) ³

(3) **"Prepared, owned, used, or retained."** A "public record" is a record "prepared, owned, used, or retained" by an agency. RCW ((42.17.020(41-))) 42.56.010(3).

A record can be "used" by an agency even if the agency does not actually possess the record. If an agency uses a record in its decision-making process it is a "public record." ((^)) ⁴ For example, if an agency considered technical specifications of a public works project and returned the specifications to the contractor in another state, the specifications would be a "public record" because the agency "used" the document in its decision-making process. ((^)) ⁵ The agency could be required to obtain the public record, unless doing so would

be impossible. An agency cannot send its only copy of a public record to a third party for the sole purpose of avoiding disclosure.((⁵)) ⁶

Sometimes agency employees or officials may work on agency business from home computers(~~((. These home computer))~~) or on other personal devices, or from nonagency accounts (such as a nonagency email account), creating and storing agency records on those devices or in those accounts. When the records are prepared, owned, used or retained within the scope of the employee's or official's employment, those records (including emails, texts and other records) were "used" by the agency and relate to the "conduct of government" so they are "public records."⁷ RCW (~~((42.17.020(41)))~~) 42.56.010(3). However, the act does not authorize unbridled searches of agency property.((⁶)) ⁸ If agency property is not subject to unbridled searches, then neither is the home computer, or personal device or personal account of an agency employee or official. Yet, because the (~~((home computer documents))~~) records relating to agency business are "public records," they are subject to disclosure (unless exempt). Agencies should instruct employees and officials that all public records, regardless of where they were created, should eventually be stored on agency computers. Agencies should ask employees and officials to keep agency-related documents with any retention requirements on home computers or personal devices

in separate folders ~~((and))~~ temporarily, until they are provided to the agency. An agency could also require an employee or official to routinely blind carbon copy ("bcc") work emails in a personal account back to ~~((the employee's))~~ an agency email account. If the agency receives a request for records that are located solely on employees' or officials' home computers or personal devices, or in personal accounts, the agency should direct the ~~((employee))~~ individual to ~~((for-~~
ward)) search for and provide any responsive documents ~~((back))~~ to the agency, and the agency should process the request as it would if the records were on the agency's computers~~((or))~~ or in agency-owned devices or accounts. The agency employee or official may be required by the agency to sign an affidavit describing the nature and extent of his or her search for and production of responsive public records located on a home computer or personal device, or in a nonagency account, and a description of personal records not provided with sufficient facts to show the records are not public records.⁹

Agencies could provide employees and officials with an agency-issued device that the agency retains a right to access. Or an agency could limit or prohibit employees' and officials' use of home computers, personal devices or personal accounts for agency business. Agencies should have policies describing permitted uses, if any, of home

computers, personal devices or personal accounts for agency business.

The policies should also describe the obligations of employees and of-
officials for retaining, searching for and producing the agency's public
records.¹⁰

Notes: ¹*Confederated Tribes of the Chehalis Reservation v. Johnson*, 135 Wn.2d 734, 748, 958 P.2d 260 (1998) (For records held by the secretary of the senate or chief clerk of the house of representatives, a "public record" is a "legislative record" as defined in RCW 40.14.100. RCW 42.17.020(41)) (broadly interpreting the provision concerning governmental function).
²See *Mechling v. Monroe*, 152 Wn. App. 830, 867, 222 P.3d 808 (2009) ("Purely personal emails of those government officials are not public records."); *Nissen v. Pierce County*, 183 Wn.2d 863, 357 P.3d 45 (2015) (describing that an employee or official must provide the agency responsive "public records" but is not required to provide "personal records").
³*Tiberino v. Spokane County Prosecutor*, 103 Wn. App. 680, 691, 13 P.3d 1104 (2000) (record of volume of personal emails used for governmental purpose).
⁽³⁾⁴*Concerned Ratepayers v. Public Utility Dist. No. 1*, 138 Wn.2d 950, 958-61, 983 P.2d 635 (1999) (Nissen, 183 Wn.2d at 882. (For a record to be "used" it must bear a nexus with the agency's decision-making process; a record held by a third party, without more, is not a public record unless an agency "uses" it.)
⁽⁴⁾⁵*Concerned Ratepayers*, 138 Wn.2d 950.
⁽⁵⁾⁶See Op. Att'y Gen. 11 (1989), at 4, n.2 ("We do not wish to encourage agencies to avoid the provisions of the public disclosure act by transferring public records to private parties. If a record otherwise meeting the statutory definition were transferred into private hands solely to prevent its public disclosure, we expect courts would take appropriate steps to require the agency to make disclosure or to sanction the responsible public officers.")
⁽⁶⁾⁷*Nissen*, 183 Wn.2d at 882; *West v. Vermillion*, 196 Wn. App. 627, 384 P.3d 634 (2016). In *Nissen* the State Supreme Court held that a communication is "within the scope of employment" when the job requires it, the employer directs it, or it furthers the employer's interests. This inquiry is always case- and record-specific.
⁸See *Hangartner v. City of Seattle*, 151 Wn.2d 439, 448, 90 P.3d 26 (2004).
⁹*Nissen*, 183 Wn.2d at 886-887.
¹⁰*Id.* at 877, 886-887.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, §
44-14-03001, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective
3/3/06)

WAC 44-14-03002 Times for inspection and copying of records. An
agency must make records available for inspection and copying for a
minimum of thirty hours per week (except for weeks that include state
legal holidays) during the "customary office hours of the agency." RCW
(~~(42.17.280/)~~) 42.56.090. If the agency is very small and does not
have customary office hours of at least thirty hours per week, and

while the act does not specify a particular schedule, making the records ((must be)) available from 9:00 a.m. to noon, and 1:00 p.m. to 4:00 p.m. satisfies the thirty-hour requirement. The agency and requestor can make mutually agreeable arrangements for the times of inspection and copying.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-03002, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-03003 Index of records. State and local agencies are required by RCW ((42.17.260/)) 42.56.070 to provide an index for certain categories of records. An agency is not required to index every record it creates. Since agencies maintain records in a wide variety of ways, agency indices will also vary. An agency cannot use, rely on, or cite to as precedent a public record unless it was indexed or made available to the parties affected by it. RCW ((42.17.260(6)/)) 42.56.070(6). An agency should post its index on its web site.

The index requirements differ for state and local agencies.

A state agency must index only two categories of records:

(1) All records, if any, issued before July 1, 1990 for which the agency has maintained an index; and

(2) Final orders, declaratory orders, interpretive statements, and statements of policy issued after June 30, 1990. RCW ~~((42.17.260(5)/))~~ 42.56.070(5).

A state agency must adopt a rule governing its index.

A local agency may opt out of the indexing requirement if it issues a formal order specifying the reasons why doing so would "unduly burden or interfere with agency operations." RCW ~~((42.17.260(4)(a)/))~~ 42.56.070 (4)(a). To lawfully opt out of the index requirement, a local agency must actually issue an order or adopt an ordinance specifying the reasons it cannot maintain an index.

The index requirements of the act were enacted in 1972 when agencies had far fewer records, the vast majority of records were paper, and an index was easier to maintain. However, technology allows agencies to map out, archive, and then electronically search for electronic documents. Agency resources vary greatly so not every agency can afford to utilize this technology. However, agencies should explore the feasibility of electronic indexing and retrieval to assist both the agency and requestor in locating public records. Agencies could also consider using their records retention schedules as their index,

or direct requestors to the schedules as a way to describe the types of records an agency retains and for what periods of time. See chapter 40.14 RCW and WAC 44-14-03005.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-03003, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-03004 Organization of records. An agency must "protect public records from damage or disorganization." RCW (~~42.17.290~~) 42.56.100. The secretary of state provides extensive guidance and resources on organizing, inventorying and managing records. See <https://www.sos.wa.gov/archives/recordsmanagement/>.

An agency owns public records (subject to the public's right, as defined in the act, to inspect or copy nonexempt records) and must maintain custody of them. RCW 40.14.020; chapter 434-615 WAC. An agency's information "must be managed with great care to meet the objectives of citizens and their governments." RCW 43.105.351.¹ Therefore, an agency should not allow a requestor to take original agency records out of the agency's office, or alter or damage an original record. An agency may send original records to a reputable commercial copying

center to fulfill a records request if the agency takes reasonable precautions to protect the records. See WAC 44-14-07001(5).²

The legislature encourages agencies to electronically store and provide public records:

Broad public access to state and local government records and information has potential for expanding citizen access to that information and for providing government services. Electronic methods of locating and transferring information can improve linkages between and among citizens ~~((...and))~~, organizations, business, and governments. Information must be managed with great care to meet the objectives of citizens and their governments. ((...))

It is the intent of the legislature to encourage state and local governments to develop, store, and manage their public records and information in electronic formats to meet their missions and objectives. Further, it is the intent of the legislature

for state and local governments to set priorities for making public records widely available electronically to the public.

RCW ((~~43.105.250~~)) 43.105.351. An agency could fulfill its obligation to provide "access" to a public record by providing a requestor with a link to an agency web site containing an electronic copy of that record. RCW 42.56.520. Agencies are encouraged to do so, and requestors are encouraged to access records posted online in order to preserve taxpayer resources.³ For those requestors without access to the internet, an agency ((~~could provide a~~)) is to provide copies or allow the requestor to view copies using an agency computer terminal at its office. RCW 42.56.520.

Notes:

¹See also WAC 44-14-03001 (agency public records on nonagency devices or in nonagency accounts).

²See also *Benton County v. Zink*, 191 Wn. App. 269, 361 P.3d 801 (2015) (agency can send records to outside vendor for copying).

³See legislative findings in chapter 69, Laws of 2010 ("The internet provides for instant access to public records at a significantly reduced cost to the agency and the public. Agencies are encouraged to make commonly requested records available on agency web sites. When an agency has made records available on its web site, members of the public with computer access should be encouraged to preserve taxpayer resources by accessing those records online.")

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-03004, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-03005 Retention of records. An agency is not required to retain every record it ever created or used. The state and local

records committees approve a general retention schedule for state and local agency records that applies to records that are common to most agencies.¹ Individual agencies seek approval from the state or local records committee for retention schedules that are specific to their agency, or that, because of particular needs of the agency, must be kept longer than provided in the general records retention schedule. The retention schedules for state and local agencies are available at (~~(www.seestate.wa.gov/archives/gs.aspx)~~) www.sos.wa.gov/archives/ (select "Records Management").

Retention schedules vary based on the content of the record. For example, documents with no value such as internal meeting scheduling emails can be destroyed when no longer needed, but documents such as periodic accounting reports must be kept for a period of years. Because different kinds of records must be retained for different periods of time, an agency is prohibited from automatically deleting all emails after a short period of time (such as thirty days). While many of the emails (like other public records) could be destroyed when no longer needed, many others must be retained for several years. Indiscriminate automatic deletion of all emails or other public records after a short period no matter what their content may prevent an agency from complying with its retention duties and could complicate perfor-

mance of its duties under the Public Records Act. An agency should have a retention policy in which employees save retainable documents and delete nonretainable ones. An agency is strongly encouraged to train employees on retention schedules. Public records officers must receive training on retention of electronic records. RCW 42.56.152(5).

The lawful destruction of public records is governed by retention schedules. The unlawful destruction of public records can be a crime. RCW 40.16.010 and 40.16.020.

An agency is prohibited from destroying a public record, even if it is about to be lawfully destroyed under a retention schedule, if a public records request has been made for that record. RCW ((42.17.290/)) 42.56.100. Additional retention requirements might apply if the records may be relevant to actual or anticipated litigation. The agency is required to retain the record until the record request has been resolved. An exception exists for certain portions of a state employee's personnel file. RCW ((42.17.295/)) 42.56.110.

Note: ¹An agency can be found to violate the Public Records Act and be subject to the attorneys' fees and penalty provision if it prematurely destroys a requested record after a request is made. See *Yacobellis v. City of Bellingham*, 55 Wn. App. 706, 780 P.2d 272 (1989). However, it is not a violation of the Public Records Act if a record is destroyed prior to an agency's receipt of a public records request for that record. *Bldg. Indus. Ass'n of Wash. v. McCarthy*, 152 Wn. App. 720, 218 P.3d 196 (2009); *West v. Dep't of Nat. Res.*, 163 Wn. App. 238, 258 P.3d 78 (2011). The Public Records Act (chapter 42.56 RCW) and the records retention statutes (chapter 40.14 RCW) are two different laws.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-03005, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-03006 Form of requests. There is no statutorily required format for a valid public records request. ((+)) RCW 42.56.080(2). Agencies may recommend that requestors submit requests using an agency-provided form or web page. However, a person seeking records must make a "specific request" for "identifiable records" which provides "fair notice" and "sufficient clarity" that it is a records request.¹ An agency may prescribe the means of requests in its rules. RCW 42.56.040; RCW 42.56.070(1); RCW 42.56.100; RCW 34.05.220 (1)(b) (state agencies). An agency can adopt reasonable procedures requiring requests to be submitted only to designated persons² (such as the public records officer), or a specific agency address (such as a dedicated agency email address for receiving requests, or a mailing/street address of the office where the public records officer is located, or a web portal).

Agency public internet web site records - No request required. A requestor is not required to make a public records request before inspecting, downloading or copying records posted on an agency's public web site. To save resources for both agencies and requestors, agencies

are strongly encouraged to post commonly requested records on their web sites. Requestors are strongly encouraged to review an agency's web site before submitting a public records request.

In-person requests. An agency must honor requests received in person during normal business hours. RCW 42.56.080(2). An agency should have its public records request form available at the office reception area so it can be provided to a "walk-in" requestor. The form should be directed to the agency's public records officer.

Mail, email and fax requests. A request can be sent ~~((in))~~ to the appropriate person or address by U.S. mail. RCW ~~((42.17.290/))~~ 42.56.100. A request can also be made by email, fax (if an agency still uses fax), or orally~~((. A request should be made to the agency's public records officer. An agency may prescribe means of requests in its rules. RCW 42.17.250/42.56.040 and 42.17.260(1)/42.56.070(1); RCW 34.05.220 (state agencies))~~ (but should then be confirmed in writing; see further comment herein).

Public records requests using the agency's form or web page. An agency should have a public records request form. An agency is encouraged to make its public records request form available at its office, and on its web site~~((=~~

~~A number of agencies routinely accept oral public records requests (for example, asking to look at a building permit). Some agencies find oral requests to be the best way to provide certain kinds of records. However, for some requests such as larger ones, oral requests may be allowed but are problematic. An oral request does not memorialize the exact records sought and therefore prevents a requestor or agency from later proving what was included in the request. Furthermore, as described in WAC 44-14-04002(1), a requestor must provide the agency with reasonable notice that the request is for the disclosure of public records; oral requests, especially to agency staff other than the public records officer or designee, may not provide the agency with the required reasonable notice. Therefore, requestors are strongly encouraged to make written requests. If an agency receives an oral request, the agency staff person receiving it should immediately reduce it to writing and then verify in writing with the requestor that it correctly memorializes the request.~~

~~An agency should have a public records request form)).~~ Some agencies also have online public records request forms or portals on a page on their web sites, set up to specifically receive public records requests. Agencies may recommend that requestors submit requests using an agency-provided form or web page. RCW 42.56.080(2). In this com-

ment, requestors are strongly encouraged to use the agency's public records request form or online form or portal to make records requests, and then provide it to the designated agency person or address. Following this step begins the important communication process under the act between the requestor and the agency.³ This step also helps both the requestor and the agency, because it better enables the agency to more promptly identify the inquiry as a public records request, timely confirm its receipt with the requestor, promptly seek clarification from the requestor if needed, and otherwise begin processing the agency's response to the request under the act.

An agency request form or online form or portal should ask the requestor whether he or she seeks to inspect the records, receive a copy of them, or to inspect the records first and then consider selecting records to copy. An agency request form or online portal should recite that inspection of records is free and provide (~~the per-page charge for standard photocopies~~) information about copying fees.

An agency request form or online form or portal should require the requestor to provide contact information so the agency can communicate with the requestor to, for example, clarify the request, inform the requestor that the records are available, or provide an ex-

planation of an exemption. Contact information such as a name, phone number, and address or email should be provided. Requestors should provide an email address because it is an efficient means of communication and creates a written record of the communications between them and the agency. An agency should not require a requestor to provide a driver's license number, date of birth, or photo identification. This information is not necessary for the agency to contact the requestor and requiring it might intimidate some requestors.

Bot requests. An agency may deny a "bot" request that is one of multiple requests from a requestor to the agency within a twenty-four-hour period, if the agency establishes that responding to the multiple requests would cause excessive interference with other essential agency functions. RCW 42.56.080(3). A "bot" request means a records request that an agency reasonably believes was automatically generated by a computer program or script.

Oral requests. A number of agencies routinely accept oral public records requests (for example, asking to look at a building permit). Some agencies find oral requests to be the best way to provide certain kinds of records. However, for some requests such as larger or complex ones, oral requests may be allowed but are problematic.⁴ An oral request does not memorialize the exact records sought and therefore pre-

vents a requestor or agency from later proving what was included in the request. Furthermore, as described in this comment and in WAC 44-14-04002(1), a requestor must provide the agency with fair notice that the request is for the disclosure of public records; oral requests, especially to agency staff other than the public records officer or designee, may not provide the agency with the required notice or satisfy the agency's Public Records Act procedures. Therefore, requestors are strongly encouraged to make written requests, directed to the designated agency person or address.

If an agency receives an oral request, the agency staff person authorized to receive the request such as the public records officer, should immediately reduce it to writing and then verify in writing with the requestor that it correctly memorialized the request. If the staff person is not the proper recipient, he or she should inform the person of how to contact the public records officer to receive information on submitting records requests. The public records officer serves "as a point of contact for members of the public in requesting disclosure of public records and oversees the agency's compliance with the public records disclosure requirements." RCW 42.56.580.

Prioritization of records requested. An agency may ask a requestor to prioritize the records he or she is requesting so that the

agency is able to provide the most important records first. An agency is not required to ask for prioritization, and a requestor is not required to provide it.

Purpose of request. An agency cannot require the requestor to disclose the purpose of the request ~~((with two))~~, apart from exceptions permitted by law. RCW ~~((42.17.270/))~~ 42.56.080. ~~((First))~~ For example, if the request is for a list of individuals, an agency may ask the requestor if he or she intends to use the records for a commercial purpose and require the requestor to provide information about the purpose of the use of the list.~~((2))~~ 5 An agency should specify on its request form that the agency is not authorized to provide public records consisting of a list of individuals for a commercial use. RCW ~~((42.17.260(9)/ 42.56.070(9)))~~ 42.56.070(8).

~~((Second))~~ And, an agency may seek information sufficient to allow it to determine if another statute prohibits disclosure. For example, some statutes allow an agency to disclose a record only to ~~((a claimant for benefits or his or her representative))~~ identified persons. In such cases, an agency is authorized to ask the requestor if he or she fits ~~((this criterion))~~ the statutory criteria for disclosure of the record.

Indemnification. An agency is not authorized to require a requestor to indemnify the agency. ((Op. Att'y Gen. 12 (1988).³))⁶

Notes: ¹RCW 42.56.080 (1) and (2); *Hangartner v. City of Seattle*, 151 Wn.2d 439, 447, 90 P.3d 26 (2004) ("there is no official format for a valid PDA [PRA] request.")((:)); *Wood v. Lowe*, 102 Wn. App. 872, 10 P.3d 494 (2000) (an agency's duty under the act is triggered when it receives a "specific request" for records and when the requestor states "the request with sufficient clarity to give the agency fair notice that it had received a request for public records").
²((Op. Att'y Gen. 12 (1988), at 11; Op. Att'y Gen. 2 (1998), at 4.)) *Parmelee v. Clarke*, 148 Wn. App. 748, 201 P.3d 1022 (2008) (upholding agency's procedures requiring public records requests to be made to a designated person).
³See *Hobbs v. State*, 183 Wn. App. 925, 335 P.3d 1004 (2014) (Court of Appeals encouraged requestors to communicate with agencies about issues related to their PRA requests) and WAC 44-14-04003(3) ("Communication is usually the key to a smooth public records process for both requestors and agencies.").
⁴Oral requests make it "unnecessarily difficult" for the requestor to prove what was requested. *Beal v. City of Seattle*, 150 Wn. App. 865, 874-75, 209 P.3d 872 (2009); see also *O'Neill v. City of Shoreline*, 170 Wn.2d 138, 151, 240 P.3d 1149 (2010) (holding that an oral request for "that email" did not provide the city with sufficient notice that metadata was also being requested).
⁵*SEIU Healthcare 775W v. State et al.*, 193 Wn. App. 377, 377 P.3d 214 (2016).
⁶Op. Att'y Gen. 12 (1988). See also RCW ((42.17.258)) 42.56.060 which provides: "No public agency, public official, public employee, or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon the release of a public record if the public agency, public official, public employee, or custodian acted in good faith in attempting to comply with the provisions of this chapter." ((Therefore, an agency has little need for an indemnification clause. Requiring a requestor to indemnify an agency inhibits some requestors from exercising their right to request public records. Op. Att'y Gen. 12 (1988), at 11.))

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-03006, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-040 Processing of public records requests—General. (1)

Providing "fullest assistance." The (name of agency) is charged by statute with adopting rules which provide for how it will "provide full access to public records," "protect records from damage or disorganization," "prevent excessive interference with other essential functions of the agency," provide "fullest assistance" to requestors, and provide the "most timely possible action" on public records requests. The public records officer or designee will process requests

in the order allowing the most requests to be processed in the most efficient manner.

(2) Upon receipt of a request, the (name of agency) will assign it a tracking number and log it in.

(3) The public records officer or designee will evaluate the request according to the nature of the request, volume, and availability of requested records.

(4) **Acknowledging receipt of request.** Following the initial evaluation of the request under (3) of this subsection, and within five business days¹ of receipt of the request, the public records officer will do one or more of the following:

(a) Make the records available for inspection or copying(~~(+
(b))~~) including:

(i) If copies are available on the (name of agency's) internet web site, provide an internet address and link on the web site to specific records requested;

(ii) If copies are requested and payment of a deposit for the copies, if any, is made or other terms of payment are agreed upon, send the copies to the requestor;

(~~((e))~~) (b) Acknowledge receipt of the request and provide a reasonable estimate of when records or an installment of records will be

available (the public records officer or designee may revise the estimate of when records will be available); or

~~((d) If the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor.))~~ (c) Acknowledge receipt of the request and ask the requestor to provide clarification for a request that is unclear, and provide, to the greatest extent possible, a reasonable estimate of time the (name of agency) will require to respond to the request if it is not clarified.

(i) Such clarification may be requested and provided by telephone~~((. The public records officer or designee may revise the estimate of when records will be available))~~, and memorialized in writing;

(ii) If the requestor fails to respond to a request for clarification and the entire request is unclear, the (name of agency) need not respond to it. The (name of agency) will respond to those portions of a request that are clear; or

~~((e))~~ (d) Deny the request.

~~((3))~~ (5) Consequences of failure to respond. If the (name of agency) does not respond in writing within five business days of receipt of the request for disclosure, the requestor should ~~((consider contacting))~~ contact the public records officer to determine the reason for the failure to respond.

((+4+)) (6) **Protecting rights of others.** In the event that the requested records contain information that may affect rights of others and may be exempt from disclosure, the public records officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requestor and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.

((+5+)) (7) **Records exempt from disclosure.** Some records are exempt from disclosure, in whole or in part. If the (name of agency) believes that a record is exempt from disclosure and should be withheld, the public records officer will state the specific exemption and provide a brief written explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted.

((+6+)) (8) **Inspection of records.**

(a) Consistent with other demands, the (name of agency) shall promptly provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes the agency to copy.

(b) The requestor must claim or review the assembled records within thirty days of the (name of agency's) notification to him or her that the records are available for inspection or copying. The agency will notify the requestor in writing of this requirement and inform the requestor that he or she should contact the agency to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the (name of agency) may close the request and refile the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.

((+7)) (9) Providing copies of records. After inspection is complete, the public records officer or designee shall make the requested copies or arrange for copying. Where (name of agency) charges for copies, the requestor must pay for the copies.

((~~48~~)) (10) **Providing records in installments.** When the request is for a large number of records, the public records officer or designee will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way. If, within thirty days, the requestor fails to inspect the entire set of records or one or more of the installments, the public records officer or designee may stop searching for the remaining records and close the request.

((~~49~~)) (11) **Completion of inspection.** When the inspection of the requested records is complete and all requested copies are provided, the public records officer or designee will indicate that the (name of agency) has completed a ((~~diligent~~)) reasonable search for the requested records and made any located nonexempt records available for inspection.

((~~410~~)) (12) **Closing withdrawn or abandoned request.** When the requestor either withdraws the request, or fails to clarify an entirely unclear request, or fails to fulfill his or her obligations to inspect the records ((~~or~~)), pay the deposit, pay the required fees for an installment, or make final payment for the requested copies, the public records officer will close the request and, unless the agency has already indicated in previous correspondence that the request

would be closed under the above circumstances, indicate to the requestor that the (name of agency) has closed the request.

((~~(11)~~)) (13) **Later discovered documents.** If, after the (name of agency) has informed the requestor that it has provided all available records, the (name of agency) becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

Note: ¹In calculating the five business days, the following are not counted: The day the agency receives the request, Saturdays, Sundays and holidays. RCW 1.12.040. See also WAC 44-14-03006.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-040, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-04001 Introduction. Both requestors and agencies have responsibilities under the act. The public records process can function properly only when both parties perform their respective responsibilities. An agency has a duty to promptly provide access to all nonexempt public records.¹ A requestor has a duty to give fair notice that he or she is making a records request, request identifiable records,² follow the agency's reasonable procedures, inspect the assembled

records or pay for the copies, and be respectful to agency staff.((?))

Both the agency and the requestor have a responsibility to communicate with each other when issues arise concerning a request.³

Requestors should keep in mind that all agencies have essential functions in addition to providing public records. Agencies also have greatly differing resources. The act recognizes that agency public records procedures should prevent "excessive interference" with the other "essential functions" of the agency. RCW ((42.17.290/))

42.56.100. Therefore, while providing public records is an essential function of an agency, it is not required to abandon its other, non-public records functions. Agencies without a full-time public records officer may assign staff part-time to fulfill records requests, provided the agency is providing the "fullest assistance" and the "most timely possible" action on the request. The proper level of staffing for public records requests will vary among agencies, considering the complexity and number of requests to that agency, agency resources, and the agency's other functions.

The burden of proof is on an agency to prove its estimate of time to provide a full response is "reasonable." RCW ((42.17.340(2)/))
42.56.550(2). An agency should be prepared to explain how it arrived at its estimate of time and why the estimate is reasonable.

Agencies are encouraged to use technology to provide public records more quickly and, if possible, less expensively. An agency is allowed, of course, to do more for the requestor than is required by the letter of the act. Doing so often saves the agency time and money in the long run, improves relations with the public, and prevents litigation. For example, agencies are encouraged to post many nonexempt records of broad public interest on the internet. This may result in fewer requests for public records. See RCW (~~((43.105.270 (state)))~~) chapter 69, Laws of 2010 (agencies encouraged to post frequently sought documents on the internet); RCW 43.105.351 (legislative intent that agencies prioritize making records widely available electronically to the public).

Notes: ¹RCW (~~((42.17.260(1)))~~) 42.56.070(1) (agency "shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions" listed in the act or other statute).
²See RCW (~~((42.17.270(4)))~~) 42.56.080 ("identifiable record" requirement); RCW (~~((42.17.300(4)))~~) 42.56.120 (claim or review requirement); RCW (~~((42.17.290(4)))~~) 42.56.100 (agency may prevent excessive interference with other essential agency functions).
³See *Hobbs v. State*, 183 Wn. App. 925, 335 P.3d 1004 (2014) (Court of Appeals encouraged requestors to communicate with agencies about issues related to their PRA requests) and WAC 44-14-04003(3). ("Communication is usually the key to a smooth public records process for both requestors and agencies.")

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-04001, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-04002 Obligations of requestors. (1) ((Reasonable))

Fair notice that request is for public records. A requestor must give

an agency (~~((reasonable))~~) fair notice that the request is being made pursuant to the act. Requestors are encouraged to cite or name the act but are not required to do so.¹ A request using the agency's request form or online request form or portal, or using the terms "public records," "public disclosure," "FOIA," or "Freedom of Information Act" (the terms commonly used for federal records requests), especially in the subject line of an email or letter, is recommended. The request should be directed to the agency-designated person to receive requests (such as the public records officer) or the agency-designated address or submitted through the agency-designated portal for public records requests, which should provide an agency with (~~((reasonable))~~) fair notice in most cases. A requestor should not submit a "stealth" request, which is buried in another document in an attempt to trick the agency into not responding.

(2) **Identifiable record.** A requestor must request an "identifiable record" or "class of records" before an agency must respond to it. RCW (~~((42.17.270/))~~) 42.56.080 and (~~((42.17.340(1)/))~~) 42.56.550(1).

An "identifiable record" is one that is existing at the time of the request and which agency staff can reasonably locate.^(?) The act does not require agencies to be "mind readers" and to guess what records are being requested.² The act does not allow a requestor to make

"future" or "standing" (ongoing) requests for records not in existence; nonexistent records are not "identifiable."³

A request for all or substantially all records prepared, owned, used or retained by an agency is not a valid request for identifiable records, provided that a request for all records regarding a particular topic or containing a particular keyword or name shall not be considered a request for all of an agency's records. RCW 42.56.080(1). A "keyword" must have some meaning that reduces a request from all or substantially all of an agency's records. For example, a request seeking any and all records from the department of ecology which contain the word "ecology" is not a request containing a keyword. The word "ecology" is likely on every agency letterhead, email signature block, notice, order, brochure, form, pleading and virtually every other agency document. A request for all of an agency's emails can encompass substantially all of an agency's records, and such a request contains no keywords. The act does not allow a requestor nor require an agency to search through agency files for records which cannot be reasonably identified or described to the agency.((³))⁴ It benefits both the requestor and the agency when the request includes terms that are for identifiable records actually sought by the requestor, and which produce meaningful search results by the agency.

However, a requestor is not required to identify the exact record he or she seeks. For example, if a requestor requested an agency's "2001 budget," but the agency only had a 2000-2002 budget, the requestor made a request for an identifiable record. ⁽⁴⁾ ⁵

An "identifiable record" is not a request for "information" in general. ⁽⁵⁾ ⁶ For example, asking "what policies" an agency has for handling discrimination complaints is merely a request for "information." ⁶ A request to inspect or copy an agency's policies and procedures for handling discrimination complaints would be a request for an "identifiable record."

Public records requests are not interrogatories (questions). An agency is not required to answer questions about records, or conduct legal research for a requestor. ⁷ A request for "any law that allows the county to impose taxes on me" is not a request for an identifiable record. Conversely, a request for "all records discussing the passage of this year's tax increase on real property" is a request for an "identifiable record."

When a request uses an inexact phrase such as all records "relating to" a topic (such as "all records relating to the property tax increase"), the agency may interpret the request to be for records which directly and fairly address the topic. When an agency receives a "re-

lating to" or similar request, it should seek clarification of the request from the requestor or explain how the agency is interpreting the requestor's request.

(3) **"Overbroad" requests.** An agency cannot "deny a request for identifiable public records based solely on the basis that the request is overbroad." RCW (~~(42.17.270/)~~) 42.56.080. However, if such a request is not for identifiable records or otherwise is not proper, the request can still be denied. When confronted with a request that is unclear, an agency should seek clarification.

Notes: ¹Wood v. Lowe, 102 Wn. App. 872, 10 P.3d 494 (2000).
²Bonamy v. City of Seattle, 92 Wn. App. 403, 410, 960 P.2d 447 (1998), ((~~review denied~~, 137 Wn.2d 1012, 978 P.2d 1099 (1999))) ("identifiable record" requirement is satisfied when there is a "reasonable description" of the record "enabling the government employee to locate the requested records.")
³Limstrom v. Ladenburg, 136 Wn.2d 595, 604, n.3, 963 P.2d 869 (1998), *appeal after remand*, 110 Wn. App. 133, 39 P.3d 351 (2002); *Sargent v. Seattle Police Dep't*, 16 Wn. App. 1, 260 P.3d 1006 (2011), *aff'd in part, rev'd in part on other grounds*, 179 Wn.2d 376, 314 P.3d 1093 (2013) ("We hold that there is no standing request under the PRA."); *Smith v. Okanogan County*, 100 Wn. App. 7, 994 P.2d 857 (2000) (agency not required to create a record to respond to a PRA request).
⁴Bonamy, 92 Wn. App. at 409.
⁵Violante v. King County Fire Dist. No. 20, 114 Wn. App. 565, 571, n.4, 59 P.3d 109 (2002).
((~~*Bonamy~~, 92 Wn. App. at 409.))
⁶((~~Id.~~))Bonamy, 92 Wn. App. at 409.
⁷See *Limstrom*, 136 Wn.2d at 604, n.3 (act does not require "an agency to go outside its own records and resources to try to identify or locate the record requested."); *Bonamy*, 92 Wn. App. at 409 (act "does not require agencies to research or explain public records, but only to make those records accessible to the public(=)").

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-04002, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-04003 Responsibilities of agencies in processing requests. (1) **Similar treatment and purpose of the request.** The act provides: "Agencies shall not distinguish among persons requesting rec-

ords, and such persons shall not be required to provide information as to the purpose for the request" (except to determine if the request is seeking a list of individuals for a commercial use or would violate another statute prohibiting disclosure or restricting disclosure to only certain persons). RCW ((42.17.270/)) 42.56.080.¹ The act also requires an agency to take the "most timely possible action on requests" and make records "promptly available." RCW ((42.17.290/)) 42.56.100 and ((42.17.270/)) 42.56.080. However, treating requestors similarly does not mean that agencies must process requests strictly in the order received because this might not be providing the "most timely possible action" for all requests. A relatively simple request need not wait for a long period of time while a much larger or more complex request is being fulfilled. Agencies are encouraged to be flexible and process as many requests as possible even if they are out of order. ((3))

(2) Purpose of request. An agency cannot require a requestor to state the purpose of the request (with limited exceptions). RCW ((42.17.270/)) 42.56.080. However, in an effort to better understand the request and provide all responsive records, the agency can inquire about the purpose of the request. The requestor is not required to an-

swer the agency's inquiry (with limited exceptions as previously noted).

~~((2))~~ (3) **Provide "fullest assistance" and "most timely possible action."** The act requires agencies to adopt and enforce reasonable rules to provide for the "fullest assistance" to a requestor. RCW ~~((42.17.290/))~~ 42.56.100. The "fullest assistance" principle should guide agencies when processing requests. In general, an agency should devote sufficient staff time to processing records requests, consistent with the act's requirement that fulfilling requests should not be an "excessive interference" with the agency's "other essential functions." RCW ~~((42.17.290/))~~ 42.56.100. The agency should recognize that fulfilling public records requests is one of the agency's duties, along with its others.

The act also requires agencies to adopt and enforce rules to provide for the "most timely possible action on requests." RCW ~~((42.17.290/))~~ 42.56.100. This principle should guide agencies when processing requests. It should be noted that this provision requires the most timely "possible" action on requests. This recognizes that an agency is not always capable of fulfilling a request as quickly as the requestor would like.

((~~(3)~~)) (4) **Communicate with requestor.** Communication is usually the key to a smooth public records process for both requestors and agencies.² Clear requests for a small number of records usually do not require predelivery communication with the requestor. However, when an agency receives a large or unclear request, the agency should communicate with the requestor to clarify the request. If a requestor asks for a summary of applicable charges before any copies are made, an agency must provide it. RCW 42.56.120 (2)(f). The requestor may then revise the request to reduce the number of requested copies. If the request is clarified or modified orally, the public records officer or designee should memorialize the communication in writing.

For large requests, the agency may ask the requestor to prioritize the request so that he or she receives the most important records first. If feasible, the agency should provide periodic updates to the requestor of the progress of the request. Similarly, the requestor should periodically communicate with the agency and promptly answer any clarification questions. Sometimes a requestor finds the records he or she is seeking at the beginning of a request. If so, the requestor should communicate with the agency that the requested records have been provided and that he or she is canceling the remainder of the re-

quest. If the requestor's cancellation communication is not in writing, the agency should confirm it in writing.

((4)) (5) **Failure to provide initial response within five business days.** Within five business days of receiving a request, an agency must provide an initial response to requestor. The initial response must do one of four things:

(a) Provide the record;

(b) Acknowledge that the agency has received the request and provide a reasonable estimate of the time it will require to ~~((fully))~~ further respond;

(c) Seek a clarification of the request and if unclear, provide to the greatest extent possible a reasonable estimate of time the agency will require to respond to the request if it is not clarified;
or

(d) Deny the request. RCW ~~((42.17.320/))~~ 42.56.520. An agency's failure to provide an initial response is arguably a violation of the act. ~~((2))~~ 3

((5)) (6) **No duty to create records.** An agency is not obligated to create a new record to satisfy a records request.⁴ However, sometimes it is easier for an agency to create a record responsive to the request rather than collecting and making available voluminous records

that contain small pieces of the information sought by the requestor or find itself in a controversy about whether the request requires the creation of a new record. The decision to create a new record is left to the discretion of the agency. With respect to databases, for example, there is not always a simple dichotomy between producing an existing record and creating a new record.⁵ In addition, an agency may decide to provide a customized service and if so, assess a customized service charge for the actual costs of staff technology expertise needed to prepare data compilations, or when such customized access services are not used by the agency for other business purposes. RCW 42.56.120.

If the agency is considering creating a new record instead of disclosing the underlying records, or creating new records from a database, it should obtain the consent of the requestor to ensure that the requestor is not actually seeking the underlying records, and describe any customized service charges that may apply.

Making an electronic copy of an electronic record is not "creating" a new record; instead, it is similar to copying a paper copy. If an agency translates a record into an alternative electronic format at the request of a requestor, the copy created does not constitute a new public record. RCW 42.56.120(1). Similarly, eliminating a field of an

electronic record can be a method of redaction; it is ~~((similar to))~~
like redacting portions of a paper record using a black pen or white-
out tape to make it available for inspection or copying. Scanning pa-
per copies to make electronic copies is a method of copying paper rec-
ords and does not create a new public record. RCW 42.56.120(1).

~~((+6))~~ (7) **Provide a reasonable estimate of the time to ~~((ful-
ly))~~ respond.** Unless it is providing the records or claiming an exemp-
tion from disclosure within the five-business day period, an agency
must provide a reasonable estimate of the time it will take to ~~((ful-
ly))~~ respond to the request. RCW ~~((42.17.320/))~~ 42.56.520. ~~((Fully))~~
Responding can mean processing the request (locating and assembling
records, redacting, preparing a withholding ~~((index))~~ log, making an
installment available, or notifying third parties named in the records
who might seek an injunction against disclosure) or determining if the
records are exempt from disclosure.

An estimate must be "reasonable." The act provides a requestor a
quick and simple method of challenging the reasonableness of an agen-
cy's estimate. RCW ~~((42.17.340(2)/))~~ 42.56.550(2). See WAC 44-14-08004
(5)(b). The burden of proof is on the agency to prove its estimate is
"reasonable." RCW ~~((42.17.340(2)/))~~ 42.56.550(2).

To provide a "reasonable" estimate, an agency should not use the same estimate for every request. An agency should roughly calculate the time it will take to respond to the request and send estimates of varying lengths, as appropriate. Some very large requests can legitimately take months or longer to fully provide. There is no standard amount of time for fulfilling a request so reasonable estimates should vary.

Some agencies send form letters with thirty-day estimates to all requestors, no matter the size or complexity of the request. Form letter thirty-day estimates for every requestor, regardless of the nature of the request, are rarely "reasonable" because an agency, which has the burden of proof, could find it difficult to prove that every single request it receives would take the same thirty-day period.

While not required,⁶ in order to avoid unnecessary litigation over the reasonableness of an estimate, an agency (~~(should)~~) could briefly explain to the requestor the basis for the estimate in the initial response. The explanation need not be elaborate but should allow the requestor to make a threshold determination of whether he or she should question that estimate further or has a basis to seek judicial review of the reasonableness of the estimate.

An agency should either fulfill the request within the estimated time or, if warranted, communicate with the requestor about clarifications or the need for a revised estimate.¹ An agency should not ignore a request and then continuously send extended estimates. Routine extensions with little or no action to fulfill the request would show that the previous estimates probably were not "reasonable." Extended estimates are appropriate when the circumstances have changed (such as an increase in other requests or discovering that the request will require extensive redaction). An estimate can be revised when appropriate, but unwarranted serial extensions have the effect of denying a requestor access to public records.

~~((7))~~ (8) **Seek clarification of a request or additional time.**

An agency may seek a clarification of an "unclear" or partially unclear request. RCW ~~((42.17.320/))~~ 42.56.520. An agency can only seek a clarification when the request is objectively "unclear." Seeking a "clarification" of an objectively clear request delays access to public records.

If the requestor fails to clarify an entirely unclear request, the agency need not respond to it further. RCW ~~((42.17.320/))~~ 42.56.520. However, an agency must respond to those parts of a request that are clear. If the requestor does not respond to the agency's re-

quest for a clarification within thirty days of the agency's request or other specified time, the agency may consider the request abandoned. If the agency considers the request abandoned, it should send a closing letter to the requestor if it has not already explained when it will close a request due to lack of response by the requestor.

An agency may take additional time to provide the records or deny the request if it is awaiting a clarification. RCW ((42.17.320/)) 42.56.520. After providing the initial response and perhaps even beginning to assemble the records, an agency might discover it needs to clarify a request and is allowed to do so. A clarification could also affect a reasonable estimate.

((+8+)) (9) **Preserving requested records.** If a requested record is scheduled shortly for destruction, and the agency receives a public records request for it, the record cannot be destroyed until the request is resolved. RCW ((42.17.290/)) 42.56.100.((5)) 8 Once a request has been closed, the agency can destroy the requested records in accordance with its retention schedule.

((+9+)) (10) **Searching for records.** An agency must conduct an objectively reasonable search for responsive records. The adequacy of a search is judged by the standard of reasonableness.⁹ A requestor is not required to "ferret out" records on his or her own.((6)) A reasonable

agency search usually begins with the public records officer for the agency or a records coordinator for a department of the agency deciding where the records are likely to be and who is likely to know where they are. One of the most important parts of an adequate search is to decide how wide the search will be. If the agency is small, it might be appropriate to initially ask all agency employees and officials if they have responsive records. If the agency is larger, the agency may choose to initially ask only the staff of the department or departments of an agency most likely to have the records. For example, a request for records showing or discussing payments on a public works project might initially be directed to all staff in the finance and public works departments if those departments are deemed most likely to have the responsive documents, even though other departments may have copies or alternative versions of the same documents. Meanwhile, other departments that may have documents should be instructed to preserve their records in case they are later deemed to be necessary to respond to the request. The agency could notify the requestor which departments are being surveyed for the documents so the requestor may suggest other departments.

If agency employees or officials are using home computers, personal devices, or personal accounts to conduct agency business, those

devices and accounts also need to be searched by the employees or officials who are using them when those devices and accounts may have responsive records.¹⁰ If an agency's contractors performing agency work have responsive public records of an agency as a consequence of the agency's contract, they should also be notified of the records request. It is better to be over inclusive rather than under inclusive when deciding which staff or others should be contacted, but not everyone in an agency needs to be asked if there is no reason to believe he or she has responsive records. An email to staff or agency officials selected as most likely to have responsive records is usually sufficient. Such an email also allows an agency to document whom it asked for records. Documentation of searches is recommended. The courts can consider the reasonableness of an agency's search when considering assessing penalties for an agency's failure to produce records.¹¹

Agency policies should require staff and officials to promptly respond to inquiries about responsive records from the public records officer.

After records which are deemed potentially responsive are located, an agency should take reasonable steps to narrow down the number of records to those which are responsive. In some cases, an agency

might find it helpful to consult with the requestor on the scope of the documents to be assembled. An agency cannot "bury" a requestor with nonresponsive documents. However, an agency is allowed to provide arguably, but not clearly, responsive records to allow the requestor to select the ones he or she wants, particularly if the requestor is unable or unwilling to help narrow the scope of the documents. If an agency does not find responsive documents, it should explain, in at least general terms, the places searched.¹²

((~~(10)~~)) (11) **Expiration of reasonable estimate.** An agency should provide a record within the time provided in its reasonable estimate or communicate with the requestor that additional time is required to fulfill the request based on specified criteria. (~~(Unjustified failure to provide the record by the expiration of the estimate is a denial of access to the record)~~) A failure of an agency to meet its own internal deadline is not a violation of the act, assuming the agency is working diligently to respond to the request.¹³ Nevertheless, an agency should promptly communicate with a requestor when it determines its original estimate of time needs to be adjusted.

((~~(11)~~)) (12) **Notice to affected third parties.** Sometimes an agency decides it must release all or a part of a public record affecting a third party. The third party can file an action to obtain an

injunction to prevent an agency from disclosing it, but the third party must prove the record or portion of it is exempt from disclosure. ^(?) RCW ((~~42.17.330~~)) 42.56.540. Before sending a notice, an agency should have a reasonable belief that the record is arguably exempt. Notices to affected third parties when the records could not reasonably be considered exempt might have the effect of unreasonably delaying the requestor's access to a disclosable record.

The act provides that before releasing a record an agency may, at its "option," provide notice to a person named in a public record or to whom the record specifically pertains (unless notice is required by law). RCW ((~~42.17.330~~)) 42.56.540.¹⁴ This would include all of those whose identity could reasonably be ascertained in the record and who might have a reason to seek to prevent the release of the record. An agency has wide discretion to decide whom to notify or not notify. First, an agency has the "option" to notify or not (unless notice is required by law). RCW ((~~42.17.330~~)) 42.56.540. Second, if it acted in good faith, an agency cannot be held liable for its failure to notify enough people under the act. RCW ((~~42.17.258~~)) 42.56.060. However, if an agency had a contractual obligation to provide notice of a request but failed to do so, the agency might lose the immunity provided by

RCW ((~~42.17.258~~)) 42.56.060 because breaching the agreement probably is not a "good faith" attempt to comply with the act.

The practice of many agencies is to give ten days' notice. Many agencies expressly indicate the deadline date on which it must receive a court order enjoining disclosure, to avoid any confusion or potential liability. More notice might be appropriate in some cases, such as when numerous notices are required, but every additional day of notice is another day the potentially disclosable record is being withheld. When it provides a notice, the agency should include in its calculation the notice period in the "reasonable estimate" of time it provides to a requestor.

The notice informs the third party that release will occur on the stated date unless he or she obtains an order from a court enjoining release. The requestor has an interest in any legal action to prevent the disclosure of the records he or she requested. Therefore, the agency's notice should inform the third party that he or she should name the requestor as a party to any action to enjoin disclosure. If an injunctive action is filed, the third party or agency should name the requestor as a party or, at a minimum, must inform the requestor of the action to allow the requestor to intervene.

~~((12))~~ (13) Later discovered records. If the agency becomes aware of the existence of records responsive to a request which were not provided, the agency should notify the requestor in writing ~~((and))~~, provide a brief explanation of the circumstances, and provide the nonexempt records with a written explanation of any redacted or withheld records.

(14) Maintaining a log. Effective July 23, 2017, the agency must maintain a log of public records requests to include the identity of the requestor if provided by the requestor, the date the request was received, the text of the original request, a description of the records redacted or withheld and the reasons therefor, and the date of the final disposition of the request. RCW 40.14.026(4).

Notes:

¹See also Op. Att'y Gen. 2 (1998).

²See *Hobbs v. State*, 183 Wn. App. 925, 335 P.3d 1004, n.12 (2014) (Court of Appeals encouraged requestors to communicate with agencies about issues related to their records requests).

³See *Smith v. Okanogan County*, 100 Wn. App. 7, 13, 994 P.2d 857 (2000) ("When an agency fails to respond as provided in RCW 42.17.320 (42.56.520), it violates the act and the individual requesting the public record is entitled to a statutory penalty."); *West v. State Dep't of Natural Res.*, 163 Wn. App. 235, 243, 258 P.3d 78 (2011) (failure to respond within five business days); *Rufin v. City of Seattle*, 199 Wn. App. 348, 398 P.3d 1237 (2017) (failure to respond within five business days entitles plaintiff to seek attorneys' fees but not penalties).

⁴(²While an agency can fulfill requests out of order, an agency is not allowed to ignore a large request while it is exclusively fulfilling smaller requests. The agency should strike a balance between fulfilling small and large requests.

⁵*Smith*, 100 Wn. App. at 14.

⁶*Fisher Broadcasting v. City of Seattle*, 180 Wn.2d 515, 326 P.3d 688 (2014).

⁷*Ockerman v. King County Dep't of Dev. & Envtl. Servs.*, 102 Wn. App. 212, 214, 6 P.3d 1215 (2000) (agency is not required to provide a written explanation of its reasonable estimate of time when it does not provide records within five days of the request).

⁸*Andrews v. Wash. State Patrol*, 183 Wn. App. 644, 334 P.3d 94 (2014) (the act recognizes that agencies may need more time than initially anticipated to locate records).

⁹An exception is some state-agency employee personnel records. RCW ((42.17.295/)) 42.56.110.

¹⁰(⁴*Daines v. Spokane County*, 111 Wn. App. 342, 349, 44 P.3d 909 (2002) ("an applicant need not exhaust his or her own ingenuity to 'ferret out' records through some combination of 'intuition and diligent research'").

¹¹) ²*Neighborhood Alliance v. Spokane County*, 172 Wn.2d 702, 261 P.3d 119 (2011); *Forbes v. City of Gold Bar*, 171 Wn. App. 857, 288 P.3d 384 (2012).

¹²*O'Neill v. City of Shoreline*, 170 Wn.2d 138, 240 P.3d 1149 (2010); *Nissen v. Pierce County*, 182 Wn.2d 363, 357 P.3d 45 (2015); *West v. Vermillion*, 196 Wn. App. 627, 384 P.3d 634 (2016).

¹³*Yousoufian v. Office of Ron Sims*, 168 Wn.2d 444, 229 P.3d 735 (2010); *Neighborhood Alliance*, 172 Wn.2d at 728.

¹⁴*Neighborhood Alliance*, 172 Wn.2d at 722.

¹⁵*Andrews v. Wash. State Patrol*, 183 Wn. App. 644 at 653; *Hikel v. Lynnwood*, 197 Wn. App. 366, 389 P.3d 677 (2016).

¹⁶The agency holding the record can also file a RCW ((42.17.330/)) 42.56.540 injunctive action to establish that it is not required to release the record or portion of it. An agency can also file an action under the Uniform Declaratory Judgments Act at chapter 7.24 RCW. *Benton County v. Zink*, 191 Wn. App. 194, 361 P.2d 283 (2015).

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-04003, filed 6/15/07, effective 7/16/07. Statutory Au-

thority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-04003, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-04004 Responsibilities of agency in providing records.

(1) **General.** An agency may simply provide the records or make them available within the five-business day period of the initial response. When it does so, an agency should also provide the requestor a written cover letter or email briefly describing the records provided and informing the requestor that the request has been closed. This assists the agency in later proving that it provided the specified records on a certain date and told the requestor that the request had been closed. However, a cover letter or email might not be practical in some circumstances, such as when the agency provides a small number of records or fulfills routine requests.

An agency can, of course, provide the records sooner than five business days. Providing the "fullest assistance" to a requestor would mean providing a readily available record as soon as possible. For example, an agency might routinely prepare a premeeting packet of documents three days in advance of a city council meeting. The packet is

readily available so the agency should provide it to a requestor on the same day of the request so he or she can have it for the council meeting.

(2) **Means of providing access.** An agency must make nonexempt public records "available" for inspection or provide a copy. RCW ~~((42.17.270/))~~ 42.56.080. An agency is only required to make records "available" and has no duty to explain the meaning of public records.¹ Making records available is often called "access."

Access to a public record can be provided by allowing inspection of the record, providing a copy, or posting the record on the agency's web site and assisting the requestor in finding it (if necessary). An agency must mail a copy of records if requested and if the requestor pays the actual cost of postage and the mailing container.² The requestor can specify which method of access (or combination, such as inspection and then copying) he or she prefers. Different processes apply to requests for inspection versus copying (such as copy charges) so an agency should clarify with a requestor whether he or she seeks to inspect or copy a public record.

An agency can provide access to a public record by posting it on its public internet web site. Once an agency provides a requestor an internet address and link on the agency's web site to the specific

records requested, the agency has provided the records, and at no cost to the requestor. RCW 42.56.520. If requested, an agency should provide reasonable assistance to a requestor in finding a public record posted on its web site. If the requestor does not have internet access, the agency may provide access to the record by allowing the requestor to view the record on a specific computer terminal at the agency open to the public. An agency (~~((is not required to do so. Despite the availability of the record on the agency's web site, a requestor can still make a public records request and inspect the record or obtain a copy of it by paying the appropriate per-page copying charge))~~) shall not impose copying charges for access to or downloading records that the agency routinely posts on its web site prior to receipt of a request unless the requestor has specifically requested that the agency provide copies of such records through other means. RCW 42.56.120 (2) (e).

(3) **Providing records in installments.** The act (~~((new))~~) provides that an agency must provide records "if applicable, on a partial or installment basis as records that are part of a larger set of requested records are assembled or made ready for inspection or disclosure." RCW (~~((42.17.270/))~~) 42.56.080. An installment can include links to records on the agency's internet web site. The purpose of this install-

ments provision is to allow requestors to obtain records in installments as they are assembled and to allow agencies to provide records in logical batches. The provision is also designed to allow an agency to only assemble the first installment and then see if the requestor claims or reviews it before assembling the next installments. An agency can assess charges per installment for copies made for the requestor, unless it is using the up to two-dollar flat fee charge. RCW 42.56.120(4).

Not all requests should be provided in installments. For example, a request for a small number of documents which are located at nearly the same time should be provided all at once. Installments are useful for large requests when, for example, an agency can provide the first box of records as an installment. An agency has wide discretion to determine when providing records in installments is "applicable." However, an agency cannot use installments to delay access by, for example, calling a small number of documents an "installment" and sending out separate notifications for each one. The agency must provide the "fullest assistance" and the "most timely possible action on requests" when processing requests. RCW ((~~42.17.290~~)) 42.56.100.

(4) **Failure to provide records.** A "denial" of a request can occur when an agency:

~~((Does not have the record;))~~

Fails to respond to a request;

Claims an exemption of the entire record or a portion of it;

~~((or))~~

Without justification, fails to provide the record after the reasonable estimate of time to respond expires ~~((or~~

~~((a) **When the agency does not have the record**))~~; or

Determines the request is an improper "bot" request. An agency is only required to provide access to public records it has or has used.³ An agency is not required to create a public record in response to a request.

An agency must only provide access to public records in existence at the time of the request. An agency is not obligated to supplement responses. Therefore, if a public record is created or comes into the possession of the agency after the request is received by the agency, it is not responsive to the request and need not be provided. A requestor must make a new request to obtain subsequently created public records.

Sometimes more than one agency holds the same record. When more than one agency holds a record, and a requestor makes a request to the first agency (agency A), ~~((the first))~~ agency A cannot respond to the

request by telling the requestor to obtain the record from the second agency (agency B). Instead, an agency must provide access to a record it holds regardless of its availability from another agency.⁴

However, an agency is not required to go outside its own public records to respond to a request.⁵ If agency A never prepared, owned, used or retained a record, but the record is available at agency B, the requestor must make the request to agency B, not agency A.

An agency is not required to provide access to records that were not requested. An agency does not "deny" a request when it does not provide records that are outside the scope of the request because they were never asked for.

~~((b))~~ (5) **Claiming exemptions.**

~~((i))~~ (a) **Redactions.** If a portion of a record is exempt from disclosure, but the remainder is not, an agency generally is required to redact (black out) the exempt portion and then provide the remainder. RCW ~~((42.17.310(2)/))~~ 42.56.210(1). There are a few exceptions.~~((5))~~ 6 Withholding an entire record where only a portion of it is exempt violates the act.~~((6))~~ 7 Some records are almost entirely exempt but small portions remain nonexempt. For example, information revealing the identity of a crime victim is exempt from disclosure if certain conditions are met. RCW ~~((42.17.310(1)(e)/))~~ 42.56.240(2). If

a requestor requested a police report in a case in which charges have been filed, and the conditions of RCW 42.56.240(2) are met, the agency must redact the victim's identifying information but provide the rest of the report.

Statistical information "not descriptive of any readily identifiable person or persons" is generally not subject to redaction or withholding. RCW ((~~42.17.310(2)~~)) 42.56.210(1). For example, if a statute exempted the identity of a person who had been assessed a particular kind of penalty, and an agency record showed the amount of penalties assessed against various persons, the agency must provide the record with the names of the persons redacted but with the penalty amounts remaining.

Originals should not be redacted. For paper records, an agency should redact materials by first copying the record and then either using a black marker on the copy or covering the exempt portions with copying tape, and then making a copy. Another approach is to scan the paper record and redact it electronically. It is often a good practice to keep the initial copies which were redacted in case there is a need to make additional copies for disclosure or to show what was redacted; in addition, an agency is required under its records retention schedules to keep responses to a public records request for a defined peri-

od of time. For electronic records such as databases, an agency can sometimes redact a field of exempt information by excluding it from the set of fields to be copied. For other electronic records, an agency may use software that permits it to electronically redact on the copy of the record. However, in some instances electronic redaction might not be feasible and a paper copy of the record with traditional redaction might be the only way to provide the redacted record. If a record is redacted electronically, by deleting a field of data or in any other way, the agency must identify the redaction and state the basis for the claimed exemption as required by RCW 42.56.210(3). ((See ~~(b)(ii) of this subsection.~~

~~(ii))~~

(b) Brief explanation of withholding. When an agency claims an exemption for an entire record or portion of one, it must inform the requestor of the statutory exemption and provide a brief explanation of how the exemption applies to the record or portion withheld. RCW ~~((42.17.310(4)/))~~ 42.56.210(3). The brief explanation should cite the statute the agency claims grants an exemption from disclosure. The brief explanation should provide enough information for a requestor to make a threshold determination of whether the claimed exemption is

proper. Nonspecific claims of exemption such as "proprietary" or "privacy" are insufficient.

One way to properly provide a brief explanation of the withheld record or redaction is for the agency to provide a withholding ~~((index. It))~~ log, along with the statutory citation permitting withholding, and a description of how the exemption applies to the information withheld. The log identifies the type of record, its date and number of pages, and the author or recipient of the record (unless their identity is exempt).~~((7))~~ § The withholding ~~((index))~~ log need not be elaborate but should allow a requestor to make a threshold determination of whether the agency has properly invoked the exemption.

Another way to properly provide a brief explanation is to use another format, such as a letter providing the required exemption citations, description of records, and brief explanations. Another way to properly provide a brief explanation is to have a code for each statutory exemption, place that code on the redacted information, and attach a list of codes and the brief explanations with the agency's response.

~~((45))~~ (6) **Notifying requestor that records are available.** If the requestor sought to inspect the records, the agency should notify him or her that the entire request or an installment is available for

inspection and ask the requestor to contact the agency to arrange for a mutually agreeable time for inspection. ~~((s))~~ 9 The notification should recite that if the requestor fails to inspect or copy the records or make other arrangements within thirty days of the date of the notification that the agency will close the request and refile the records. An agency might consider on a case-by-case basis sending the notification by certified mail to document that the requestor received it.

If the requestor sought copies, the agency should notify him or her of the projected costs and whether a copying deposit is required before the copies will be made. Such notice by the agency with a summary of applicable estimated charges is required when the requestor asks for an estimate. RCW 42.56.120 (2)(f). The notification can be oral to provide the most timely possible response, although it is recommended that the agency document that conversation in its file or in a follow-up email or letter.

~~((+6+))~~ (7) **Documenting compliance.** An agency should have a process to identify which records were provided to a requestor and the date of production. An agency may wish to apply a "read receipt" rule to emails to requestors or ask the requestor to confirm if he/she received the email from the agency. In some cases, an agency may wish to

number-stamp or number-label paper records provided to a requestor to document which records were provided. The agency could also keep a copy of the numbered records so either the agency or requestor can later determine which records were or were not provided; and, an agency is required to keep copies of its response to a request for the time period set out in its records retention schedule. However, the agency should balance the benefits of stamping or labeling the documents and making extra copies against the costs and burdens of doing so. For example, it may not be necessary to affix a number on the pages of records provided in response to a small request.

If memorializing which specific documents were offered for inspection is impractical, an agency might consider documenting which records were provided for inspection by making ~~((an index or))~~ a list of the files or records made available for inspection.

- Notes:
- ¹*Bonamy v. City of Seattle*, 92 Wn. App. 403, 409, 960 P.2d 447 (1998)(~~(-review denied, 137 Wn.2d 1012, 978 P.2d 1099 (1999))~~).
 - ²*Am. Civil Liberties Union v. Blaine Sch. Dist. No. 503*, 86 Wn. App. 688, 695, 937 P.2d 1176 (1997); RCW 42.56.120.
 - ³*Sperr v. City of Spokane*, 123 Wn. App. 132, 136-37, 96 P.3d 1012 (2004).
 - ⁴*Hearst Corp. v. Hoppe*, 90 Wn.2d 123, 132, 580 P.2d 246 (1978).
 - ⁵*Limstrom v. Ladenburg (Limstrom II)*, 136 Wn.2d 595, 963 P.2d 896 (1998) n.3 ("On its face the Act does not require, and we do not interpret it to require, an agency to go outside its own records and resources to try to identify or locate the record requested."); *Koenig v. Pierce County*, 151 Wn. App. 221, 232-33, 211 P.3d 423 (2009) (agency has no duty to coordinate responses with other agencies, citing to and quoting *Limstrom II*).
 - ⁶The two main exceptions to the redaction requirement are state "tax information" (RCW 82.32.330 (1)(c)) and law enforcement case files in active cases (((*Newman v. King County*, 133 Wn.2d 565, 574, 947 P.2d 712 (1997))) *Sargent v. Seattle Police Dep't*, 179 Wn.2d 376, 314 P.3d 1093 (2013)). Neither of these two kinds of records must be redacted but rather may be withheld in their entirety.
 - ⁽⁶⁾⁾*Seattle Firefighters Union Local No. 27 v. Hollister*, 48 Wn. App. 129, 132, 737 P.2d 1302 (1987).
 - ⁽⁷⁾⁾*Progressive Animal Welfare Soc'y. v. Univ. of Wash.*, 125 Wn.2d 243, 271, n.18, 884 P.2d 592 (1994) ("*PAWS II*").
 - ⁽⁸⁾⁾For smaller requests, the agency might simply provide them with the initial response or earlier so no notification is necessary.

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-04004, filed 6/15/07, effective 7/16/07. Statutory Au-

thority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-04004, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-04005 Inspection of records. (1) Obligation of requestor to claim or review records. After the agency notifies the requestor that the records or an installment of them (~~(are)~~) is ready for inspection or copying, the requestor must claim or review the records or the installment. RCW (~~(42.17.300/)~~) 42.56.120. If the requestor cannot claim or review the records him or herself, a representative may do so within the thirty-day period.¹ Other arrangements can be mutually agreed to between the requestor and the agency.

If a requestor fails to claim or review the records or an installment after the expiration of thirty days, an agency is authorized to stop assembling the remainder of the records or making copies. RCW (~~(42.17.300/)~~) 42.56.120. If the request is abandoned, the agency is no longer bound by the records retention requirements of the act prohibiting the scheduled destruction of a requested record. RCW (~~(42.17.290/)~~) 42.56.100.

If a requestor fails to claim or review the records or any installment of them within the thirty-day notification period, the agency may close the request and refile the records. Thirty days has been considered a reasonable time frame within which to claim or review records, but an agency may establish procedures that allow for a longer period. If a requestor who has failed to claim or review the records then requests the same or almost identical records again, the agency, which has the flexibility to prioritize its responses to be most efficient to all requestors, can process the repeat request for the now-refiled records as a new request after other pending requests.

(2) **Time, place, and conditions for inspection.** Inspection should occur at a time mutually agreed (within reason) by the agency and requestor. An agency should not limit the time for inspection to times in which the requestor is unavailable. Requestors cannot dictate unusual times for inspection. The agency is only required to allow inspection during the agency's customary office hours. RCW ~~((42.17.280/))~~ 42.56.090. Often an agency will provide the records in a conference room or other office area.

The inspection of records cannot create "excessive interference" with the other "essential functions" of the agency. RCW ~~((42.17.290/))~~ 42.56.100. Similarly, copying records at agency facilities cannot "un-

reasonably disrupt" the operations of the agency. RCW ((42.17.270/))
42.56.080.

An agency may have an agency employee observe the inspection or copying of records by the requestor to ensure they are not altered, destroyed ((or)), disorganized, or removed. RCW ((42.17.290/))

42.56.100. A requestor cannot alter, mark on, or destroy an original record during inspection. To select a paper record for copying during an inspection, a requestor must use a nonpermanent method such as a removable adhesive note or paper clip.

Inspection times can be broken down into reasonable segments such as half days. However, inspection times cannot be broken down into unreasonable segments to either harass the agency or delay access to the timely inspection of records.

Note: ¹See, e.g., WAC 296-06-120 (department of labor and industries provides thirty days to claim or review records).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-04005, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-04006 Closing request and documenting compliance. (1)

Fulfilling request and closing letter. A records request has been ful-

filled and can be closed when a requestor has inspected all the requested records, all copies have been provided, a web link has been provided (with assistance from the agency in finding it, if necessary), an entirely unclear request has not been clarified, a request or installment has not been claimed or reviewed, or the requestor cancels the request. An agency should provide a closing letter stating the scope of the request and memorializing the outcome of the request. A closing letter may not be necessary for smaller requests, or where the last communication with the requestor established that the request would be closed on a date certain. The outcome described in the closing letter might be that the requestor inspected records, copies were provided (with the number range of the stamped or labeled records, if applicable), the agency sent the requestor the web link, the requestor failed to clarify the request, the requestor failed to claim or review the records within thirty days, or the requestor canceled the request. The closing letter should also ask the requestor to promptly contact the agency if he or she believes additional responsive records have not been provided.

(2) **Returning assembled records.** An agency is not required to keep assembled records set aside indefinitely. This would "unreasonably disrupt" the operations of the agency. RCW ((42.17.270/))

42.56.080. After a request has been closed, an agency should return the assembled records to their original locations. Once returned, the records are no longer subject to the prohibition on destroying records scheduled for destruction under the agency's retention schedule. RCW ~~((42.17.290/))~~ 42.56.100.

(3) **Retain copy of records provided.** In some cases, particularly for commonly requested records, it may be wise for the agency to keep a separate copy of the records it copied and provided in response to a request. ~~((This allows the agency to document what was provided.))~~ A growing number of requests are for a copy of the records provided to another requestor, which can easily be fulfilled if the agency retains a copy of the records provided to the first requestor. The copy of the records provided should be retained for ~~((a))~~ the period of time consistent with the agency's retention schedules for records related to disclosure of documents.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-04006, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-050 Processing of public records requests—Electronic records. (1) **Requesting electronic records.** The process for requesting electronic public records is the same as for requesting paper public records.

(2) **Providing electronic records.** When a requestor requests records in an electronic format, the public records officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the (name of agency) and is generally commercially available, or in a format that is reasonably translatable from the format in which the agency keeps the record. Costs for providing electronic records are governed by ((WAC 44-14-07003)) RCW 42.56.120 and 42.56.130. The fee schedule is available at (agency address and web site address).

(3) **Customized electronic access ((to databases)) services.** While not required, and with the consent of the requestor, the (name of agency) may decide to provide customized ((access under RCW 43.105.280 if the record is not reasonably locatable or not reasonably translatable into the format requested)) electronic access services and assess

charges under RCW 42.56.120 (2) (f). A customized service charge applies only if the (name of agency) estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the agency for other purposes. The (name of agency) may charge a fee consistent with RCW ~~((43.105.280))~~ 42.56.120 (2) (f) for such customized access. The fee schedule is available at (agency address and web site address).

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-050, filed 6/15/07, effective 7/16/07. Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-050, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-05001 Access to electronic records. The Public Records Act does not distinguish between access to paper and electronic records. Instead, the act explicitly includes electronic records within its coverage. The definition of "public record" includes a "writing," which in turn includes "existing data compilations from which infor-

mation may be obtained or translated." RCW ((~~42.17.020(48)~~ (~~incorporated by reference into the act by RCW 42.56.010~~))) 42.56.010(4)¹. Many agency records are now in an electronic format. Many of these electronic formats such as Windows® products are generally available and are designed to operate with other computers to quickly and efficiently locate and transfer information. Providing electronic records can be cheaper and easier for an agency than paper records. Furthermore, RCW ((~~43.105.250~~)) 43.105.351 provides: "It is the intent of the legislature to encourage state and local governments to develop, store, and manage their public records and information in electronic formats to meet their missions and objectives. Further, it is the intent of the legislature for state and local governments to set priorities for making public records widely available electronically to the public."

In general, an agency should provide electronic records in an electronic format if requested in that format, if it is reasonable and feasible to do so.² While not required, an agency may translate a record into an alternative electronic format at the request of the requestor if it is reasonable and feasible to do so, and that action does not create a new public record for the purposes of the act. RCW 42.56.120(1). For example, an agency may scan a paper record to make an electronic copy, and that action does not create a new public rec-

ord. Id. An agency can provide links to specific records on the agency's public internet web site. RCW 42.56.520. An agency shall not impose copy charges for access to or downloading records that the agency routinely posts on its internet web site prior to the receipt of a request unless the requestor has specifically requested that the agency provide copies of such records by other means. RCW 42.56.120 (2)(e).

Reasonableness and technical feasibility ((is)) are the touchstones for providing electronic records. An agency should provide reasonably locatable electronic public records in either their original generally commercially available format (such as an Acrobat PDF® file) or, if the records are not in a generally commercially available format, the agency should provide them in a reasonably translatable electronic format if possible. In the rare cases when the requested electronic records are not reasonably locatable, or are not in a generally commercially available format or are not reasonably translatable into one, the agency might consider customized access. ~~((See WAC 44-14-05004. An agency may recover its actual costs for providing electronic records, which in many cases is de minimis. See WAC 44-14-050(3).))~~

Delivering electronic records can be accomplished in several ways or a combination of ways. For example, an agency may post records on the agency's internet web site and provide the requestor links to spe-

cific documents; make a computer terminal available at the agency so a requestor can inspect electronic records and designate specific ones for copying; send records by email; copy records onto a CD, DVD or thumb drive and mail it to the requestor or make it available for pickup; upload records to a cloud-based server, including to a file transfer protocol (FTP) site and send the requestor a link to the site; provide records through an agency portal; or, through other means. Practices may vary among agencies in how they deliver records in an electronic format; the act does not mandate only one method and the courts have said agencies have some discretion in establishing their reasonable procedures under the act.³ Finally, other delivery issues may be relevant to a particular agency or request. For example, there may be limits with the agency's email system or the requestor's email account with respect to the volume, size or types of emails and attachments that can be sent or received.

What is reasonable and technically feasible for copying and delivery of electronic records in one situation or for one agency may not be in another. Not all agencies, especially smaller units of local government, have the electronic resources of larger agencies and some of the generalizations in these model rules may not apply every time. If an agency initially believes it cannot provide electronic records

in an electronic format, it should confer with the requestor and the two parties should attempt to cooperatively resolve any technical difficulties. See WAC 44-14-05003. It is usually a purely technical question whether an agency can provide electronic records in a particular format in a specific case.

An agency is not required to buy new software, hardware or licenses to process a request for production or delivery of public records. However, an agency lacking resources to provide, redact or deliver more records electronically may want to consider seeking funding or other arrangements in an effort to obtain such technologies. See RCW 43.105.355 (state and local agencies); RCW 40.14.026 (local agencies - competitive grant program).

Notes:

¹See also *Fisher Broadcasting v. City of Seattle*, 180 Wn.2d 515, 326 P.3d 688 (2014) (database discussion).

²*Mechling v. City of Monroe*, 152 Wn. App. 830, 222 P.3d 808 (2009) ("[T]here is no provision in the PDA [PRA] that expressly requires a governmental agency to provide records in electronic form. ... [a]lthough the City has no express obligation to provide the requested email records in an electronic format, consistent with the statutory duty to provide the fullest assistance and the model rules, on remand the trial court shall determine whether it is reasonable and feasible for the City to do so."); *Mitchell v. Dep't of Corr.*, 164 Wn. App. 597 (2011) ("Nothing in the PRA obligates an agency to disclose records electronically.")

³*Hearst Corp. v. Hoppe*, 90 Wn.2d 123, 580 P.2d 246 (1978).

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-05001, filed 6/15/07, effective 7/16/07.]

AMENDATORY SECTION (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-05002 "Reasonably locatable" and "reasonably translatable" electronic records. (1) "Reasonably locatable" electronic rec-

ords. The act obligates an agency to provide nonexempt "identifiable ... records." RCW 42.56.080. An "identifiable record" is essentially one that agency staff can "reasonably locate." WAC 44-14-04002(2). Therefore, a general summary of the "identifiable record" standard as it relates to electronically locating public records is that the act requires an agency to provide a nonexempt "reasonably locatable" record. This does not mean that an agency can decide if a request is "reasonable" and only fulfill those requests. Rather, "reasonably locatable" is a concept, grounded in the act, for analyzing electronic records issues.

In general, a "reasonably locatable" electronic record is one which can be located with typical search features and organizing methods contained in the agency's current software. For example, a retained email containing the term "XYZ" is usually reasonably locatable by using the email program search feature. However, ~~((an))~~ some email search ~~((feature has))~~ features have limitations, such as not searching attachments, but ~~((is))~~ are a good starting point for the search. Information might be "reasonably locatable" by methods other than a search feature. For example, a request for a copy of all retained emails sent by a specific agency employee for a particular date is "reasonably locatable" because it can be found utilizing a common or-

ganizing feature of the agency's email program, such as a chronological "sent" folder. Another indicator of what is "reasonably locatable" is whether the agency keeps the information in a particular way for its business purposes. For example, an agency might keep a database of permit holders including the name of the business. The agency does not separate the businesses by whether they are publicly traded corporations or not because it has no reason to do so. A request for the names of the businesses which are publicly traded is not "reasonably locatable" because the agency has no business purpose for keeping the information that way. In such a case, the agency should provide the names of the businesses (assuming they are not exempt from disclosure) and the requestor can analyze the database to determine which businesses are publicly traded corporations.

(2) **"Reasonably translatable" electronic records.** The act requires an agency to provide a "copy" of nonexempt records (subject to certain copying charges). RCW 42.56.070(1) and 42.56.080. To provide a photocopy of a paper record, an agency must take some reasonable steps to mechanically translate the agency's original document into a useable copy for the requestor such as copying it in a copying machine, or scanning it into Adobe Acrobat PDF®. Similarly, an agency must take some reasonable steps to prepare an electronic copy of an electronic

record or a paper record. Providing an electronic copy is analogous to providing a paper record: An agency must take ~~((reasonable))~~ steps to translate the agency's original into a useable copy for the requestor, if it is reasonable and feasible for it to do so.

The "reasonably translatable" concept typically operates in three kinds of situations:

(a) An agency has only a paper record;

(b) An agency has an electronic record in a generally commercially available format (such as a Windows® product); or

(c) An agency has an electronic record in an electronic format but the requestor seeks a copy in a different electronic format.

The following examples assume no redactions are necessary.

(i) **Agency has paper-only records.** When an agency only has a paper copy of a record, an example of a "reasonably translatable" copy would be scanning the record into an Adobe Acrobat PDF® file and providing it to the requestor. The agency could recover its actual or statutory cost for scanning. See ~~((WAC 44-14-07003.))~~ RCW 42.56.120. While not required, providing a PDF copy of the record is analogous to making a paper copy. However, if the agency lacked a scanner (such as a small unit of local government), the record would not be "reasonably

translatable" with the agency's own resources. In such a case, the agency could provide a paper copy to the requestor.

(ii) **Agency has electronic records in a generally commercially available format.** When an agency has an electronic record in a generally commercially available format, such as an Excel® spreadsheet, and the requestor requests an electronic copy in that format, no translation into another format is necessary; the agency should provide the spreadsheet electronically. Another example is where an agency has an electronic record in a generally commercially available format (such as Word®) and the requestor requests an electronic copy in Word®. An agency cannot instead provide a WordPerfect® copy because there is no need to translate the electronic record into a different format. In the paper-record context, this would be analogous to the agency intentionally making an unreadable photocopy when it could make a legible one. Similarly, the WordPerfect® "translation" by the agency is an attempt to hinder access to the record. In this example, the agency should provide the document in Word® format. Electronic records in generally commercially available formats such as Word® could be easily altered by the requestor. Requestors should note that altering public records and then intentionally passing them off as exact copies of public records might violate various criminal and civil laws.

(iii) **Agency has electronic records in an electronic format other than the format requested.** When an agency has an electronic record in an electronic format (such as a Word® document) but the requestor seeks a copy in another format (such as WordPerfect®), the question is whether the agency's document is "reasonably translatable" into the requested format. If the format of the agency document allows it to "save as" another format without changing the substantive accuracy of the document, and the agency has a WordPerfect® license, this would be "reasonably translatable." The agency's record might not translate perfectly, but it was the requestor who requested the record in a format other than the one used by the agency. Another example is where an agency has a database in a unique format that is not generally commercially available. A requestor requests an electronic copy. The agency can convert the data in its unique system into a near-universal format such as a comma-delimited or tab-delimited format. The requestor can then convert the comma-delimited or tab-delimited data into a database program (such as Access®) and use it. The data in this example is "reasonably translatable" into a comma-delimited or tab-delimited format so the agency should do so. A final example is where an agency has an electronic record in a generally commercially available format (such as Word®) but the requestor requests a copy in an obscure word

processing format. The agency offers to provide the record in Word® format but the requestor refuses. The agency can easily convert the Word® document into a standard text file which, in turn, can be converted into most programs. The Word® document is "reasonably translatable" into a text file so the agency should do so. It is up to the requestor to convert the text file into his or her preferred format, but the agency has provided access to the electronic record in the most technically feasible way and not attempted to hinder the requestor's access to it.

(3) **Agency should keep an electronic copy of the electronic records it provides.** An electronic record is usually more susceptible to manipulation and alteration than a paper record. Therefore, an agency should keep(~~((when feasible,))~~) an electronic copy of the electronic records it provides to a requestor to show the exact records it provided, for the time period required in its records retention schedule. Additionally, an electronic copy might also be helpful when responding to subsequent electronic records requests for the same records.

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-05002, filed 6/15/07, effective 7/16/07.]

AMENDATORY SECTION (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-05003 Parties should confer on technical issues. Technical reasonableness and feasibility can vary from request to request. When a request for electronic records involves technical issues, the best approach is for both parties to confer and cooperatively resolve them. Often a telephone conference will be sufficient. This approach is consistent with the requirement that agencies provide the "fullest assistance" to a requestor. RCW 42.56.100 and WAC 44-14-04003(2). Furthermore, if a requestor files an enforcement action under the act to obtain the records, the burden of proof is on the agency to justify its refusal to provide the records. RCW 42.56.550(1). If the requestor articulates a reasonable technical alternative to the agency's refusal to provide the records electronically or in the requested format, and the agency never offered to confer with the requestor, the agency will have difficulty proving that its refusal was justified.

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-05003, filed 6/15/07, effective 7/16/07.]

AMENDATORY SECTION (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-05004 Customized access. When locating the requested records or translating them into the requested format cannot be done without specialized programming, RCW ((43.105.280 allows agencies to charge some fees for "customized access." The statute provides: "Agencies should not offer customized electronic access services as the primary way of responding to requests or as a primary source of revenue.")) 42.56.120(3) authorizes agencies to assess a customized service charge if the agency estimates that the request would require use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the agency for other business purposes.

Most public records requests for electronic records can be fulfilled based on the "reasonably locatable" and "reasonably translatable" standards. Resorting to customized access should not be the norm. An example of where "customized access" would be appropriate is if a state agency's old computer system stored data in a manner in which it was impossible to extract the data into comma-delimited or tab-

delimited formats, but rather required a programmer to spend more than a nominal amount of time to write computer code specifically to extract it. Before resorting to customized access, the agency should confer with the requestor to determine if a technical solution exists not requiring the specialized programming. An agency must notify the requestor to provide an explanation of the service charge including why it applies, a description of the specific expertise, and a reasonable estimate of the cost of the charge. The notice must also provide the requestor the opportunity to amend his or her request in order to avoid or reduce the customized service charge. RCW 42.56.120(3).

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-05004, filed 6/15/07, effective 7/16/07.]

AMENDATORY SECTION (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-05005 Relationship of Public Records Act to court rules on discovery of "electronically stored information." The ((~~December 2006 amendments to the~~)) Federal Rules of Civil Procedure provide guidance to parties in litigation on their respective obligations to provide access to, or produce, "electronically stored information." See Federal Rules of Civil Procedure 26 and 34. The obligations of

state and local agencies under those federal rules (and under any state-imposed rules or procedures that adopt the federal rules) to search for and provide electronic records may be different, and in some instances more demanding, than those required under the Public Records Act. The federal discovery rules and the Public Records Act are two separate laws imposing different standards. However, sometimes requestors make public records requests to obtain evidence that later may be used in non-Public Records Act litigation against the agency providing the records. Therefore, it may be prudent for agencies to consult with their attorneys regarding best practices of retaining copies of the records provided under the act so there can be no question later of what was and what was not produced in response to the request in the event that electronic records, or records derived from them, become issues in court.

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-05005, filed 6/15/07, effective 7/16/07.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-06001 Agency must publish list of applicable exemptions. An agency must publish and maintain a list of the "other stat-

ute" exemptions from disclosure (that is, those exemptions found outside the Public Records Act) that it believes potentially exempt records it holds from disclosure. RCW ((~~42.17.260(2)~~)) 42.56.070(2). The list is "for informational purposes" only and an agency's failure to list an exemption "shall not affect the efficacy of any exemption." RCW ((~~42.17.260(2)~~)) 42.56.070(2). A list of possible "other statute" exemptions is posted on the attorney general's office web site ((~~of the Municipal Research Service Center at~~
~~www.mrsc.org/Publications/prdpub04.pdf (scroll to Appendix C))~~). See WAC 44-14-06002.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-06001, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-06002 Summary of exemptions. ((~~(1) General.~~)) The act and other statutes contain hundreds of exemptions from disclosure and dozens of court cases interpret them. A full treatment of all exemptions is beyond the scope of the model rules. ((~~Instead, these comments to the model rules provide general guidance on exemptions and summarize a few of the most frequently invoked exemptions. However,~~

~~the scope of exemptions is determined exclusively by statute and case law; the comments to the model rules merely provide guidance on a few of the most common issues.~~

~~An exemption from disclosure will be narrowly construed in favor of disclosure. RCW 42.17.251/42.56.030. An exemption from disclosure must specifically exempt a record or portion of a record from disclosure. RCW 42.17.260(1)/42.56.070(1). An exemption will not be inferred.¹~~

~~An agency cannot define the scope of a statutory exemption through rule making or policy.² An agency agreement or promise not to disclose a record cannot make a disclosable record exempt from disclosure. RCW 42.17.260(1)/42.56.070(1).³ Any agency contract regarding the disclosure of records should recite that the act controls.~~

~~An agency must describe why each withheld record or redacted portion of a record is exempt from disclosure. RCW 42.17.310(4)/42.56.210(4). One way to describe why a record was withheld or redacted is by using a withholding index.~~

~~After invoking an exemption in its response, an agency may revise its original claim of exemption in a response to a motion to show cause.⁴~~

~~Exemptions are "permissive rather than mandatory." Op. Att'y Gen. 1 (1980), at 5. Therefore, an agency has the discretion to provide an exempt record. However, in contrast to a waivable "exemption," an agency cannot provide a record when a statute makes it "confidential" or otherwise prohibits disclosure. For example, the Health Care Information Act generally prohibits the disclosure of medical information without the patient's consent. RCW 70.02.020(1). If a statute classifies information as "confidential" or otherwise prohibits disclosure, an agency has no discretion to release a record or the confidential portion of it.⁵ Some statutes provide civil and criminal penalties for the release of particular "confidential" records. See RCW 82.32.330(5) (release of certain state tax information a misdemeanor).~~

~~(2) **"Privacy" exemption.** There is no general "privacy" exemption. Op. Att'y Gen. 12 (1988).⁶ However, a few specific exemptions incorporate privacy as one of the elements of the exemption. For example, personal information in agency employee files is exempt to the extent that disclosure would violate the employee's right to "privacy." RCW 42.17.310 (1) (b) / 42.56.210 (1) (b). "Privacy" is then one of the elements, in addition to the others in RCW 42.17.310 (1) (b) / 42.56.210 (1) (b), that an agency or a third party resisting disclosure must prove.~~

~~"Privacy" is defined in RCW 42.17.255/42.56.050 as the disclosure of information that "(1) Would be highly offensive to a reasonable person, and (2) is not of legitimate concern to the public." This is a two-part test requiring the party seeking to prevent disclosure to prove both elements.⁷~~

~~Because "privacy" is not a stand-alone exemption, an agency can not claim RCW 42.17.255/42.56.050 as an exemption.⁸~~

~~(3) **Attorney-client privilege.** The attorney-client privilege statute, RCW 5.60.060 (2) (a), is an "other statute" exemption from disclosure.⁹ In addition, RCW 42.17.310 (1) (j) / 42.56.210 (1) (j) exempts attorney work-product involving a "controversy," which means completed, existing, or reasonably anticipated litigation involving the agency.¹⁰ The exact boundaries of the attorney-client privilege and work-product doctrine is beyond the scope of these comments. However, in general, the attorney-client privilege covers records reflecting communications transmitted in confidence between a public official or employee of a public agency acting in the performance of his or her duties and an attorney serving in the capacity of legal advisor for the purpose of rendering or obtaining legal advice, and records prepared by the attorney in furtherance of the rendition of legal advice. The attorney-client privilege does not exempt records merely because they~~

~~reflect communications in meetings where legal counsel was present or because a record or copy of a record was provided to legal counsel if the other elements of the privilege are not met.¹¹ A guidance document prepared by the attorney general's office on the attorney-client privilege and work-product doctrine is available at www.atg.wa.gov/records/modelrules.~~

~~(4) **Deliberative process exemption.** RCW 42.17.310~~

~~(1)(i)/42.56.210 (1)(i) exempts "Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended" except if the record is cited by the agency.~~

~~In order to rely on this exemption, an agency must show that the records contain predecisional opinions or recommendations of subordinates expressed as part of a deliberative process; that disclosure would be injurious to the deliberative or consultative function of the process; that disclosure would inhibit the flow of recommendations, observations, and opinions; and finally, that the materials covered by the exemption reflect policy recommendations and opinions and not the raw factual data on which a decision is based.¹² Courts have held that this exemption is "severely limited" by its purpose, which is to protect the free flow of opinions by policy makers.¹³ It applies only to~~

~~these portions of a record containing recommendations, opinions, and proposed policies; it does not apply to factual data contained in the record.¹⁴ The exemption does not apply to records or portions of records concerning the implementation of policy or the factual basis for the policy.¹⁵ The exemption does not apply merely because a record is called a "draft" or stamped "draft." Recommendations that are actually implemented lose their protection from disclosure after they have been adopted by the agency.¹⁶~~

~~(5) **"Overbroad" exemption.** There is no "overbroad" exemption. RCW 42.17.270/42.56.080. See WAC 44-14-04002(3).~~

~~(6) **Commercial use exemption.** The act does not allow an agency to provide access to "lists of individuals requested for commercial purposes." RCW 42.17.260(9)/42.56.070(9). An agency may require a requestor to sign a declaration that he or she will not put a list of individuals in the record to use for a commercial purpose.¹⁷ This authority is limited to a list of individuals, not a list of companies.¹⁸ A requestor who signs a declaration promising not to use a list of individuals for a commercial purpose, but who then violates this declaration, could arguably be charged with the crime of false swearing. RCW 9A.72.040.¹⁹~~

~~(7) **Trade secrets.** Many agencies hold sensitive proprietary information of businesses they regulate. For example, an agency might require an applicant for a regulatory approval to submit designs for a product it produces. A record is exempt from disclosure if it constitutes a "trade secret" under the Uniform Trade Secrets Act, chapter 19.108 RCW.²⁰ However, the definition of a "trade secret" can be very complex and often the facts showing why the record is or is not a trade secret are only known by the potential holder of the trade secret who submitted the record in question.~~

~~When an agency receives a request for a record that might be a trade secret, often it does not have enough information to determine whether the record arguably qualifies as a "trade secret." An agency is allowed additional time under the act to determine if an exemption might apply. RCW 42.17.320/42.56.520.~~

~~When an agency cannot determine whether a requested record contains a "trade secret," usually it should communicate with the requestor that the agency is providing the potential holder of the trade secret an opportunity to object to the disclosure. The agency should then contact the potential holder of the trade secret in question and state that the record will be released in a certain amount of time unless the holder files a court action seeking an injunction prohibiting~~

~~the agency from disclosing the record under RCW 42.17.330/42.56.540. Alternatively, the agency can ask the potential holder of the trade secret for an explanation of why it contends the record is a trade secret, and state that if the record is not a trade secret or otherwise exempt from disclosure that the agency intends to release it. The agency should inform the potential holder of a trade secret that its explanation will be shared with the requestor. The explanation can assist the agency in determining whether it will claim the trade secret exemption. If the agency concludes that the record is arguably not exempt, it should provide a notice of intent to disclose unless the potential holder of the trade secret obtains an injunction preventing disclosure under RCW 42.17.330/42.56.540.~~

~~As a general matter, many agencies do not assert the trade secret exemption on behalf of the potential holder of the trade secret but rather allow the potential holder to seek an injunction.~~

Notes:

¹*Progressive Animal Welfare Soc'y. v. Univ. of Wash.*, 125 Wn.2d 243, 262, 884 P.2d 592 (1994) ("PAWS II").

²*Servais v. Port of Bellingham*, 127 Wn.2d 820, 834, 904 P.2d 1124 (1995).

³*Spokane Police Guild v. Liquor Control Bd.*, 112 Wn.2d 30, 40, 769 P.2d 283 (1989); *Van Buren v. Miller*, 22 Wn. App. 836, 845, 592 P.2d 671, review denied, 92 Wn.2d 1021 (1979).

⁴*PAWS II*, 125 Wn.2d at 253.

⁵Op. Att'y Gen. 7 (1986).

⁶See RCW 42.17.255/42.56.050 ("privacy" linked to rights of privacy "specified in (the act) as express exemptions").

⁷*King County v. Sheehan*, 114 Wn. App. 325, 344, 57 P.3d 307 (2002).

⁸Op. Att'y Gen. 12 (1988), at 3 ("The legislature clearly repudiated the notion that agencies could withhold records based solely on general concerns about privacy.").

⁹*Hangartner v. City of Seattle*, 151 Wn.2d 439, 453, 90 P.3d 26 (2004).

¹⁰*Dawson v. Daly*, 120 Wn.2d 782, 791, 845 P.2d 995 (1993).

¹¹This summary comes from the attorney general's proposed definition of the privilege in the first version of House Bill No. 1758 (2005).

¹²*PAWS II*, 125 Wn.2d at 256.

¹³*Hearst Corp. v. Hoppe*, 90 Wn.2d 123, 133, 580 P.2d 246 (1978); *PAWS II*, 125 Wn.2d at 256.

¹⁴*PAWS II*, 125 Wn.2d at 256.

¹⁵*Cowles Pub. Co. v. City of Spokane*, 69 Wn. App. 678, 685, 849 P.2d 1271 (1993).

¹⁶*Dawson*, 120 Wn.2d at 793.

¹⁷Op. Att'y Gen. 12 (1988). However, a list of individuals applying for professional licensing or examination may be provided to professional associations recognized by the licensing or examination board. RCW 42.17.260(9)/42.56.070(9).

¹⁸Op. Att'y Gen. 2 (1998).

¹⁹RCW 9A.72.040 provides: "(1) A person is guilty of false swearing if he makes a false statement, which he knows to be false, under an oath required or authorized by law. (2) False swearing is a gross misdemeanor." RCW 42.17.270/42.56.080 authorizes an agency to determine if a requestor will use a list of individuals for commercial purpose. See Op. Att'y Gen. 12 (1988), at 10-11 (agency could require requestor to sign affidavit of noncommercial use).

For a discussion of several commonly used exemptions, see these documents on the attorney general's office web site: *Open Government Resource Manual* at <http://www.atg.wa.gov/open-government-resource-manual> (the manual contains a discussion and summaries of many exemptions, links to statutes, and links to many court decisions and several attorney general opinions); and, the code reviser's annual list of exemptions in the state code, available at <http://www.atg.wa.gov/sunshine-committee>.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-06002, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 07-13-058, filed 6/15/07, effective 7/16/07)

WAC 44-14-070 Costs of providing copies of public records. (1)

~~((Costs for paper copies))~~ **Inspection.** There is no fee for inspecting public records, including inspecting records on the (name of agency) web site.

~~((A requestor may obtain standard black and white photocopies for (amount) cents per page and color copies for (amount) cents per page.~~

~~(If agency decides to charge more than fifteen cents per page, use the following language:) The (name of agency) charges (amount) per~~

~~page for a standard black and white photocopy of a record selected by a requester.))~~ (2) **Actual costs.** (If the agency determines it will charge actual costs for copies, it may do so after providing notice and a public hearing.) A statement of the factors and the manner used to determine ~~((this charge))~~ the charges for copies is available from the public records officer. The costs for copies of records are as follows (provide details):

(3) (Alternative) **Statutory default costs.** (If the agency determines it will not charge actual costs for copies but instead will assess statutory costs, it must have a rule or regulation declaring the reasons that determining actual costs would be unduly burdensome). The (name of agency) is not calculating actual costs for copying its records because to do so would be unduly burdensome for the following reasons: The (name of agency) does not have the resources to conduct a study to determine actual copying costs for all its records; to conduct such a study would interfere with other essential agency functions; and, through the legislative process, the public and requestors have commented on and been informed of authorized fees and costs provided in the Public Records Act including RCW 42.56.120 and other laws. Therefore, in order to timely implement a fee schedule consistent with the Public Records Act, it is more cost efficient, expe-

ditionous and in the public interest for the (name of agency) to adopt the state legislature's approved fees and costs for most of the (name of agency) records, as authorized in RCW 42.56.120 and as published in the agency's fee schedule.

(4) **Fee schedule.** The fee schedule is available at (office location) and on (name of agency) web site at (insert web site address).

(5) **Processing payments.** Before beginning to make the copies or processing a customized service, the public records officer or designee may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor. The public records officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The (name of agency) will not charge sales tax when it makes copies of public records.

~~((2) **Costs for electronic records.** The cost of electronic copies of records shall be (amount) for information on a CD-ROM. (If the agency has scanning equipment at its offices: The cost of scanning existing (agency) paper or other nonelectronic records is (amount) per page.) There will be no charge for emailing electronic records to a requestor, unless another cost applies such as a scanning fee.~~

~~(3))~~ (6) **Costs of mailing.** The (name of agency) may also charge actual costs of mailing, including the cost of the shipping container.

~~((4))~~ (7) **Payment.** Payment may be made by cash, check, or money order to the (name of agency).

[Statutory Authority: 2005 c 483 § 4, amending RCW 42.56.570. WSR 07-13-058, § 44-14-070, filed 6/15/07, effective 7/16/07. Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-070, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-07001 General rules for charging for copies. (1) No fees for costs of locating records or preparing records for inspection or copying. An agency cannot charge a fee for locating public records or for preparing the records for inspection or copying. RCW

~~((42.17.300/))~~ 42.56.120.¹ An agency cannot charge fees for a person to inspect or access records on the agency's public internet web site. An agency cannot charge a fee for access to or downloading records the agency routinely posts on its public internet web site prior to the receipt of a request unless the requestor has specifically requested

that the agency provide copies of such records through other means.

RCW 42.56.120 (2) (e).

An agency cannot charge a "redaction fee" for the staff time necessary to prepare the records for inspection, for the copying required to redact records before they are inspected, or an archive fee for getting the records from ~~((offsite))~~ off-site. Op. Att'y Gen. 6 (1991). These are the costs of making the records available for inspection or copying and cannot be charged to the requestor.

(2) ~~((**Standard photocopy charges.** Standard photocopies are black and white 8x11 paper copies. An agency can choose to calculate its copying charges for standard photocopies or to opt for a default copying charge of no more than fifteen cents per page.~~

~~If it attempts to charge more than the fifteen cents per page maximum for photocopies,))~~ **Actual costs.** If assessing actual costs, an agency must establish a statement of the "actual cost" of the copies it provides, which must include a "statement of the factors and the manner used to ~~((the))~~ determine the actual per page cost." RCW

~~((42.17.260(7)/))~~ 42.56.070(7) and 42.56.120 (2) (a). ~~((An agency may include the costs "directly incident" to providing the copies such as paper, copying equipment, and staff time to make the copies. RCW~~

~~42.17.260 (7) (a)/42.56.070 (7) (a).~~²

~~An agency failing to properly establish a copying charge in excess of the default fifteen cents per page maximum is limited to the default amount. RCW 42.17.260 (7) (a) and (b)/42.56.070 (7) (a) and (b) and 42.17.300/42.56.120.~~

~~If it charges more than the default rate of fifteen cents per page, an agency must provide its calculations and the reasoning for its charges. RCW 42.17.260 (7)/42.56.070 (7) and 42.17.300/42.56.120.³ A price list with no analysis is insufficient))² The actual costs include~~
the actual cost of the paper and the per page cost for use of agency copying (including scanning) equipment; the actual cost of the electronic production or file transfer of the record; the use of any cloud-based data storage and processing service; costs directly incident to the cost of postage or delivery charges and the cost of any container or envelope used; and, the costs directly incident to transmitting such records in an electronic format, including the cost of any transmission charge and the use of any physical media device provided by the agency. An agency may include staff salaries, benefits or other general administrative or overhead charges only if those costs are directly related to the actual cost of copying or transmitting the public records. Staff time to copy and send (transmit) the records may be included in an agency's actual costs. An agency's calculations and

reasoning need not be elaborate but should be detailed enough to allow a requestor or court to determine if the agency has properly calculated its copying charges. An agency should generally compare its copying charges to those of commercial copying centers.

An agency's statement of such actual costs may be adopted by an agency only after providing notice and public hearing. RCW 42.56.070(7).

(3) Statutory default costs. If an agency opts for the default copying charges ((of fifteen cents per page)) pursuant to RCW 42.56.120, it need not calculate its actual costs. RCW ~~((42.17.260(8)/42.56.070(8)).~~

~~(3) Charges for copies other than standard photocopies. Nonstandard copies include color copies, engineering drawings, and photographs. An agency can charge its actual costs for nonstandard photocopies. RCW 42.17.300/42.56.120. For example, when an agency provides records in an electronic format by putting the records on a disk, it may charge its actual costs for the disk. The agency can provide a requestor with documentation for its actual costs by providing a catalog or price list from a vendor.~~

~~(4))~~ 42.56.120 (2) (b). However, it must declare the reasons for why calculating the actual costs would be unduly burdensome, and then it is limited to the statutory costs for those records. *Id.*

The statutory default costs include different charges per record or groups of records, or an alternative flat fee of up to two dollars for any request when the agency reasonably estimates and documents that the allowable statutory costs are clearly equal to or more than two dollars. RCW 42.56.120 (2) (d). If using the statutory flat fee, the agency can charge the flat fee only for the first installment for records produced in multiple installments, and no fees can be assessed for subsequent installments.

Statutory default charges can be combined to the extent that more than one type of charge applies to a particular request, unless the agency is assessing the statutory flat fee for a request. RCW 42.56.120 (3) (c). The statutory default costs include actual costs of digital storage media, mailing containers, and postage. RCW 42.56.120 (3) (d).

(4) **Fee schedule.** The agency should make its fee schedule publicly available on its web site and through other means.

(5) **Estimate of costs for requestor.** If a requestor asks, an agency must provide a summary of the applicable charges before copies

are made and the requestor may revise the request to reduce the number of copies to be made, thus the applicable charges. RCW 42.56.120 (2) (f). An agency must also provide a requestor, in advance, information concerning customized service charges if the request involves customized service. RCW 42.56.120 (3).

(6) Copying charges apply to copies selected by requestor. Often a requestor will seek to inspect a large number of records but only select a smaller group of them for copying. Copy charges can only be charged for the records selected by the requestor. RCW ~~((42.17.300/))~~ 42.56.120 (charges allowed for "providing" copies to requestor).

The requestor should specify whether he or she seeks inspection or copying. The agency should inform the requestor that inspection is free. This can be noted on the agency's request form. If the requestor seeks copies, then the agency should inform the requestor of the copying charges for the request. An agency should not assemble a large number of records, fail to inform the requestor that inspection is free, and then attempt to charge for copying all the records.

Sometimes a requestor will choose to pay for the copying of a large batch of records without inspecting them. This is allowed(~~(7 provided that the requestor is informed that inspection is free))~~). In-

forming the requestor on a request form that inspection is free is sufficient.

~~((5))~~ (7) Use of outside vendor. Typically an agency makes the requested copies. However, an agency is not required to copy records at its own facilities. An agency can send the project to a commercial copying center and bill the requestor for the amount charged by the vendor.³ An agency is encouraged to do so when an outside vendor can make copies more quickly and less expensively than an agency. An agency can arrange with the requestor for him or her to pay the vendor directly. This is an example of where any agency might enter into an alternative fee arrangement under RCW 42.56.120(4). An agency cannot charge the default ~~((fifteen cents per page rate))~~ charges when its "actual cost" at a copying vendor is less. The default rates ~~((is))~~ are only for agency-produced copies. RCW ~~((42.17.300/))~~ 42.56.120.

~~((6))~~ (8) Sales tax. An agency cannot charge sales tax on copies it makes at its own facilities. RCW 82.12.02525 and 82.08.02525.

~~((7))~~ (9) Costs of mailing or sending records. If a requestor asks an agency to mail copies, the agency may charge for the actual cost of postage and the shipping container (such as an envelope or CD mailing sleeve). RCW ~~((42.17.260 (7)(a)/))~~ 42.56.070 (7)(a).

(10) **Sample fee statutory default schedule.** A sample statutory default fee schedule is provided in this comment. Some agencies may have other statutes that govern fees for particular types of records and which they may want to also include in the schedule. See RCW 42.56.130. Or, an agency may use the statutory default schedule for the majority of its records and go through the process to determine actual costs for some specialized records (for example, for large blueprints or oversized colored maps that are printed onto paper). While not included in the sample schedule below, an agency might also decide to use the up to two dollar statutory flat fee for some types of requests, per RCW 42.56.120 (2)(d).

(Name of Agency) Fee Schedule	
<u>Inspection:</u>	
<u>No fee</u>	<u>Inspection of agency records on agency public internet web site or scheduled at agency office.</u>
<u>No fee</u>	<u>Accessing or downloading records the agency routinely posts on its public internet web site, unless the requestor asks the agency for records to be provided through other means (the following copy charges below then apply).</u>
<u>Copies:</u>	
<u>15 cents/page</u>	<u>Photocopies, printed copies of electronic records when requested by the requestor, or for the use of agency equipment to make photocopies.</u>
<u>10 cents/page</u>	<u>Scanned records, or use of agency equipment for scanning.</u>
<u>5 cents/each 4 electronic files or attachment</u>	<u>Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.</u>
<u>10 cents/gigabyte</u>	<u>Records transmitted in electronic format or for use of agency equipment to send records electronically.</u>

(Name of Agency) Fee Schedule	
<u>Actual cost</u>	<u>Digital storage media or devices</u> <u>(list):</u> • <u>CD</u> • <u>DVD</u> • <u>Thumb drive</u> • <u>Other</u>
<u>Actual cost</u>	<u>Postage or delivery charges –</u> <u>Specific amount based upon</u> <u>postage/delivery charges for</u> <u>specific mailings or deliveries.</u>
<u>(Varies)</u>	<u>Records for which other costs are</u> <u>authorized pursuant to specific fee</u> <u>statutes. (Describe)</u>
<u>↑ Copy charges above may be combined to the extent</u> <u>more than one type of charge applies to copies</u> <u>responsive to a particular request.</u>	
<u>Customized</u> <u>Service:</u>	
<u>Actual cost</u>	<u>Data compilations prepared or</u> <u>accessed as a customized service</u> <u>(cost is in addition to above fees for</u> <u>copies).</u>

Notes:

¹See also Op. Att'y Gen. 6 (1991).

²The costs of staff time is allowed only for making and sending copies. An agency cannot charge for staff time for locating records or other noncopying functions. See RCW ((42.17.300/)) 42.56.120. ("No fee shall be charged for locating public documents and making them available for copying.")((;))

³((See also Op. Att'y Gen. 6 (1991) (agency must "justify" its copy charges.)) *Benton County v. Zink*, 191 Wn. App. 269, 361 P.3d 801 (2015).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-07001, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-07004 Other statutes govern copying of particular records. The act generally governs copying charges for public records, but several specific statutes govern charges for particular kinds of records. RCW ((42.17.305/)) 42.56.130. The following nonexhaustive list provides some examples: RCW 46.52.085 (charges for traffic accident reports), RCW 10.97.100 (copies of criminal histories), RCW

3.62.060 and 3.62.065 (charges for certain records of municipal courts), and RCW 70.58.107 (charges for birth certificates).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-07004, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-07005 Waiver of copying charges; other fee arrangements. (1) An agency ((has the discretion to waive copying charges. For administrative convenience, many agencies waive copying charges for small requests. For example, the attorney general's office does not charge copying fees if the request is for twenty-five or fewer standard photocopies)) may waive charges pursuant to its rules and regulations. RCW 42.56.120(4).

(2) An agency may enter into a contract, memorandum of understanding or other agreement with a requestor that provides an alternative fee arrangement to the charges, or in response to a voluminous or frequently occurring request. RCW 42.56.120(4).

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-07005, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-07006 Requiring partial payment. (1) Copying deposit.

An agency may charge a deposit of up to ten percent of the estimated copying costs of an entire request, including a customized service charge, before beginning to copy the records. RCW ((42.17.300/)) 42.56.120(4).((+)) The estimate must be reasonable. An agency can require the payment of the deposit before copying an installment of the records or the entire request. The deposit applies to the records selected for copying by the requestor, not all the records made available for inspection. An agency is not required to charge a deposit. An agency might find a deposit burdensome for small requests where the deposit might be only a few dollars. Any unused deposit must be refunded to the requestor.

When copying is completed, the agency can require the payment of the remainder of the copying charges before providing the records. For example, a requestor makes a request for records that comprise one box of paper documents. The requestor selects the entire box for copying. The agency estimates that the box contains three thousand pages of records. The agency charges ((ten)) fifteen cents per page so the cost

would be three hundred fifty dollars. The agency obtains a ten percent deposit of (~~(thirty)~~) thirty-five dollars and then begins to copy the records. The total number of pages turns out to be two thousand nine hundred so the total cost is two hundred ninety dollars. The (~~(thirty)~~) thirty-five dollar deposit is credited to the two hundred ninety dollars. The agency requires payment of the remaining (~~(two hundred sixty dollars)~~) amount before providing the records to the requestor.

(2) **Copying charges for each installment.** If an agency provides records in installments, the agency may charge and collect all applicable copying fees (not just the ten percent deposit) for each installment, unless the agency is assessing a two-dollar flat fee. RCW (~~(42.17.300/)~~) 42.56.120. The agency may agree to provide an installment without first receiving payment for that installment.

((Note: *See RCW 42.17.300/42.56.120 (ten percent deposit for "a request").))

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-07006, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-080 Review of denials of public records. (1) Petition for internal administrative review of denial of access. Any person who

objects to the initial denial or partial denial of a records request may petition in writing (including email) to the public records officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer or designee denying the request.

(2) **Consideration of petition for review.** The public records officer shall promptly provide the petition and any other relevant information to (public records officer's supervisor or other agency official designated by the agency to conduct the review). That person will immediately consider the petition and either affirm or reverse the denial within two business days following the (agency's) receipt of the petition, or within such other time as (name of agency) and the requestor mutually agree to.

(3) **(Applicable to state agencies only.) Review by the attorney general's office.** Pursuant to RCW ((~~42.17.325~~)) 42.56.530, if the (name of state agency) denies a requestor access to public records because it claims the record is exempt in whole or in part from disclosure, the requestor may request the attorney general's office to review the matter. The attorney general has adopted rules on such requests in WAC 44-06-160.

(4) **Judicial review.** Any person may obtain court review of denials of public records requests pursuant to RCW ((42.17.340/)) 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-080, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-08001 Agency internal procedure for review of denials of requests. The act requires an agency to "establish mechanisms for the most prompt possible review of decisions denying" records requests. RCW ((42.17.320/)) 42.56.520. An agency internal review of a denial need not be elaborate. It could be reviewed by the public records officer's supervisor, or other person designated by the agency. The act deems agency review to be complete two business days after the initial denial, after which the requestor may obtain judicial review. Large requests or requests involving many redactions may take longer than two business days for the agency to review. In such a case, the requestor could agree to a longer internal review period.

Requestors are encouraged to use such internal review procedures.

The procedures give the requestor an opportunity to communicate his/her issues with respect to the request, give the agency a chance to do a "second look," and may result in release of additional records or other favorable outcomes at no cost to the requestor.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-08001, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-08002 Attorney general's office review of denials by state agencies. The attorney general's office is authorized to review a state agency's claim of exemption and provide a written opinion. RCW (~~(42.17.325)~~) 42.56.530. This only applies to state agencies and a claim of exemption. See WAC 44-06-160. A requestor may initiate such a review by sending a request for review to Public Records Review, Office of the Attorney General, P.O. Box 40100, Olympia, Washington 98504-0100 or publicrecords@atg.wa.gov.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-08002, filed 1/31/06, effective 3/3/06.]

AMENDATORY SECTION (Amending WSR 06-04-079, filed 1/31/06, effective 3/3/06)

WAC 44-14-08004 Judicial review. ((1) Seeking judicial review.

~~The act provides that an agency's decision to deny a request is final for purposes of judicial review two business days after the initial denial of the request. RCW 42.17.320/42.56.520.¹ Therefore, the statute allows a requestor to seek judicial review two business days after the initial denial whether or not he or she has exhausted the internal agency review process.² An agency should not have an internal review process that implies that a requestor cannot seek judicial review until internal reviews are complete because RCW 42.17.320/42.56.520 allows judicial review two business days after the initial denial.~~

~~The act provides a speedy remedy for a requestor to obtain a court hearing on whether the agency has violated the act. RCW 42.17.340 (1) and (2)/42.56.550 (1) and (2). The purpose of the quick judicial procedure is to allow requestors to expeditiously find out if they are entitled to obtain public records.³ To speed up the court process, a public records case may be decided merely on the "motion" of a requestor and "solely on affidavits." RCW 42.17.340 (1) and (3)/42.56.550 (1) and (3).~~

~~(2) **Statute of limitations.** The statute of limitations for an action under the act is one year after the agency's claim of exemption or the last production of a record on a partial or installment basis. RCW 42.17.340(6)/42.56.550(6).~~

~~(3) **Procedure.** To initiate court review of a public records case, a requester can file a "motion to show cause" which directs the agency to appear before the court and show any cause why the agency did not violate the act. RCW 42.17.340 (1) and (2)/42.56.550 (1) and (2).⁴ The case must be filed in the superior court in the county in which the record is maintained. RCW 42.17.340 (1) and (2)/42.56.550 (1) and (2). In a case against a county, the case may be filed in the superior court of that county, or in the superior court of either of the two nearest adjoining counties. RCW 42.17.340(5)/42.56.550(5). The show-cause procedure is designed so that a nonattorney requester can obtain judicial review himself or herself without hiring an attorney. A requester can file a motion for summary judgment to adjudicate the case.⁵ However, most cases are decided on a motion to show cause.⁶~~

~~(4) **Burden of proof.** The burden is on an agency to demonstrate that it complied with the act. RCW 42.17.340 (1) and (2)/42.56.550 (1) and (2).~~

~~(5) **Types of cases subject to judicial review.** The act provides three mechanisms for court review of a public records dispute.~~

~~(a) **Denial of record.** The first kind of judicial review is when a requestor's request has been denied by an agency. RCW 42.17.340(1)/42.56.550(1). This is the most common kind of case.~~

~~(b) **"Reasonable estimate."** The second form of judicial review is when a requestor challenges an agency's "reasonable estimate" of the time to provide a full response. RCW 42.17.340(2)/42.56.550(2).~~

~~(c) **Injunctive action to prevent disclosure.** The third mechanism of judicial review is an injunctive action to restrain the disclosure of public records. RCW 42.17.330/42.56.540. An action under this statute can be initiated by the agency, a person named in the disputed record, or a person to whom the record "specifically pertains." The party seeking to prevent disclosure has the burden of proving the record is exempt from disclosure.⁷ The party seeking to prevent disclosure must prove both the necessary elements of an injunction and that a specific exemption prevents disclosure.⁸~~

~~(6) **"In camera" review by court.** The act authorizes a court to review withheld records or portions of records "in camera." RCW 42.17.340(3)/42.56.550(3). "In camera" means a confidential review by the judge alone in his or her chambers. Courts are encouraged to con-~~

~~duct an in camera review because it is often the only way to determine if an exemption has been properly claimed.⁹~~

~~An agency should prepare an in camera index of each withheld record or portion of a record to assist the judge's in camera review. This is a second index, in addition to a withholding index provided to the requestor. The in camera index should number each withheld record or redacted portion of the record, provide the unredacted record or portion to the judge with a reference to the index number, and provide a brief explanation of each claimed exemption corresponding to the numbering system. The agency's brief explanation should not be as detailed as a legal brief because the opposing party will not have an opportunity to review it and respond. The agency's legal briefing should be done in the normal course of pleadings, with the opposing party having an opportunity to respond.~~

~~The in camera index and disputed records or unredacted portions of records should be filed under seal. The judge should explain his or her ruling on each withheld record or redacted portion by referring to the numbering system in the in camera index. If the trial court's decision is appealed, the in camera index and its attachments should be made part of the record on appeal and filed under seal in the appellate court.~~

~~(7) Attorneys' fees, costs, and penalties to prevailing requester. The act requires an agency to pay a prevailing requester's reasonable attorneys' fees, costs, and a daily penalty. RCW 42.17.340(4)/42.56.550(4). Only a requester can be awarded attorneys' fees, costs, or a daily penalty under the act; an agency or a third party resisting disclosure cannot.¹⁰~~

~~A requester is the "prevailing" party when he or she obtains a judgment in his or her favor, the suit was reasonably necessary to obtain the record, or a wrongfully withheld record was provided for another reason.¹¹ In an injunctive action under RCW 42.17.330/42.56.540, the prevailing requester cannot be awarded attorneys' fees, costs, or a daily penalty against an agency if the agency took the position that the record was subject to disclosure.¹²~~

~~The purpose of the act's attorneys' fees, costs, and daily penalty provisions is to reimburse the requester for vindicating the public's right to obtain public records, to make it financially feasible for requestors to do so, and to deter agencies from improperly withholding records.¹³ However, a court is only authorized to award "reasonable" attorneys' fees. RCW 42.17.340(4)/42.56.550(4). A court has discretion to award attorneys' fees based on an assessment of reasona-~~

~~ble hourly rates and which work was necessary to obtain the favorable result.¹⁴~~

~~The award of "costs" under the act is for all of a requestor's nonattorney-fee costs and is broader than the court costs awarded to prevailing parties in other kinds of cases.¹⁵~~

~~A daily penalty of between five dollars to one hundred dollars must be awarded to a prevailing requestor, regardless of an agency's "good faith."¹⁶ An agency's "bad faith" can warrant a penalty on the higher end of this scale.¹⁷ The penalty is per day, not per record per day.¹⁸~~

Notes:

¹⁴*Progressive Animal Welfare Soc'y v. Univ. of Wash.*, 125 Wn.2d 243, 253, 884 P.2d 592 (1994) ("PAWS II") (RCW 42.17.320/42.56.520 "provides that, regardless of internal review, initial decisions become final for purposes of judicial review after two business days.").

¹⁵See, e.g., WAC 44-06-120 (attorney general's office internal review procedure specifying that review is final when the agency renders a decision on the appeal, or the close of the second business day after it receives the appeal, "whichever occurs first").

¹⁶*Spokane Research & Def. Fund v. City of Spokane*, 121 Wn. App. 584, 591, 89 P.3d 319 (2004), *reversed on other grounds*, 155 Wn.2d 89, 117 P.3d 1117 (2005) ("The purpose of the PDA is to ensure speedy disclosure of public records. The statute sets forth a simple procedure to achieve this.").

¹⁷See generally *Spokane Research & Def. Fund v. City of Spokane*, 155 Wn.2d 89, 117 P.3d 1117 (2005).

¹⁸*Id.* at 106.

¹⁹*Wood v. Thurston County*, 117 Wn. App. 22, 27, 68 P.3d 1084 (2003).

²⁰*Confederated Tribes of the Chehalis Reservation v. Johnson*, 135 Wn.2d 735, 744, 958 P.2d 260 (1998).

²¹*PAWS II*, 125 Wn.2d at 257-58.

²²*Spokane Research & Def. Fund v. City of Spokane*, 96 Wn. App. 568, 577 & 588, 983 P.2d 676 (1999), *review denied*, 140 Wn.2d 1001, 999 P.2d 1259 (2000).

²³RCW 42.17.340(4)/42.56.550(4) (providing award only for "person" prevailing against "agency"); *Tiberino v. Spokane County Prosecutor*, 103 Wn. App. 680, 691-92, 13 P.3d 1104 (2000) (third party resisting disclosure not entitled to award).

²⁴*Violante v. King County Fire Dist. No. 20*, 114 Wn. App. 565, 571, 59 P.3d 109 (2002); *Spokane Research & Def. Fund v. City of Spokane*, 155 Wn.2d 89, 104, 117 P.3d 1117 (2005).

²⁵*Confederated Tribes*, 135 Wn.2d at 757.

²⁶*Am. Civil Liberties Union v. Blaine Sch. Dist. No. 503*, 95 Wn. App. 106, 115, 975 P.2d 536 (1999) ("ACLU II") ("permitting a liberal recovery of costs is consistent with the policy behind the act by making it financially feasible for private citizens to enforce the public's right to access to public records.").

²⁷*Id.* at 118.

²⁸*Id.* at 115.

²⁹*American Civil Liberties Union v. Blaine School Dist. No. 503*, 86 Wn. App. 688, 698-99, 937 P.2d 1176 (1997) ("ACLU I").

³⁰*Id.*

³¹*Yousoufian v. Office of Ron Sims*, 152 Wn.2d 421, 436, 98 P.3d 463 (2004).))

A full discussion of judicial review is not provided in these comments. RCW 42.56.550 provides for judicial review, including possible penalty awards, and awards of attorneys' fees and costs. RCW 42.56.540 provides for court actions for injunctions from disclosure. For a

brief discussion about judicial review, see

<http://www.atg.wa.gov/open-government-resource-manual>.

[Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, §
44-14-08004, filed 1/31/06, effective 3/3/06.]

REPEALER

The following section of the Washington Administrative Code is
repealed:

WAC 44-14-07003 Charges for electronic records.

PUBLIC RECORDS ACT POLICY

CITY OF COLLEGE PLACE

PURPOSE AND SCOPE.

The City is required by the Public Records Act (PRA or the Act), Chapter 42.56 RCW, to adopt and enforce reasonable rules and regulations to provide full public access to Public Records. This policy complies with the requirements of the PRA by providing for straight-forward, predictable practices for responding to and fulfilling requests for disclosure of Public Records in a manner consistent with the PRA.

This policy includes both statutory requirements and best practices. Except where these provisions are mandated by statute, any duties identified in this policy are discretionary and advisory only and shall not impose any affirmative duty on the City, nor shall create any benefit to any person or groups of people. The City reserves the right to apply, interpret, modify, or suspend this policy at any time.

This policy shall be available at City hall, the police department and posted on the City's website.

POLICY

It is the policy of the City of College Place, (City) to release records of the City in compliance with the Public Records Act and any other applicable provisions of federal or state law.

1. Public Records Request

- a. Public Records Officer - The City Clerk shall serve as the Public Records Officer (PRO) of the City. All requests must be facilitated by the PRO unless the PRO has delegated the request to a specific staff member. Individuals submitting PRA requests (Requestors) may contract the PRO, via first class mail addressed to the PRO at City Hall, by phone at 509-529-1200, by fax at 509-XXX-XXX, via email at clerk@cpwa.us, or preferably via the Public Records Portal on the City's website at <https://cityofcollegeplacewa.nextrequest.com/>
- b. The Public Records Officer shall:
 - i. Be responsible for implementing the City's process regarding disclosure of Public Records;
 - ii. Serve as the principal contact point with any Requestor who has made a records request to the City, unless the PRO has delegated these responsibilities to a specific staff member;

- iii. Coordinate City staff in this regard, generally ensuring the compliance of the staff with Public Records disclosure requirements;
- iv. Make the final decision in cooperation with a legal advisor regarding disclosure and application of exemptions;
- v. Maintain the agency's indices, if any;
- vi. Maintain a log of Public Records requests;
- vii. Undergo training required of Public Records Officers by Washington State law; and
- viii. Administer training requirements for City staff and elected officials.

2. How to Make a PRA Request

- a. Public Records may be inspected, or copies of Public Records may be obtained by the public at the City Hall or the Police Department upon compliance with the following procedures:
 - i. All requests must be facilitated by the Public Records Officer. The City encourages that all requests be made through the online records portal located on the City website. Additionally, requests may be mailed, emailed, faxed, or delivered in person to City Hall or the Police Department. In-person requests must be made during regular business hours. The request should include the following information:
 - 1) An indication that the request is being made for access to a Public Record pursuant to the PRA;
 - 2) Requestor's name, address, and convenient means of contact, such as email address, phone number, etc.;
 - 3) Date of the request;
 - 4) Description of the Public Record requested including sufficient details to allow the City to identify responsive records;
 - 5) Whether the Requestor wants to inspect records or wants copies. If the Requestor wants copies, the Requestor should indicate if they want the copies mailed, emailed, or if they want to pick them up;

6) Requests for body worn camera recordings must contain the following:

- a) Name of a person or persons involved in the incident;
- b) Incident/Report or case number;
- c) Date, time, and location of the incident or incidents; or
- d) Name and/or badge number of the law enforcement officer or personnel involved in the incident(s); and
- e) If the Requestor requests waiver of costs for redacting, altering, distorting, pixelating, suppressing, or otherwise obscuring any portion of a body worn camera record pursuant to RCW 42.56.240(14)(e), the Requestor must identify him/herself/theirself.

- ii. Washington state Courts have recognized that oral requests for Public Records can be problematic and therefore Requestors are strongly encouraged to make written requests using the Records Portal. When a records request is made orally, the PRO shall document the request by creating a request in the online Records Portal and if an email address is provided a confirmation will be sent to the Requestor. Any oral request must be made during regular business hours.
- iii. It is the Requestor's obligation to provide the City with fair notice that a PRA request has been made.

3. Procedure for Response to Request

- a. Initial Five-Day Response. The City shall respond promptly to PRA requests. Within five (5) business days of receiving a Records Request, the City shall acknowledge receipt of the request and take one or more of the following actions:
 - i. Provide the records or provide notice that the records are available. If the record requested is available on the City's website, the response may include a specific link to the document;
 - ii. Seek clarification or refinement of the request if needed to identify the record requested and provide to the greatest extent possible a reasonable estimate of the time the City will require to respond to the request if the request is not clarified;
 - iii. Indicate any responsive records are exempt from disclosure and provide an exemption log of the withheld records;

- iv. Provide a reasonable estimate of when the request can be fulfilled. For large requests that will be filled in installments, the response will also indicate when the first installment will be made. When providing a reasonable estimate of time required to fulfill a Public Records request, the PRO may take into account the time required to refine or clarify a request, locate or retrieve requested records, redact or withhold exempt records and create associated documentation, consult with appropriate staff or legal advisor regarding potential exemptions, and notify third parties or other agencies of requests for records of a sensitive nature consistent with the provisions of RCW 42.56.540; or
- v. Deny the request, if authorized by the PRA.

Note that in calculating five (5) business days, the following are not counted: The day the agency receives the request, Saturdays, Sundays and holidays.

- b. Large Requests. When receiving a request that appears to be broad in nature, the Public Records Officer may request clarification from the Requestor to ensure the appropriate records are identified and to determine if the request can be narrowed. Clarification shall focus on information needed to identify responsive records. Any information provided about the purpose of the request shall not be used as a basis for denying the request.

When appropriate, as part of the clarification process, the PRO may work with the Requestor to find ways to narrow the request. When a Requestor agrees to narrow a request, nothing prevents the Requestor from later expanding the request back to its original scope. When a records request is for a large volume of records, the City may elect to provide records on an installment basis. If a Requestor does not review, claim, or pay for the records requested within thirty (30) days of being made available, the City may deem the request abandoned and stop fulfilling the remainder of the request. See Section 7(e) of this Policy.

- c. Requests for "All Records." A Public Records request must be for identifiable records. A request for all or substantially all City records is not a valid request for identifiable records.
- d. Requests for List of Names. The PRA prohibits the City from producing a list of names to a Requestor who intends to use the list for commercial purposes. When a Requestor requests a list of names, the Requestor must explain the intended use of the list and will be asked to sign a declaration providing that the list will not be used for commercial purposes.
- e. Bot Requests. The City may deny a Bot Request that is one of multiple requests from the Requestor to the City within a twenty-four (24) hour period if it is

established that responding to the request would cause excessive interference with other essential functions. "Bot request" means a request for Public Records that an agency reasonably believes was automatically generated by a computer program or script.

- f. Multiple Requests by the same party. When the same requestor simultaneously submits separate requests or makes one or more additional requests when previous are open, staff may queue the requests in the order in which they are received. Staff is not required to work on additional requests until the initial requests are completed and closed. Requestors are responsible for informing the Public Records Officer if they want to reprioritize the fulfillment of their requests.
- g. Notice to Third Parties. If a Public Record contains personal information that identifies an individual or organization other than the subject of the requested Public Record, the City may notify that individual or organization to allow the third party to seek relief pursuant to RCW 42.56.540. If the City intends on issuing notice, pursuant to RCW 42.563.540, the PRO and/or the City's legal counsel should be consulted. The City may take this into account when providing an estimate for when the records will be available. The City should but is not required to review contracts with third parties to determine if the third-party requests notification prior to disclosure of the contract to a third-party. Nothing in this policy is intended to create any right to such notice.

If a request seeks information located exclusively in an employee's personnel, payroll, supervisor, or training file, the City must provide notice to the employee, to any union representing the employee, and to the Requestor. The notice must state:

- i. Date of the request;
 - ii. Nature of the requested record relating to the employee;
 - iii. That the City will release any information in the record not exempt from disclosure at least ten days from the date the notice is made; and
 - iv. That the employee may seek to enjoin release of the records under RCW 42.56.540.
- h. Creating Records. A PRA request only applies to records that exist at the time of the request. The PRA does not apply to requests for information or require the City to create a new record. Requestors cannot make "standing" PRA requests.

A request for information, contained in electronic databases, may be considered a valid request for records, if the information can be reasonably extracted to produce a record that is fully or partially responsive to the request.

- i. Later discovered documents. If, after the PRO has informed the Requestor that they have provided all available records, the PRO becomes aware of additional responsive documents existing at the time of the request that had not been provided previously, they will promptly inform the Requestor of the additional documents and provide them on an expedited basis.
- j. Requests for Metadata. Requests for emails shall, when possible, include metadata. For PRA request will specifically include a request metadata associated with Public Records the PRO and staff shall work with City IT to identify, gather, and produce the requested metadata.

4. City Actions After a Request is Received

- a. Order of Response. Fulfillment of requests shall be processed in the order that provides the timeliest response. Requests may be fulfilled in the order of receipt as long as easily fulfilled requests are not postponed behind larger or more complicated requests strictly because they were received later.
- b. Locating Responsive Records. After receiving a request, the PRO shall identify locations and City Departments where records are reasonably likely to be located. The PRO will then notify the appropriate department heads and other City staff of the request and inform them of the need to retain all potentially responsive records. The PRO will then coordinate with the department heads and other City staff to respond to the request, as needed.

City staff and officials will be prompt in searching for responsive records and providing them to the PRO in accordance with the timeline established by the PRO and providing documentation of their search efforts. If City employees or officials are using home computers, personal devices, or personal accounts to conduct City business, the employees or officials shall promptly produce the devices and accounts to the City's IT department to be searched for responsive records. This shall apply when those devices and accounts are reasonably likely to contain responsive records. If the City's contractors performing City work have responsive Public Records as a consequence of the contract, they should also be notified of the records request. If department heads or other staff cannot provide the records by the date established by the PRO, a reasonable estimate of how long it will take to provide the records must be provided to the PRO.

- c. Identifying Potentially Exempt Records. The PRO is responsible for identifying records that are potentially exempt or contain potentially exempt information for all departments. The PRO or department designee may work with a legal advisor to determine if any exemption applies.

5. Exemptions

- a. Exemptions. The PRA and other statutes exempt from or prohibit disclosure of certain Public Records. It is the policy of the City to provide prompt and helpful access to all Public Records in the City's custody that are not exempt or prohibited from disclosure. Requested records may only be withheld or redacted consistent with the law, which shall be documented for the Requestor in accordance with the requirements of RCW 42.56.210.

Some Public Records that are otherwise subject to disclosure may contain specific content that is exempt from disclosure. The presence of exempt information does not necessarily exempt an entire record from disclosure. Exempt portions of an otherwise disclosable record shall be 61Paged redacted prior to inspection or copying, and such redactions shall be documented. The Requestor shall be notified of the redaction in accordance with the requirements of RCW 42.56.210.

Appendix A contains a list of common statutory exemptions and prohibitions that are not included in RCW Chapter 42.56. However, note that this list is not exhaustive. Any questions about exemptions should be directed to the PRA and/or the City's legal counsel. The City reserves the right to assert any exemptions permitted by law when the City determines nondisclosure serves the public interest and is not limited to the exemptions listed in Appendix A.

- b. Withholding Logs and Redaction Logs. When records are withheld or redacted, the Requestor shall be informed in writing the statutory citation for the exemption and a brief explanation of how the exemption applies. For withheld records, the City will also provide basic identifying information for each withheld record including the type of record, the date the record was created, the author, and recipients, if any.

6. Charges for Copying Public Records

- a. The fees set forth in this section are default fees set pursuant to RCW 42.56.120. The City finds that calculating the actual cost of providing Public Records would be unduly burdensome given the limited staff resources and funding to dedicate to a comprehensive study to determine actual copying costs and that conducting such a study would interfere with the City's other essential agency functions.
 - i. No fee shall be charged for the inspection of Public Records.
 - ii. No fee shall be charged for a records request that would not exceed a total cost of \$ 1.00.

b. Copies. (See current City Fee Schedule)

- i. A customized service charge if the City estimates that the request would require the use of information technology expertise to prepare data compilations or provide customized electronic access services when such compilations or customized access services are not used for any other City purposes. The customized service charge may reimburse the City up to the actual cost of providing the services; and
 - ii. Redaction costs for the production of body worn camera recordings, including the actual cost of redaction software technology and the PRO's time spent on redaction of the records. However, such time spent shall not count towards the City's allocation of, or limitation on, time or costs spent responding to public records requests, as established pursuant to any local ordinance, policy, procedure, or state law.
- c. Deposits. Before copying any record, the City may require a deposit up to 10% of the estimated costs. When records are being produced on an installment basis, the City may charge for each installment. The decision not to request a deposit shall not serve to waive the City's right to request a deposit for future requests. If an installment is not claimed and paid for within thirty (30) days of having been notified the records are available or if the Requestor has not contacted the PRO within this thirty (30) day period to make arrangements to pay for the records outside of this thirty (30) day period, the City is not obligated to fulfill the balance of the records request.
- d. Copies of Electronic Records. Records available in electronic format that do not require redaction may be provided in native format unless the Requestor specifically asks that they be provided in paper or other form. Electronic records that require redaction usually cannot be produced in a native format and will be converted to paper or PDF. When requested and deemed feasible, electronic records may be converted from one format to another provided such conversion is not unduly burdensome.

7. Providing Copies or Inspection of Records

- a. Notice. Once the PRO has collected all responsive records (or the first installment if the records are being produced on an installment basis), has reviewed the responsive records to remove exempt records, and has prepared an exemption log, the PRO shall notify the Requestor that the records are available.
- b. Response by Requestor. If the Requestor does not contact the PRO to arrange for payment of the copies or for review of the records within thirty (30) days after the

date of the notice, the City may consider the Records Request abandoned and close the request, unless the Requestor seeks an additional amount of time within thirty (30) days to review the records. See Section 7(e) (Closing the File)

- c. Protection of Records. In order for Public Records to be protected from damage or disorganization as required by the Act, the following procedures and practices are hereby instituted:
 - i. No Public Records shall be removed from City Hall without the PRO's permission;
 - ii. Inspection of any Public Records shall be conducted in the presence of the PRO or designated staff
 - iii. No Public Record may be marked, defaced, torn, damaged, destroyed, unreasonably disorganized or removed from its proper location or order by a member of the public;
 - iv. Public Records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by City staff; and
 - v. Public Records of the City may be copied only on the copying machines of the City unless other arrangements are made by the PRO.
 - d. Loss of Right to Inspect. Inspection shall be denied, and the records withdrawn by the PRO if the Requestor, when reviewing records, acts in a manner which will damage or substantially disorganize the records or interfere excessively with other essential functions of the City.
 - e. Closing the File. Once all copies of requested records have been provided to the Requestor, the Requestor has inspected the requested records, or thirty (30) days have passed since the Requestor was notified that the records were available and the Requestor has failed to claim, review, or pay for the records, the PRO shall close the request. Upon closing the request, the PRO should provide a closing letter stating the scope of the request and memorializing the outcome of the request.
8. Administrative Review of Denial. A Requestor may ask for review of a decision to withhold or redact exempt records by submitting a written petition to the PRO that includes a copy of the redaction or exemption log or detailed description of the City's statement of withholding. The request for review and any relevant information shall be forwarded immediately to the City's Public Records Attorney, who shall consider the

petition and either reverse or affirm the denial within two days of the City's receipt of the petition.

The City and the Requestor may mutually agree to a longer period of time for consideration of a petition for review. If the withholding or redaction is affirmed, the decision shall be considered the City's final action for the purposes of judicial review. If the decision to withhold or redact is reversed, the PRO shall proceed to make the subject records available to the Requestor for inspection in accordance with the provisions of this policy and procedure.

9. Index of Public Records. For the reasons stated in Resolution 2004-16, incorporated herein by reference, the City finds that it would be unduly burdensome and would interfere with City operations to maintain an index of records. The City will make available for public disclosure all indices which may at a future time be developed for City use.
10. Disclaimer of Liability. Neither the City nor any officer, employee, official or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of Public Records if the person releasing the records acted in good faith in attempting to comply with this policy.

This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as "shall," nothing in this policy is intended to impose mandatory duties on the City beyond those imposed by state and federal law.

APPENDIX

EXCEPTIONS AND EXEMPTIONS

DRAFT

CHAPTER 2.10 - PUBLIC RECORDS

2.10.010 - Purpose.

The purpose of this chapter is to comply with the applicable requirements of the Washington state Public Records Act, Chapter 42.56 RCW

2.10.020 – Designation of Public Records Officer.

The City Clerk shall be the City's Public Records Officer for purposes of the Public Records Act.

2.10.030 – Public Records Policy

The City, by Resolution of City Council, shall establish a City Policy governing Public Records, to include all elements mandatory pursuant to the state Public Records Act, which shall govern requests for access to or copies of public records and the City's response thereto.

2.10.040 – Severability

Should any portion of this chapter be void, voided or held to be unlawful or unconstitutional, all remaining portions of this chapter shall remain in full force and effect.

2.10.050 – No individual or third-party duty or benefit

This chapter does not create any a special relationship between the City and any individual or group of individuals, does not create third-party benefit or duty to any third-party and only conveys benefit to the public as a whole.

Hazard Mitigation Plan Project

Name	Department	Reason
Establish Information Technology Room	Administration	Earthquake
City Hall Upgrade	Administration	Earthquake, Flood, Emergency Operations Center
Replacement Police Department	Police	Earthquake
Fire Station Renovation	Fire	Earthquake
Elevated Water Tank #1 Seismic Retrofit and Upgrade	Public Works	Earthquake
Well #3 Generator	Public Works	Storms
Well #7	Public Works	Storms
Reservoir #4	Public Works	Storms/Wildfire
Public Works Yard Replacement	Public Works	Earthquake/Flooding/All
Outfall Replacements	Public Works	Flooding
Drywell Installations	Public Works	Flooding
SE 12th Street (College to Myra)	Public Works	Flooding/Earthquake/Wildfire

Aquifer Storage and Recovery Feasibility Study (Long Range)	Public Works	Drought
Irrigation System (Class A) Upgrade at WWTP (Long Range)	Public Works	Drought

Wastewater Treatment Plant Solids (Midterm)	Public Works	Flooding/Drought/Wildfire
West Whitman Drive (Academy Way west to City Limits)	Public Works	Flooding/Earthquake/Wildfire
Total		

ts - FY 2024 to 2030

Rationale	Cost
Need temperature controlled, fanned room for Information Technology infrastructure in City Hall room. Upgrade security.	\$ 960,000.00
Addition of about 3,000 sq ft for staffing. Replace electrical generator. Seismically retrofit building. HVAC Replacement.	\$ 3,000,000.00
New one with proper security and resilience is needed. Existing one is former apartment building. Wildlife, flood, natural disaster risk.	\$ 15,000,000.00
Upgrade Fire Department so its resilient against natural disaster. Upgrade cooling tower, heat exchanger, lighting, boiler	\$ 1,532,720.16
Tank dates from 1947. Needs cross bracing and additional stabilization concerns.	\$ 3,049,361.01
Most reliable drinking water well lacks electricity generator.	\$ 373,680.00
Additional well needed so that way disparate parts of the City have wells and we are able to provide resiliency in our system.	\$ 4,036,000.00
Addition of 1 million gallon water storage tank to help with water supplies and resiliency.	\$ 2,899,000.00
PW Yard has a creek running through it and is at low point. Was formerly chicken coops. Need to be relocated and upgraded.	\$ 9,000,000.00
Reconstruct outfalls to correctly pass through stormwater and filter it. Garrison Creek, Stone Creek, and Military Springs Watersheds.	\$ 2,000,000.00
Install drywells in flood prone areas surrounded by Date, Academy, 11th, and Rose.	\$ 1,998,600.00
Reconstruct SE 12th so it is in appropriate condition since it is a designated evacuation route. Includes utilities underneath so it isnt compromised.	\$ 8,054,050.75

If you ever get into a pinch with declining aquifers, it might make sense to take water from the Walla Walla system in the winter and inject into your existing groundwater wells in the wintertime for underground storage - and then you can pump it out in the summer. This of course requires you to purchase the water from Walla Walla and they would have to agree to sell it to you. Generally speaking, Walla Walla should have an abundance of water in the winter. Maybe the political issues would kill this. But declining aquifers are a potential concern and this seems like something this sort of funding might pay for. Definitely a long-range look.	\$ 1,000,000.00
If we move forward with upgrades at the WWTP to produce Class A Reuse effluent to send to Gardena - that water could someday be used to irrigate areas in the City instead (depending on if any agreement with Gardena has a sunset). This would require building a second water distribution system to convey the water where it is needed. The benefit of this is reducing demand on the potable water system - but this would be a very expensive project to build a completely new distribution piping system and storage reservoir. However, if aquifers decline, this might become more attractive in order to reduce demand on potable water system.	\$ 100,000,000.00

City currently dewateres solids and stores on drying pad where they are annually hauled off and land applied. This is a large source of odors and pending regulations may make land application of biosolids less feasible in the future. At the very least, adding a cover for the biosolids storage area to prevent re-wetting of the dried solids would be a good idea to minimize odors and reduce haul cost for disposal. Even better would be adding some further treatment/processing (digestion) to reduce odors and potentially create Class A solids that can be used as fertilizer.

\$ 20,000,000.00

Reconstruct West Whitman Drive so it is fully in appropriate condition since it is a designated evacuation route.

\$ 1,048,616.70

\$ 173,952,028.62

WALLA WALLA COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN (HMP)

September 25, 2018
(Version 2.0 with 2020 Revisions)



Adopted by the Walla Walla County Board of Commissioners
on September 25, 2018

Prepared For:
Walla Walla County
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https://www.co.walla-walla.wa.us/residents/emergency_management/index.php

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FUNDING ACKNOWLEDGEMENT:

Grant funding for this plan was provided by through the DHS/FEMA Hazard Mitigation Grant Program.

Foreword

"Hazard mitigation is any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazards. Mitigation activities may be implemented prior to, during, or after an incident. However, it has been demonstrated that hazard mitigation is most effective when based on an inclusive, comprehensive, long-term plan that is developed before a disaster occurs."¹

This **Walla Walla County, Washington: Multi-Jurisdictional Hazard Mitigation Plan** (HMP) has been updated from the 2010 version in 2018 by the Walla Walla County HMP Planning Team and satisfies the requirements for a local multi-jurisdictional hazard mitigation plan and flood mitigation plan as described in 44 CFR Part 201.6 and 79.6.

Adopting Jurisdictions:

Walla Walla County Commissioners

Absent

James K. Johnson, Chair District 1

Date

Todd L. Kimball

Todd L. Kimball, Commissioner, District 2

8-20-18

Date

James L. Duncan

James L. Duncan, Commissioner, District 3

8-20-18

Date

Harvey R. Crowder

City of College Place

Mayor
Title

[Signature]

Signature

8-14-2018

Date

Steven Hummelinger

City of Prescott

Mayor
Title

Signature

08/29/18

Date

Marty Dunn

City of Waltsburg

Mayor
Title

Signature

9/18/18

Date

Barbara Clark

City of Walla Walla

Mayor
Title

Signature

8/27/18

Date

Wade Smith

Walla Walla Public School District

Superintendent
Title

[Signature]

Signature

8-2-18

Date

1 Federal Emergency Management Agency. "Local Multi-Hazard Mitigation Planning Guidance." July 1, 2008.

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Chapter 1. INTRODUCTION

This plan is an update of the 2010 Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan (HMP). Through the update process details of the plan have been updated and the organization of the document has been adapted for ease of use and to meet the most recent statutory requirements. An overall summary of updates is included at the end of this chapter in section 1.7.

1.1 BACKGROUND AND SCOPE

Each year in the United States, disasters take the lives of hundreds of people and injure thousands more. Nationwide, taxpayers pay billions of dollars annually to help communities, organizations, businesses, and individuals recover from disasters. These monies only partially reflect the true cost of disasters because additional expenses to insurance companies and nongovernmental organizations are not reimbursed by tax dollars. Many disasters are predictable, and much of the damage caused by these events can be alleviated or even eliminated.

Hazard mitigation is defined by FEMA as “any sustained action taken to reduce or eliminate long-term risk to human life and property from a hazard event.” The results of a three-year congressionally mandated independent study to assess future savings from mitigation activities provides evidence that mitigation activities are highly cost-effective. The study found that, on average, each dollar spent on mitigation saves society an average of \$4 in avoided losses (National Institute of Building Science Multi-Hazard Mitigation Council 2005).

Examples of hazard mitigation measures include, but are not limited to:

- Development of mitigation standards, regulations, policies, and programs
- Land use/zoning policies
- Strong building code and floodplain management regulations
- Dam safety program, seawalls, and levee systems
- Acquisition of flood prone and environmentally sensitive lands
- Retrofitting/hardening/elevating structures and critical facilities
- Relocation of structures, infrastructure, and facilities out of vulnerable areas
- Public awareness/education campaigns
- Improvement of warning and evacuation systems

Hazard mitigation planning is the process through which hazards that threaten communities are identified, likely impacts of those hazards are determined, mitigation goals are set, and appropriate strategies to lessen impacts are established, prioritized, and implemented. This plan documents the planning process employed by the Planning Team. The plan identifies relevant hazards and risks as well as sets forth a strategy to decrease vulnerability and increase resilient sustainability.

This plan was prepared pursuant to the requirements of the Disaster Mitigation Action of 2000 (DMA2K) and the implementing regulations set forth by the Interim Final Rule published in the Federal Register in February 2002, (44 CFR §201.6), hereafter, these requirements will be referred to collectively as the DMA2K. While the act emphasizes the need for mitigation plans, more coordinated mitigation planning,

and implementation efforts, they also establish requirements for hazard mitigation funding from the Robert T. Stafford Disaster Relief and Emergency Act.

Information in this plan will be used to help guide and coordinate mitigation activities and decisions for future land use. Proactive mitigation planning will help reduce the cost of disaster response and recovery to the community and its property owners by protecting structures, reducing exposure, and minimizing overall community impacts and disruption. This multi-jurisdictional plan geographically covers the participating communities and separate special jurisdictions identified within the boundaries of Walla Walla County (hereinafter referred to as the planning area).

1.2 PURPOSE

The purpose of the Walla Walla County Multi-jurisdictional Hazard Mitigation Plan (HMP) is to provide guidance for hazard mitigation within Walla Walla County. This plan was prepared to guide the efforts of hazard mitigation to better protect the people, property, community assets, and land in Walla Walla County from the impacts of natural hazards. This plan demonstrates Walla Walla County's commitment to reducing risks from natural hazards and serves as a decision-support tool for the direction of mitigation activities and resources. This plan update was conducted to meet all Disaster Mitigation Act (DMA) requirements for hazard mitigation planning provided in 44 CFR 201.6. Compliance with these requirements ensures that Walla Walla County is eligible for disaster assistance and grants through the Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended. Because Walla Walla County is vulnerable to many kinds of hazards, access to these programs is vital.

The Walla Walla County Planning Team is committed to mitigating disasters to reduce both vulnerability and damage. When the original HMP planning effort began in 2003, the Planning Team recognized that many issues are better resolved through the inclusion of multi-jurisdictional evaluation and planning processes at a regional level. The 2018 Planning Team reaffirmed this approach through their dedicated efforts throughout the 2018 update.

1.3 PLANNING PARTICIPANTS

The lead entity developing this plan was the Walla Walla County, Emergency Management Department. Invitations for participation were extended to cities, fire districts, schools, flood control districts and other potentially interested jurisdictions throughout the County. During the 2018 HMP update the County Emergency Management Department contacted a wide array of County stakeholders in an effort to conduct the most comprehensive effort possible. The following entities participated by contributing members to the Planning Team meetings.

- Walla Walla County
- City of Prescott
- City of Waitsburg
- City of College Place
- City of Walla Walla
- Mill Creek Flood Control Zone District (Administered by Walla Walla County Public Works)
- Walla Walla Public School District

- Whitman College
- Walla Walla Community College
- Walla Walla County Conservation District

Table 1. Specific Individuals from the Plan’s jurisdictions and other stakeholders and agencies who participated in the development and updates of the 2018 Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan.

Liz Jessee, Walla Walla County EMD	Michael Francis, U.S. Army Corps of Engineers
Patrick Purcell, Walla Walla County EMD	Jeff Stidham, U.S. Army Corps of Engineers
Marilyn Lohmann, National Weather Service	Rich Cannon, U.S. Army Corps of Engineers
William Herrington, American Red Cross	Susan Leathers, Providence St. Mary Medical Center
Dixie Ferguson, American Red Cross	Rob Grandstaff, Washington Old Fellows Home
Barbara Clark, City of Walla Walla Mayor	Mike Rizzitiello, City of College Place
Mori Struve, City of Walla Walla Public Works	David Winter, City of College Place Fire Department
Tony Garcia-Morales, Walla Walla County Public Works	Kate Moon, Regency at the Park
Steve Potter, City of Walla Walla Police Department	Harvey Crowder, College Place Mayor
Mike Kay, Walla Walla Public Schools District	Jim Johnson, Walla Walla County Commissioner
John Turner, Walla Walla County Sheriff	Fred Miller, Whitman College
Mark Corrao, Northwest Management, Inc	Randy Hinchliffe, City of Waitsburg
Jacquelyn Meier, Walla Walla Community College	Lisa Stearns, Walla Walla County Conservation District
Brad Morris, Walla Walla Fire Department	Renee Hadley, Walla Walla County Conservation District
Nabiel Shawa, City of Walla Walla	Jodi Ferguson, Walla Walla County Department of Community Health
Steve Heimbigner, City of Prescott	Mark Higgins, Walla Walla Public Schools
Alex Hammond, U.S. Army Corps of Engineers	Tom Glover, Walla Walla County Comprehensive Planning Dept.

Throughout the Plan update the Planning Team also reached out to state and federal agencies, private utility companies, and local citizen groups through two public presentations, paper and digital copies of the draft document at three local libraries and multiple social media posts through the Emergency Management Facebook page. These opportunities were designed to gather input from residents within each jurisdiction and the general public. They also worked to inform stakeholders of the website location for review and comment on the document as it progressed and presented the progress and meeting locations/times that could be attended. This helped ensure the County had the most current information regarding hazard risk and vulnerability as well as input for mitigation projects. A full list of coordination meetings with participants is included in Sections 3.1 and 3.2.

Recognizing there may be additional local agencies who would like to join the regional plan at a later date, the Planning Team worked with Washington State Military Department Emergency Management Division to develop a mechanism in the plan to allow a qualified agency to join the plan at any time. As an example, many Planning Team members contributed in the following ways:

- Providing facilities for meetings
- Attending and participating in planning meetings
- Collecting and providing requested data
- Managing administrative details

- Making decisions on plan process and content
- Identifying mitigation actions for the plan
- Reviewing and providing comments on plan drafts
- Informing the public, local officials, and interested parties about the planning processes and providing opportunity for them to comment on the plan
- Coordinating the final adoption of the plan

1.4 ASSURANCES

This plan was prepared to comply with the local Multi - Hazard Mitigation Plan requirements for Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation (PDM) eligibility is based on the Disaster Mitigation Act of 2000, which amended the Stafford Disaster Relief Act to promote an integrated, cost effective approach to mitigation. Local Multi - Hazard Mitigation Plans must meet the minimum requirements of the Stafford Act-Section 322, as outlined in the criteria contained in 44 CFR Part 201. The plan criteria cover the planning process, risk assessment, mitigation strategy, plan maintenance, and adoption requirements.

In order to be eligible for project funds under the Flood Mitigation Assistance (FMA) program, communities are required under 44 CFR Part 79.6(d)(1) to have a mitigation plan that addresses flood hazards. On October 31st, 2007, FEMA published amendments to the 44 Code of Federal Regulations (CFR) Part 201 at 72 Federal Reg. 61720 to incorporate mitigation planning requirements for the FMA program (44 CFR Part 201.6). The revised Local Mitigation Plan Review Crosswalk (October 2011) used by FEMA to evaluate local hazard mitigation plans is consistent with the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by Section 322 of the Disaster Mitigation Act of 2000, the National Flood Insurance Act of 1968, as amended by the National Flood Insurance Reform Act of 2004 and 44 Code of Federal Regulations (CFR) Part 201 – Mitigation planning, inclusive of all amendments through July 1, 2008². These documents were used as the official guidelines during development of this FEMA-compatible Walla Walla County HMP.

The adopting jurisdictions described in this update of the Walla Walla HMP assure they will continue to comply with all applicable Federal statutes and regulations in effect with respect to the periods for which it receives grant funding, in compliance with 44 CFR 13.11(c). This plan will be amended by the County's Planning Team whenever necessary to reflect changes in Federal laws and statutes as required in 44 CFR 133.11(d).

1.5 HAZARD ASSESSMENTS

A risk assessment was conducted during the 2010 plan update in the form of the Walla Walla County Hazard Identification and Vulnerability Analysis (HIVA). The HIVA provides an elementary review of available published material and relevant information needed for an evaluation of the risks posed by certain included hazards. It is not, nor is it intended to be, a rigorous or scientific analysis. Based on a review of the 2010 HIVA, the Planning Team focused their efforts on the following hazards: wildfire,

2 Federal Emergency Management Agency. "Local Multi-Hazard Mitigation Planning Guidance." July 1, 2008.

flooding, earthquakes, and severe storms. Volcanic Ash Fall was excluded because additional mitigation is not feasible or necessary, the probability of occurrence is very low, and the vulnerability is very low for Walla Walla County.

This regional HMP is the result of analyses, cooperation, collaboration, and assessment of hazard risks to reduce the potential threat to people, structures, infrastructure, and unique ecosystems in Walla Walla County, Washington. This document serves as the 5-year update of the 2010 Multi-Hazard Mitigation Plan under the Pre-Disaster Mitigation program and will be in effect until 2023. This update also includes the County's 2017 Mill Creek and Walla Walla County Community Wildfire Protection Plan update as a chapter within the main document.

The Planning Team responsible for implementing this project was led by the Walla Walla County Emergency Management Department Director and Coordinator with support and assistance from Northwest Management, Inc. of Moscow, Idaho and more than 40 individuals from throughout the County as jurisdictional representatives, agency representatives and state and federal bodies. A summary of the Phase I risk assessment used for the 2018 HMP update is described in the following Section while a list of the overarching agencies and organizations that participated in the planning process is included below. A specific list of all individuals who participated in the development of this HMP update are included in Table 1 on Page 3 of this document.

Walla Walla County Emergency Management Department

The National Weather Service

American Red Cross

City of Walla Walla

Walla Walla County Public Works

City of Walla Walla Police Department

Walla Walla County Sheriff's Office

Walla Walla Public School District

Walla Walla County Conservation District

U.S. Army Corps of Engineers

City of College Place

City of Waitsburg

Walla Walla Community College

Whitman College

PHASE I HAZARD ASSESSMENT

This HMP was developed in accordance with the requirements of the Federal Emergency Management Agency (FEMA) and Washington Bureau of Homeland Security for a county level pre-disaster mitigation plan. The State of Washington Hazard Mitigation Plan identifies numerous natural hazards affecting the State. In an effort to be consistent, the multi-jurisdictional Planning Team and members of the participating jurisdictions, agencies, and residents worked together to select four (4) natural hazards from the FEMA-endorsed list most applicable to Walla Walla County and also maintained the seven (7) anthropogenic hazards listed in the 2010 HMP that FEMA does not currently support within guidelines of the current HMP rules. The natural hazards addressed in this plan are:

- ✱ Flood
- ✱ Earthquake
- ✱ Severe Weather
- ✱ Wildland Fire

Additional hazards identified in the existing 2010 HMP and HIVA analysis are:

- ✱ Radiological Incident
- ✱ Dam Failure
- ✱ Civil Disturbance
- ✱ Hazardous Materials
- ✱ School Violence
- ✱ Terrorism
- ✱ Urban Fire

A Phase I Assessment was completed by the Planning Team with input from their stakeholders to determine the relative frequency of a hazard’s occurrence and the potential impact a hazard event could have on people, property, infrastructure, and the economy throughout the jurisdictions of Walla Walla County. A matrix system with hazard magnitude on the x-axis and frequency on the y-axis was used to visualize the ranking of each hazard. A scoring system was used to categorize the relative magnitude each hazard may have on the community. Frequency was rated as “High” for hazards occurring multiple times per year during a 5-year period, “Medium” for hazards occurring every 5 to 25 years, or “Low” for hazards occurring more than 25 years apart.³

This matrix was completed by all Planning Committee Team members and then circulated to any many residents and interested people within their jurisdiction as could be contacted via email, and jurisdictional meetings. Agencies and other interested stakeholders were also encouraged to participate in the matrix ranking of natural hazards by jurisdiction during the committee meetings and public outreach periods. The collective results from all assessments by jurisdiction were then aggregated by jurisdiction and presented in the specific chapters of this document. The Walla Walla County-wide matrix was an aggregation of all results and additional input from jurisdictional representatives during Planning Team meetings with regard to county-wide frequency and magnitude as shown in the following table.

³ Walla Walla County, Washington rankings. Scoring system partially adapted from the Custer County, Idaho Multi-Jurisdiction Hazard Mitigation Plan. 2008. Pp 165-168.

		Magnitude		
		Low	Medium	High
Frequency	Low	Volcanic Ash Fall Civil Disturbance	Terrorism Radiological Incident	Dam Failure
	Medium	School violence	Urban Fire	Earthquake Wildfire
	High		Severe Weather Flooding	

Figure 1. Magnitude and Frequency composite ranking of the Hazards in Walla Walla County from the 2010 HMP and the updated natural Hazards of the 2018 HMP.

Table 2. Value guidance table for estimating natural hazard impacts based on magnitude and frequency.

Magnitude of Hazards						
Value	Reconstruction Assistance From	Geography (Area) Affected	Expected Bodily Harm	Loss Estimate Range	Population Sheltering Required	Warning Lead Times
1	Family	Parcel	Little to No Injury / No Death	\$1000s	No Sheltering	Months
2	City	Block or Group of Parcels	Multiple Injuries with Little to No Medical Care / No Death	\$10,000s	Little Sheltering	Weeks
2	County	Section or Numerous Parcels	Major Medical Care Required / Minimal Death	\$100,000s	Sheltering Required Neighboring Counties Help	Days
4	State	Multiple Sections	Major Injuries / Requires Help from Outside County / A Few Deaths	\$1,000,000s	Long Term Sheltering Effort	Hours
8	Federal	Countywide	Massive Casualties / Catastrophic	\$10,000,000s	Relocation Required	Minutes

1.6 GOALS AND GUIDING PRINCIPLES

UPDATE AND REVIEW GUIDELINES⁴

- *Deadlines and Requirements for Regular Plan Reviews and Updates:* In order to apply for a FEMA Pre-Disaster Mitigation project grant, Tribal and local governments must have a FEMA-approved mitigation plan. Tribal and local governments must have a FEMA-approved mitigation plan in order to receive HMGP project funding for disasters declared on or after November 1, 2004. States and Tribes must have a FEMA-approved Standard or Enhanced Mitigation Plan in order to receive non-emergency Stafford Act assistance (i.e., Public Assistance Categories C-G, HMGP, and Fire Management Assistance Grants) for disasters declared on or after November 1, 2004. State mitigation plans must be reviewed and reapproved by FEMA every three (3) years. Local Mitigation Plans must be reviewed and reapproved by FEMA every five (5) years.
- *Plan updates.* In addition to the timelines referenced above, the Rule includes the following paragraphs that pertain directly to the update of State and local plans,
 - ✓ §201.3(b)(5) [FEMA Responsibilities] Conduct reviews, at least once every three (3) years, of State mitigation activities, plans, and programs to ensure that mitigation commitments are fulfilled....
 - ✓ §201.4(d) Review and updates. [State] Plan must be reviewed and revised to reflect changes in development, progress in statewide mitigation efforts, and changes in priorities and resubmitted for approval...every three (3) years.
 - ✓ §201.6(d) [Local] plans must be reviewed, revised if appropriate, and resubmitted for approval within five (5) years in order to continue to be eligible for project grant funding.

Plan updates must demonstrate that progress has been made in the past three years (for State plans), or in the past five years (for local plans), to fulfill commitments outlined in the previously approved plan. This involves a comprehensive review and evaluation of each section of the plan and a discussion of the results of evaluation and monitoring activities detailed in the Plan Maintenance section of the previously approved plan. FEMA will leave to State discretion, consistent with this plan update guidance, the documentation of progress made. Plan updates may validate the information in the previously approved plan or may involve a major plan rewrite. In any case, a plan update is NOT an annex to the previously approved plan; it must stand on its own as a complete and current plan.

The objective of combining these complementary guidelines is to facilitate an integrated wildland fire risk assessment, identify pre-hazard mitigation activities, and prioritize activities and efforts to achieve the protection of people, structures, the environment, and significant infrastructure in Walla Walla County while facilitating new opportunities for pre-disaster mitigation funding and cooperation.

⁴ Federal Emergency Management Agency. Multi-Hazard Mitigation planning Guidance Under the Disaster Mitigation Act of 2000. Original Release March, 2004 With revisions November, 2006, June, 2007 & January 2008.

WALLA WALLA COUNTY PLANNING PHILOSOPHY

This effort will utilize the best and most appropriate science from all partners and will integrate local and regional knowledge about natural hazards while meeting the needs of local citizens and the regional economy.

MISSION STATEMENT

To make Walla Walla County residents, communities, state agencies, local governments, and businesses less vulnerable to the effects of natural hazards through the effective administration of hazard mitigation grant programs, hazard risk assessments, wise and efficient infrastructure hardening, and a coordinated approach to mitigation through federal, state, regional, and local planning efforts. Our combined prioritization will be the protection of people, structures, infrastructure, and unique ecosystems that contribute to our way of life and the sustainability of the local and regional economy.

JURISDICTIONAL PLANNING AND MITIGATION GOALS

As part of the 2018 revision process, each participating jurisdiction in Walla Walla County was asked to develop its own set of planning and mitigation goals to help reflect and keep track of individual priorities and changes in hazard vulnerability over time. The following section outlines the goals submitted by each jurisdiction.

Walla Walla County County-Wide Hazard Mitigation Goals:

1. This planning process will involve planning for natural hazards of Flood, Earthquake, Wildland Fire (excerpted from existing Mill Creek and Walla Walla County Community Wildfire Protection Plan (CWPP)), and Severe Weather;
2. Additional non-natural hazards will be added to this plan from the 2010 HMP and HIVA and as pre-mitigation planning is completed in the future;
3. Prioritize the protection of people, structures, infrastructure, and unique ecosystems that contribute to our way of life and the sustainability of the local and regional economy;
4. Educate communities about the unique challenges of natural hazard preparedness in the county;
5. Reduce the impact of hazard events and potential losses incurred by both public and private residents and entities;
6. Consider land use policies to alleviate potential hazard risks and impacts for future development;
7. Improve enrollment in the National Flood Insurance Program within communities that are at risk to floods through increased outreach and education;
8. Establish mitigation priorities and develop mitigation strategies in Walla Walla County;
9. Strategically locate and plan infrastructure and fuels reduction projects that take into consideration the impacts of natural hazards;
10. Reduce the area of wildland-urban interface (WUI) land burned and losses experienced because of wildland fires where these fires threaten communities in the wildland-urban interface;

11. Provide recommendations for alternative treatment methods, such as brush density, herbicide treatments, fuel reduction techniques, and disposal or removal of treated fuels; and
12. Meet or exceed the requirements of the National Fire Plan, FEMA Multi-Jurisdictional Hazard Mitigation Plan and Community Wildfire Protection Plan.

INTEGRATION WITH OTHER LOCAL PLANNING MECHANISMS

During the development of this HMP several planning and management documents were reviewed in order to avoid conflicting goals and objectives. Existing programs and policies were reviewed in order to identify those that may weaken or enhance the hazard mitigation objectives outlined in this document. The following narratives help identify and briefly describe some of the existing planning documents and ordinances considered and list other planning resources that may be of additional interest to residents. This list does not necessarily reflect every plan, ordinance, or other guidance document within each jurisdiction; but rather a summary of guidance documents available and recommended for review, by members of the Planning Team. Many of these documents are available on the Walla Walla County Emergency Management webpage located at https://www.co.walla-walla.wa.us/residents/emergency_management/index.php and other locations online.

WALLA WALLA COUNTY HAZARD IDENTIFICATION AND VULNERABILITY ANALYSIS (HIVA) 2010

The Walla Walla County Hazard Identification and Vulnerability Assessment (HIVA) provides analysis of a variety of biological, geological, and man-made hazards. The HIVA represents an overarching review of available published material. It is a summary of the relevant information needed to allow a subjective evaluation of the risk posed by certain hazards. It is not, nor is it intended to be, a rigorous or scientific analysis.

The HIVA helps serve as the basis for emergency management planning efforts in Walla Walla County, including the Comprehensive Emergency Management Plan (CEMP) and the current update of the HMP. Not all conceivable hazards are addressed because some pose little threat to Walla Walla County (such as an avalanche), while others have such a low probability of occurrence they do not need special consideration (such as a meteor impact). Having an overarching review of the hazards and the risks they pose to the County helps prepare planners and communities alike to better deal with any disaster.

WALLA WALLA COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) 2017

The CEMP has been promulgated by the Walla Walla County Board of Commissioners and City Mayors of Walla Walla, College Place, Prescott and Waitsburg. The plan establishes the framework for an effective system to ensure that Walla Walla County and its municipalities will be adequately prepared to respond to the occurrence of natural, manmade and/or technological related emergencies or disasters. The plan outlines the roles and responsibilities of local government, State and Federal agencies and volunteer organizations.

The intention of this plan is to unite the efforts of these groups under each of the Emergency Support Function (ESF) and Annex formats listed throughout the document. Each of these ESFs have a designated lead agency for a comprehensive approach to mitigation, planning, response and recovery activities set forth in the “State of Washington Comprehensive Emergency Management Plan” and the “National

Response Framework”. The plan helps to guide interested parties in how State, Federal and other outside resources will be coordinated to supplement county resources and response. There are 20 ESF sections and two Annex in the CEMP, and all are available online at https://www.co.walla-walla.wa.us/residents/emergency_management/index.php.

WALLA WALLA COUNTY FLOOD RESPONSE PLAN 2009, UPDATED APPENDICES IN 2017

The purpose of this flood response plan is to prepare Walla Walla County to respond to the numerous flooding hazards that exist locally and provide officials with procedures for managing and implementing flood response and recovery in accordance with the Walla Walla County Flood Response Policy and the Walla Walla County Mutual Aid Agreements.

This plan defines what, when, where, how, and who will implement flood response actions and activities in accordance with current policies. It is divided into two major components – the General Plan and the more specific, Implementing Procedures. The General Plan addresses assumptions, responsibilities, and relationships while the Implementing Procedures consist of checklists, procedures, and maps. The checklists are intended to help users remember specific items that may be applicable to the situation at hand. By training on, and following this plan, emergency responders can reduce the danger to themselves and the general public and lessen the likelihood and extent of damage to property and the environment. This plan follows the principles of the Incident Command System and is compliant with the National Incident Management System, as required by Homeland Security Presidential Directive 5. Homeland Security Presidential Directive 5 (HSPD-5) established a single, comprehensive approach to incident management, with the objective of ensuring that all levels of government across the nation have the capability to work together efficiently and effectively.

WALLA WALLA COUNTY PUBLIC HEALTH EMERGENCY PREPAREDNESS AND RESPONSE PLAN – 2018

WALLA WALLA COUNTY CONTINUITY OF OPERATIONS PLAN – 2018

CITY OF COLLEGE PLACE CONTINUITY OF OPERATION PLAN AND EVACUATION MAP – 2018

CITY OF WALLA WALLA EVACUATION PLAN – 2004; CURRENTLY UNDER REVIEW/REVISION

CITY OF WALLA WALLA CONTINUITY OF OPERATIONS PLAN – 2017

CITY OF WAITSBURG FLOOD RESPONSE PLAN – 2008

WALLA WALLA REGIONAL AIRPORT EMERGENCY PLAN – 2017

1.7 PLAN UPDATES, MITIGATION, AND PRIORITIZATION

There has been a general increase in the level of detail regarding policy and statutory regulation criteria as well as hazard occurrence, frequency and planning-effort details throughout the document.

Chapter 1 Updates - Additional goals, objectives and actionable criteria have been developed along with a number of narratives and a list of other planning resources available to participating jurisdictions as well as other interested parties.

Chapter 2 Updates – There has been an increase in detail regarding the planning process and multi-jurisdictional collaborative participation. There has been a modification of the 2010 plan language for incorporation of a new jurisdiction through inclusion of five (5) broader-reaching methods of multi-jurisdictional participation as outlined in the Chapter.

Chapter 3 Updates - This chapter has been expanded to include a summary of meetings and public participation as a result of the 2018 process and updates. Additionally, the mitigation measures contained in the 2018 plan have been significantly re-organized, re-worded and re-focused based on changes in priorities and information within jurisdictions and through progress toward previous mitigation goals (presented for each jurisdiction in Chapters 8-13 and summarized in the following).

Chapter 4 Updates – This chapter has been expanded significantly from the 2010 HMP to include building and development trends, hazard management capabilities, and regional hazard-profiles section to offer additional insights into the capacity and history of the County and its jurisdictions with regard to natural hazards.

Chapter 5 Updates – General updates were completed that enhanced the definitions and explanations of hazard risk classification rankings that have been maintained from the 2010 plan, in the 2018 update, as their use and detail were still relevant.

Chapter 6 Updates – This section includes the results of the 2010 Hazard Identification and Vulnerability Analysis (HIVA) and highlights of the 2017 Mill Creek and Walla Walla County Community Wildfire Protection Plan and new assessment of the Mill Creek Municipal Watershed fire risk analysis and fire mitigation recommendations. Additionally, updates on the occurrence of natural-hazard events within the County and an analysis of damaging events from 1960 to 2016 have been incorporated. Lastly, additional detail regarding flooding and flood frequency throughout the County has been updated and included.

Chapter 7 Updates – This chapter has been updated to outline mitigation goals and objectives as well as assemble information in a more easily-accessible single location within the document for aspects covering, in general, the County and the participating jurisdictions. It also incorporates the shared mitigation strategy and prioritization methods that were identified by the Planning Team throughout the process. These include updates on information and priorities brought forth by participating entities to the Planning Team throughout the development of the 2018 Plan update.

Chapter 8 Updates – This chapter covers the unincorporated portion of Walla Walla County and has been updated to include progress made on previous mitigation goals and shifts in priority of goals since the last HMP update. Some of the highlights for unincorporated Walla Walla County are:

- Several years ago, the Emergency Management Department and Walla Walla Emergency Services Communications Center (WESCOM/911 dispatch) were brought together and successfully relocated to a shared space within a more central location in order to provide expanded services. A new goal is to now increase the facility space to accommodate identified needs and future growth for the County.
- Reaffirmed the need to assess and address public roadways and bridges for structural integrity.
- Completion of the Walla Walla County Comprehensive Plan is anticipated in late 2018-early 2019.
- Locations along Mill Creek were added as a priority for bank stability and enhancement against flooding.
- A culvert maintenance and identification program is now available through the State of Washington so the new priority is to increase public awareness of this tool and facilitate faster and less costly maintenance of these roadways.

- The County completed the Mill Creek and Walla Walla County Community Wildfire Protection Plan (CWPP) that includes the County and all jurisdictions as well as a reassessment of the Mill Creek Municipal Watershed and provides recommendations for reducing fire risk in the future. The County has now shifted its mitigation priority in this area to applying the recommendations of the 2017 CWPP for all jurisdictions.

Chapter 9 Updates – This chapter covers the City of College Place and has been updated to include progress made on previous mitigation goals and shifts in priority of goals since the last HMP update. Some of the highlights for the City of College Place are:

- A reaffirmation of the need to install emergency power for municipal water well #1.
- New goal of the jurisdiction to support and apply the recommendations of the 2017 CWPP within their jurisdiction.
- A reaffirmation of the earthquake and severe storm mitigation goals from the 2010 plan for the 2018-2022 planning period.

Chapter 10 Updates – This chapter covers the City of Prescott and has been updated to include progress made on previous mitigation goals and shifts in priority of goals since the last HMP update. Some of the highlights for the City of Prescott are:

- The City of Prescott added additional specifics to their goal of culvert replacement work throughout the City.
- There was a reaffirmation of the need for vegetative windbreaks around the City's outward extents as potential shelter against future wind events.

Chapter 11 Updates – This chapter covers the City of Waitsburg and has been updated to include progress made on previous mitigation goals and shifts in priority of goals since the last HMP update. Some of the highlights for the City of Waitsburg are:

- Reaffirmation of the need for a digital file back-up system for City documents and files.
- New goal of participation in the 2018-2022 planning period update of the 2009 Flood Response Plan to be undertaken by the County.
- Reaffirmation of road improvements, wildfire and earthquake mitigation projects as outlined in the 2010 plan, with a focus on gaining funding and collaboration.
- Reaffirmation of the need for a stream gauge for flood prediction and warning. Increased detail in their plan specifying a specific location and need for prioritizing install during the 2018-2022 planning period.
- New goal of removal of flood prone structures in the floodway related to the 100-year flood plain associated with the Touchet River. The structure locations vary, but for the greater part they are located along U.S. Hwy 12 and Harmon Street as well as some trailer park properties along Murphy Street. (2020 Revision)

Chapter 12 Updates – This chapter covers the City of Walla Walla and has been updated to include progress made on previous mitigation goals and shifts in priority of goals since the last HMP update. Some of the highlights for the City of Walla Walla are:

- Confirmation of the need for emergency power to critical infrastructure within the City.
- Detailed information regarding the collaborative ownership and management of the Mill Creek flood control structures has been provided to assist in new mitigation planning efforts.
- New goal of completing the Phase II 2009 Flood Response Plan so it includes other jurisdictions within the County has been added as well as the completion of an update to the Phase I plan as it stands.
- New goal of applying the recommendations from the 2017 CWPP for the County and the Mill Creek Municipal Watershed was added to prioritize the City's water supply structure.
- New goal of assessing the parking structures in and around the concrete Mill Creek diversion structure that runs under the City.
- New goal of completing seismic upgrades to the above ground water storage tank connections (3) to create earthquake resistance. (2020 revision)
- New goal of replacing 10,700 feet of 24" water main due to age (1924) and material (steel riveted) that is highly susceptible to earthquake damage. (2020 Revision)

Chapter 13 Updates – This chapter covers the Walla Walla City Public School District and has been updated to include progress made on previous mitigation goals and shifts in priority of goals since the last HMP update. Some of the highlights for the Walla Walla City Public School District are:

- The School District completed their earthquake building-risk assessment and anticipates having the completed report shortly after the approval of this plan in 2018-2019.
- New goal of using the findings of the assessment to bring current buildings up to seismic standards during the 2018-2022 planning period.

Appendix A Updates – Appendix A is a list of the Critical Infrastructure throughout the County as identified by all participating jurisdictions. This list was updated throughout the process to include many new facilities as well as the removal of some that have been retired or modified for other purposes.

Statement of Plan Approval

The Walla Walla Board of County Commissioners and each of the city councils will be responsible for adopting the plan. These governing bodies have the authority to promote sound public policy regarding natural hazards. Once the plan has been adopted, the County Emergency Management Director will be responsible for submitting it to the State Hazard Mitigation Officer and the Federal Emergency Management Agency (FEMA) for review. This review will address the federal criteria outlined in FEMA Interim Final Rule 44 CFR Part 201. Upon approval by FEMA, Walla Walla County and the other participating jurisdictions will have maintained eligibility for Hazard Mitigation Grant Program, have a clear understanding of hazard vulnerability and an outlined direction for how to more effectively mitigate the hazards identified as their greatest vulnerabilities.

Chapter 2. PLANNING AND PROCESSES

Documentation of the planning process, including public involvement, is required to meet FEMA's DMA 2000 (44CFR§201.6(b) and §201.6(c)(1)) for an updated local mitigation plan. This section includes a description of the planning process used to update this plan, including how it was prepared, who was involved in the process, and how all of the involved agencies participated.

2.1 THE PLANNING TEAM

Walla Walla County Emergency Management Director, Liz Jessee, led the Planning Team efforts. The Northwest Management, Inc. Project Manager was Mark Corrao. These individuals led a Team of 11-15 professionals that included county and city elected officials and staff, fire protection districts, law enforcement, conservation districts and school districts (Table 1) throughout the document development and planning process.

The Planning Team met with 12 residents and 32 individuals from agencies, departments, schools, businesses, and county services during the community risk assessments, planning committee meetings, and public outreach meetings. Additionally, two newspaper press releases and numerous social media posts (EM website) were used to encourage residents to contact their county Emergency Management coordinator, attend Planning Team meetings, and provide document review and input to ensure that all issues, potential solutions, and ongoing efforts were thoroughly discussed and considered in the update. When the public meetings were held, we had 13 total residents from multiple jurisdictions attend as well as many of the Team members who shared their experiences and provided input to the planning process.

The planning philosophy employed in this project included open and free sharing of information with all interested parties using social media, the EMD website and hard copies for interested individuals. Information from the federal and state agencies listed in Table 1 was integrated into the database of knowledge used throughout the update process. Additionally, regular monthly and occasionally bi-monthly meetings with the Planning Team were held throughout the process to facilitate information sharing, encourage smooth communication and to enable review of document pieces in smaller sets of pages.

2.2 THE PLANNING PROCESS

This update to the Walla Walla County HMP was developed through a collaborative process involving all of the organizations and agencies detailed in Table 1 of this document. The planning effort began by organizing and convening a countywide Planning Team. Walla Walla County Emergency Management Director utilized the Planning Team to begin the update process. Once the meetings began in February 2018, the Team identified other individuals/agencies that should be invited to participate within the first two weeks and continually worked to keep them and others engaged throughout the process through social media, phone calls, direct emails, newspaper articles and meeting announcements.

The planning process included seven distinct phases which were in some cases sequential (step 1 then step 2) and in some cases intermixed (step 5 completed throughout the process):

1. **Organization of Resources** – Walla Walla County Emergency Management and Northwest Management, Inc. (NMI) worked together with 16 participants at the February planning kickoff meeting to develop a comprehensive list of potential participants as well as a project timeline and work plan. The 2017 CWPP Planning Team served as the initial basis for identifying stakeholders; however, that list was expanded in order to provide a comprehensive review and update of the risk assessments and mitigation strategies as well as include additional jurisdictions during the 2018 HMP update process.
2. **Collection of Data** – Walla Walla County EM and NMI coordinated with the Planning Team to gather new data and information about the extent and periodicity of hazards throughout Walla Walla County to ensure a robust update of information on hazards within the County. This occurred through seven formal Team meetings, two public meetings and dozens of emails and digital correspondence with jurisdictions and residents of Walla Walla County.
3. **Field Observations and Estimations** – NMI and the Planning Team developed risk models and identified problem areas in order to better understand risks, juxtaposition of structures and infrastructure to risk areas, access, and potential mitigation projects. Many of the analyses used in the 2010 HMP and HIVA plans were reviewed for update in hazard vulnerabilities and/or changes in development. Additionally, several new risk models and analyses were included in the 2018 update process to better represent current conditions in Walla Walla County given new information.
4. **Public Involvement** – Walla Walla EM, NMI and the Planning Team scheduled monthly and bi-monthly meetings in order to involve the public from the kickoff meeting in February where only 16 members participated to the final input list of participating stakeholders and agencies of 44. This was accomplished through formation of the Planning Team to news releases, public meetings, public review of draft documents, and acknowledgement of the final updated plan by the signatory representatives.
5. **Strategies and Prioritization** – Walla Walla EM, NMI, and the Planning Team representatives worked together to review the risk analyses and develop realistic mitigation strategies and goals which are presented for the County as a whole in Chapter 7 and by individual jurisdiction in Chapters 8-13.
6. **Drafting of the Report** – NMI drafted multiple sections for review as well as a final update report and worked with members of the Planning Team, agencies, and County residents to review each section, incorporate all comments, present the plan in two public forums for feedback and prepare the document for the state and federal review processes.

2.3 MULTI-JURISDICTIONAL PARTICIPATION

44 CFR §201.6(a)(4) allows for multi-jurisdictional planning in the development of Hazard Mitigation Plans that impact multiple jurisdictions. To be included as an adopting jurisdiction in the Walla Walla County HMP jurisdictions were required to participate in at least one Planning Team meeting or meet with the Planning Team leadership individually, provide a goals statement, submit at least one mitigation strategy, as well as adopt the final plan by resolution.

The following is a list of jurisdictions that have met the requirements for an adopting jurisdiction and are thereby included in this update of the 2018 Walla Walla HMP. The individuals from these jurisdictions as well as a number of participating agencies and organizations are specifically listed in Table 1 on Page 3.

- Walla Walla County
- City of Prescott
- City of Waitsburg
- City of College Place
- Mill Creek Flood Control Zone District
- Walla Walla Public Schools
- Walla Walla County Conservation District
- City of Walla Walla

The monthly and bi-monthly Planning Team meetings were the primary venue for authenticating the planning record. However, additional input was gathered from each jurisdiction through a combination of the following methods:

- Planning Team leadership attended local government meetings where planning updates were provided, and information was exchanged. Additionally, representatives on the Planning Team periodically attended city council meetings to provide municipality leadership with updates on the project and to request reviews of draft material. All of the adopting jurisdictions maintained active participation in the monthly Planning Team meetings.
- One-on-one correspondence and discussions between the Planning Team leadership and the representatives of the municipalities and special districts, with facilitation as needed, to ensure understanding of the process, collect data and other information, and develop specific mitigation strategies. NMI representatives met with, emailed, and/or called each jurisdiction individually during the planning process to answer questions and request additional information.
- Three public meetings were hosted in Walla Walla at Fire District #4 Station 41 and downtown in the Walla Walla Public Health and Legislative Training Room, May 31st and June 1st, 2018. Each meeting invited elected officials, county and municipality representatives, volunteers, and local citizens to gain additional insights and answer questions regarding the HMP document and/or the process.
- Written correspondence was provided at least monthly between the Planning Team leadership and each participating jurisdiction in order to update the cooperators on progress, solicit additional information, and provide feedback for all parties involved. NMI representatives worked directly with the Walla Walla EM director and Coordinator through an email distribution list to reach stakeholders for announcing meetings, distributing meeting minutes, providing draft document sections for review, and to request additional information. All of the participating jurisdictions provided comments to the draft document during the data gathering phase as well as during the various Team and public outreach/review processes.
- At the request of Planning Team leadership Walla Walla EM and several participating jurisdictions hosted digital and paper copies of the drafted 2018 Walla Walla HMP for public access and review.

Chapter 3. THE 2018 UPDATE

This plan is an update of the 2010 Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan (HMP). Although it is only an update, the plan has been redesigned and reorganized so it is easier to use. This chapter has been expanded on since its inclusion in the 2010 plan and contains information regarding the 2018 update process. This section provides a summary of meetings, public participation, a list of mitigation measures removed from the plan as a result of the 2018 update, and a list of potential funding sources.

3.1 MEETINGS

Walla Walla County Emergency Management sent a formal invitation to prospective Team members inviting them to the initial project kickoff meeting. Additionally, other announcements regarding the kickoff meeting the HMP process and the need for participation in the 2018 HMP update process and plan development were made via email to a broad list of stakeholders throughout, and agencies operating within, the County.

Members were invited individually and by agency/organization as they were identified by the Planning Team and all meetings were open to the public. The following list provides documentation of meetings that held regarding the 2018 update. There were two primary types of meetings/forums for exchange of information and participation; planning team meetings and public outreach meetings. Planning Team meetings made up the greatest number. Not all meetings involved all members of the planning Team; however, these meetings were well attended with 8 to 16 members and critical throughout the update process to ensure that plan developed on track and feedback and input were addressed comprehensively. Secondly, community coordination and public outreach meetings were held to focus on the details of particular jurisdictions, special issues of concern, and as opportunities for the Planning Team to meet with any and all interested residents and stakeholders for input. Planning Team meetings were held from February to August 2018. The minutes, attendance records, and a representative number of email inputs/conversations across all participating entities, throughout the update process, are included in Appendix B. The list below provides a summary of each meeting throughout the update process.

2/21/2018 Initial Planning Team meeting consisting of the 2017 CWPP steering committee and others. This was a Kickoff meeting to review 2010 HMP and HIVA outline the process of an HMP update for new members and generate a list of additional stakeholders to reach out to for the Planning Committee to represent broader jurisdictional group. Outline timeline steps for progression through the planning process.

3/21/2018 Planning Team meeting to review 2010 HMP aspects and identify main sections of the document for update; Begin the natural hazard risk assessment process and discuss the changes in FEMA guidelines since completion of the 2010 plan. Also collect and review other relevant planning documents within the County that will contribute to and be referenced within the 2018 HMP update.

5/03/2018 Planning Team meeting to review drafted aspects of the 2018 HMP, provide feedback from jurisdictional groups regarding the risk assessments, discuss the level of detail for inclusion of the 2017 CWPP and solicit additional state and federal agency input into the update.

5/31/2018 10AM Planning Team meeting (Location City of Walla Walla Fire District #4) public notice of meeting locations and times printed in the local Walla Walla Newspaper and released County-wide on social media for public attendance and comment. Review of the draft 2018 HMP and notification of the public review and comment period open during the Month of June.

5/31/2018 6PM Public Outreach meeting – Location City of Walla Walla County Public Health and Legislative training Room. PowerPoint overview of the HMP planning process, the updates to the document and solicitation of feedback and questions over the next 30 days.

6/01/2018 12PM Public Outreach meeting – Location City of Walla Walla County Public Health and Legislative training Room. PowerPoint overview of the HMP planning process, the updates to the document and solicitation of feedback and questions over the next 30 days.

6/01/2018 Planning Team meeting, Public Comment Period and Feedback Began

6/29/2018 Planning Team meeting, Public Comment Period and Feedback Closed

7/25/2018 Planning Team meeting to review and incorporate public comments, jurisdictional comments and agency comments received through the past 30-day public comment period and the preceding 25-day Planning Committee and jurisdictional entity review period.

8/22/2018 Planning Team meeting to finalize document comments, gain jurisdictional approval and signatures as well as prepare the updated final plan for FEMA review following state review and comment.

3.2 PUBLIC PARTICIPATION

Walla Walla County and the 2018 plan participants sought public involvement through multiple means during the public process including public presentations, Q&A sessions in central locations, email and phone Q&A sessions throughout the public comment period and posting of document information on various online portals available to the public. The following is a repeat of the Table 1 list who participated in at least one of the Planning Team meetings, volunteered time for edits and feedback, and/or helped to develop elements of the HMP as it was being updated. Some participants served on the Team as dual representatives of more than one jurisdiction. A record of sign-in sheets of meeting participation is included in Appendix B.

Specific Individuals Who Participated in the Walla Walla County HMP Update:

Liz Jessee, Walla Walla County EMD	Michael Francis, U.S. Army Corps of Engineers
Patrick Purcell, Walla Walla County EMD	Jeff Stidham, U.S. Army Corps of Engineers
Marilyn Lohmann, National Weather Service	Rich Cannon, U.S. Army Corps of Engineers
William Herrington, American Red Cross	Susan Leathers, Providence St. Mary Medical Center
Dixie Ferguson, American Red Cross	Rob Grandstaff, Washington Old Fellows Home
Barbara Clark, City of Walla Walla Mayor	Mike Rizzitiello, City of College Place
Mori Struve, City of Walla Walla Public Works	David Winter, City of College Place Fire Department
Tony Garcia-Morales, Walla Walla County Public Works	Kate Moon, Regency at the Park
Steve Potter, City of Walla Walla Police Department	Harvey Crowder, College Place Mayor
Mike Kay, Walla Walla Public Schools District	Jim Johnson, Walla Walla County Commissioner
John Turner, Walla Walla County Sheriff	Fred Miller, Whitman College

Mark Corrao, Northwest Management, Inc
Jacquelyn Meier, Walla Walla Community College
Brad Morris, Walla Walla Fire Department
Nabiel Shawa, City of Walla Walla
Steve Heimbigner, City of Prescott
Alex Hammond, U.S. Army Corps of Engineers

Randy Hinchliffe, City of Waitsburg
Lisa Stearns, Walla Walla County Conservation District
Renee Hadley, Walla Walla County Conservation District
Jodi Ferguson, Walla Walla County Department of Community Health
Mark Higgins, Walla Walla Public Schools
Tom Glover, Walla Walla County Comprehensive Planning Dept.

3.3 PUBLIC INVOLVEMENT

Public involvement in this plan was made a priority from the inception of the project. There were a number of ways that public involvement was sought and facilitated. In some cases, this led to members of the public providing information and seeking an active role in protecting their own homes and businesses, while in other cases it led to the public becoming more aware of the process without becoming directly involved in the planning.

NEWS RELEASES

Through the Walla Walla County Emergency Management Department, periodic email blasts and press releases were used to inform the public of the HMP planning process, who was involved, why it was important to Walla Walla County residents, and who to contact for more information. A focused press release in the form of a flyer announcing the public meeting dates and venues was used to gain targeted input and participation in the HMP process after initial document outlining and information gathering, which was distributed by Emergency Management and Team members as broadly as possible. A second focused press release provided information regarding the public comment period including where hardcopies of the draft could be viewed, the availability of the draft on the Walla Walla County Emergency Management website, and instructions on how to submit comments. A record of published articles regarding the notifications for stakeholder participation in the update of this HMP are included in Appendix B.

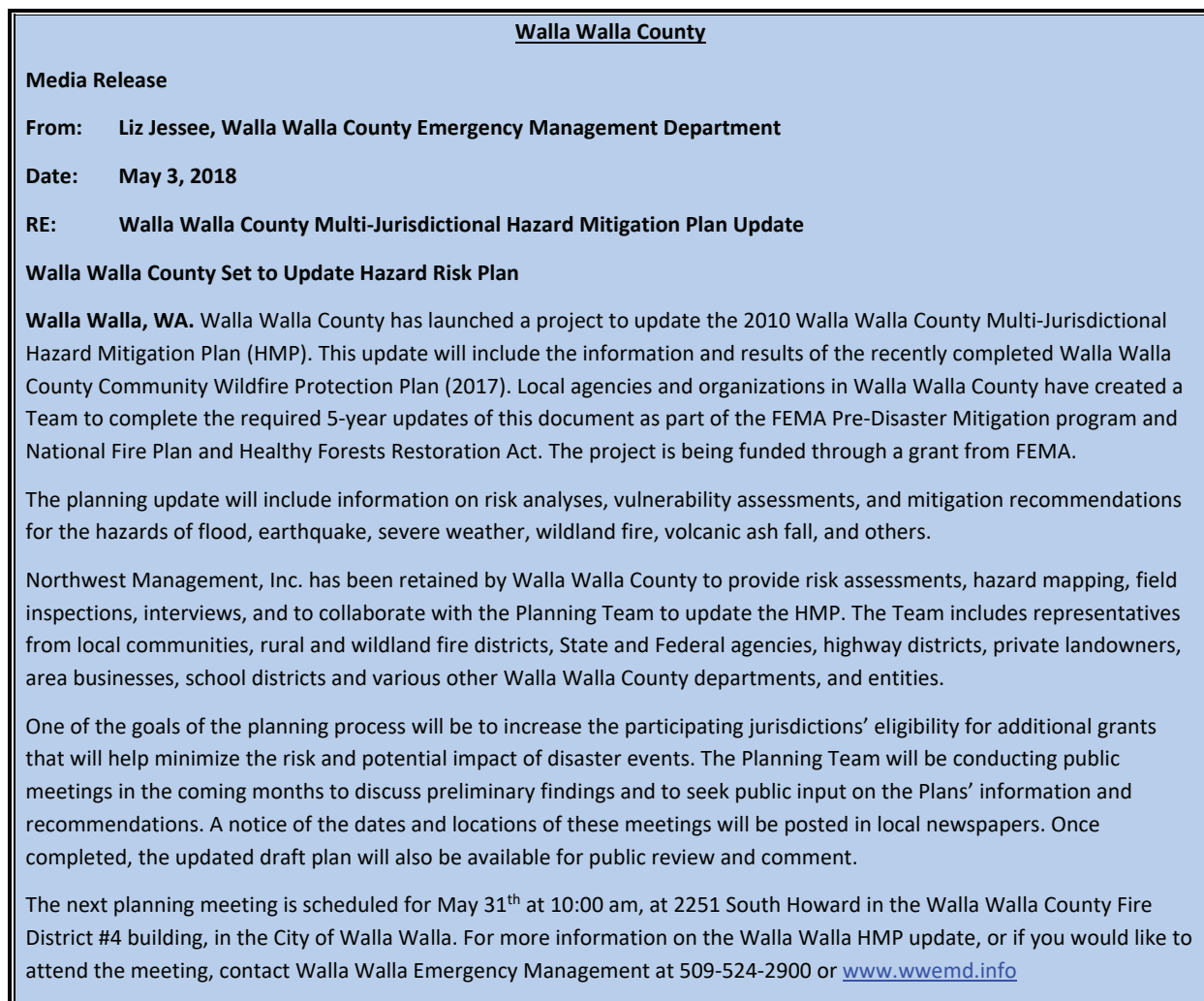


Figure 2. Press Release #1 – Planning Process Announcement.

PUBLIC MEETINGS

Public meetings were scheduled in strategic community locations during the hazard assessment phase of the planning process to reach the widest possible audience. Venues for meetings were chosen by the Planning Team to provide an adequate opportunity for members of every community to attend without considerable travel. Public meetings focused on sharing information regarding the planning process, presenting details of the hazard assessments, and discussing potential mitigation treatments. Attendees at the public meetings were asked to give their impressions of the accuracy of the information generated and provide their opinions of potential treatments.

Public meetings were held in May and June, 2018. These meetings were attended by a number of individuals on the Team and the general public. A record of attendance at public meetings are included in Appendix B.

The public following public meeting announcement was distributed to each community by Team members in the form of an email and printable flyer. A sample of the flyer is included below.



Walla Walla County – Public Comment & Review Requested

Walla Walla County Hazard Plan DRAFT Initial Public Review

The Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan (HMP) update, has been completed in draft form and is available to the public for review and comment at the locations listed below. Comments from opportunities below will be incorporated into the plan, as appropriate, and a month-long review process will begin for review of the revised plan. Details for the month-long review will be distributed later.

Walla Walla County Fire District 4 May 31, 10:00 AM to 11:30	2251 South Howard, Walla Walla, WA
Walla Walla County Public Health and Legislative Training Room May 31, 2018 7:00 PM June 1, 2018 at 12 PM (noon)	314 West Main St. Walla Walla, WA 99362

The purpose of the Walla Walla County HMP is to reduce the impact of hazards such as flooding, severe weather, wildfire, earthquake and volcanic ash fall on County residents, landowners, businesses, communities, local governments, and state and federal agencies while maintaining appropriate emergency response capabilities and sustainable natural resource management policies. The HMP identifies high risk areas as well as structures and infrastructure that may have an increased potential for loss due to a hazard event. The document also recommends specific projects that may help prevent disasters from occurring altogether or, at the least, lessen their impact on residents and property. The HMP is being developed by a committee of city and county elected officials, departments, local and state emergency response representatives, land managers, highway district representatives, and others.

The Walla Walla County HMP includes risk analysis at the community level with predictive models for where disaster risks are likely to occur. This plan will continue to enable the County and its communities to be eligible for grant dollars to implement the projects and mitigation actions identified by the committee. Although not regulatory, the HMP will provide valuable information as we plan for the future.

Comments on the HMP should be submitted to the attention of Liz Jessee, Walla Walla Emergency Management Director at ljesssee@co.walla-walla.wa.us or mailed to 27 N. 2nd Ave., Walla Walla, WA 99362.

Figure 3. Press Release #2 - Public Meeting and Comment Period Release.

PUBLIC COMMENT PERIOD

A public comment period was conducted from June 1st to June 29th, 2018 to allow members of the general public an opportunity to view the full draft plan and submit comments and any other input to the Team for consideration. A press release was published May 6th, 2018 in the local paper (Walla Walla Union Bulletin) announcing the public meeting times and locations, the comment period duration, the location of plans for review and instructions on how to submit comments. An emailed .PDF and hardcopy drafts were made available for any interested participant. Each hardcopy was accompanied by a letter of

instruction for submitting comments to the Planning Team. The draft plan was also posted for public review on the Walla Walla County Emergency Management Department's website.

3.4 DOCUMENTED REVIEW, PUBLIC INPUT AND THE FUTURE UPDATE PROCESS

Review and comment on this 2018 HMP plan update have been gained through nine stakeholder meetings, three public announcements and multiple outreach efforts on social media and email. This record of outreach and the document's review process has been established through email correspondence, press releases, published articles, meeting minutes, and meeting sign-in sheets and is available in Appendix B.

Throughout the nine Walla Walla County meetings in 2018, the Planning Team members met with their constituents and the general public to discuss findings, review analysis, and provide written comments on draft sections of the document update. During the public meetings attendees observed map analyses, historic photograph collections, discussed general findings from the community assessments, and made recommendations on mitigation measures by jurisdiction and across the County as a whole.

Sections of the draft plan were circulated to the Planning Team members and passed to the residents and agency personnel of each jurisdiction at the Planning Team meetings. Each Planning Team member disseminated these sections to stakeholders to gain additional information and comment. The completed first draft of the total document was presented to the Planning Team during the month of May for full review. The Team spent the month of May and the public comment period of June reviewing the document in detail for edits and feedback. Public outreach meetings were completed the 31st of May and 1st of June following initial document review by the Planning Team. The public comment period was then announced and opened to any interested stakeholder from June 1 – June 29th, 2018. Some jurisdictions met individually to review and revise their specific risk assessments and mitigation strategies including the prioritization of some action items. Once the Planning Team and public review/comment periods were completed, Northwest Management, Inc. worked with the Planning Team to address questions and incorporate comments and edits into a revised draft of the HMP through the months of July and August 2018.

The Emergency Management Department (Director and Coordinator) will maintain a record of the hazard mitigation document resources available to the County and notify the jurisdictions included in this HMP of any updates made to this plan during the 5-year period it is active. The EM department will additionally reach out to other stakeholders and communities as funding is available to complete proposed mitigation measures and to complete projects that are successfully funded. A list of the Planning Team members, and/or the positions of those members assembled for this update, will be maintained for subsequent additions to this document and mitigation project updates to maintain an updated document into the future. This team will review the plan on an as-needed basis during the next 5 years and initiate the revision process in year 2022 to maintain the County's pre-mitigation planning efforts, County-wide awareness of natural hazards, and to maintain eligibility for hazard mitigation funding assistance.

3.5 LIST OF POTENTIAL FUNDING SOURCES

LOCAL FUNDING SOURCES

Local implementation resources vary based on each entity's scope of function, authorities, and operational capability and capacity. They may include:

- Use of development standards and building codes
- Enforcement of floodplain management ordinance(s)
- Participation in the NFIP Community Rating System
- Incorporation into local emergency response plan(s)
- Incorporation into local economic development plan(s)
- Use and support of existing local personnel (planners, floodplain managers, city engineers, GIS specialists, emergency managers)
- Capital improvement project funding
- Authority to levy taxes, special bonds
- Fees for services
- Other sources yet to be identified

The current economic condition and funding level of the participating local entities drastically limits the use of local resources. State or federal funding would be needed to accomplish many of the action items and mitigation measures referenced in this plan.

STATE FUNDING SOURCES

- Growth Management Act requirements
- State administered Hazard Mitigation Grant Program
- Flood Mitigation Act
- Pre-Disaster Mitigation Program
- Department of Ecology Flood Control Assistance Account Program (FCAAP)
- Department of Transportation Emergency Relief Program
- Office of Community Development Community Development Block Grants
- Programs administered by the Washington State Transportation Improvement Board
- Programs administered by the Washington State County Road Administration Board
- Other sources as yet to be identified

FEDERAL FUNDING SOURCES

- Stafford Act, Section 406 – Public Assistance Program Mitigation Grants
- Stafford Act, Section 404 – Hazard Mitigation Grant Program
- Disaster Mitigation Act of 2000– Pre-Disaster Mitigation Program Competitive Grants
- United States Fire Administration – Assistance to Firefighters Grants
- Homeland Security Program Funding
- United States Small Business Administration Pre and Post Disaster Mitigation Loans
- United States Department of Economic Development Administration grants
- United States Department of Housing and Urban Development Grants
- Community Development Block Grant Program

United States Army Corps of Engineers

United States Department of the Interior, Bureau of Land Management

Federal Highway Administration

Other sources as yet to be identified

Chapter 4. COMMUNITY PROFILE

This section includes an overview of the County setting regarding both anthropogenic and natural resource conditions. It has been expanded significantly from the 2010 HMP to include development trends, hazard management capabilities, and regional hazard profile sections to provide additional insights into the capacity and history of the County with regard to natural hazards.

4.1 WALLA WALLA COUNTY CHARACTERISTICS

Walla Walla County is located on the Columbia Plateau and has been included as part of the Palouse ecoregion, which has loess covered basalt plains, modified by glacial action and scoured by repeated floods during the Miocene and Pliocene eras. This includes features such as plateaus, buttes, and channels. Channels are made up of outwash terraces, bars, loess islands and basins. The plateaus contain circular mounds of loess (biscuits) surrounded by cobble- size fragments of basalt. Soils generally consist of Palouse loess with varying amounts of rock or gravel, and basaltic rock outcroppings. Generally, the soils along on the Southeastern most portion of the County are derived from the local parent material, which includes granite and basalt. Located on the western edge of the Blue Mountains, the highest peak in Walla Walla County is Lewis Peak at 4,888 ft above sea level. The lowest point in the County lies along the Columbia River at 340 ft elevation⁵.

4.2 POPULATION

The 2017 Census established the Walla Walla County population at 60,567, which shows an increase from a population of 55,180 in 2000. There are four incorporated cities within Walla Walla County, and since 1890, the population of Walla Walla County has been steadily increasing with the only decrease in population occurring between 1910 and 1920. The U.S. Census Bureau estimates that Walla Walla County has experienced a 3.0% increase in population since 2010 compared to a 6.6% increase statewide. Walla Walla County's increase in population is largely within the urban areas, such as the City of Walla Walla, and other outlying communities, with minor changes in the amount of wildland urban interface. The Census Bureau also reported 21,851 households with an owner-occupied rate of 64.8% in 2016. The median income for a household in Walla Walla County is \$48,705, which is less than the statewide median of \$61,062 ⁶.

⁵ Carson et al. 2008, Where the Great River Bends.

⁶ U.S. Census Bureau. State & Quick Facts:

<https://www.census.gov/quickfacts/fact/table/wallawallacountywashington,WA,US/PST045217>

Table 3. Population in Walla Walla County in 2016 and the percent-change from 2000 to 2016 according to the U.S. Census.

City	Population	Percentage
Walla Walla	31,731	54%
College Place	8,765	15%
Burbank	3,291	5%
Waitsburg	1,217	2%
Touchet	421	<1 %
Prescott	318	<1 %
Dixie	197	<1 %
Wallula	179	<1 %

4.3 DEVELOPMENT TREND

The chart below shows the development trend in Walla Walla County through the number of single-family residence building permits for in each incorporated city as well as the surrounding County areas. There has been an average County-wide increase of 130 permits per year between since 2007 and the trend suggests continued growth into the future for Walla Walla County and its incorporated cities.

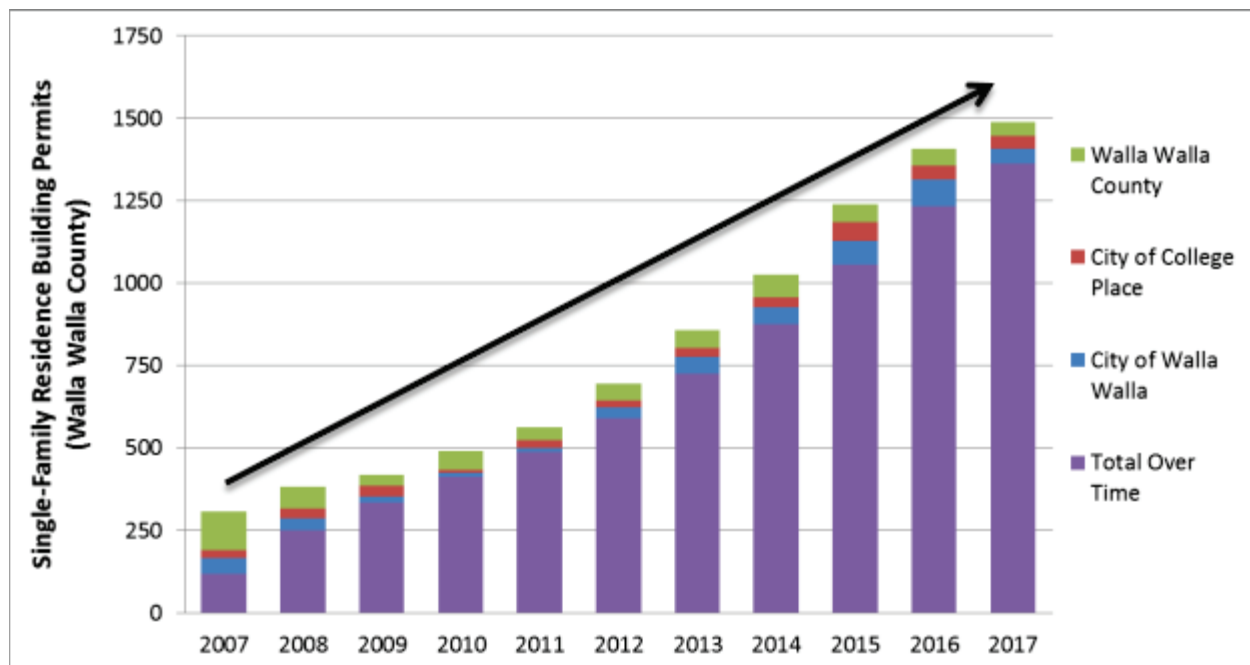


Figure 4. Development trend data based on building permit records from 2007 to 2017 for Walla Walla County.

4.4 LAND USE

The predominant land use in Walla Walla County is agriculture, in the form of dryland and irrigated fruits, berries, grain crops, federal Conservation Reserve Program (CRP) and livestock grazing. As of 2012 Walla Walla County had 943 farms covering 645,121 acres which represented 82% of the total land

area in the county. The average farm size is 684 acres ⁷. The 2012 Agriculture Census ranked Walla Walla County as fifth in Washington State for volume of agriculture sales, with a total of practices occur on approximately 92,438 acres while dryland agriculture occurs on the remaining approximately 550,000 acres. The 2012 Agriculture Census ranked Walla Walla County as fifth in Washington State for volume of agriculture sales, with a total of \$344.5 million in 2012 and an average of total of \$361,772 in annual sales per farm. Recently there has been an increase of vineyards in the area leading to increased tourism. The largest urban population is located in the County seat of Walla Walla with roughly 32,000 people or 54% of the total County population. The City of Walla Walla is also the home of two higher education establishments, Whitman College and Walla Walla Community College. The City of College Place is the home of Walla Walla University.

Table 4. Land ownership breakdown for Walla Walla County, Washington as of 2012.

Land Owner	Acreage	Percent
Private	1,249,949	89%
US Forest Service	101,197	7%
State	20,607	2%
Water	2,317	<1%
Bureau of Land Management	3547	<1%
U.S. Fish and Wildlife Service	610	<1%

4.5 CLIMATE

According to the Koppen-Geiger classification system Walla Walla, Washington is a hot Mediterranean, dry-summer climate. The average monthly temperature varies from a low of 34 degrees Fahrenheit to a high of 75 degrees in July, averaging 53 degrees. There is an average of 205 frost-free days in the growing season with annual precipitation averaging 20 inches ⁸. Rainfall in Walla Walla County averages around 16.5 inches a year, with an additional 12 inches of snowfall a year on average, and 107 days of precipitation. Winters are generally moderated by prevailing westerly winds from the Pacific Ocean; however, extreme cold temperatures periodically occur during inflows of arctic air masses. The County has one of the longest growing seasons in Eastern Washington. A milder winter is usually experienced in the lower elevations, with colder temperatures and higher precipitation in the Blue Mountains and the surrounding foothills. Precipitation varies widely in the County, ranging from less than 10 inches in lower drier areas to over 60 inches in the higher reaches of the Walla Walla River basin.

4.6 TOPOGRAPHY

The topography of the County varies from wide, low elevation river valleys (350 to 500 feet) and rolling foothills, to steep canyons (about 4,300 feet) leading into the high elevations (6,000 feet) of the Blue Mountains. Topography varies from the Blue Mountains at the East end of the County to the Snake and Columbia Rivers on the West end as most major creeks and rivers generally flow toward the West. Nearly

⁷ U.S. Department of Agriculture's National Statistics Service 2012 Census of Agriculture: Washington State and County Data.

⁸ http://www.agcensus.usda.gov/Publications/2012/Full_Report/Volume_1_Chapter_2_County_Level/Washington/wav1.pdf

all of the land in the County lies below 4,300 feet. Approximately 90% of the County lies between about 450 feet and 1,600 feet in elevation. However, the watersheds of Mill Creek and the Touchet and Walla Walla Rivers originate outside of the County at elevations of about 6,000 feet in the Blue Mountains.

In general, the upper portions of the Walla Walla River basin flow from steep, narrow, well-defined mountainous canyons. Many of the lower reaches of the creeks and rivers are incised in narrow steep-sided shallow canyons formed in easily erodible soils. The shallow canyons are inset into wide floodplains bounded on either side by gently rolling hills or steep walled bluffs. (Stalzer and Associates, 2009)

4.7 ECONOMY

Statistically, manufacturing has been the leading industry in the County. However, the largest employer in the County is Broetje Orchards, an apple orchard which employs 2,852 people. Broetje Orchards is one of the largest privately-owned orchards in the world with more than 5,000 acres along the Snake River and in Benton City. Other major employers include the Washington State Penitentiary, Tyson Fresh Meats, Inc., area healthcare facilities, schools, and college/universities, Boise Inc., the U.S. Army Corps of Engineers, and Wal-Mart.

4.8 SOILS

Most soils in the County are composed of highly erodible loess and Missoula Flood outwash deposits. Loess is composed of wind-blown loamy deposits and Missoula Flood outwash is composed of deposits of gravel and cobbles. Loams are friable (crumbly) mixtures of sand, clay, silt, and organic matter, and are well suited to various types of irrigated or dryland agriculture. Contributing to their erodibility is the fact that in some of the foothill areas there are shallow deposits with sparse vegetation overlying basalt bedrock.

This leads to landslide hazards on steeper slopes during wet periods, particularly if there is an earthquake. Areas susceptible to landslide hazard areas are located in the Southeast, and intermittently on steeper slopes in Southwest, corners of the County away from urban areas. When the County reviewed best available science, including soil and slope data, in 2008 with the County's critical areas ordinance update, these landslide hazard areas were mapped. Development regulations are in place to ensure that any new development in these areas is done in such a way as to protect public health and safety.

The loess soil deposits, known as the Palouse Formation, cover most of the County. The action of wind over many millennia eroded the bedrock into the characteristic gently rolling hills and deposited the loess throughout the region. River valley portions of the western area of the County are covered with the Touchet Beds. These are water-deposited soils composed of fine sands and silts with lenses of gravel. Lower river valley soils are often composed of recent alluvium deposits.

The potential for wind and water erosion varies greatly depending on the physical properties of individual soil associations. Erosion potential attributed to stormwater runoff and other water runoff generally increases with slope. According to the County's critical areas regulations, slopes over 15% are considered to be "erosion hazard areas."

Another geologically hazardous area regulated under the County's critical areas ordinance are areas with a moderate to high liquefaction susceptibility rating. Liquefaction is a significant impact that can be caused by earthquakes. A summary of County liquefaction potential is included in this hazard analysis.

4.9 GEOLOGY AND MINERAL RESOURCES

The region is composed of an irregularly shaped portion of the Columbia River basin bounded on the south and east by the Blue Mountains, on the north and northwest by the Touchet Highlands, and on the west by the Columbia and Snake Rivers.

The majority of the County is part of the Walla Walla River basin. The Walla Walla River flows into the Columbia River near Wallula. The Walla Walla River basin (and the County) is located between the physiographic regions of the Blue Mountains and the Columbia River Plateau. Geologic folding and faults in the region formed the Walla Walla River basin. The County is underlain by the Columbia River Basalt Group that was formed by successive lava flows during the Miocene Age (15-20 million years ago). The basalt is over 6,000 feet thick in some areas. Individual lava flows tend to be on the order of 50 to 150 feet thick. Gravel and clays overlie the basalt. Soils overlie gravel and clay materials. (HDR, 2008) (Stalzer and Associates, 2009)

4.10 HYDROLOGY AND WATER RESOURCES

The main waterways in the County are:

- Columbia River (forms entire western boundary of the County)
- Snake River (forms entire northern boundary of the County)
- Walla Walla River (tributary of the Columbia River)
- Touchet River (including Coppei Creek, tributary of the Walla Walla River)
- Dry Creek (tributary of the Walla Walla River)
- Mill Creek (including Blue Creek, tributary of the Walla Walla River)
- Miscellaneous small creeks (some partially regulated by the U.S. Army Corps of Engineers (USACE) Mill Creek Project)

4.11 GEOHYDROLOGY

The County is underlain by two subsurface aquifers, which supply approximately 60% of total water rights in the Walla Walla River basin. A deep basalt aquifer, covering approximately 2,500 square miles, lies beneath a smaller and shallower gravel aquifer. The gravel aquifer covers about 190 square miles. While the basalt aquifer underlies the entire river basin, the gravel aquifer is located only in the central lowlands, near the Cities of Walla Walla and College Place and rural areas surrounding Touchet and Lowden.

The gravel aquifer receives recharge from surface water which is hydraulically connected. Due to its porous nature, the gravel aquifer is susceptible to contamination from surface pollutants, such as urban runoff, agricultural chemicals or leaking septic systems.

4.12 VEGETATION RESOURCES

The two primary habitat types in the County are agricultural/pasture and shrub-steppe. The Washington State Department of Fish and Wildlife (WDFW) lists shrub-steppe as a Priority Habitat under its Priority Habitats and Species program due to its high habitat value and because of the unique plant and wildlife species associated with it.

Shrub-steppe habitat was historically dominant in the County; however, much of it has been converted to the agricultural habitat type, which now dominates the central portion of the County. Evergreen forests, dominated by Douglas fir and Grand fir, occur in the higher elevations near the Blue Mountains, and a riparian vegetation community dominated by cottonwood, white alder, willow, and various shrubs occurs along streams and rivers throughout the Walla Walla River basin.

4.13 FISH AND WILDLIFE RESOURCES

Wildlife habitat, as a result of vegetation conditions, is of relatively high quality in the upper reaches of the main rivers and tributaries (Walla Walla River, Touchet River, and Mill Creek). The mountain and foothill forests and associated habitats provide essential benefits to large mammals such as elk, mule and white-tailed deer, black bear, coyote, mountain lion, and bobcat. Furbearers such as beaver, river otter, mink, and raccoon are also common. Ruffed grouse, woodpeckers, a variety of aquatic species, hummingbirds, and dozens of other songbirds inhabit the upper drainages. Habitat complexity and quality in the lowland valleys is influenced by the presence of highly cultivated agricultural lands and remnant riparian strips and pockets. These lowland valleys are inhabited by white tailed and mule deer, ring necked pheasant, quail, mourning dove, and a variety of raptors, songbirds, and small mammals.

Historically, the Walla Walla River and the Touchet River are reported to have supported Chinook, Coho, and chum salmon. Currently, the watershed supports bull trout and steelhead, which are considered threatened species under the Federal Endangered Species Act.

A large expanse of riparian habitat exists on the 1,896-acre Wallula Habitat Management Unit that is managed in 2007 by the USACE. This unit is located at the mouth of the Walla Walla River and offers a mixture of cottonwood forest, various shrubs, wetlands, sagebrush, and agricultural lands used by many species of waterfowl, shorebirds and songbirds, raptors, upland game birds, mule and white-tailed deer, furbearers, and small mammals.

The McNary National Wildlife Refuge, managed by the U.S. Fish and Wildlife Service (USFW), near Burbank in Western Walla Walla county hosts more than 15,000 acres of habitat for migratory birds and developing fall Chinook salmon. Rare and endangered birds, including bald eagles and peregrine falcons, and thousands of nesting water birds can be found in the refuge.

4.14 SCENIC AND AESTHETIC RESOURCES

The main scenic area of the County is found in the Blue Mountains. Other scenic areas are found along the rivers and creeks, particularly along the Columbia and Snake Rivers and the upper Mill Creek area. U.S. Highway 12 and State Highway 124 are part of the Lewis and Clark Trail Scenic Byway. There are also scenic areas along the Touchet and Walla Walla Rivers and at Bennington Lake.

4.15 HISTORIC AND CULTURAL RESOURCES

The County has the benefit of historic and cultural resources that reflect the unique heritage of the area. Native Americans (Umatilla, Walla Walla, and Cayuse Tribes) were the first people in recorded history to live in Walla Walla County. Lewis and Clark explored the area between 1804 and 1806 and missionary settlements followed around 1836. The City of Walla Walla was settled in 1859 and became the County Seat on November 7, 1859.

4.16 HAZARD MANAGEMENT CAPABILITIES

Walla Walla Emergency Management is responsible for the administration and overall coordination of the disaster management program for Walla Walla County and the incorporated cities. The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts. Emergency response and supporting agencies and organizations have agreed to carry out their objectives in support of the incident command structure to the fullest extent possible.

Walla Walla Emergency Management oversees emergency management personnel trained and dedicated to mitigating the negative impacts of natural and man-made disasters within the County. City offices throughout the county are equally dedicated to reducing catastrophic losses from disasters despite limited budgets.

Many states, counties and communities in the nation believe they are prepared disasters; however, many have not been tested. Too often, resources are required beyond the ability of counties and communities to match the response need. The Washington Bureau of Homeland Security and FEMA work with counties through desktop exercises and preparedness drills to increase preparation and abilities of first responders.

4.17 REGIONAL HAZARD PROFILE

SHELDUS is a county-level hazard data set for the U.S. for 18 different natural hazard event types such as thunderstorms, hurricanes, floods, wildfires, and tornados. For each event, the database includes the beginning date, location (county and state), property losses, crop losses, injuries, and fatalities that affected Walla Walla County.

The data were derived from several existing national data sources such as National Climatic Data Center's monthly Storm Data publications and NGDC's Tsunami Event Database. With the release of SHELDUS 7.0, the database includes loss causing and/or deadly event between 1960 through 1975 and from 1995 onward. Between 1976 and 1995, SHELDUS reflects only events that caused at least one fatality or more than \$50,000 in property or crop damages.

Prior to 2001, property and crop losses occurring on the same day within the same geography (i.e. county) are aggregated by hazard type. For events that covered multiple counties, the dollar losses, deaths, and injuries are equally divided among the counties (e.g. if 4 counties were affected, then each was given 1/4 of the dollar loss, injuries and deaths). Where dollar loss estimates were provided in ranges (e.g. \$50,000 - 100,000) - such as in NCDC Storm data until 1995 - the lowest value in the range of the category was used. This results in the most conservative estimate of losses during the time period of 1960-1995. Since

1995 all events that were reported by the National Climatic Data Center (NCDC) with a specific dollar amount are included in the database.⁹

It is important to keep in mind that the SHELDUS database does not include every hazard event that occurred within an area. Only those events that met a specific reporting criterion as explained above are listed. This means that many local events, considered to be major hazards, may not get recorded.

Since 1960, there have been 204 recorded hazardous events with the majority (80%) primarily due to weather events represented by Wind, Severe Storms, and Winter Weather. Since 1960 there have been 23 fatalities from natural hazards within Walla Walla County. Traffic accidents may likely be the most common cause of injuries and fatalities from hazard-related events during inclement weather and severe storms. The economic loss from hazard events occurring from 1960 – 2015 totals \$188,895,436.38 (adjusted to 2016 dollars) according to the SHELDUS database.¹⁰

9 HVRI. Natural Hazards Losses 1960-2015 (SHELDUS). Hazards & Vulnerability Research Institute. University of South Carolina. Columbia, South Carolina. Available online at <http://webra.cas.sc.edu/hvri/>. April 2018.

10 Hazards & Vulnerability Research Institute (2011). The Spatial Hazard Events and Losses Database for the United States, Version 9.0 [Online Database]. Columbia, SC: University of South Carolina. Available from <http://www.sheldus.org>

Chapter 5. PROBABILITY, VULNERABILITY AND RISK

The following terms were adopted from the 2010 Walla Walla County Hazard Identification and Vulnerability Analysis (HIVA) and are used to analyze the hazards considered in this plan:

PROBABILITY OF OCCURRENCE - An adjective description (High, Medium, or Low) of the probability of a hazard impacting Walla Walla County within the next 25 years. Probability is based on an appraisal of a hazard's frequency using information provided by relevant sources, observations and trends.

HIGH: There is great likelihood hazardous event will occur within the next 25 years.

MEDIUM: There is moderate likelihood a hazardous event will occur within the next 25 years.

LOW: There is little likelihood a hazardous event will occur within the next 25 years.

VULNERABILITY- An adjective description (High, Medium, or Low) of the potential impact a hazard could have on Walla Walla County. It is the ratio of population, property, commerce, infrastructure and services at risk, relative to the entire County. Vulnerability is an estimate generally based on a hazard's characteristics.

HIGH: The total population, property, commerce, infrastructure and services of the county are uniformly exposed to the effects of a hazard of potentially great magnitude. In a worst-case scenario there could be a disaster of major to catastrophic proportions.

MEDIUM: The total population, property, commerce, infrastructure and services of the county are exposed to the effects of a hazard of moderate influence; or the total population, property, commerce, infrastructure and services of the county are exposed to the effects of a hazard, but not all to the same degree; or an important segment of population, property, commerce, infrastructure or service is exposed to the effects of a hazard. In a worst-case scenario there could be a disaster of moderate to major, though not catastrophic, proportions.

LOW: A limited area or segment of population, property, commerce, infrastructure or service is exposed to the effects of a hazard. In a worst-case scenario there could be a disaster of minor to moderate proportions.

RISK RATING - An adjective description (High, Medium, or Low) of the overall threat posed by a hazard over the next 25 years. It is a subjective estimate of the combination of probability of occurrence and vulnerability.

HIGH: There is strong potential for a disaster of major proportions during the next 25 years; or history suggests the potential occurrence of multiple disasters of moderate proportions during the next 25 years. The threat is significant enough to warrant major program effort to prepare for, respond to, recover from, and mitigate this hazard. This hazard should be a major focus of the County's emergency management training and exercise program.

MEDIUM: There is moderate potential for a disaster of less than major proportions during the next 25 years. The threat is great enough to warrant reasonable effort to prepare for, respond to,

recover from, and mitigate this hazard. This hazard should be included in the county's emergency management training and exercise program.

LOW: There is little potential for a disaster during the next 25 years. The threat is such as to warrant a minimum of effort to prepare for, respond to, recover from, or mitigate this hazard. This hazard need not be specifically addressed in the county's emergency management training and exercise program, except as generally dealt with during hazard awareness training.

Chapter 6. RISK ASSESSMENT

This section includes the results of the 2010 Hazard Identification and Vulnerability Analysis (HIVA) and the 2017 Mill Creek and Walla Walla County Community Wildfire Protection Plan and its assessment of the Mill Creek Watershed. Updates to the natural hazard events within the County and analysis of events since 1960 have been incorporated along with additional details on flooding throughout the County.

6.1 INTRODUCTION

A full risk assessment for Walla Walla County was completed for the 2010 Hazard Identification and Vulnerability Analysis (HIVA). The HIVA analyzed all potential hazards for Walla Walla County and rated some hazards as not a significant risk. The four natural hazards posing the greatest risk to Walla Walla County were identified in the HIVA as earthquake, severe storm, wildfire, and flooding. In the table below and the following pages an overview of these four natural hazards are presented for reference along with additional detail provided by the participating County jurisdictions during the 2018 HMP update.

Table 5. Summary of Countywide Hazard Ratings from the 2010 HIVA and jurisdiction-specific input, 2018

Hazard	Probability	Vulnerability	Risk Rating
Earthquake	MEDIUM	HIGH	HIGH
Wildfire	MEDIUM	HIGH	HIGH
Severe Storm	HIGH	MEDIUM	HIGH
Flooding	HIGH	MEDIUM	HIGH
Dam Failure	LOW	HIGH	MEDIUM
Radiological Incident	LOW	MEDIUM	MEDIUM
Terrorism	LOW	MEDIUM	MEDIUM
Hazardous Materials	MEDIUM	LOW	LOW
School Violence	MEDIUM	LOW	LOW
Urban Fire	LOW	MEDIUM	LOW
Civil Disturbance	LOW	LOW	LOW
Volcanic Ash Fall	LOW	LOW	LOW

6.2 EARTHQUAKE HAZARD OVERVIEW

RATINGS	
Probability	MEDIUM
Vulnerability	HIGH
Risk	HIGH

An earthquake is a sudden release of stored energy generally caused by a sudden slip along a fault. Forces in the earth's crust push the sides of the fault together and when a plate slips suddenly it releases energy in waves causing the shaking felt during an earthquake. A fault is a fracture or zone of fractures between two “blocks” of rock allowing for a certain degree of movement. This movement may occur rapidly, in the form of an earthquake - or may occur slowly, in the form of creep over geologic time frames.

Earthquake magnitude is a logarithmic measure of the force released when plates move. Seismic monitors exist throughout the region to alert us when an earthquake is occurring and measure its magnitude. It is not possible to predict when an earthquake might occur, only measure the frequency of small seismic events and estimate the probability of a larger, potentially damaging, event. Given the history of Walla Walla County it is reasonable that the County is over-due for a larger seismic event.

The effects from earthquakes are caused by ground shaking, surface faulting and ground failure.

A geological system called the Olympic-Wallowa Lineament (OWL) stretches from the Olympic Mountains to the Wallowa Mountains through Walla Walla County. The OWL is a series of geological features that indicate a history of earthquake action.

Two fault systems are located in Walla Walla County. The Hite Fault System is located along the foothills of the Blue Mountains stretching generally north and south. The Wallula Fault Zone stretches from the Wallula Gap on the Columbia River toward Touchet.

LANDSLIDES

Only a small portion of unincorporated Walla Walla County is likely to experience landslides; none of the other jurisdictions would be susceptible. The Washington State Department of Natural Resources (WADNR) has stated that landslides are generally confined to areas with slopes that exceed 40%. This generally confines the risk of this hazard to the southeastern portion of the County in the foothills of the Blue Mountains.

There are several types of landslides that can take place in conjunction with earthquakes. The most abundant are earthquake-induced rock falls and slides of rock fragments that form on steep slopes. Shallow debris slides on steep slopes, soil and rock slumps, and block slides on moderate to steep slopes can also occur and lower frequencies. Significant landslides are most likely to occur during a significant earthquake event, which is why landslide hazards were not been addressed separately in this hazard plan update.

EARTHQUAKE HISTORY AND PROBABILITY OF OCCURRENCE

A summary of historical earthquake events and information on probability is included below. The following table provides background on intensity and potential damage levels for different earthquake

magnitudes using both the Richter Scale and the Modified Mercalli Scale and the included map displays the recent Lidar analysis of the fault lines within Walla Walla County by the Washington State Department of Natural Resources.

Table 6: Summary of Earthquake Scales and Levels and Damage (Washington State Military Department Emergency Management Division, 2009)

Modified Mercalli Scale		Level of Damage	Richter Scale
1 – 4	Instrumental to Moderate	No damage.	≤ 4.3
5	Rather Strong	Damage negligible. Small unstable objects displaced or upset; some dishes and glassware broken.	4.4 – 4.8
6	Strong	Damage slight. Windows, dishes, glassware broken. Furniture moved or overturned. Weak plaster and masonry cracked.	4.9 – 5.4
7	Very Strong	Damage slight-moderate in well-built structures; considerable in poorly built structures. Furniture and weak chimneys broken. Masonry damaged. Loose bricks tiles, plaster, and stones will fall.	5.5 – 6.1
8	Destructive	Structure damage considerable, particularly to poorly built structures. Chimneys, monuments, towers, elevated tanks may fail. Frame houses moved. Trees damaged. Cracks in wet ground and steep slopes.	6.2 – 6.5
9	Ruinous	Structural damage severe; some will collapse. General damage to foundations. Serious damage to reservoirs. Underground pipes broken. Conspicuous cracks in ground; liquefaction.	6.6 – 6.9
10	Disastrous	Most masonry and frame structures/foundations destroyed. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Sand and mud shifting on beaches and flat land.	7.0 – 7.3
11	Very Disastrous	Few or no masonry structures remain standing. Bridges destroyed. Broad fissures in ground. Underground pipelines completely out of service. Rails bent. Widespread earth slumps and landslides.	7.4 – 8.1
12	Catastrophic	Damage nearly total. Large rock masses displaced. Lines of sight and level distorted.	8.1

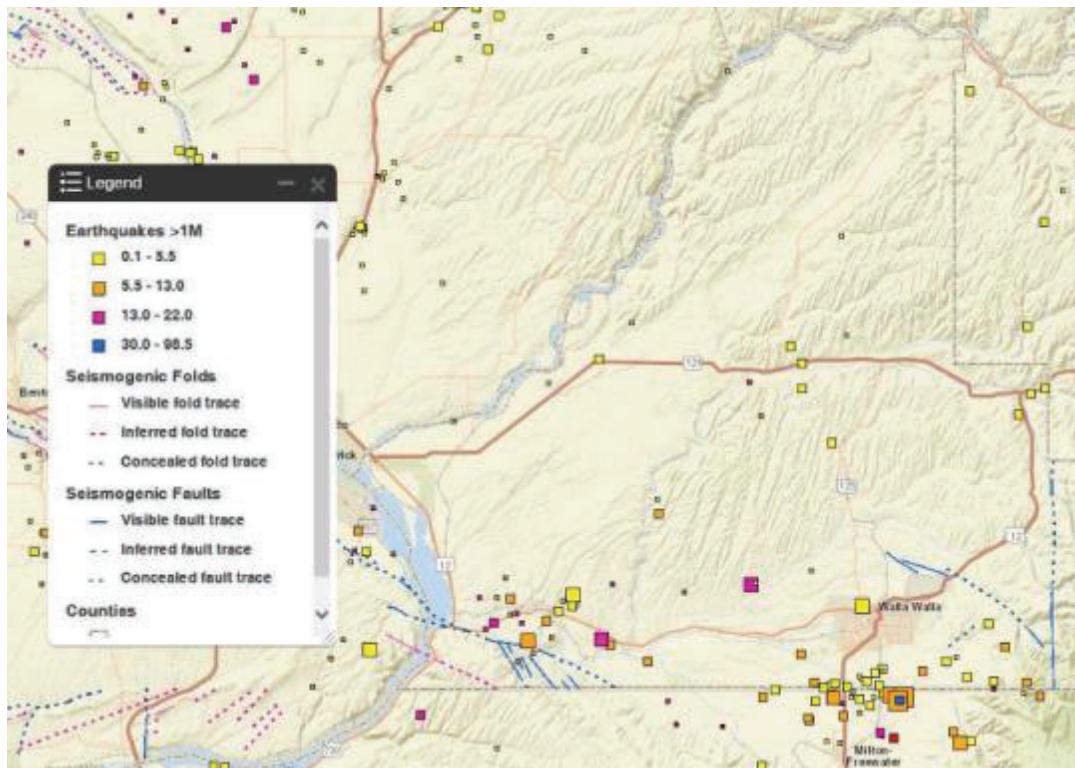


Figure 5. Walla Walla County fault and seismic activity history map (State of Washington, DNR).

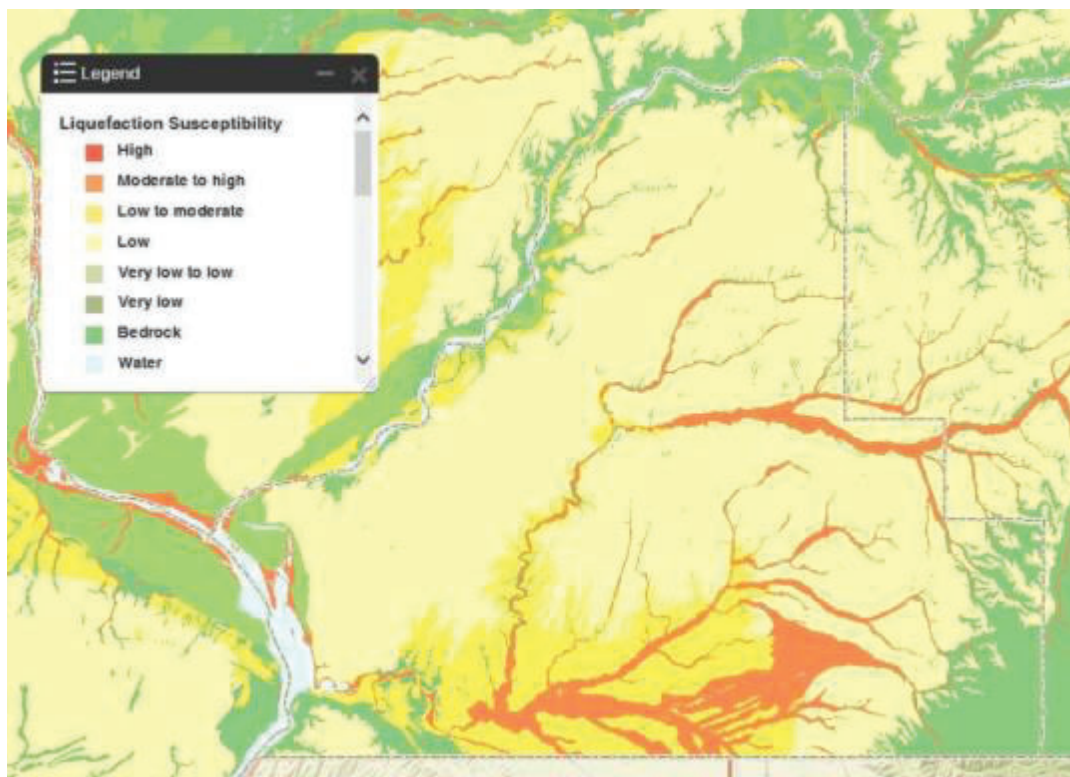


Figure 6. Walla Walla County soil liquefaction-potential risk map (State of Washington, DNR).

History has recorded earthquakes that would be considered “strong,” “very strong” and “destructive” on the Modified Mercalli scale which implies intensity up to 6.5 magnitudes on the Richter Scale. Since those earthquakes recorded in Walla Walla County are generally shallow earthquakes, significant damage would be expected. Two earthquakes were felt in Walla Walla County in November 1991 and July 1992. They were centered about five miles south of Walla Walla and measured 4.3 and 4.1 on the Richter scale.

“It is not a question of if; it is question of when a 6.5 magnitude earthquake strikes Walla Walla County.”
John Winter, Ph.D. - Professor of Geology, Whitman College

The largest recorded earthquake in the State of Washington occurred in Eastern Washington near Lake Chelan December 15, 1872. It was estimated at a magnitude 7.0. This earthquake was felt from British Columbia, Canada, to Oregon and from the Pacific Ocean to Montana. It occurred in a wilderness area, which in 1872 had only a few inhabitants - local Indian tribes, trappers, traders, and military men. Because there were few man-made structures in the epicenter area, most of the information available is about ground effects, including huge landslides, massive fissures in the ground, and a 9-meter-high geyser. One massive landslide, at Ribbon Cliff (between Entiat and Winesap), blocked the Columbia River for several hours. Another significant earthquake occurred west of Walla Walla in 1882. Its intensity is unknown but was estimated to have been an event upwards of a magnitude 6.0 on the Richter scale.

THE 1936 MILTON-FREEWATER EARTHQUAKE

The last major earthquake affecting Walla Walla County occurred in 1936 and was centered near Milton-Freewater. The following excerpt from Washington State Earthquake Hazards provides a summary of the damage that resulted from this event.

“At 11:05 P.M., July 15, 1936, the region around Walla Walla was so shaken by an earthquake that many persons left their beds for the outdoors in haste and perturbation. The writer’s house at the northern city limits of Walla Walla shook, rattled, rumbled, groaned and squeaked, but suffered no permanent damage. Many chimneys were broken, several houses were moved on their foundations, stacks of boxed and canned goods and shelf wares were scattered over floors with some damage.”

“The Milton Freewater earthquake was the most destructive earthquake of the eastern Washington-Oregon border region since the late 1800s (Shannon and Wilson, Inc., 1975). Its intensity was greatest at Milton Freewater, State Line and Umapine in Oregon. Moderate damage occurred in Athena and Milton. Windows broke, walls cracked, chimneys collapsed, a two-story concrete house near Umapine lost part of its second story, and some standing railroad cars near Milton were derailed. Two schools in Umapine were damaged. Water issued from cracks as much as 60 meters long. Numerous aftershocks were reported until November 1936.

This earthquake was estimated to have been a magnitude of 6.1 on the Richter scale. Minor earthquakes occur frequently in and near Walla Walla County. Although many are not felt, the historical occurrence provides insight as to the risk.

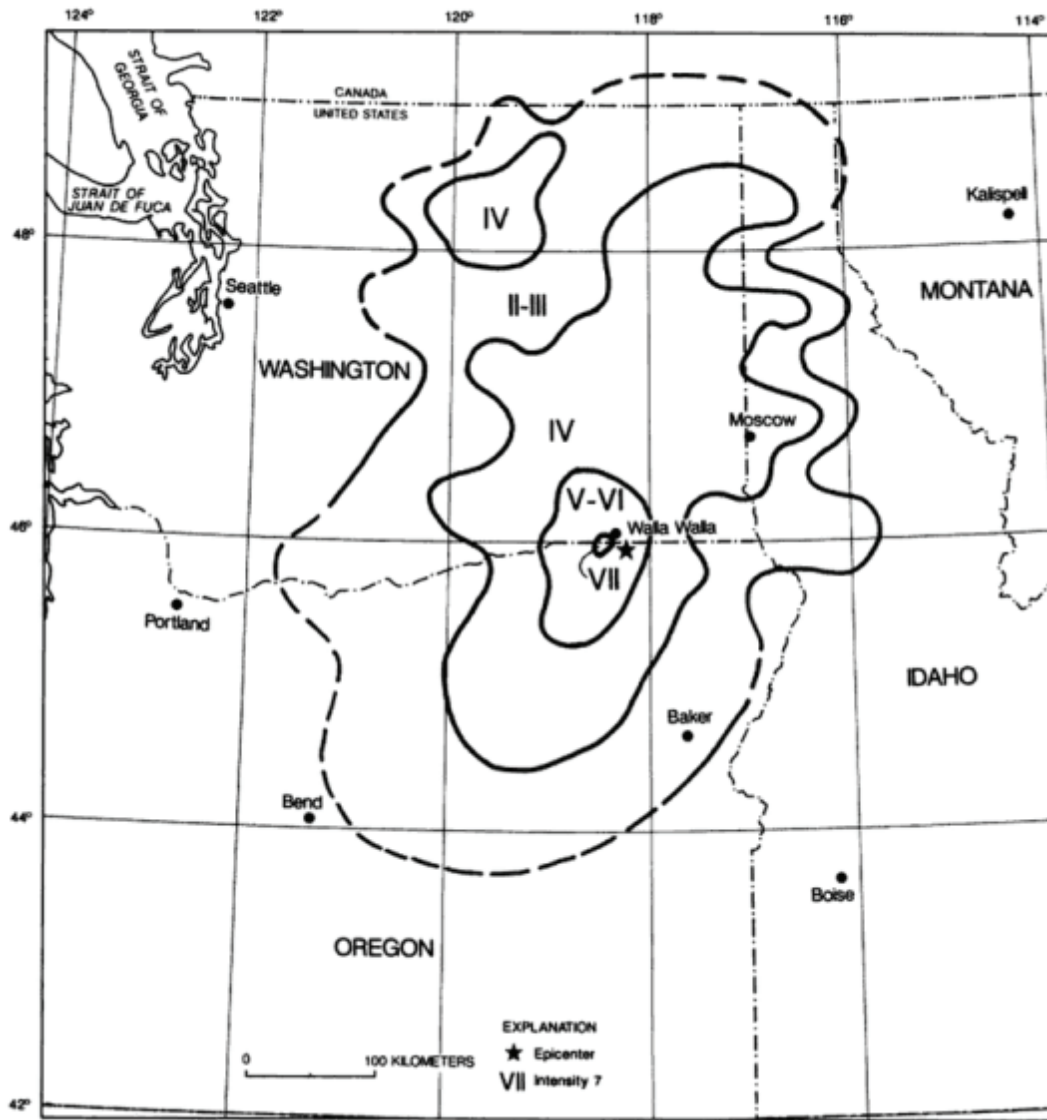


Figure 7. Map by Carl W Stover, Jerry L Coffman - *Seismicity of the United States, 1568-1989 (revised)*, Public Domain, <https://commons.wikimedia.org/w/index.php?curid=66862050>

EARTHQUAKE VULNERABILITY

The Washington State Hazard Mitigation plan used two criteria to assess vulnerability and identify counties most at risk within the State, through the criteria of:

1. The Annualized Earthquake Loss, as calculated by the HAZUS-MH software, of at least \$1 million; or
2. The Annualized Earthquake Loss Ratio, as calculated by the HAZUS-MH software, of greater than or equal to the State's ratio of 0.05.

Walla Walla County is not one of the 22 counties that met either of these criteria because it lacks building stock like many other Eastern Washington counties, but the County was added to the list by

recommendation of seismologist and federal and state geologists given perceived risk from past seismic events (Washington State Military Department Emergency Management Division, 2009).

HAZUS LOSS ESTIMATE

HAZUS-MH, a GIS software program developed by FEMA and the National Institute of Building Sciences to estimate potential losses due to earthquakes, was utilized during the 2010 HIVA update and included in the 2018 update given the geologic timeframe of earthquake occurrences. Conversations with Dr. Kevin Pogue of Whitman College, lead to the modeling of an earthquake scenario similar to the 1936 Milton-Freewater event. The parameters were set to:

- Type of Earthquake: Arbitrary
- Longitude of Epicenter: -118.39
- Latitude of Epicenter: 46.00
- Earthquake Magnitude: 6.0
- Depth (km): 10.00
- Rupture Length (km): 7.76
- Rupture Orientation (degrees): 0.00
- Attenuation Function: WUS Shallow Crustal Event - Extensional

This HAZUS-MH scenario produced the following lost estimates:

- About 5, 287 buildings (23% of total) will be at least moderately damaged.
- About 212 buildings will be damaged beyond repair.
- Only minor damage is expected to critical and essential facilities.
- Moderate damage is expected to occur to utility systems.
- Fire will occur after the earthquake. The model estimates that fires will displace about 132 people and burn about \$8 million of building value.
- Significant debris generation is not likely to occur.
- The model estimates that 365 households will be displaced due to the earthquake and of those, 278 people will seek temporary shelter in public shelter facilities.
- Between 4 and 9 people will be killed by the earthquake. Between 20 and 35 people will require hospitalization and an additional 97 to 131 will require some medical attention. More injuries and deaths are likely to occur if the earthquake occurs during the day rather than in the middle of the night.
- Total building-related losses were estimated to be \$425.51 million; 24% of these losses would be attributable to business interruption not structural loss. Residential losses would make up the largest segment at around 54% of total building loss.
- Significant loss ratios were estimated for bus, airport, wastewater, natural gas, and communication facilities.

EARTHQUAKE RISK RATING

The population, property, commerce, infrastructure and services of Walla Walla County are all vulnerable to the impacts of an earthquake. The scope of damage is a function of the event magnitude and level of

preparedness. Damage could range from minimal to high, with a large event resulting in loss of life and significant destruction of property. The level of preparedness for Walla Walla County has been assessed at very low given the lack of familiarity of most residents with earthquakes. Little mitigation has occurred in education and building structures. Since 1984 when building codes placed Walla Walla County in Seismic Zone 2-B, additional seismic reinforcement was required, but buildings built before that were not subject to seismic reinforcement.

Much of the County's infrastructure and buildings are located in areas of moderate to high liquefaction risk. Although the County has adopted new standards for construction in areas of significant geologic hazards, these protections do not apply to existing development.

The anticipated likelihood of a damaging earthquake in Walla Walla County is MEDIUM. Additionally, the occurrence of a 6.0 magnitude (strong) event would likely result in some loss of life and significant damage to structures therefore earthquake vulnerability for Walla Walla is considered HIGH, and the overall risk rating for earthquakes for Walla Walla County is also rated at HIGH.

6.3 SEVERE STORMS HAZARD OVERVIEW

RATINGS	
Probability	HIGH
Vulnerability	MEDIUM
Risk	HIGH

A severe storm is defined as an atmospheric disturbance that results in one or more of the following: high winds, heavy snow, large hail, thunderstorms, lightning, tornados, heavy rain or mixed precipitation. Many storm episodes contain multiple storm events. These elements have been defined by the National Weather Service as follows (Washington State Military Department Emergency Management Division, 2009):

- **High Winds**

Sustained wind speeds of 40 mph or greater lasting for 1 hour or longer, or winds of 58 mph or greater for any duration.
- **Severe Thunderstorm**

A thunderstorm that produces a tornado, winds of at least 58 mph (50 knots), and/or hail at least 1 inch in diameter. A thunderstorm with wind equal to or greater than 40 mph (35 knots) and/or hail at least ½ inches in diameter is defined as approaching severe.
- **Tornado**

A violently rotating column of air, usually pendant to a cumulonimbus clod, with circulation reaching the ground. It nearly always starts as a funnel cloud and may be accompanied by a loud rotating noise. On a local scale, it is the most destructive of all atmospheric phenomena.
- **Heavy Snow**

Generally, a snowfall accumulating to 6 inches or more in depth in 12 hours or less or a snowfall accumulating 6 inches or more in depth in 24 hours or less.
- **Lightning**

Lightning is a visible electrical discharge produced by a thunderstorm. The discharge may occur within or between clouds, between the cloud

and air, between a cloud and the ground or between the ground and a cloud.

- **Hail** Showery precipitation in the form of irregular pellets or balls of ice more than 5 mm in diameter, falling from a cumulonimbus cloud.
- **Funnel Cloud** Funnel clouds are twisting clusters of air and clouds that form the beginning of a tornado. They may lower slightly below the cloud line, but do not make contact with the ground.
- **Ice Storm** Ice storms occur when rain falls from a warm, moist layer of atmosphere into a below freezing, drier layer near the ground. The rain freezes on contact with the cold ground and exposed surfaces causing damage to trees, utility wires, and structures.
- **Dust Storm** Dust storms occur when wind, following dry periods, blows dirt and light debris aloft. In worst case scenarios, blowing dust clouds can result in zero visibility.



SEVERE STORMS HISTORY AND PROBABILITY OF OCCURRENCE

The National Weather Service Forecast Office in Pendleton, Oregon provides weather advisories, watches, and warnings for Walla Walla County. In addition, Walla Walla County has achieved the StormReady designation through the National Weather Service Program to be better prepared to respond to weather

and water threats to the community (<https://www.weather.gov/StormReady>). Notice is provided to residents of severe storms well in advance if possible. The Hazards & Vulnerability Research Institute at the University of South Carolina provided the following record of significant storm events for Walla Walla County between January 1, 1960 and December 31, 2017.

Table 7: Severe Storm Events in Walla Walla County 1960 – 2017 Hazards & Vulnerability Research Institute. University of South Carolina.

Hazard	Year	Property Damage	Fatalities	Injuries	Records
Lightning	1960	(ADJ 2016)	0	0	1
Hail	1961	\$515.99	0	0	1
Severe Storm/Thunder Storm	1961	\$255.41	0	0	3
Wind	1961	\$1,277.03	0	0	4
Severe Storm/Thunder Storm	1962	\$14,698.52	0	2	1
Wind	1962	\$53,235.70	1	2	4
Flooding	1963	\$64,920.30	0	0	1
Hail	1963	\$249,564.16	0	0	1
Severe Storm/Thunder Storm	1963	\$0.00	0	3	2
Wind	1963	\$259,802.68	0	0	1
Hail	1964	\$10,238.52	0	0	1
Severe Storm/Thunder Storm	1964	\$2,463.44	8	0	2
Wind	1964	\$507,784.43	0	0	1
Winter Weather	1964	\$10,106.41	8	0	1
Flooding	1965	\$505,320.99	0	0	1
Landslide	1965	\$33,153.33	0	0	1
Severe Storm/Thunder Storm	1965	\$33,153.33	0	0	2
Tornado	1965	\$2,379.97	0	0	1
Wind	1965	\$1,385.33	2	0	4
Winter Weather	1965	\$25,801.24	0	0	1
Tornado	1966	\$33,153.33	0	0	1
Wind	1967	\$3,771.19	0	0	6
Severe Storm/Thunder Storm	1968	\$22,512.64	0	0	1
Wind	1968	\$4,501.42	0	0	1
Winter Weather	1968	\$4,501.42	0	0	1
Severe Storm/Thunder Storm	1969	\$9,002.84	0	0	1
Wind	1969	\$2,080.83	0	0	2
Winter Weather	1969	\$12,805.13	0	0	1
Wind	1970	\$4,268.38	0	0	1
Winter Weather	1970	\$807.50	0	0	1
Flooding	1971	\$26,242.85	0	0	1
Hail	1971	\$4,309.96	0	0	1
Lightning	1971	\$4,713.99	0	0	1
Severe Storm/Thunder Storm	1971	\$4,713.99	0	0	2
Wind	1971	\$34,883.52	2	0	5

Winter Weather	1971	\$85,939.64	2	0	2
Coastal	1972	\$6,382.04	0	0	1
Flooding	1972	\$36,087.96	0	0	1
Landslide	1972	\$36,087.96	0	0	1
Severe Storm/Thunder Storm	1972	\$36,087.96	0	0	1
Wind	1972	\$19,487.48	1	2	4
Winter Weather	1972	\$166,468.09	0	0	4
Wind	1973	\$224,904.40	0	0	1
Wind	1974	\$55,039.01	0	0	2
Avalanche	1975	\$20,181.51	0	0	1
Flooding	1975	\$5,976.65	0	0	2
Hail	1975	\$87,355,755.48	0	0	2
Severe Storm/Thunder Storm	1975	\$3,785.24	0	0	2
Wildfire	1975	\$87,355,755.48	0	0	1
Wind	1975	\$4,731.52	0	2	5
Winter Weather	1975	\$37,924.93	0	2	2
Wind	1976	\$8,888.35	1	1	1
Wind	1977	\$268,424.02	0	0	1
Severe Storm/Thunder Storm	1978	\$28,804.02	0	0	1
Wind	1978	\$468,506.95	0	0	1
Severe Storm/Thunder Storm	1981	\$17,036.60	0	0	1
Wind	1981	\$0.00	0	0	1
Severe Storm/Thunder Storm	1982	\$344,663.03	0	0	2
Wind	1982	\$123,762.47	0	0	1
Winter Weather	1985	\$90,441.61	0	0	1
Hail	1987	\$291.18	0	0	1
Severe Storm/Thunder Storm	1987	\$10,755.87	0	0	1
Tornado	1987	\$10,755.87	0	0	1
Wind	1987	\$1,075.59	0	0	2
Severe Storm/Thunder Storm	1988	\$39,060.75	0	0	1
Wind	1988	\$4,303.56	0	0	1
Lightning	1989	\$4,303.56	0	1	1
Severe Storm/Thunder Storm	1989	\$0.00	0	0	1
Wind	1989	\$821.15	5	0	2
Winter Weather	1989	\$130,475.87	5	0	1
Flooding	1990	\$129,654.73	0	0	1
Severe Storm/Thunder Storm	1990	\$13,355.19	0	0	1
Wind	1990	\$389.53	0	0	4
Winter Weather	1990	\$109,499.69	0	0	3
Flooding	1991	\$5,313.53	0	0	2
Hail	1991	\$179,422.34	0	0	1
Wind	1991	\$89,711.17	1	0	2
Flooding	1992	\$1,474,641.91	0	0	1

Hail	1992	\$87,089.53	0	0	1
Lightning	1992	\$17,417.91	0	1	3
Severe Storm/Thunder Storm	1992	\$888,313.22	0	0	1
Wind	1992	\$17,417.91	1	1	5
Winter Weather	1992	\$26,255.43	0	1	2
Winter Weather	1993	\$9,221.25	2	2	3
Winter Weather	1994	\$5,367.60	0	2	1
Winter Weather	1997	\$4,122.36	2	2	1
Wind	1999	\$0.00	0	0	2
Severe Storm/Thunder Storm	2000	\$6,234.01	0	0	2
Wind	2000	\$131,978.57	0	0	5
Winter Weather	2000	\$66,394.75	0	0	1
Hail	2001	\$31,930.30	0	0	1
Lightning	2001	\$6,899.30	0	0	1
Wind	2001	\$34,496.50	0	1	8
Wind	2002	\$158,338.95	0	1	6
Winter Weather	2002	\$408,194.30	0	0	1
Lightning	2003	\$0.00	0	0	1
Wind	2003	\$1,328.12	0	1	2
Severe Storm/Thunder Storm	2004	\$3,984.35	0	0	1
Wind	2004	\$3,234.16	0	0	2
Flooding	2005	\$7,632.62	0	0	1
Severe Storm/Thunder Storm	2006	\$25,025.42	0	0	2
Wind	2006	\$757,605.48	0	0	4
Wind	2007	\$763,969.36	0	0	1
Wind	2008	\$4,900,000.00	0	0	0
Wind	2009	\$2,803,499.56	0	0	1
Heat	2010	\$8,543.04	2	0	1
Severe Storm/Thunder Storm	2010	\$0.00	0	0	1
Wind	2010	\$11,206.90	0	0	3
Severe Storm/Thunder Storm	2011	\$162,500.08	0	0	1
Wind	2011	\$543.20	0	0	2
Flooding	2012	\$1,086.40	0	0	1
Wind	2012	\$1,330,463.91	1	0	3
Wind	2014	\$150,076.33	0	1	2
Wind	2015	\$0.00	1	0	1
Total for 1960 - 2017	All Years	\$188,895,436.40	45	28	204



SEVERE STORM EVENTS OF NOTE FOR WALLA WALLA COUNTY

Walla Walla County can experience all types of severe weather except hurricanes. Walla Walla County has had a history of approximately two significant storm episode every year for the past 50+ years. Walla Walla County's last Hazard Identification and Vulnerability Assessment (HIVA) included data recording severe storm events up to April 2010. Some significant recent (last 15 years) events are detailed in the descriptions below. Since the April 2010 HIVA Plan Walla Walla County has experienced an additional 15 severe weather events that resulted in property damage¹¹.

High wind and heavy snow are the most common severe weather events seen in the county during the past 20 years. Three to four wind events take place every year on average with a least one damaging wind event reported every year since 1997. A dust storm occurs about every 2-4 years. On average, there are two heavy snow events per year in the lower, more populated elevations, with two to three heavy snow events per year in the mountain areas. Seven ice storms have been reported in the past 22 years with the most recent in 2017.

There are generally 10 thunderstorm days a year. Since 1960, there have been 5 tornados sighted across the county with the most recent in 1987. There have been 6 sightings of funnel clouds since 1999, with the most recent in 2005. There have been 2 reported cases of lightning causing fire or damage. Severe thunderstorm winds occur about once every 2-3 years, with damaging hail, greater than ¾ inch occurring about once every 5-7 years.

Since April 2010, Walla Walla County has experienced 92 severe storm events, with at least 10 events that resulted in property damage, (NWS records do not always have property damage listed). Some notable events have been listed and described below.

11. HVRI. Natural Hazards Losses 1960-2015 (SHELDUS). Hazards & Vulnerability Research Institute. University of South Carolina. Columbia, South Carolina. Available online at <http://webra.cas.sc.edu/hvri/>. April 2018.

In the afternoon and early evening of Friday, May 19, 2006 an extreme thunderstorm and wind episode occurred across parts of Northern Oregon and Southeastern Washington, affecting Western Walla Walla County. According to the National Weather Service, “storms formed in association with an upper level disturbance moving northward across the area.” This area was experiencing hot temperatures after an early season heat wave. These hot temperatures, “coupled with abundant low-level moisture (surface dewpoints in the 50s) led to an unusually unstable air mass.” Throughout the path of these storms peak wind gusts were approximately 60-75 mph. Three areas experienced gusts exceeding 80 mph; one of these was in Western Walla Walla County, about 5 miles east of Burbank. Peak gusts in this area were measured as 90 mph and felled a large swath of Poplar trees at a tree farm. A portion of the tree fall is shown in the aerial photograph on the right. According to National Weather Service records, this episode resulted in \$1.25 million in damage.



On January 4, 2008, a strong low-pressure system caused heavy precipitation and damaging winds in several areas in the Western United States, including Walla Walla County. Terrain effects were important during this storm episode as wind acceleration was created by a downslope wind storm on the Blue Mountains. This storm results in about \$4.9 million in damage in Walla Walla County. In the Walla Walla Valley, about 4 in 10 homes received some damage from this storm, primarily because of falling trees. The strongest gust recorded at the Walla Walla Regional Airport was 78 mph and the strongest sustained wind was 55 mph (Top 10 Weather Events in the History of the NWS Pendleton Forecast Office, 2009).

February 22, 2012, a warm front and strong jet stream produced widespread high winds and damage. Peak wind speeds reported in miles per hour included 58 mph, 4 miles west southwest of College Place, 59 mph, 3 miles north northeast of Waitsburg, 58 mph, 5 miles west of College Place. Damage reports included trees and power lines down, near College Place, and Walla Walla.

Winter 2016-2017. An unusually cold and snowy winter was seen across the region. The period January 30th to February 22nd, saw heavy snowfall, rain and melting snow. Numerous county roads had washouts, erosion, slide and undermining. There was damage to the water distribution system in the city of Walla Walla with frozen pipes and meters. (Major Disaster Declaration #4309-09)



TORNADOS

Dr. T. Theodore Fujita of the University of Chicago developed a damage scale for tornados relating to the degree of damage to the intensity of the wind in 1971. This scale the “F-scale” became the definitive scale for estimating wind speeds within tornadoes based on the damage caused by the tornado. Rating tornados is somewhat arbitrary because it is so hard to define wind speeds and to determine how much wind may be needed to cause a certain amount of damage. In the past, tornados were labeled “significant” if they are rated as F2 or greater on the Fujita Scale. A F2 tornado is expected have wind speeds between 113 and 157 mph (98-136 kt). (National Climatic Data Center, 2008)

Recognizing weaknesses in the F-scale, the Wind Science and Engineering Research Center at Texas Tech University, in cooperation with the National Weather Service (NWS) and many other experts, developed an Enhanced Fujita Scale or the “EF-scale.” The EF-scale officially replaced the F-scale as of February 1, 2007 in all tornado damage surveys in the United States. The EF-scale is still a wind estimate. The following table shows the differences in estimated wind speeds between the F-scale and the EF-scale. (National Climatic Data Center, 2008)

Table 8: Comparison of F-Scale and EF-Scale (National Climatic Data Center, 2008)

FUJITA SCALE			EF-SCALE	
F Number	Fastest 1/4-mile (mph)	3 Second Gust (mph)	EF Number	3 Second Gust (mph)
0	40-72	45-78	0	65-85
1	73-112	79-117	1	86-110
2	113-157	118-161	2	111-135
3	158-207	162-209	3	136-165
4	208-260	210-261	4	166-200
5	261-318	262-317	5	Over 200

From 1880 through 2002 Walla Walla County has experienced seven recorded tornados and six reported funnel clouds. The seven tornados in Walla Walla County occurred in June 1916, September 1936, April 1958, June 1958, May 1964, August 1982, and August 1987. These Walla Walla County tornados have rated between F0 and F2. None of these tornados caused any injuries, fatalities or crop damage, but two of them did cause property damage. (U.S. Department of Commerce National Climatic Data Center)

Walla Walla County has only had seven reported tornados since 1880, so the probability of another occurrence within the next twenty-five years is low.

Unfortunately, tornado forecasting is virtually impossible – forecasting for today or tomorrow is quite difficult, and specific severe weather forecasting more than days in advance is almost random. This is the reason that there is no such thing as a long-range severe storm or tornado forecast. There are simply too many variables involved which cannot be reliably measured or modeled.

OVERALL PROBABILITY

Historical data on severe storm events suggests that there is a high likelihood that a damaging storm event will occur in the next 25 years. Most storm events do little damage and often damage is localized, affecting only a particular area. However, in the last 25 years there have been 81 natural hazard episodes that caused some property damage, 8 of which were severe storms¹². The probability that severe storms will have some effect on life, property, or the environment for Walla Walla County is HIGH.

12. HVRI. Natural Hazards Losses 1960-2015 (SHELDUS). Hazards & Vulnerability Research Institute. University of South Carolina. Columbia, South Carolina. Available online at <http://webra.cas.sc.edu/hvri/>. April 2018.



SEVERE STORMS VULNERABILITY

Storms that have an adverse effect on population structures and/or infrastructure are rare or limited to short durations of a few hours. Extreme damage as a result of severe storms is usually isolated to a relatively small area or set of areas. Severe storm events can cause significant damage to trees and power lines and interrupt transportation, communications, and power distribution as well as damage crops and cause hazardous conditions that can result in the perpetuation of additional incidents such as a hazardous material spill along transportation route or the start of a lightning-caused wildfire.

The relative isolation of parts of Walla Walla County contributes to its vulnerability. Isolated residents without power are more likely to use wood fires to stay warm or to cook, possibly resulting in an increase in the number of structural fires, and residents without food or water may attempt to use impassable roads and thereby increase the number of potential rescues.

Walla Walla County's overall vulnerability to severe storms is rated as MEDIUM.



SEVERE STORMS RISK RATING

The overall risk to people, property and the environment from severe storms in Walla Walla County is rated as HIGH. The potential for a tornado or a severe storm event that impacts the entire population of Walla Walla County is LOW in the next 25 years. However, the history of storm events, like those of 2006 and 2008 are greater and their potential to significantly impact portions within Walla Walla County are HIGH. Local government and personal preparedness planning for severe storm events will help reduce vulnerability and may help lessen the impact of the next significant storm event.

The threat is such as to warrant a significant effort to prepare for, respond to, recover from, and mitigate this hazard. This hazard should be specifically addressed in the county's emergency management training and exercise program and therefore has been given an overall rating of HIGH.



6.4 WILDFIRE HAZARD OVERVIEW

RATINGS	
Probability	MEDIUM
Vulnerability	HIGH
Risk	HIGH

Wildfires are the uncontrolled destruction of forests, brush, field crops and grasslands caused by nature or humans. The probability of a wildfire in any one location at a particular day depends on many factors: fuel conditions, topography, the time of year, wind direction and speed, past and present weather conditions, and the activity that is or will be taking place (debris burning, land clearing, camping, etc.). Controlled burns are also conducted because the fire cycle is an important aspect of management for many ecosystems. These are not considered hazards unless they were to get out of control and are also not included in the description of wildfire as outlined in the following.



The ***Mill Creek and Walla Walla County Community Wildfire Protection Plan*** (CWPP) was developed in response to the threat of wildfire to Walla Walla County residents in the Wildland Urban Interface (WUI). In 2017 by the Mill Creek & Walla Walla County CWPP committee, the City of Walla Walla, and the Oregon Department of Forestry along with local funding, meeting space, leadership and editing by the Walla Walla County Emergency Management, completed the CWPP. Project facilitation and support was provided by Northwest Management, Inc. of Moscow, Idaho. Funding for the project was provided by the Oregon Department of Forestry. The Community Wildfire Protection Plan will be reviewed annually and updated at least every five years starting from the year of adoption. The Plan was developed in compliance with the Federal Emergency Management Agency requirements for a wildfire mitigation plan and is available in final version on the Walla Walla County Emergency Management Department website at: http://www.co.walla-walla.wa.us/document_center/emergency%20management/WallaWallaCountyCWPPFINAL.pdf.

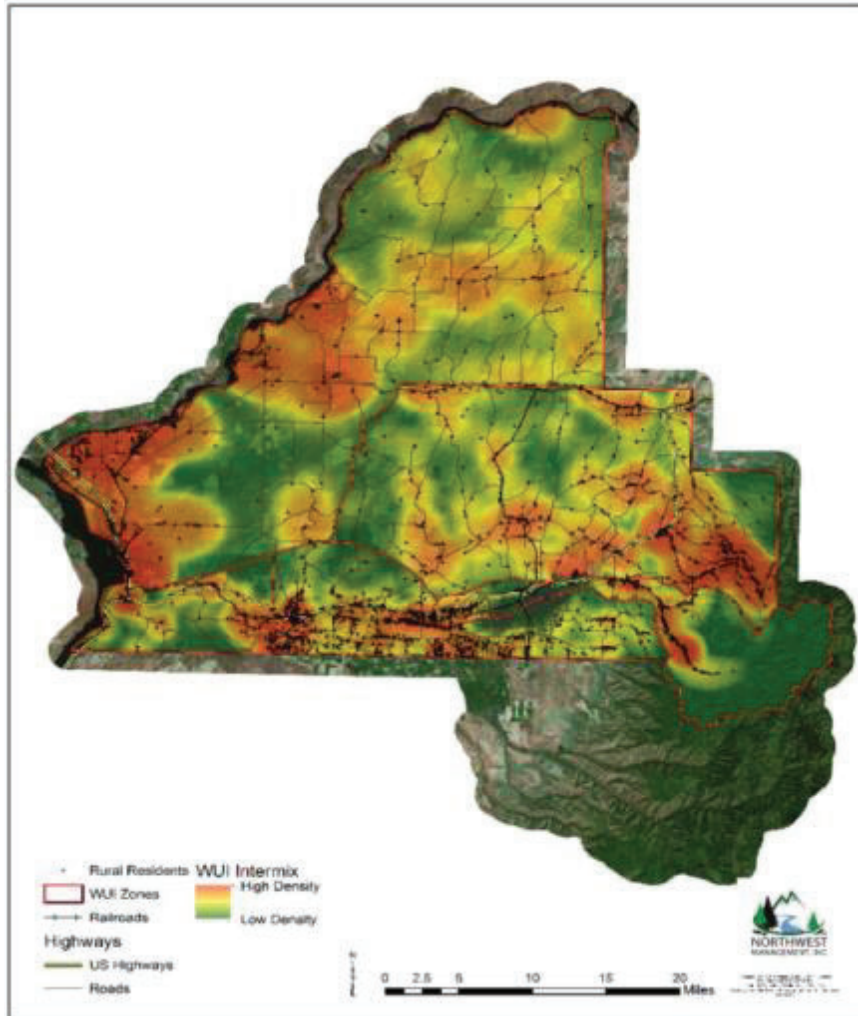


Figure 8. Map of Walla Walla County and the Mill Creek Watershed that identifies the Wildland Urban Interface (WUI) zones and risk ratings for County consideration. The lower portion of the map represents an area in Union County, Oregon that was deemed to present a significant risk of fire to the residents and infrastructure of Walla Walla County and the Mill Creek Watershed. This area was not assessed for fire risk in this CWPP, however details of risk, resources and threat within this area can be found in the Union County, Oregon CWPP currently available in the Oregon State website.

WILDFIRE HISTORY AND PROBABILITY OF OCCURRENCE

A major wildfire event, affecting a large area, could result in complete destruction of timber, structures, personal property, wildlife habitat, recreation areas and watershed areas. A major wildfire could also have substantial negative impact on commerce and infrastructure. Throughout the past twenty years there have been a number of significant wildfires in Walla Walla County.

The Port Kelley Fire which began in mid-afternoon on July 28, 2001 with multiple ignitions adjacent to the Union Pacific Railroad track coincident with a passing train. The fire started on lands protected by Walla Walla Protection District #6 and spread to the adjacent Wallula Unit of McNary National Wildlife Refuge. Due to extreme dryness and winds (sustained 25 mph, with gusts to 40 mph), the fire quickly escalated to

over 3500 acres. The fire threatened structures, agricultural lands, and privately and publicly owned utility infrastructures. At the peak there were 311 firefighters, more than 45 engines, 4 tenders, 2 dozers, 2 air tanker and helicopters. The fire was officially declared out on August 6, 2001.

The North Coppei Fire which started 5 miles southeast of Waitsburg on September 18, 2001, when a Walla Walla County farmer lost control of a field burn, which farmers commonly use to control insects and disease. Winds of 15 to 20 mph hampered suppression efforts and the fire quickly grew to 4,810 acres. The fire consumed a large tract of trees, grassland and wheat fields. Ten structures were threatened and saved. All five of Washington State's multi-agency fire incident management Teams were deployed, with 341 personnel fighting the fire. The fire was officially declared out on September 30, 2001.

The Wallula Gap Fire which began on July 30, 2010 and consumed approximately 3,500 acres before it was put out on Sunday, August 1, 2010. This fire began as a result of a lightning strike. This is the same area that was affected by the Port Kelley Fire in 2001. According to Walla Walla County Fire District 5 Chief, Mike Wickstrom, "history has shown that fire moves fast on the ground" in this area. (Dupler, 2010)

Just a week after the Wallula Gap Fire a human-caused wildfire began in Northwest Walla Walla County near the community of Eureka. This fire began on Friday, August 6, 2010 and was contained on Monday, August 9, 2010 after burning approximately 34 square miles between Lyons Ferry Road and the Snake River. About 185 firefighters from across the state, 40 fire engines and one helicopter were called in to fight the wildfire. The fire burned primarily wheat stubble, grass, and sagebrush. Firefighters were able to save homes and several structures from burning, but one machine-shed, and a shop were destroyed. Although fire officials had initially hoped to be able to contain the fire on Friday, strong winds and dry weather conditions caused the fire to burn out of control. This fire was also difficult because of how remote it was. Access to the fire was limited by steep terrain and a lack of roads in the area.



The Blue Creek Fire began on July 20, 2015 in agriculture lands at the base of the Blue Mountains. The fire grew rapidly due to Red Flag Warning conditions and spread to adjacent forest lands. The fire threatened many homes, summer cabins, timber, and the City of Walla Walla Watershed. One primary residence and eleven outbuildings were destroyed by the 6,004-acre fire. The fire was on lands protected by Walla Walla County Fire District #4 and Washington Department of Natural Resources (WADNR). Unified command was established immediately after arrival of the first units which worked well for a coordinated ground and air attack during the Initial Attack phase of the fire. On July 21, 2015, a Type 2 Incident Management Team assumed command of the Blue Creek Fire for the next 10 days. Fire Suppression personnel peaked at approximately 1,000 including 19 crews, 60 engines, 5 dozers, 17 water tenders, 3 helicopters, and several air tankers. The fire was controlled at the edge of the Mill Creek Watershed which provides the drinking water for the City of Walla Walla. Several of the homes threatened by the fire had good defensible space around them resulting in protecting the home.

The Dry Creek Fire started west of the areas between Prescott and the Washington State Penitentiary on August 21, 2016. The fire rapidly consumed over 10,000 acres of dryland crops, riparian forests, a residence and outbuildings. Farmers who assisted with creating fire breaks described the fire as travelling faster than they could travel. The Dry Creek fire jumped over the 60 foot plus paved right-of-way for Harvey Shaw Road in addition to other roadways. Damage was assumed to be in the range of \$400,000 to \$600,000. The fire was controlled using both Walla Walla and Benton County Fire Districts. The fire was contained within two days.



The Frog Hollow Fire south of Touchet began August 30, 2016. The fire consumed approximately 300 acres of cropland but restarted several times after being contained as a result of fleeing birds and rodents carrying the fire to adjacent fields. The fire was contained using two dozen firefighters from 5 fire stations.

Changes in regional weather and growing seasons are impacting fuel loads and the likelihood of future fires. For example, the fall of 2016 and winter/spring of 2017 were one of the wettest in recent years. This spurred an uncommon amount of vegetative growth. This was followed by over 80 days with no precipitation during the summer of 2017. These conditions would be ideal for a significant fire. These situations are becoming the new norm, not the exception.



OVERALL PROBABILITY

Development near wildlands increases the potential of loss from wildfire, particularly when structures are built with minimal awareness of the need for fire protection. Wildfires are most likely to occur during May through October as well as other times where reduced precipitation and warmer, windy conditions present fuel ignition risks.

Wildland Urban Interface (WUI) fires are fires that occur where "combustible vegetation meets combustible structures" and therefore combine the hazards associated with both forest and structure fires. These types of fires have increased dramatically in the last few decades as more and more people move to rural areas.

In a case study of a destructive wildland urban interface fire, National Fire Protection Association (NFPA) lists four reasons for the increased risk of fire occurrence in wildland urban interface:

1. Wildfires continue to ignite and threaten homes in the wildlands;
2. Wildfires continue to present particular problems to fire protection agencies;
3. Lack of good vegetative management predisposes areas to wildfires; and
4. Unless specific preventive measures are taken by homeowners and local governments homes will continue to be lost and people's lives will continue to be in danger.

Conditions exist in Walla Walla County for a major fire and the probability of occurrence should not be determined based on history, but the conditions present. The recently completed Mill Creek and Walla

Walla County Community Wildfire Protection Plan of 2017 suggests the vulnerability of wildfire within the County should be considered HIGH. The likelihood of a major wildfire in the county is rated as MEDIUM given efforts of the Emergency Management and local fire departments throughout the County in awareness following recent fires and completion of the 2017 CWPP.

WILDFIRE VULNERABILITY

The effects of wildland fires vary with intensity, area, and time of year. Factors affecting the degree of risk include rainfall, humidity, types of vegetation, water availability, topography and proximity to firefighting agencies. In addition to these factors, the risk to structures in the wildland-urban interface includes building construction, means of access, location of vegetation in relation to the structure, roofing assembly, and utilities placement. Short-term loss is the complete destruction of valuable resources, such as timber, wildlife habitat, scenic vistas, and watersheds along with destruction of structures, personal property and utilities. Loss of life, injuries and casualties may occur as well. Vulnerability to flooding increases due to the destruction of watersheds. Severe fires producing high soil temperatures create a water-repellent layer below the soil surface. The soil above this layer becomes highly prone to erosion, often resulting in mud slides. Long-term effects are reduced amounts of timber for building and recreational areas.



WILDLAND URBAN INTERFACE RISK ASSESSMENT

In Walla Walla County, the highest hazard area is the wildland urban interface (WUI) in the eastern part of the county. In 2006 the County's Emergency Management Department hired a City of Walla Walla firefighter to conduct a wildfire risk assessment in the WUI and in 2017 they, along with the City of Walla

Walla, contracted with Northwest Management, Inc to complete a County-wide Community Wildfire Protection Plan (CWPP) that included the Mill Creek Watershed and its portions outside of Walla Walla County. The purpose of the assessment and the CWPP were to determine where, if any, high-risk and/or extreme-risk wildfire areas are located throughout the County given fuel conditions, fire behavior and local condition risk factors. During the 2006 survey a total of 435 structures were assessed, compared to 285 in 2002, with the purpose of the assessments being to:

1. Identify high risk areas/structures for mitigation;
2. Capture information useful to responders in the event of a fire; and
3. To inform the public of their risk and provide recommendations of how they can reduce the probability of a wildfire and lower their vulnerability.

The 2006 assessment implemented criteria from the National Fire Protection Agency (NFPA) Standard for Protection of Life and Property from Wildland Fire, using the Wildland Urban Interface Fire Hazard Assessment Methodology. Emergency Management Department staff developed additional survey criteria consistent with FIREWISE USA® recommendations. Structures rated as extreme hazard (8% of all structures) are located primarily on South Fork Coppei, Lewis Peak, and Scott roads. Mill Creek Road and the Kooskooskie area contained a large number of high hazard ratings. The average rating was medium.

The highest risk factor was vegetation, highlighting that development of defensible space surrounding structures is critical in reducing risk. Insufficient access and lack of available fire protection were also significant risk factors. Four high vulnerability hazard areas were established based on the survey. Property valuations for structures in these areas were calculated for the 2018 CMP update to estimate the potential loss of structures during a wildfire in each of these areas.



Table 9: Value of Property in Wildfire Hazard Areas as of the 2018 assessment are presented in the table below.

Assessment	Total Area	Improved Value
Mill Creek Road Area	8.6 square miles	\$11,626,240
Tracy Road Area	4.9 square miles	\$6,678,890
Scott Canyon Area	10.9 square miles	\$10,983,000
Walla Walla Watershed Area	6.3 square miles	\$99,000

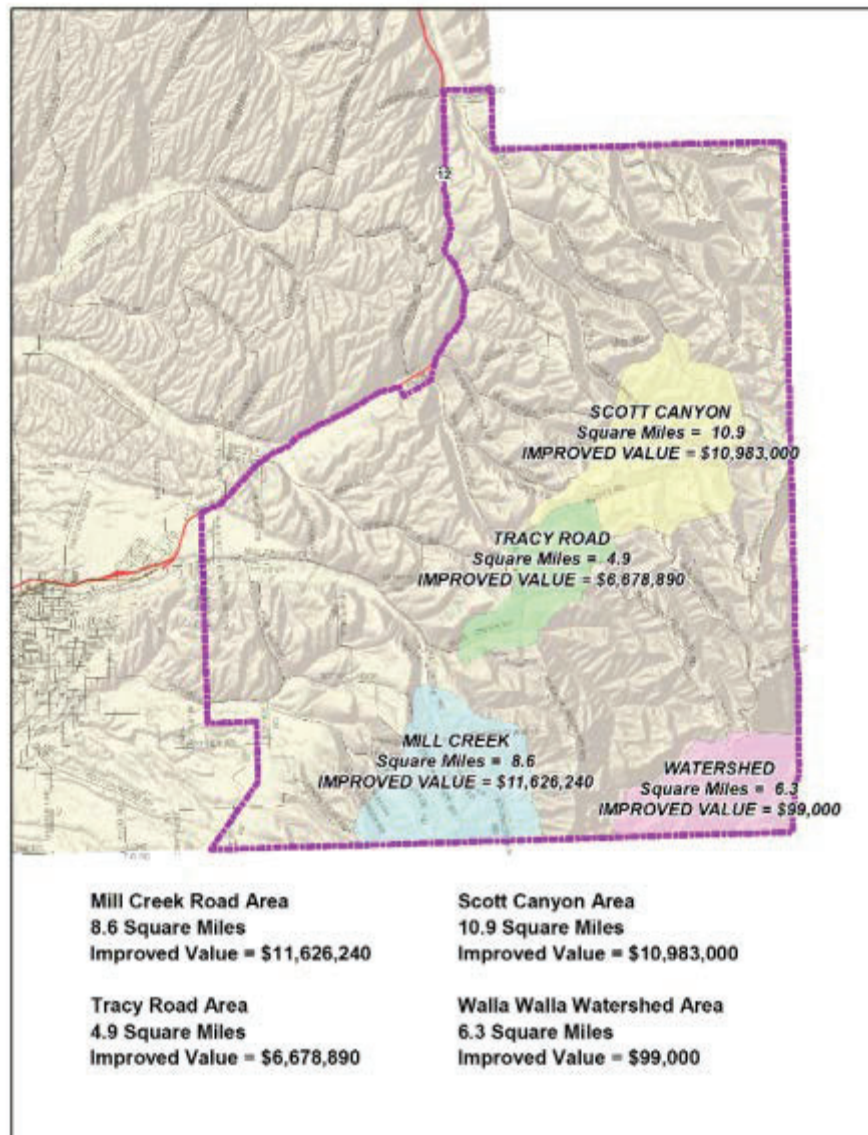


Figure 9. Walla Walla County Watershed map of Property Values in Wildfire Hazard Areas as of the 2018.

OVERALL VULNERABILITY

The mild climate, abundance of solar irradiance and low annual and timing of precipitation results in an environment that is potentially very prone to wildland fire. Although much of the native grasslands have been converted for agricultural purposes, there are many areas of native vegetation and fallow farm land that cures early in the summer and remains combustible until winter. If ignited, these areas burn rapidly, potentially threatening people, homes, and other valued resources.

Walla Walla County contains over 90% agriculture lands with scattered sagebrush steppe and CRP land intermixed throughout the prairie, the eastern edge of the County rises into the Blue Mountains with the transition from sagebrush to a conifer forest system. Development in the prairie is scattered with farm houses and farming structures dispersed throughout with very low density, structures within the prairie

can be long distances from EMS assistance. Development within the Blue Mountains front range is more concentrated and occurs along drainage bottoms and ridgelines, structures within these areas are typically long distances from emergency services and have poor access. This poor access and long travel distances requires some effort on the property owner to mitigate against wildfires.

Not every acre can be effectively treated to prevent rangeland fires throughout the lowlands in Walla Walla County, nor can every acre impacted by fire be restored. Setting priorities for prevention, suppression, and restoration is essential to increase the efficiency of operations and the efficacy of treatments. The use of risk-based, landscape-scale assessments help prioritize treatment areas to reduce fire risk as well as set priorities to strategically guide the allocation and pre-positioning of resources for fire suppression.

Fire history locations were collected using the MODIS sensor, on the TERRA and AQUA satellites, for fire observations from 2000 through 2017. The MODIS sensors acquire 4 images a day for each location on the ground, fires that were ignited and suppressed between observations are not included within the fire start locations. Likewise, small fires that emit a low amount of energy such as the practice of burning ditch banks and small pile burnings, may not be seen by the satellite. The fire starts data identified a total of 37 fires located within the boundary of the Mill Creek Watershed and an additional 2,885 fires throughout the remainder of Walla Walla County between 2000 and 2017. The satellite cannot differentiate between agricultural fires and wildfires, so it is likely that the number of wildfires will be much lower than the satellite estimate.

There are a number of ways to reduce wildland fires and minimize injury and property loss. Recommendations determined by the results of the 2017 CWPP and fire risk assessment were to:

1. Focus mitigation efforts on homeowners in these areas to encourage them to develop defensible space;
2. Seek ways to encourage owner mitigation;
3. Consider adopting land use and/or building code ordinances to reduce risk of structures to wildfire; and
4. Encourage creating emergency water supply for those areas where emergency water is not readily available.

Creating a community that is resilient to wildfires begins with identifying where the threat of wildfire may occur and mitigating against the risk of wildfires against property, life, and infrastructure. In the process of mitigation, when mitigation is focused on a landscape scale, healthy ecosystems and more resilient communities are created.

A wildfire threat analysis provides firefighters and managers with a wildfire tool that describes various physical and environmental conditions for fire risk across a landscape. The threat analysis completed in the 2017 CWPP included fire start locations (2000 - 2017), fuels, fuel moisture, rate of spread, flame length, crown fire potential, and historic fire locations. The risk analysis additionally considered locations where fire threats coincide with infrastructure, cultural and environmental resources, and residences within the wildland urban interface.

Risk analysis showed that the southwestern corner and the northern portion of Walla Walla County, with scattered areas between Eureka Flats and the City of Walla Walla, were more at risk than others across the prairie landscape. This is due to the number of fire starts, proximity to EMS, available fuels, fire history, and locations of developed properties in these areas.

One of the most vulnerable areas in Walla Walla County to wildfire is the Mill Creek Municipal Watershed and surrounding areas. This area is located in the wildland-urban interface and is especially vulnerable to wildfire. A wildfire in this area would not only impact the many homes and cabins in this area but would also affect the watershed environment and water quality. This would indirectly affect the City of Walla Walla's 30,000 municipal water customers. (Hulbert, 2006)

Fire suppression within the Mill Creek Watershed over the last century has led to a deviation from the historical ecosystem norms producing an accumulation of fuels. The lack of access within the watershed make mitigation and suppression efforts difficult. Mill Creek Watershed is more at risk in the timbered portions of the watershed where the majority of fuels are concentrated. The increased potential for crown fires leads to a higher probability for stand replacement/high-severity events, which in turn leads to secondary fire effects such as; erosion, alteration of site productivity, latent mortality of trees and wildlife, and the change in wildlife habitat.

A significant area or segment of Walla Walla County's population, property, commerce, infrastructure or service could be affected by a major wildfire, particularly a wildfire in the Mill Creek Watershed. The overall vulnerability is MEDIUM.

WILDFIRE RISK RATING

A risk rating of HIGH is assigned. There is significant potential for a wildfire disaster of moderate to major proportions during the next 25 years. The threat is great enough to warrant a significant effort to prepare for, respond to, recover from, and mitigate wildfire risk. This hazard is recommended to be included, and expanded on, in the county's emergency management training and exercise program.

6.5 FLOODING HAZARD OVERVIEW

RATINGS	
Probability	HIGH
Vulnerability	MEDIUM
Risk	HIGH

Flooding occurs when an overflow of water submerges land that was previously dry. This typically occurs when the volume of water within a water body, such as a river or lake, exceeds its capacity. Walla Walla County is susceptible to riverine and flash flooding. Flooding can also occur as a result of dam failure which was addressed in the 2010 HIVA and HMP and is still included in this update given its relevance. However, FEMA did not include dam failure in the scope of this project for the 2018 HMP update.

Flooding in Walla Walla County is most likely to occur in winter and spring when localized rainstorms, snowmelt and rain-on-snow events can overwhelm channels with rapid runoff. Frozen soil conditions are often present during these periods and help to increase the volume and rate of runoff by preventing

infiltration. With deeper snowpack conditions or spring snowfall events large volumes of water can result in flood events that can last several days.

FLOODPLAIN

Most flood damage occurs in floodplains. Much of the development within Walla Walla County occurs within a short distance of streams in areas of less topography and often times floodplains which increases the risk of damage by rising water. The floodway and 100-year floodplain are the two areas most likely to experience flooding. The floodway experiences frequent inundation and within Walla Walla County construction is not permitted within this zone. The 100-year floodplain is defined as an area where there is a 1% annual probability of flooding. The prediction is that a 100-year flood event will occur once every 100 years. Recent studies suggest an increased risk to infrastructure can be anticipated during the 21st century as a result of climate change. The floodway and the 100-yr floodplain have been mapped for Walla Walla County by the Federal Emergency Management Agency (FEMA). However, with a few exceptions, floodplain and floodway boundaries have not been reassessed since their initial mapping in 1983.

FLOODING HISTORY AND PROBABILITY OF OCCURRENCE

There have been three severe floods in Walla Walla County since about 1925. These floods took place in March 1931, December 1964, and February 1996. Primary flood hazards include Mill Creek, the Touchet River, and Coppei Creek. Overall, the probability of flood damages occurring within Walla Walla County within the next 25 years is HIGH.



The 1931 flood took place after heavy rains saturated the soil and then turned cold enough to snow. It snowed about 12 inches and then rained as temperatures warmed and rapidly melted snow. The 1931 flood on Mill Creek was devastating to the City of Walla Walla. The Mill Creek diversion and storage

reservoir (Bennington Lake) and Mill Creek flood channel were all constructed by the U.S. Army Corps of Engineers (USACE) as a result of the 1931 event and have been the dominant means of flood protection to the City of Walla Walla since.

The 1996 flood occurred in a similar fashion following a rain-on-snow event where warming temperatures and rain following a late season snowfall rapidly melted snow over frozen ground. In some areas as soils began to thaw saturated conditions led to landslides. The 1996 flood impacted many areas throughout the County with some of the most severe impacts being realized in Waitsburg and the upper Mill Creek area. Flood-specific damages cost the County \$6,500,000, while specific jurisdictions, primarily Waitsburg, experienced flood-specific damages totaling an additional \$5,500,000.



WALLA WALLA RIVER FLOODING

The largest recorded flood on the Walla Walla River occurred in December 1964 and was estimated to have a stage of 18.90 ft (423.90 ft above mean sea level) and a peak discharge of 33,400 cubic feet per second (cfs) near Touchet (after confluence with Touchet River). Flooding of the Walla Walla River also occurred in January of 1965, as well as 1906, 1931, 1949, 1951, 1972, and 1996. Most flood damages on the lower Walla Walla River are related to various types of road and bridge impacts, bank and field erosion, and sediment deposition. The probability of occurrence has been assessed as MEDIUM.

TOUCHET RIVER

Recorded significant floods on the Touchet River have occurred in 1906, 1931, 1949, 1951, 1964, 1965, 1972, and 1996. The maximum flood on the Touchet River occurred in December 1964 with a peak flood discharge of about 9,350 cfs at Bolles Bridge (estimated 40-year event) and 11,500 cfs at Touchet (estimated 30-year event). In Walla Walla County, flooding of the Touchet River has mainly caused

damages in the communities of Prescott and Waitsburg. Flooding also causes various types of road and bridge damage, bank and field erosion, and sediment deposition along the Touchet River to the Walla Walla River. Widespread severe damages and disruptions occurred in Waitsburg during the flood of February 1996. The probability of occurrence has been assessed as MEDIUM.

COPPEI CREEK

Coppei Creek has experienced significant flooding several times. The flows and levels on Coppei Creek are not gauged. However, it is known that Coppei Creek contributed to the severe level of damages in Waitsburg during the flood of February 1996. The creek left its channel and was diverted down Coppei Avenue where it collected behind the existing levee along the Touchet River causing damages to local structures. Other Coppei flood problems were related to road and bridge damage, bank and field erosion, and sediment deposition. Using high water marks, the U.S. Army Corps of Engineers (USACE) has estimated the February 1996 peak flood discharge on Coppei Creek to have been about 1,700 cfs. The probability of occurrence has been assessed as MEDIUM.

MILL CREEK

Due to the topography of its watershed, Mill Creek tends to have short duration, high volume, flood events. The largest of these floods are usually caused by prolonged intense rainfall on saturated soils, or rapid snowmelt in conjunction with rain and warming temperatures. The FEMA Flood Insurance Study reported in 1983 stated Mill Creek flow exceeded the bank-full capacity (600 cfs) 29 times out of 36 years of records. The 1931 flood that impacted the City of Walla Walla and spurring the construction of the Mill Creek Reservoir was partially in response to the hydrology of the Mill Creek Watershed. The USACE completed the Mill Creek flood control project in 1942 diverting a portion of Mill Creek floodwaters to Bennington Lake reservoir successfully decreasing discharges through the City of Walla Walla. Flows in Garrison, Russell, and Yellowhawk Creeks are also controlled by this project. The project consisted primarily of a constructed concrete floodwater conveyance channel with a 5,400 csf capacity through the City of Walla Walla. This channel is now aging and in many areas of the City it needs significant repairs or reconstruction to remain functional.

Major flood events on Mill Creek have occurred in 1931 (6,000 cfs with a stage of 7.5 ft in Walla Walla), 1964 (3,300 csf controlled to 2,400 csf by diversion), and 1996 (about 4,000 cfs, both concrete channel and reservoir were reported to be at maximum capacity). The City of Walla Walla sustained only minor damages during the February 1996 flood due to the operation of the diversion and detention system. Mill Creek has regularly caused damaging impacts in the Kooskooskie area due to infrastructure and private dwellings occurring within flood zones. Mill Creek flooding has also consistently led to bank undercutting and erosion downstream of the City of Walla Walla. The probability of occurrence has been assessed as HIGH.



This is a USDA SCS flooding picture.

YELLOWHAWK, COTTONWOOD, RUSSELL, GARRISON, AND RESER CREEKS

There is little flooding data available regarding flows on Garrison, Yellowhawk, Cottonwood, Russell, and Reser Creeks. Flows in Russell, Garrison, and Yellowhawk Creeks are partially regulated by the Mill Creek Diversion and Reservoir project. In the absence of the USACE project the causes and frequency of flooding on these creeks would be expected to be similar to Mill Creek. The 1983 FEMA FIS reported that there was evidence of at least five floods in the last 50 years. These were in 1926, 1927, 1931, 1949, and 1964. The largest flood may have occurred in 1949. Only nuisance flooding was reported in these drainages during 1996. The probability of occurrence has been assessed as LOW.

FLASH FLOODING

Flash floods are characterized by a rapid rise in water level that exceeds bank-full capacity of any measurable water course (i.e., stream, river, dry ravine). In an extreme case a flash flood could be a wall of water moving down a steep canyon or ravine. Flash floods are common in areas of steep terrain and alluvial fans. Flash floods are distinguished from other types of flooding by the short time frame in which they can develop and intensify. They can occur within a short time ($\leq$ six hours) of a rain event or following a sudden release of water held by an ice or debris dam. There is often little warning of a flash flood.

The brief, intense rainfall from a thunderstorm is usually the cause of a flash flood. Inadequate urban drainage systems increase the likelihood of a flash food. In urban environments where vegetation has been removed, where bridges and culverts constrict flow, or where buildings and paving have greatly expanded impermeable surfaces, there is an increasing flash flood risk. Several factors contribute to flash flooding. Two key elements are rainfall intensity and duration. As discussed above, other factors include topography, soil conditions, and ground cover.

On July 16, 2012, a stationary upper level low pressure area near Brookings, Oregon brought abundant moisture across eastern Washington. This combined with daytime heating to produce a few severe thunderstorms and locally heavy rainfall. Thunderstorms training from south southwest to north northeast over the narrow path produced an estimated 1 to 2 inches of rainfall and caused flash flooding and mud slides two to three miles south of Touchet. A parked pickup truck was completely submerged. Over a dozen county roads were damaged. Damage was estimated at 1.25 million.

Currently development regulations are in place which limit impervious surface, plan for flooding, and require that storm water run-off is contained within property boundaries and not allowed to flow onto adjacent roadways and properties. These regulations are enforced by local public works and planning departments as well as by the Washington State Department of Ecology.

Damage from localized flash flooding would most likely be contained to a relatively small area or drainage and vulnerability has been significantly reduced for many areas due to state and local flooding and storm water regulations.

The National Weather Service (NWS) has reported two flash flood events since 1950: April 24, 2005 in the Waitsburg area, and May 8, 2005 in the City of Walla Walla area. No damage was reported in the Waitsburg incident and the City of Walla Walla reported approximately \$20,000 in damages (U.S. Department of Commerce National Climatic Data Center). The overall probability of a flash flood event is MEDIUM.



FLOODING VULNERABILITY

Local, state and federal agencies have taken steps to reduce the vulnerability of flooding for both municipal and rural jurisdictions. These jurisdictions can regulate development within the floodplain through construction standards and critical-area regulations, increase the Communities' flood disaster preparedness, plan response, conduct mitigation projects, encourage participation in the National Flood Insurance Program (NFIP) and educate the public. All of these activities will reduce vulnerability.

For Walla Walla County, in response to the flood events of 1996, the County worked with other agencies to develop the *Walla Walla County Comprehensive Flood Hazard Management Plan (CFHMP)*, completed in 1999. This plan presents a comprehensive floodplain management strategy regarding flood hazards and providing guidance for mitigation actions. Additionally, in June 2009 the first phase of the Walla Walla County Flood Response plan (FRP) was adopted. The first phase focused on Mill Creek but additional phases addressing the Walla Walla, Touchet, and Coppei Rivers are planned. The FRP provides a plan for response to a flood event on Mill Creek but also supports efforts to "develop community awareness and understanding of flood hazards" which is a key component in mitigating flood hazards and reducing vulnerability.

The 2009 Washington State - Hazard Identification and Vulnerability Assessment (HIVA) outlined a new approach to flood risk management: the "soft path." This strategy takes into account that floods will happen and provides solutions. Another key component of this strategy is the understanding that flooding is "essential for the health of riverine ecosystems." This approach suggests that restoration of meanders and wetlands can help reduce speed, size and duration of flooding. Currently the State of Washington has

released the Draft 2018 statewide Hazard Mitigation Plan and updates on flood risk management and natural hazard mitigation measures Counties and local jurisdictions can use.

Over the last decade, citizens have reported to the Walla Walla County Conservation District of damage due to high flow events or “flashier” flood events. Most often these events occur during or shortly after a significant amount of precipitation coupled with rapid warm winds, called Chinook winds. The events seem to be more volatile and their frequency increasing. In spring 2017 one of these events resulted in damage to existing infrastructure and loss of economic land with an estimated cost of \$1.3 million to repair the damage; acres of land lost to rapid erosion cannot be replaced. Waterways naturally move but the concern is the direction of movement is impacting private property, residences, and undermining roads and bridge abutments. Levees, armored banks and channelization of waterways send river energy downstream and can exacerbate erosion and damage from these events. For example, the levee system that protects the town of Waitsburg from flooding has been implicated in the rapid erosion occurring on the reach between the town and the Bolles Bridge.

Efforts to help restore stream segments, instead of reacting as eroding land and moving rivers encroach near existing homes and infrastructure, can increase resiliency from severe storms and floods. Bioengineering is a preferred method to improve stream function versus armoring with large boulders and concrete. In general, bioengineering involves anchoring large logs and root wads in, or adjacent to, the stream channel at strategic locations. These methods are described in the *Stream Habitat Restoration Guidelines* (2004) and other documents endorsed by the Washington Department of Fish & Wildlife, the Washington Department of Ecology, and the U.S. Fish & Wildlife Service. The *Lower Mill Creek Final Habitat and Passage Assessment and Strategic Action Plan* (2017) and the *Lower Walla Walla River Geomorphic Assessment and Action Plan* (2015) both by the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) describe similar methods as the Stream Habitat Restoration Guidelines. The goal is to dissipate river energy and restore stream function within the riparian corridor.



Picture by Rob

Grandstaff



The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) have led restorations projects including the Nursery Bridge project on the Walla Walla River. While this project is outside of Walla Walla County, the impacts of this restoration project include reducing the hazards on the Walla Walla River. The

Walla Walla County Conservation District sponsored two projects on the Touchet River involving creating side channels, reconnecting floodplain area, and installing a series of bioengineered log structures. A third project will be installed during the summer of 2018. The Tri-State Steelheaders completed the first phase of the Bridge-to-Bridge restoration project on the Walla Walla River. In addition to the methods described above, the project also included removal of ½ mile of levee which expanded the accessible floodplain. Other projects are in the design phase and will likely be constructed in upcoming years as funding is available.

The geomorphic assessment provides recommendations on restoration and mitigation project which can reduce the vulnerability of jurisdictions within Walla Walla County to flood impacts. The report also supports a “community-based flood control and river awareness strategy.” There is consensus at many levels that increasing awareness and engaging the community has been, and still remains to be, a key component in hazard mitigation in 2018 and looking forward.

NATIONAL FLOOD INSURANCE PROGRAM PARTICIPATION

Walla Walla County and the four cities listed in the table below participate in the National Flood Insurance Program (NFIP). As defined by the NFIP, there are no “repetitive loss” or “severe repetitive loss” properties located within Walla Walla County’s planning area.

Table 10: Summary of National Flood Insurance Program Participation

Jurisdiction	Regular Entry Date	Current Map Date	Last CAV Date	Total Policies in Force	Total Insurance in Force	Number of Paid Losses	Total Losses Paid
Walla Walla County	12/1/1983	1/18/2002	7/31/2009	155	\$37,082,600	22	\$318,083
College Place	5/26/1978	9/7/2001	12/7/2006	18	\$4,653,000	1	\$4,259
Prescott	2/23/2004	1/18/2002	6/19/2007	4	\$313,500	0	\$0
Waitsburg	11/3/1982	11/3/1982	10/19/2017	46	\$7,610,000	25	\$394,036
Walla Walla	3/30/1981	12/1/1983	5/13/2014	17	\$4,662,000	0	\$0

OVERALL VULNERABILITY

The areas of Walla Walla County listed above are vulnerable to the impacts of flooding. Future floods may threaten lives, damage property and impact transportation infrastructure located in floodways and within 100- and 500-year floodplain zones. Although the total population of the county is not directly exposed to this hazard the effect of the hazard will affect all residents indirectly. A worst-case scenario of flooding could occur within Walla Walla County and is likely to have moderate to major impacts given the aging flood control infrastructure, increasing population and increased urban and rural development. The overall vulnerability of Walla Walla County to flood damages has been assessed to be MEDIUM.

Federal Dams

Mill Creek Dam is currently classified as Low Incremental Risk. This is due to confirmed and unconfirmed dam safety issues, the combination of life, economic, or environmental consequences with likelihood of failure is low to very low and the dam may not meet all essential USACE guidelines. USACE considers this level of life-risk to be in the range of tolerability but the dam does not meet all essential USACE guidelines.

Ice Harbor Lock and Dam is currently classified as Low Incremental Risk. This is due to confirmed and unconfirmed dam safety issues, the combination of life, economic, or environmental consequences with likelihood of failure is low to very low and the dam may not meet all essential USACE guidelines. USACE considers this level of life-risk to be in the range of tolerability but the dam does not meet all essential USACE guidelines.

FLOODING RISK RATING

Based on the probability of occurrence and Walla Walla County's vulnerability, an overall risk rating of HIGH has been given to this hazard following the information provided in the 2010 HIVA and updated information from participating jurisdictions during the 2018 update. There is moderate to high potential for a flood disaster of less than major proportions during the next 25 years. The threat is believed to be sufficient to warrant direct and coordinated efforts to prepare for, respond to, recover from, and mitigate this hazard through planned infrastructure updates, engineering assessments, and public education and outreach. This hazard should be included in the county's emergency management training and exercise program.



Chapter 7. MULTI-JURISDICTION HAZARD MITIGATION

This plan is an update of the 2010 Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan (HMP). This chapter was new in the 2010 plan in order to outline mitigation goals and objectives and assemble information in an easily-accessible single location where there are applications to all jurisdictions throughout the County. It also incorporates the shared mitigation strategy and prioritization methods identified throughout the process and has been updated to reflect new information and priorities brought forth by participants throughout the 2018 HMP update.

Table 11. Overall Vulnerability and Risk Assessment

Hazard	Probability	Vulnerability	Risk Rating
Earthquake	MEDIUM	HIGH	HIGH
Severe Storm	HIGH	MEDIUM	HIGH
Wildfire	MEDIUM	HIGH	HIGH
Flooding	HIGH	MEDIUM	HIGH

7.1 MITIGATION GOALS

The mitigation goals listed in this portion of the plan are multi-jurisdictional in nature. The following mitigation goals were identified through the original planning process and re-affirmed during the 2010 update. These goals were reviewed by the Planning Team throughout the 2018 update and re-affirmed as general guiding principles to use in combination with the goals and objectives presented in Chapter 1, Section 1.6.

1. Protect critical facilities from damage caused by earthquake, flooding, wildfire and severe storms;
2. Reduce environmental and property damage, injury, and deaths caused by hazards; and
3. Increase public awareness of hazards and improve voluntary mitigation actions.

7.2 MITIGATION OBJECTIVES

The mitigation objectives listed in this portion of the plan are multi-jurisdictional in nature. In the 2010 Plan updated mitigation objectives were compiled into a multi-jurisdictional list and were combined and re-worded as appropriate. The content of these objectives remains the same for the 2018 Plan update as they provide a framework for developing mitigation measures in each jurisdiction. Each mitigation action (both in this section as well as jurisdiction-specific measures) is targeted to meet at least one of these mitigation measures.

- MO-1. Protect critical facilities from hazards.
- MO-2. Reduce loss of life and injuries.
- MO-3. Reduce property damage.
- MO-4. Protect Infrastructure.
- MO-5. Improve and increase public information regarding hazard mitigation.

7.3 MITIGATION STRATEGY

All jurisdictions in Walla Walla County will work together to create and maintain disaster resistant communities. We will promote hazard mitigation between the governments, the business community and organizations. We will elevate mitigation efforts to a high priority if funding allows. This process will develop and maintain an effective multi-jurisdictional hazard mitigation plan. Each jurisdiction will plan and conduct mitigation projects and take mitigation measures based on their risk and funding availability.

We want to ensure the communities of Walla Walla County have the capability to initiate and sustain emergency operations during and after a disaster. To accomplish this each jurisdiction will develop mitigation measures to maintain local government operational continuity during and after a disaster.

Each jurisdiction will maintain a list of mitigation measures whether shared with other jurisdictions or unique to that jurisdiction. A lead agency, desired implementation timeline and potential funding sources will be determined for each measure and local governments will review other plans and incorporate the elements of this plan, when appropriate. This may include such plans as the Basin Watershed plan, Irrigation plans and Land Use planning, etc.

Jurisdictions will utilize the priority factors to determine a relative priority of measures appropriate for their jurisdiction.

7.4 PRIORITIZATION OF MITIGATION MEASURES

Priority for each measure will be determined using a ranking system as described here. A rating of LOW, MEDIUM or HIGH will be assigned to each element to identify the priority for each project or measure.

The results of a benefit-cost review will help further weight the jurisdiction's mitigation measure priorities. Projects having a high benefit to cost ratio must be considered high priority. The remaining factors may be considered as mitigating factors when determining priority, but the benefit cost ratio will be the primary means to determine priority.

FACTORS FOR DETERMINING PRIORITY

- *Benefit-Cost review.* Review the benefit and costs. Estimate the general benefit to cost ratio. Such a review may be taken as a preliminary estimate of the monetary value of the project. This information can provide a general estimate of the savings that may be realized as a result of the project compared to the estimated costs should the project not be completed. For example, if a project is estimated to save \$20,000 in losses resulting from a hazard and the cost of the project to mitigate the hazard is estimated at \$5,000, then the benefit cost review is 4:1. When FEMA hazard mitigation funding is being requested, then a formal benefit-cost analysis is conducted.
- *Population benefited.* Estimate the total population that is benefited as a result of the mitigation action.
- *Percentage of jurisdiction benefited.* Divide the population benefited by the total population of the jurisdiction to determine the percent of the total jurisdiction that is benefited.
- *Health and safety.* Consider the health and safety of the community and make a narrative statement.
- *Estimated project or initiative cost.* Estimate the total cost of the project.

- *Cost impact of the project or initiative.* Estimate the impact of the project or measure in terms of what damage will be prevented.
- *Probability of community acceptance.* Estimate the likelihood of community acceptance, using a rating of HIGH, MEDIUM or LOW.
- *Probability of funding.* Estimate the likelihood that a project will be funded through hazard mitigation grants, state funding and local funding. Consider the local matching funds, if required.
- *Feasibility of implementing.* Estimate the feasibility of the effort to implement the measure, using a rating of HIGH, MEDIUM or LOW.
- *Consistency with other plans and programs.* Provide a simple statement after reviewing this project and comparing it to other plans and programs.

7.5 MULTI-JURISDICTIONAL MITIGATION MEASURES

During the 2018 update, the Planning Team chose to categorize strategies and/or projects that would benefit multiple jurisdictions, special purpose districts or agencies. While these mitigation strategies and/or projects have been suggested by various officials and staff through the planning process, these strategies and/or projects have not been officially approved and funding has not been allocated. In many cases, funding is dependent upon the jurisdiction receiving future federal and/or state hazard mitigation grant funding.

NATIONAL FLOOD INSURANCE PROGRAM (NFIP) CONTINUED COMPLIANCE

The planning participants have incorporated mitigation practices and projects into local planning efforts in order to ensure continued compliance with the NFIP. As part of the County's ongoing emergency outreach, information is provided to the public regarding flood and fire hazards. During Walla Walla County's recent critical areas ordinance update a few minor changes to flood development standards were recommended to ensure compliance with NFIP and strengthen regulations.

MULTI-HAZARD MITIGATION MEASURES

- MJ-1. Incorporate mitigation goals, objectives, and measures into other planning mechanisms such as Comprehensive plans, County Wildfire Protection Plans, and building codes for all jurisdictions throughout Walla Walla County. Incorporation of these measures was completed for the 2017 Mill Creek and Walla Walla County Wildfire Protection Plan and has had some influence on local building codes and planning efforts since the 2010 Mill Creek CWPP for the City of Walla Walla.

PRIORITY:	Medium
LEAD AGENCY:	Emergency Management Department
TIME-LINE:	Current and on-going
FUNDING SOURCE:	Local, State, and Federal

- MJ-2. Walla Walla County is interested in including the capability of the Disaster Airlift Response Team (DART) in their safety and hazard mitigation response plans moving forward in the 2018-2022 planning period. The DART is a volunteer emergency airlift organization that can transport people, food, materials, medical and other supplies to areas cut off from ground transportation or where time is highly critical.

Walla Walla County could benefit from this capability in an emergency as the county may be especially vulnerable to some disaster scenarios (e.g., earthquakes). In the current Hazard

Mitigation Plan, more than 250 bridges and overpasses on critical transportation routes are identified. Damage or failure of one or more of these structures could isolate areas from ground transportation assistance.

The benefit to adding this capability in a county plan is that typically the U.S. Federal Aviation Administration declares a Temporary Flight Restriction (TFR) during emergencies. If listed in the county emergency plan, this capability can be activated and utilized even if a TFR is in place. Otherwise, volunteer pilots would be unable to enter a TFR in flight. Other benefits to naming this capability is that no advanced agreement or planning is necessary to utilize this capability.

PRIORITY: Medium
LEAD AGENCY: Emergency Management Department
TIME-LINE: Unfunded, volunteer efforts and funding are being sought
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

- MJ-3. Continue to develop partnerships with various jurisdictions and agencies as well as business owners to identify and pursue funding opportunities and implement mitigation measures and to increase coordination of projects throughout the County. This is a continuing mitigation measure from the 2010 plan.

PRIORITY: High
LEAD AGENCY: Emergency Management Department
TIME-LINE: Current and on-going
FUNDING SOURCE: Local, State, and Federal

- MJ-4. Update and categorize critical facilities inventory. Although the Walla Walla County critical facilities inventory was updated in 2009 and has been incorporated into this plan, the inventory lacks a classification system. Using more specific criteria and categorizing the inventory information is recommended to focus mitigation and response efforts on more essential facilities. This is a continuing goal from the 2010 plan.

PRIORITY: Medium
LEAD AGENCY: Emergency Management Department
TIME-LINE: Unfunded, Short term from funding
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

- MJ-5. Develop a County wide evacuation plan and identify and plan for critical transportation routes. Walla Walla County has a well-developed emergency contact network in place since the 2010 plan and continued efforts to improve this network and map critical transportation routes are on-going.

PRIORITY: Medium
LEAD AGENCY: Emergency Management Department
TIME-LINE: Unfunded, Short term from funding
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

- MJ-6. Continue and enhance existing public education and outreach programs on hazard vulnerability and mitigation including, but not limited to:

- Encouraging non-structural earthquake mitigation projects;
- Encouraging the use of wind-resistant roofing;

- Encouraging property owners to correctly prune and trim vegetation to protect infrastructure, privately owned homes, property, and power from damage during severe storms and wildfire events; and
- Providing public workshops and information via the web.

During the 2004-2010 planning cycle as well as following the 2017 CWPP wildfire risk assessment update, information regarding wildfire vulnerability and mitigation were provided on the Emergency Management Department's website and in public meetings. This mitigation measure continues to be on-going and has been re-affirmed for the 2018-2022 planning cycle given the continued County housing development information and increasing risk to life and property within the WUI.

PRIORITY: High
 LEAD AGENCY: Emergency Management Department
 TIME-LINE: Current and on-going
 FUNDING SOURCE: Local, State, and Federal

- MJ-7. Encourage installation of underground electrical utilities to reduce their vulnerability to earthquake and storm damage. This mitigation action is current and on-going and has been re-affirmed for the 2018-2022 planning cycle.

PRIORITY: Medium
 LEAD AGENCY: All
 FUNDING SOURCE: Local
 TIME-LINE: Current and on-going

- MJ-8. Provide emergency power for critical facilities. The specific facility identified as needing an emergency power source includes the Blue Mountain TV Station. After conducting a review and update of the critical facilities list, additional needs for emergency power also include water well systems in multiple jurisdictions and other communication-facility infrastructure as identified in the jurisdiction-specific sections below (Chapters 8-13). This mitigation objective is current and on-going and has been re-affirmed for the 2018-2022 planning cycle.

PRIORITY: Medium
 LEAD AGENCY: Owner
 TIME-LINE: Unfunded, Short term from funding
 FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

- MJ-9. Conduct Light Detection and Ranging (LIDAR) flight of part of County not yet covered to gain better information on topography and use to assess floodplain and seismic hazards. This mitigation measure has been partially completed through the acquisition of Lidar data for select areas however additional data acquisition and processing are anticipated to meet this mitigation objective.

PRIORITY: Low
 LEAD AGENCY: Emergency Management Department
 TIME-LINE: Unfunded, Short term from funding
 FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

MJ-10. Install AM alert radio system on Highway 12.

PRIORITY:	Low
LEAD AGENCY:	Emergency Management Department
TIME-LINE:	Unfunded, Short term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

FLOODING MITIGATION MEASURES

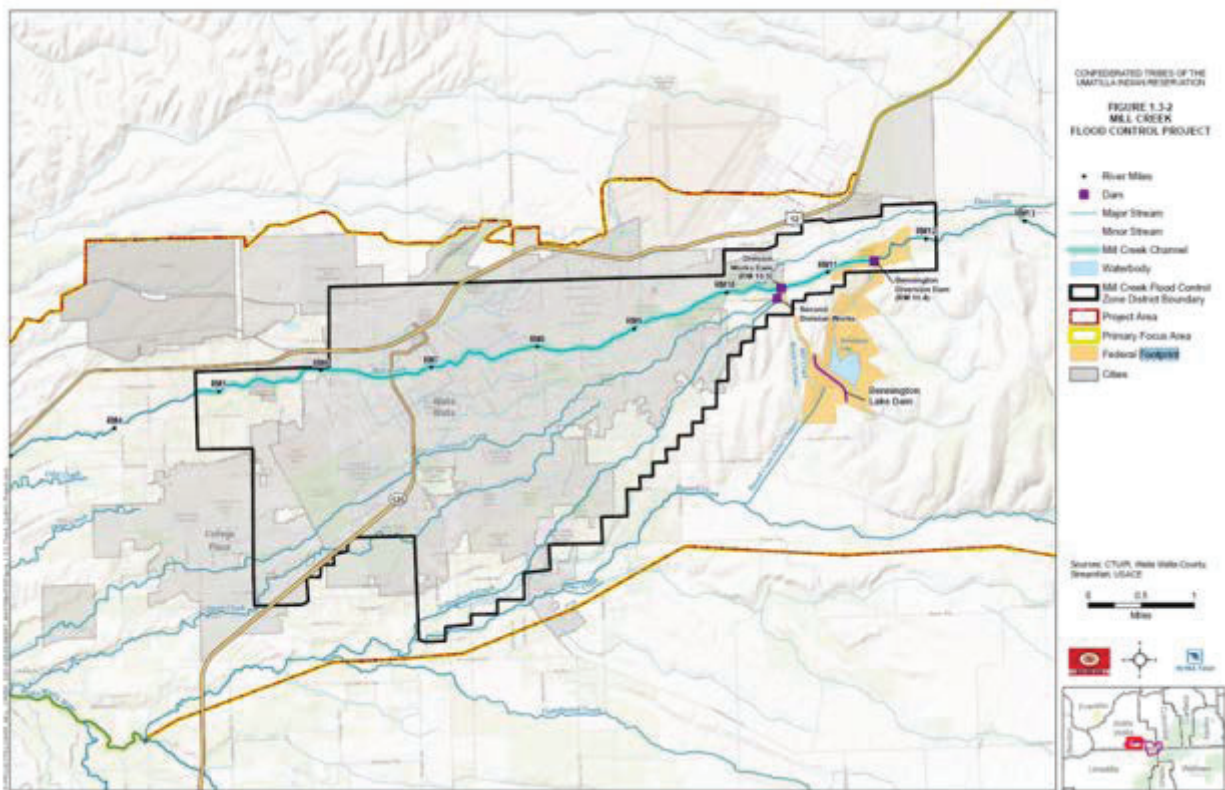


Figure 10. Map of the Mill Creek flood control project and stream-mile references for management/ownership reference for project planning.

Mill Creek Channel – generally refers to the portion of Mill Creek from RM 4.8 (Gose Street) to RM 11.5 (just past Bennington Diversion Dam). The channel consists of two major channel types—a concrete flume type and a channel-spanning sills or weirs type (Burns et al. 2009). The portion of the channel from RM 4.8 to approximately RM 10.4 (just downstream from the Division Works Dam) is maintained and operated by the Mill Creek Flood Control Zone District. The portion of the channel from RM 10.4 to RM 11.5 (just past the Bennington Diversion Dam) is owned, maintained, and operated by the USACE (USACE 2015a). According to the USACE, the purpose of the Mill Creek Channel is to protect creek banks and increase the capacity of Mill Creek to pass up to 3,500 cubic feet per second (cfs) flows (USACE 2015a).

Mill Creek Flood Control Project (MCFCP) – includes all structures associated with flood control on Mill Creek from RM 4.8 to RM 11.5 including all levees, mainstem dams, flood diversion system, 612 acres of land and open water including Bennington Lake, and the first 500 feet of distributaries Yellowhawk and Garrison Creeks (USACE 2015a, 2016a). The lower 6 miles of the Mill Creek Channel (RM 4.8 to 10.4) are

managed by the Mill Creek Flood Control Zone District and include riprapped levees, channel-spanning weirs, and 2 miles of concrete flume. The remainder of the MCFCP footprint is owned and operated by the USACE (USACE 2015a).

Mill Creek Flood Control Zone District (MCFCZD) – originally established as the Walla Walla County Mill Creek Flood Control District in 1948 but reorganized into the current entity in 1974. It is directed by the Walla Walla County Commissioners and is responsible for the normal operations and maintenance of the *non-federal portion of the Mill Creek Channel*. The MCFCZD boundary includes 7,994 acres in and near the city of Walla Walla. The MCFCZD boundary includes Mill Creek RM 4.8 to RM 12.1; however, the Mill Creek Channel from RM 10.4 to 11.5 is owned by the USACE and RM 4.8 to 10.4 and 11.5 to 12.1 is maintained by the MCFCZD.

Mill Creek Flume – includes the concrete flume type portion of the Mill Creek Channel, which extends from RM 6.7 to 8.4 through downtown Walla Walla and includes the 1,400-foot underground portion of the channel. The flume is generally 50 feet wide, with vertical concrete walls, and has a 9-foot-wide, low-flow trench (or trenches) with staggered baffles, and either a sloped or horizontal shoulder (overbank area) between the trench and the vertical walls.

MJ-11. Limit new development in the 100-year floodplain. This mitigation action is current and on-going and has been re-affirmed for the 2018-2022 planning cycle.

PRIORITY:	High
LEAD AGENCY:	All
TIME-LINE:	Current and on-going
FUNDING SOURCE:	Local (Defined by entity in Section 3.5 on Page 24)

MJ-12. Address increasing frequency of localized flooding and spring melt flood events throughout the County for both natural stream channels and engineered structures. This mitigation action is new as of the 2018 update.

PRIORITY:	High
LEAD AGENCY:	Emergency Management Department
TIME-LINE:	Unfunded, Long term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

WILDFIRE MITIGATION MEASURES

MJ-13. Prepare community wildfire protection plan to cover entire County. This mitigation measure was completed in the previous planning cycle with the completion of a Walla Walla County CWPP in 2017. The County will continue to update this 2017 CWPP and provide outreach to citizens for fire prevention, vegetation management information and fire notification communication.

PRIORITY:	Medium
LEAD AGENCY:	Emergency Management Department
TIME-LINE:	Unfunded, Long term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

MJ-14. Implementation of Phase II of the shaded fuels break project for the Mill Creek watershed. This entails landowner outreach and contracting work to remove high risk fire fuels in the Mill Creek watershed near road corridors. The County anticipates this work to commence in 2018-2019.

PRIORITY:	High
LEAD AGENCY:	Emergency Management Department
TIME-LINE:	Currently Funded, long term funding for maintenance is desired.
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

EARTHQUAKE MITIGATION MEASURES

- MJ-15. Conduct non-structural mitigation on government buildings. This mitigation action is current and on-going and has been re-affirmed for the 2018-2022 planning cycle.

PRIORITY:	Medium
LEAD AGENCY:	Owner
TIME-LINE:	Current and on-going
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

- MJ-16. Evaluate critical facilities for structural integrity and conduct necessary structural mitigation. A few critical facilities have been evaluated and a project has been evaluated to assess Walla Walla Public Schools facilities, however, there are many other critical facilities that have not been addressed. This mitigation action is current and on-going and has been re-affirmed for the 2018-2022 planning cycle.

PRIORITY:	Medium
LEAD AGENCY:	Owner
TIME-LINE:	Partially funded, Current and on-going
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

- MJ-17. Mitigate roads and bridges from earthquake damage as needs are identified. As deficiencies are identified and as funding is available mitigation on roads and other transportation facilities are conducted. This mitigation action is current and on-going and has been modified and re-affirmed for the 2018-2022 planning cycle.

PRIORITY:	High
LEAD AGENCY:	Owner
TIME-LINE:	Partially funded, Current and on-going
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

- MJ-18. Conduct mitigation for public and private drinking water supplies. This mitigation action is current and on-going and has been re-affirmed for the 2018-2022 planning cycle.

PRIORITY:	High
LEAD AGENCY:	Owner
TIME-LINE:	Current and on-going
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

SEVERE STORMS MITIGATION MEASURES

MJ-19. Prune and trim trees to protect power and other infrastructure from ice and wind storms. This mitigation action is current and on-going and has been re-affirmed for the 2018-2022 planning cycle.

PRIORITY:	High
LEAD AGENCY:	Owner
TIME-LINE:	Current and on-going
FUNDING SOURCE:	Local

Chapter 8. JURISDICTION SPECIFIC HAZARD MITIGATION

UNINCORPORATED WALLA WALLA COUNTY

This plan is an update of the 2010 Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan (HMP). This section focuses on consolidation of information and jurisdiction-specific mitigation measures for unincorporated Walla Walla County. This section includes portions of multiple chapters from the 2010 plan and has been updated during the 2018 planning process to include new and reconfirmed mitigation measures by identified natural hazard category. A summary of general changes and updates is also presented in Chapter 1 - Section 1.7 at the beginning of this document.

Table 12: Unincorporated County Vulnerability and Risk Assessment

Hazard	Probability	Vulnerability	Risk Rating
Earthquake	HIGH	MEDIUM	HIGH
Severe Storm	HIGH	MEDIUM	HIGH
Wildfire	HIGH	MEDIUM	HIGH
Flooding	MEDIUM	MEDIUM	MEDIUM

8.1 INTRODUCTION

Walla Walla County, in partnership with city governments as well as several special purpose districts, has been an active participant throughout the 2018 planning update process. The 2010 plan was reviewed to determine what plan information needed to be updated. The Local Multi-Hazard Mitigation Planning Guidance dated July 1, 2008 and Local Hazard Mitigation Plan Review Crosswalk were used to help determine what new components needed to be included in the plan and how the update process should be managed.

Walla Walla County's Emergency Management Department (EMD), in partnership with Northwest Management, Inc., has continued to act as the coordinating body. In addition to EMD, the County has been represented by the Community Development and County Public Works Departments. A list of County personnel involved in the 2018 update process is presented in Chapter 3, Section 3.2.

8.2 CURRENT POLICIES, CODES AND ORDINANCES

Walla Walla County has adopted the most current state-adopted versions of the International Building Code (IBC) and International Fire Code (IFC) (Walla Walla County Code Title 15.04). The purpose of this is to provide minimum standards to protect public health and safety. The IBC provides general standards for seismic design, high wind design and high snow load design based on local characteristics. Both the building and fire codes are enforced through the County's Community Development Department.

Listed below are other applicable codes, plans, ordinances, and programs:

- Walla Walla County Comprehensive plan

- Countywide planning Policies (CPPs)
- Title 8, Health and Safety
- Title 11, Stormwater
- Title 15, Buildings and Construction
- Title 16, Subdivisions
- Title 17, Zoning
- Chapter 18.08, Critical Areas
- Chapter 18.12, Flood Damage Prevention
- Participation in the National Flood Insurance Program (NFIP)

8.3 GENERAL MITIGATION MEASURES AND PUBLIC EDUCATION

One of Walla Walla County's top mitigation priorities is increasing public awareness regarding all hazards within the County. The Walla Walla County Emergency Management Department (EMD) is the lead, working closely with other County departments, as well as local, state and federal agencies. Throughout the year EMD provides information through the County website, informational meetings, educational presentations, and written materials.

Walla Walla County also participates in annual Building Safety Month, which is organized by the International Code Council, every May. The Walla Walla County Community Development Department provides information to the public regarding building and fire safety. Information on creating disaster supply kits, developing a family action/evacuation plan, and where to get up-to-date information regarding hazards and events was provided to members of the public. Tips for easy non-structural hazard mitigation were also provided.

8.4 JURISDICTION-SPECIFIC MITIGATION STRATEGIES AND PROJECTS

It should be noted that although the various mitigation strategies and/or projects listed on the following pages are contained in the Unincorporated Walla Walla County portion of this plan, many of these strategies and/or projects would most likely benefit multiple jurisdictions, special purpose districts or agencies and may ultimately be funded by a variety of sources.

While these mitigation strategies and/or projects have been suggested by various county officials and staff through the planning process, they have not been officially approved by the Walla Walla County Board of Commissioners and funding has not been allocated. In many cases, funding for these is dependent upon Walla Walla County receiving future federal and/or state hazard mitigation grant funding.

Walla Walla County also supports and recommends the multi-jurisdictional mitigation measures contained in Chapter 7 of this plan.

8.5 MULTI-HAZARD MITIGATION MEASURES

- CO-1. Relocate the Emergency Management Department and Walla Walla Emergency Services Communications Center (WESCOM/911 dispatch) offices to a seismically sound building. Additional office space and communication facility space is needed to continue to support the

growing needs of the County. Therefore, this mitigation goal will continue in order to further support Walla Walla County hazard risk mitigation efforts.

PRIORITY: Medium
LEAD AGENCY: Emergency Management Department
TIMELINE: On-going
FUNDING SOURCE: Local

- CO-2. Conduct structural mitigation projects to protect public roadways and bridges from flooding and earthquake hazards and ensure that critical transportation routes are intact, including, but not limited to the following projects:

McEntrye Bridge
Gardena Bridge – Touchet Gardena Road
Cottonwood Road MP 0.47 – 0.81
Reser Road MP 0.00 – 0.50
Lewis Peak Road MP 0.00 – 9.24
Sudbury Road MP 11.6 – 17.0
Touchet Gardena Road – MP 0.00 – 1.53
Goble Bridge MP 0.62 – 1.40
Harvey Shaw Road MP 3.40 – 3.50
Hart Road at Walter Bridge
Paxton Bridge
Lower Whetstone Road MP 0.00 – 2.20
CM Rice Road MP 6.40 – 6.80
Depping Culvert on Depping Road
Substation Bridge on Lower Hogeys Road

This mitigation measure incorporates several measures from the 2010 plan. The list of road and bridge projects included above is based on current knowledge from the County Public Works Department. The Department has procedures in place to conduct assessments of roads and bridges and maintains an internal list of projects. This mitigation measure was modified during the 2010 planning cycle to incorporate several different measures including upgrades to transportation facilities to reduce possible damage from multiple hazards. This mitigation objective has been re-affirmed for the 2018-2022 planning cycle.

PRIORITY: High
LEAD AGENCY: Emergency Management Department
TIMELINE: Partially funded, Long term from funding
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

8.6 FLOODING

A significant portion of the County is located within the 100-year floodplain and there are also parts of the County located within the floodway and the 500-year floodplain. The most significant losses due to flooding occurred in 1996 and 2012.

FLOODING – *OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS*

Walla Walla County has adopted floodplain development standards under **Walla Walla County Code Chapter 18.12, Flood Damage Prevention**, which is enforced by the Community Development Department and contains methods and provisions to minimize the potential public and private losses from flooding. It also promotes the public health, safety and welfare of all citizens through:

- Restricting or prohibiting uses which are dangerous to health, safety and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
- Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- Controlling the alteration of natural floodplains, stream channels and natural protective barriers, which help accommodate or channel floodwaters;
- Controlling filling, grading, dredging and other development which may increase flood damage; and
- Preventing or regulating the construction of flood barriers which will unnaturally divert floodwaters, or which increase flood hazards in other areas.

In 2008-2009 the County completed a mandatory update of the Walla Walla County Critical Area Ordinance (CAO) which was based on a review of best available science (BAS). This review recommended a few minor updates to conduct in order to meet FEMA and Department of Ecology minimum requirements for the NFIP program. Primary recommendations were to:

1. Update Chapter 18.12 to incorporate the most recent revisions to the Ecology requirements contained in Chapter 173-158 WAC, Floodplain Management; and
2. Check cross references to other sections.

The County employs the following specific food hazard mitigation policies, standards and planning mechanisms:

- The **Walla Walla County County-wide Planning Policies (CPPs)**, adopted in 1993, form a basis for planning and multi-jurisdictional coordination within the County and have been adopted by Walla Walla County as well as each of the cities within the County who are all planning partners in this plan. The following CPPs directly address flood hazard mitigation:

CPP 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.
CPP 11.5	The County will continue to utilize the Federal Emergency Management Agency program for floodplain management.
- The **Walla Walla County Comprehensive Plan** serves as a guide to make decisions about future development within unincorporated Walla Walla County. In addition to the annual amendment process, since the Hazard Mitigation plan was adopted in 2004 the County committed to a mandatory 7-year update of the Comprehensive Plan. The last plan update was completed in 2007 and the newest update is anticipated to be completed in fall 2018. As required by the Washington

State Growth Management Act, in addition to providing a land use policy framework for accommodating growth in the County, the Comprehensive Plan also provides policies for critical areas, including flood hazard areas, and serves as the basis for the County development standards. The following goals and policies related to flood hazards are included in the Comprehensive Plan:

- | | |
|--------------|--|
| Goal CA-1 | Promote public health, safety, welfare, economic and environmental well-being in the County for present and future citizens by identifying and protecting critical areas. |
| Policy CA-1 | Update studies on a regular basis to identify critical areas and make the information available to the public. |
| Policy CA-2 | Provide technical assistance and education to applicants and interested parties on critical areas and applicable regulations. |
| Policy CA-3 | Prepare materials which enable citizens to clearly understand the location of critical areas on and adjacent to their property, what obligations, rights, and opportunities they have regarding those critical areas and how those critical areas affect future land use management practices and options. |
| Policy CA-4 | Avoid unnecessary inter-jurisdictional duplication in the identification and regulation of critical areas and promote cooperation and coordination between land owners and regulators whenever possible in addressing critical areas. |
| Policy CA-5 | Provide methods to avoid, minimize, and mitigate, when addressing critical areas, including innovative techniques such as wetland banking, vegetation management, clustered development, planned unit development, replacement ratios, density limitations, and enhancement options. |
| Policy CA-6 | Convert, update, and maintain critical area/flood mapping in a digital format whenever possible. Make this data available to the public via the Internet if feasible. |
| Policy CA-9 | Minimize construction of structural shoreline stabilization and flood control works in favor of methods utilizing setback levees and bioengineering. |
| Goal CA-3 | Utilize floodplain planning to protect human life and health as well as the riparian ecosystem in order to minimize public and private economic losses and expenditures related to flood control and to protect and preserve wildlife habitat. |
| Policy CA-15 | Use the FEMA supplied Flood Insurance Rate Maps and Floodway maps to determine areas of special flood hazard. |
| Policy CA-16 | Refine and improve upon FEMA flood mapping whenever possible by working with the Corps of Engineers, FEMA, individual agencies, and landowners. |

- Walla Walla County has adopted and implemented **Flood Damage Prevention Standards**, at Walla Walla County Code Chapter 18.12. These standards guide new development and growth within unincorporated Walla Walla County in such a way as to reduce potential damage. Included below is a summary of the key components of these development standards.
 - All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movement of the structure (WWCC 18.12.190A).
 - All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage and using methods and practices that minimize flood damage (WWCC 18.12.200A-B).
 - Electrical heating, ventilation, plumbing and/or air-conditioning equipment or other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding (WWCC 18.12.200C).
 - All new and replacement water supply systems, sanitary sewage systems, and on-site waste disposal systems shall be located and designed to minimize infiltration of floodwaters and avoid impairment and contamination (WWCC 18.12.210A-C).
 - All subdivision proposals shall be consistent with the need to minimize flood damage (WWCC 18.12.220A-E).
 - Within the 100-year floodplain, new construction and substantial improvement of any residential structure shall have the lowest floor, including basements, elevated to one foot above base flood elevation. Additionally, fully enclosed areas below the lowest floor that are subject to flooding are prohibited or must be flood proofed and accommodate the entrance and exit of flood waters (WWCC 18.12.250).
 - Within the 100-year floodplain, new construction and substantial improvement of any commercial, industrial or other nonresidential structure shall have either the lowest floor, including basements, elevated to the level of one foot above the base flood elevation or be flood proofed so that below the base flood level the structure is watertight and has structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy (WWCC 18.12.260).
 - Encroachments and obstructions, including fill, new construction, substantial improvement and other uses are generally prohibited. Construction and reconstruction within the designated floodway is generally limited to only projects where it has been certified by a registered professional engineer or architect that the construction will not result in any increase in flood levels and where all applicable flood hazard reduction provisions are met. Minor repairs and reconstruction if the structure has been damaged and if the ground floor area will not increase are permitted (WWCC 18.12.290).
- Walla Walla County completed a mandatory update of **Walla Walla County Chapter 18.08, Critical Areas**, which satisfies the Growth Management Act requirement to have a Critical Areas Ordinance (CAO). All areas within the County meeting the frequently flooded designation criteria –in the Identification and Delineation Manual, regardless of any formal identification, are designated critical areas. Both the floodway and floodplain are subject to regulation under

Chapter 18.12. These frequently flooded areas are the same areas regulated by Chapter 18.12 and Title 15 and no additional development standards are provided in Chapter 18.08.

- The first phase of the **Walla Walla County Flood Response Plan (FRP)** was completed in June 2009 and builds on the previous **Walla Walla Comprehensive Flood Hazard Management Plan (CFHMP)** completed in 1999. Phase I of the FRP focuses on Mill Creek flood response. Additional phases for the Coppei, Touchet, and Walla Walla Rivers will be added as they are completed. These phases and additions are anticipated during the 2018-2022 planning period. Currently, the FRP focuses primarily on response, not mitigation, but it does include valuable information regarding flooding, and inundation maps. The primary goal of the FRP was to “develop community awareness and understanding of flood hazards.” Following the flooding of 2012 the County has prioritized the next Phases of the FRP to include other jurisdictions. The current FRP provides valuable information regarding flood hazards within Walla Walla County and, as part of the implementation component, provides guidance on mitigation measures. Parts of the 1999 CFHMP and 2009 FRP flood information have been included in this HMP update from participating citizens and Planning Team members where appropriate.
- The Walla Walla County Public Works Department administers the **Mill Creek Flood Control Zone District**, working closely with the U.S. Army Corps of Engineers and other local, state and federal agencies to manage flood risk. The Mill Creek Flood Control Zone District is described in section 12.5.

FLOODING – JURISDICTION MITIGATION OBJECTIVES AND PROJECTS

- CO-3. Conduct embankment enhancement to alleviate Mill Creek Flooding near the intersection of Wallula Avenue and Highway 12. This mitigation measure was new in the 2010 plan and this area along with three others have been identified as needing additional flood mitigation work. The additional three priority areas for the 2018-2022 planning period are: The Touchet River between Hwy 125 and Donnelly Rd; Mill Creek from Blue Creek Road extending upstream approximately three (3) miles between Gose Street and the Walla Walla River (which includes the Wallula Avenue flooding concern location), and; Coppei Creek throughout the majority of its length. These three areas have a direct impact on adjacent infrastructure and residences.

PRIORITY: High
LEAD AGENCY: County Public Works Department and City of Walla Walla
TIME-LINE: Unfunded, Long term from funding
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

- CO-4. Make physical dam safety modifications and conduct non-structural maintenance to Mill Creek Storage Dam. This mitigation measure is on-going for the 2018-2022 planning cycle.

PRIORITY: Medium
LEAD AGENCY: US Army Corps of Engineers
TIME-LINE: Partially funded, Long term from funding
FUNDING SOURCE: Federal (Defined by entity in Section 3.5 on Page 24)

- CO-5. Plan and conduct mitigation projects to protect critical bridges and roadways threatened by flooding based on semi-annual inspections and evaluations. This mitigation measure has been reworded based on discussions with the County Public Works Department and is re-affirmed for the 2018-2022 planning cycle.

PRIORITY: High
 LEAD AGENCY: County Public Works Department
 FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)
 TIME-LINE: Partially funded, Long term from funding

- CO-6. Conduct public outreach to increase the awareness of the State-provided system for identification of culverts in need of maintenance. This mitigation measure has been modified from the 2010 plan to focus on public outreach and increasing awareness of this tool for the 2018-2022 planning cycle. Better use of this system will ensure the County has more up-to-date information and enable the more efficient dispatching of resources.

PRIORITY: Medium
 LEAD AGENCY: County Public Works Department
 TIME-LINE: Current and ongoing
 FUNDING SOURCE: Local

- CO-7. Improve and maintain the capacity of storm water ditches and drainages as part of on-going maintenance program. This mitigation measure is on-going for the 2018-2022 planning cycle.

PRIORITY: Medium
 LEAD AGENCY: County Public Works Department
 TIME-LINE: Current and ongoing
 FUNDING SOURCE: Local

8.7 WILDFIRE

In Walla Walla County the highest wildfire hazard area is in the wildland urban interface (WUI) in the eastern part of the County. This area has been the primary focus of wildfire hazard mitigation in the past. There are, however, dry-land portions of the County which also have an elevated wildfire risk. Recognizing this fact, the Planning Team added a mitigation measure during the 2010 update to prepare a wildfire protection plan addressing risk throughout the rest of the County. This mitigation measure was completed in 2017. Highlights from this document are included in Chapter 6, Section 6.4 as well as links to the digital document on the EMD website for maps and additional detail.

WILDFIRE – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

The County has participated in wildfire hazard mitigation through a variety of different mechanisms:

- The City of Walla Walla receives 90% of its municipal water supply from the Mill Creek Municipal Watershed which is located adjacent to the wildland urban interface (WUI). The watershed is characterized by forest conditions with heavy fuel loads and is vulnerable to wildfires. A destructive wildfire could have serious negative effects on water quality. The City adopted the Mill Creek Community Wildfire Protection plan in 2006 and completed a **County-wide Community Wildfire Protection Plan in 2017** that included a reassessment of the Mill Creek watershed and associated fire risk ratings. This plan contains many mitigation measures to be implemented within the WUI which will reduce wildfire vulnerability within the unincorporated areas of Walla Walla County. The 2017 CWPP can be found on the Walla Walla Emergency Management website (<http://www.co.walla->

walla.wa.us/document_center/emergency%20management/WallaWallaCountyCWPPFINAL.pdf.
).

- In May 2007 the County completed a **Wildfire Risk Assessment of the Wildland-Urban Interface**. This assessment was funded through the Emergency Management Preparedness Assistance Grant (EMPAG) program. Gunner Fulmer, a City of Walla Walla Firefighter, conducted a survey of 435 structures within the WUI. Only 52 structures in the WUI were not assessed. This assessment helped the County identify where high-risk areas within the WUI are located. The average structure rating was medium, but 41.6% of them received a “High” or “Extreme” hazard rating. This assessment provided detailed information regarding wildfire risk within the County and included recommendations for hazard mitigation.
- Walla Walla County works closely with the Washington State Department of Ecology, local fire districts, and the Walla Walla County Conservation District to implement the local **burn program**. The Community Development Department issues residential burn permits and works with other agencies to conduct enforcement and provide valuable information to property owners regarding alternatives to burning and recommendations on safe practices that can reduce risk. A daily burn decision is issued by the Department of Ecology Eastern Regional Office.
- Walla Walla County has adopted the International Code Council family of codes through Walla Walla County Code Title 15. The County has incorporated the most current state-adopted version of the **International Fire Code (IFC)** into Chapter 15.04 of its Code. The IFC provides regulations to protect life and property from all types of fire and explosion hazards. The regulations include general precautions against fire, emergency planning and preparedness, fire department access, hydrants, sprinkler and alarm systems, hazardous materials storage and use, etc. The fire code applies to all new construction and land development and some modifications to existing buildings.
- In addition to access requirements in the fire code, the County has also adopted standards in **Walla Walla County Code (WWCC) Title 12** for access and road/address marking which are enforced through the County Public Works Department. The Community Development Department ensures through **Title 16, Subdivisions**, that all lots in new land divisions have necessary ingress/egress and meet fire protection and access standards.
- In 2010 the County adopted new **development standards** to reduce wildfire vulnerability for new construction in the Wildland-urban Interface and additionally adopted wildfire protection standards later that year that apply to the Mill Creek area. The County has also adopted access standards, road standards, and address marking requirements and is continuing to adapt and apply them throughout the 2018-2022 planning period.

WILDFIRE – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

- CO-8. Walla Walla County will continue working on implementation of fire mitigation measures following the updated recommendations of the Mill Creek and Walla Walla County Community Wildfire Protection Plan from 2017 that includes a reassessment of the fire risks in the Mill Creek Municipal Watershed. This mitigation measure is renewed for the 2018-2022 planning period.

PRIORITY:	High
LEAD AGENCY:	Emergency Management Department and Fire Districts
TIME-LINE:	Unfunded, long term reoccurring funding need
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

8.8 EARTHQUAKES

There are several indicators which suggest that Walla Walla County could experience a large earthquake: proximity to large faults, evidence of large earthquakes in the recent geologic past and historical seismicity. Although it is very difficult to predict when an earthquake will occur, we do have valuable information regarding vulnerability which helps focus hazard mitigation efforts. Although Walla Walla County has significant geologic hazard, damage and loss from an earthquake has not occurred recently.

EARTHQUAKES – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

Other plans, policies, and development standards relevant to mitigation of earthquake and other geologic hazards include the following:

- As part of the 2008 **Critical Areas Ordinance** update completed by the County in 2009 the County adopted new standards and background information related to various geologic hazards including landslide, erosion, and seismic hazard areas. In areas with steep or unstable slopes or with soil characteristics prone to liquefaction, geotechnical reports are required as part of development permits. When design and construction methods cannot reduce the risk to acceptable levels development may be prohibited.
- Walla Walla County has adopted the **International Building Code** which classifies the County as seismic zone D0. The IBC also provides design/construction requirements for geologic hazard areas including areas with steep slope which are landslide and erosion hazards which could be exacerbated by an earthquake.

EARTHQUAKES – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

- CO-9. Conduct non-structural mitigation in County-owned buildings. This mitigation action is current and on-going and has been re-affirmed for the 2018-2022 planning cycle.

PRIORITY:	High
LEAD AGENCY:	Walla Walla County
TIME-LINE:	Unfunded, Long term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

- CO-10. Plan and conduct mitigation projects to protect critical roadways threatened by earthquakes based on semi-annual inspections and evaluations. This mitigation action is current and on-going and has been re-affirmed for the 2018-2022 planning cycle.

PRIORITY:	High
LEAD AGENCY:	County Public Works Department
TIME-LINE:	Partially funded, Current and on-going
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

- CO-11. Plan and conduct mitigation projects to protect critical bridges threatened by earthquakes based on semi-annual inspections and evaluations. This mitigation action is current and on-going and has been re-affirmed for the 2018-2022 planning cycle.

PRIORITY: High
LEAD AGENCY: County Public Works Department
TIME-LINE: Partially funded, Current and on-going
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

8.9 SEVERE STORMS

Walla Walla County experienced notable damage and loss from severe storm events in 2008, 2010 and 2012 from wind storms (2008, 2010) and severe flooding then a wind storm (2012). County-wide damages totaled nearly \$16 million from the events in 2012 alone.

SEVERE STORMS – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

Walla Walla County implements the following mitigation measures through other planning and enforcement mechanisms:

- Through adoption of the **International Building Code (IBC)** Walla Walla County requires structures to be built to resist wind speeds up to 85 mph and allows installation of wind-resistant roofing. The building code also provides snow load, winter design, and severe weathering design requirements.

SEVERE STORMS – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

Walla Walla County does not have any jurisdiction specific mitigation projects but does commit to all the severe storm multi-jurisdictional mitigation measures.

Chapter 9. JURISDICTION SPECIFIC HAZARD MITIGATION CITY OF COLLEGE PLACE

This plan is an update of the 2010 Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan (HMP). Although it is only an update, the plan has been redesigned and reorganized so it is easier to use. This section has been continued from the 2010 plan and consolidates the jurisdiction specific mitigation measures and plan for the City of College Place. This section has been updated through Planning Team efforts to include new and reconfirmed mitigation measures by identified natural hazard category. A summary of general changes and updates is also presented in Chapter 1 - Section 1.7 at the beginning of this document.

Table 13: City of College Place Vulnerability and Risk Assessment

Hazard	Probability	Vulnerability	Risk Rating
Earthquake	HIGH	MEDIUM	HIGH
Severe Storm	HIGH	MEDIUM	HIGH
Wildfire	MEDIUM	LOW	LOW
Flooding	LOW	LOW	LOW

9.1 INTRODUCTION

The City of College Place has been an active participant throughout the 2018 update process. The 2010 plan was reviewed to determine what information needed to be updated based on changing conditions since 2010. The Local Multi-Hazard Mitigation Planning Guidance dated July 1, 2008 and Local Hazard Mitigation Plan Review Crosswalk were used to help determine what new components needed to be included in the plan and how the update process should be managed.

9.2 CURRENT POLICIES, CODES AND ORDINANCES

The City of College Place has adopted the 2009 editions of the International Building Code (IBC) as adopted by Washington State with the Washington State Amendments, effective July 1, 2018 and International Fire Code (IFC). The purpose of these codes is to provide minimum standards to protect public health and safety. The IBC provides general standards for seismic design, wind design and snow load design based on local characteristics. As a city, College Place enforces all building and fire codes as adopted by the State of Washington.

Listed below are other applicable codes, plans, ordinances, and programs:

- City of College Place Comprehensive Plan
- Countywide Planning Policies (CPPs)
- Title 15, Buildings and Construction
- Chapter 18.10, Critical Area Protection
- Ordinance No. 867, Flood Protection Measures

9.3 JURISDICTION-SPECIFIC MITIGATION STRATEGIES AND PROJECTS

It should be noted that although the various mitigation strategies and/or projects listed on the following pages are contained in the City of College Place portion of this plan, many of these strategies and/or projects would most likely benefit multiple jurisdictions, special purpose districts or agencies and may ultimately be paid for from a variety of sources.

While these mitigation strategies and/or projects have been recommended by various city officials and staff through the planning process, these strategies and/or projects have not been officially approved by the City of College Place City Council and funding for these strategies and/or projects has not been allocated. In many cases, funding for these mitigation strategies and/or projects is dependent upon the City receiving future federal and/or state hazard mitigation grant funding.

The City also supports and recommends the multi-jurisdictional mitigation measures contained in Chapter 7 of this plan that cover the extent of Walla Walla County.

9.4 MULTI-HAZARD MITIGATION MEASURES

- CP-1. Acquire emergency power for Well No. 1. This specific mitigation measure has been continued for the 2018 plan although general goals to provide emergency power to critical facilities were included in the 2010 plan. During the update process, the need for emergency power at this facility was specifically identified by the City’s Planning Team and has been identified as a priority for the 2018-2022 planning period.
- PRIORITY:

High
- LEAD AGENCY:

City of College Place
- TIMELINE:

Unfunded, Short term from funded
- FUNDING SOURCE:

Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

9.5 FLOODING

No frequently flooded areas are located within the City of College Place at this time, although the City still has potential to experience losses due to flood events, including flash flooding.

FLOODING – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

- As mentioned above, Ordinance No. 867 provides **flood protection measures** for the City of College Place. This ordinance provides standards which regulate all new development in the 100-year floodplain in an effort to reduce potential damage. These regulations were adopted as an element of the requirements for the City’s participation in FEMA’s NFIP Program.
- The first phase of the **Walla Walla County Flood Response Plan (FRP)** was completed in June 2009 and builds on the previous **Walla Walla Comprehensive Flood Hazard Management Plan (CFHMP)** completed in 1999. Phase I of the FRP focuses on Mill Creek flood response. Additional phases for the Coppei, Touchet, and Walla Walla Rivers will be added as they are completed. These phases and additions are anticipated during the 2018-2022 planning period. Currently, the FRP focuses primarily on response, not mitigation, but it does include valuable information regarding flooding, and inundation maps. The primary goal of the FRP was to “develop community awareness and understanding of flood hazards.” Relevant information from the existing Plan has

been incorporated into this 2018 update of the HMP and the past 2010 update of the County's HIVA. Increasing public awareness of flood hazards is one of the primary goals of this HMP update and educating the public about hazards is a key component of the mitigation process moving forward.

- The **Walla Walla County County-wide Planning Policies (CPPs)**, adopted in 1993, form a basis for planning and multi-jurisdictional coordination within Walla Walla County and have been adopted by the City of College Place. The following CPP directly addresses flood hazard mitigation:

CPP 11.5 – The County will continue to utilize the Federal Emergency Management Agency program, FRIMs and NFIP requirements for guidance and floodplain management.

FLOODING – JURISDICTION MITIGATION OBJECTIVES AND PROJECTS

In addition to the goal identified below the City of College Place additionally commits to all the flooding multi-jurisdictional mitigation measures.

- CP-2. The City of College Place in cooperation with the City of Walla Walla and multiple stakeholders is planning to participate in the 2009 Flood Response Plan (FRP) Phase 2 updates during the 2018-2022 planning period. This is a new mitigation goal as of the 2018 update process.

PRIORITY:	Medium
LEAD AGENCY:	City of College Place
TIMELINE:	Unfunded, Short term type of funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

9.6 WILDFIRE

Direct damage to properties within the City of College Place is not likely to result from a wildfire event.

WILDFIRE – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

The City of College Place does not have any jurisdiction specific mitigation projects but does commit to all the wildfire multi-jurisdictional mitigation measures of the County and is in support of the recently completed Mill Creek and Walla Walla County Community Wildfire Protection Plan as it includes recommendations for the Mill Creek Watershed that could influence the City's municipal water.

9.7 EARTHQUAKES

There are indicators which suggest that City of College Place could experience a large earthquake: proximity to large faults, evidence of large earthquakes in recent geologic past, and historical seismicity. Although it is very difficult to predict when an earthquake will occur, we do have valuable information regarding vulnerability which helps focus hazard mitigation efforts. Although the area has significant geologic hazard, damage and loss from an earthquake has not occurred recently.

EARTHQUAKES – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

Other plans, policies, and development standards relevant to mitigation of earthquake and other geologic hazards include the following:

- As part of the 2008 **Critical Areas Ordinance** update completed in 2008 the City adopted new standards and background information related to various geologic hazards including landslide,

erosion, and seismic hazard areas. In areas with steep or unstable slopes or with soil characteristics prone to liquefaction, geotechnical reports are required as part of development permits. When design and construction methods cannot reduce the risk to acceptable levels development may be prohibited.

- Walla Walla County has adopted the **International Building Code** which classifies the City as seismic zone D0. The IBC also provides design/construction requirements for geologic hazard areas including areas with steep slope which are landslide and erosion hazards which could be exacerbated by an earthquake.

EARTHQUAKES – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

- CP-3. Conduct structural assessment and necessary improvements to the city water tower. Although general goals to reduce vulnerability to critical facilities were included in 2004, this specific mitigation measure was identified in 2010 and re-affirmed by the Planning Team in 2018.

PRIORITY:	High
LEAD AGENCY:	City of College Place
TIME-LINE:	Unfunded, Short term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

- CP-4. Protect government records and priority systems by ensuring that records are retained in a building that has been retrofitted to meet seismic standards. Although general goals to reduce structural vulnerability and to protect government records were included in 2004 and 2010, this specific mitigation measure was identified in 2018 by the Planning Team and reaffirmed for the 2018-2022 planning period.

PRIORITY:	Medium
LEAD AGENCY:	City of College Place
TIME-LINE:	Unfunded, Short term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

9.8 SEVERE STORMS

The City of College Place last experienced significant damage and loss from a severe storm event on January 4, 2008 when central Oregon and the foothills of the Blue Mountains experienced a wind storm. Strongest gust speed at the Walla Walla airport was 78 mph and strongest sustained wind speed was 55 mph. Estimates were that 4.9 million dollars in damage was experienced within Walla Walla County (not just unincorporated). In the Walla Walla Valley approximately 4 in 10 homes received damage from the storm. Much of the damage was due to falling trees.

SEVERE STORMS – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

The City of College Place implements the following mitigation measures through other planning and enforcement mechanisms:

- Through adoption of the **International Building Code (IBC)** the City of College Place requires structures to be built to resist wind speeds up to 85 mph and allows installation of wind-resistant roofing. The building code also provides snow load, winter design, and severe weathering design requirements.

- The City of College Place ensures that trees and vegetation are pruned and trimmed as necessary to protect roads, bridges and other infrastructure from damage. In past years the City has conducted a semi- annual **“Yard Debris Collection”** to work with citizens to prune and trim trees and reduce other yard debris which might result in damage during a severe storm event.
- The City of College Place encourages the installation of **underground utilities** in all areas and included the following policy in the Comprehensive plan regarding the City’s primary commercial area:

CP-5. Policy LU- 14B: Develop a program for the timely underground placement of the present overhead utilities in the College Avenue Commercial District (except for major distribution feeders). This was identified in the 2010 planning efforts and has been re-affirmed for the 2018-2022 planning period.

PRIORITY:	Medium
LEAD AGENCY:	City of College Place
TIME-LINE:	Unfunded, Short to Long-term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

SEVERE STORMS – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

CP-6. Install wind-resistant roofing on City Annex building. The original plan contained general goals to encourage the use of wind-resistant roofing, but the City Annex building was specifically identified during the 2010 update as a structure that needed to have a new, wind-resistant roof installed. This had not been completed as of 2018 and has been identified as a priority for the 2018-2022 planning period.

PRIORITY:	High
LEAD AGENCY:	City of College Place
TIME-LINE:	Unfunded, Short term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

Chapter 10. JURISDICTION SPECIFIC HAZARD MITIGATION CITY OF PRESCOTT

This plan is an update of the 2010 Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan (HMP). Although it is only an update, the plan has been redesigned and reorganized so it is easier to use. This section has been continued from the 2010 plan and consolidates the jurisdiction specific mitigation measures and plan for the City of Prescott. This section has been updated through Planning Team efforts to include new and reconfirmed mitigation measures by identified natural hazard category. A summary of general changes and updates is also presented in Chapter 1 - Section 1.7 at the beginning of this document.

Table 14: City of Prescott Vulnerability and Risk Assessment

Hazard	Probability	Vulnerability	Risk Rating
Earthquake	HIGH	MEDIUM	HIGH
Severe Storm	HIGH	MEDIUM	HIGH
Wildfire	MEDIUM	LOW	LOW
Flooding	HIGH	MEDIUM	HIGH

INTRODUCTION

The City of Prescott was an active participant throughout the 2018 update process. The 2010 plan was reviewed to determine what information needed to be updated based on changes since 2010. The Local Multi-Hazard Mitigation Planning Guidance dated July 1, 2008 and Local Hazard Mitigation Plan Review Crosswalk were used to help determine what new components needed to be included in the plan and how the update process should be managed.

CURRENT POLICIES, CODES AND ORDINANCES

The City of Prescott has adopted the most recent editions of the International Building Code (IBC) and International Fire Code (IFC). The purpose of these codes is to provide minimum standards to protect public health and safety. The IBC provides general standards for seismic design, high wind design and high snow load design based on local characteristics.

Listed below are other applicable codes, plans, ordinances, and programs applicable to the City of Prescott jurisdiction:

- City of Prescott Comprehensive plan
- Countywide planning Policies (CPPs)
- International Building Code (IBC)
- International Fire Code (IFC)
- Critical Areas Regulations
- Floodplain Development Standards

JURISDICTION-SPECIFIC MITIGATION STRATEGIES AND PROJECTS

It should be noted that although the various mitigation strategies and/or projects listed on the following pages are contained in the City of Prescott portion of this plan, many of these strategies and/or projects would most likely benefit multiple jurisdictions, special purpose districts or agencies and may ultimately be paid for from a variety of sources.

While these mitigation strategies and/or projects have been recommended by various city officials and staff through the planning process, these strategies and/or projects have not been officially approved by the City of Prescott City Council and funding for these strategies and/or projects has not been allocated. In many cases, funding for these mitigation strategies and/or projects is dependent upon the City receiving future federal and/or state hazard mitigation grant funding.

The City also supports and recommends the multi-jurisdictional mitigation measures contained in Chapter 7 of this plan.

MULTI-HAZARD MITIGATION MEASURES

- PR-1. Evaluate structural integrity of City Hall and conduct structural mitigation to ensure the building meets current seismic design standards and is wind resistant. During the update process in 2010, the Planning Team focused mitigation measures on a specific need to evaluate and retrofit City Hall. This project was re-affirmed in the 2018 plan.

PRIORITY: High
LEAD AGENCY: City of Prescott
TIMELINE: Unfunded, Short term from funding
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

- PR-2. Acquire emergency power to serve fire station and public water system. The 2010 plan contained a general goal to provide an emergency power source for critical facilities. During the update process in 2018, the Planning Team focused on these mitigation measures and reaffirmed the specific need for emergency power to the fire station and public water system for the 2018-2022 planning period.

PRIORITY: High
LEAD AGENCY: City of Prescott
TIMELINE: Unfunded, Short term from funding
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

10.1 FLOODING

A few properties on the north side of the city are located within the 100-year floodplain for Whetstone Creek on a portion of the city on the south side is in the 100-year floodplain for the Touchet River. The last time there were significant losses due to flooding was in 1996.

FLOODING – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

- The first phase of the **Walla Walla County Flood Response Plan (FRP)** was completed in June 2009 and builds on the previous **Walla Walla Comprehensive Flood Hazard Management Plan (CFHMP)** completed in 1999. Phase I of the FRP focuses on Mill Creek flood response. Additional

phases for the Coppei, Touchet, and Walla Walla Rivers will be added as they are completed. These phases and additions are anticipated during the 2018-2022 planning period. Currently, the FRP focuses primarily on response, not mitigation, but it does include valuable information regarding flooding, and inundation maps. The primary goal of the FRP was to “develop community awareness and understanding of flood hazards.” Relevant information from the existing Plan has been incorporated into this 2018 update of the HMP and the past 2010 update of the County’s HIVA. Increasing public awareness of flood hazards is one of the primary goals of this HMP update and educating the public about hazards is a key component of the mitigation process moving forward.

- The **Walla Walla County County-wide Planning Policies (CPPs)**, adopted in 1993, form a basis for planning and multi-jurisdictional coordination within Walla Walla County and have been adopted by the City of Prescott. The following CPPs directly address flood hazard mitigation:

CPP 11.5 The County will continue to utilize the Federal Emergency Management Agency program for floodplain management.

FLOODING – JURISDICTION MITIGATION OBJECTIVES AND PROJECTS

PR-3. Improve culverts on the north side of the City to accommodate a 100-year flood event from Whetstone Creek. This mitigation measure was continued in the 2018 plan, expanding on a general mitigation measure from the 2010 plan to “improve culverts.”

PRIORITY:	High
LEAD AGENCY:	City of Prescott
TIMELINE:	Unfunded, Short term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

10.2 WILDFIRE

Direct damage to properties within the City of Prescott is not likely to result from a wildfire event. Participation in a joint effort to develop a community wildfire protection plan will help the City reduce vulnerability.

WILDFIRE – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

- The City of Prescott has adopted the International Code Council family of codes. This includes the **International Fire Code (IFC)**. The IFC provides regulations to protect life and property from all types of fire and explosion hazards. The regulations include general precautions against fire, emergency planning and preparedness, fire department access, hydrants, sprinkler and alarm systems, hazardous materials storage and use, etc. The fire code applies to all new construction and land development and some modifications to existing buildings.

WILDFIRE – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

- PR-4. The City of Prescott will work toward implementation of the Mill Creek and Walla Walla County Community Wildfire Protection Plan recommendations from the 2017 update to reduce wildfire vulnerability. This mitigation measure is new for the 2018-2022 planning period.

PRIORITY:	Medium
LEAD AGENCY:	City of Prescott
TIMELINE:	Unfunded, Short term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

10.3 EARTHQUAKES

There are indicators which suggest that City of Prescott could experience a large earthquake: proximity to large faults, evidence of large earthquakes in the recent geologic past, and historical seismicity. Although it is very difficult to predict when an earthquake will occur, we do have valuable information regarding vulnerability which helps focus hazard mitigation efforts. Although the area has significant geologic hazard, damage and loss from an earthquake has not occurred recently.

EARTHQUAKES – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

Other plans, policies, and development standards relevant to mitigation of earthquake and other geologic hazards include the following:

- The City of Prescott has adopted a **Critical Areas Ordinance** which includes standards and information related to various geologic hazards including areas that could be prone to landslides and erosion during earthquakes.
- The City of Prescott has adopted the **International Building Code** which classifies the City as seismic zone D0. The IBC also provides design/construction requirements for geologic hazard areas including areas with steep slope which are landslide and erosion hazards which could be exacerbated by an earthquake.

EARTHQUAKES – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

- PR-5. Conduct structural assessment of water system to ensure that there are no leaks or weak sections which might vulnerable to damage during an earthquake event. This mitigation measure has been re-affirmed in the 2018 plan.

PRIORITY:	High
LEAD AGENCY:	City of Prescott
TIME-LINE:	Unfunded, Short term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

10.4 SEVERE STORMS

Like the rest of the County, Prescott is likely to experience severe storms although vulnerability is low.

SEVERE STORMS – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

The City of Prescott implements the following mitigation measures through other planning and enforcement mechanisms:

- Through adoption of the **International Building Code (IBC)** the City of Prescott requires structures to be built to resist wind speeds up to 85 mph and allows installation of wind-resistant roofing. The building code also provides snow load, winter design, and severe weathering design requirements.
- The City of Prescott trims trees and other vegetation as necessary to protect roads and other infrastructure as part of an on-going maintenance program. The City also works with private property owners to ensure that trees and other vegetation do not increase vulnerability to severe storm damage.

SEVERE STORMS – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

The City of Prescott does not have any jurisdiction specific mitigation projects but does commit to all the severe storm multi-jurisdictional mitigation measures.

SEVERE STORMS – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

- PR-6. Install vegetative wind break surrounding city. This was a new mitigation measure in the 2010 plan and has been reaffirmed for the 2018-2022 planning period.

PRIORITY:	Medium
LEAD AGENCY:	City of Prescott
TIME-LINE:	Unfunded, Long term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

Chapter 11. JURISDICTION SPECIFIC HAZARD MITIGATION CITY OF WAITSBURG

This plan is an update of the 2010 Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan (HMP). Although it is only an update, the plan has been redesigned and reorganized so it is easier to use. This section has been continued from the 2010 plan and consolidates the jurisdiction specific mitigation measures and plan for the City of Waitsburg. This section has been updated through Planning Team efforts to include new and reconfirmed mitigation measures by identified natural hazard category. A summary of general changes and updates is also presented in Chapter 1 - Section 1.7 at the beginning of this document.

Table 15: City of Waitsburg Vulnerability and Risk Assessment

Hazard	Probability	Vulnerability	Risk Rating
Earthquake	HIGH	MEDIUM	HIGH
Severe Storm	HIGH	MEDIUM	HIGH
Wildfire	MEDIUM	LOW	LOW
Flooding	HIGH	MEDIUM	HIGH

INTRODUCTION

The City of Waitsburg has been an active participant throughout the 2018 update process. The 2010 plan was reviewed to determine what information needed to be updated during the 2018 review. The Local Multi-Hazard Mitigation Planning Guidance dated July 1, 2008 and Local Hazard Mitigation Plan Review Crosswalk were used to help determine what new components needed to be included in the plan and how the update process should be managed.

CURRENT POLICIES, CODES AND ORDINANCES

The City of Waitsburg has adopted the most recent editions of the International Building Code (IBC) and International Fire Code (IFC) (Waitsburg Municipal Code Title 15). The purpose of these codes is to provide minimum standards to protect public health and safety. The IBC provides general standards for seismic design, high wind design and high snow load design based on local characteristics. Both the building and fire codes are enforced and regulated through the City's Development Services Department.

Listed below are other applicable codes, plans, ordinances, and programs:

- City of Waitsburg Comprehensive plan
- Countywide planning Policies (CPPs)
- Title 11, Building Codes
- Article 10.2, Critical Areas
- Article 10.7, Flood Hazard Areas

JURISDICTION-SPECIFIC MITIGATION STRATEGIES AND PROJECTS

It should be noted that although the various mitigation strategies and/or projects listed on the following pages are contained in the City of Waitsburg portion of this plan, many of these strategies and/or projects would most likely benefit multiple jurisdictions, special purpose districts or agencies and may ultimately be paid for from a variety of sources.

While these mitigation strategies and/or projects have been recommended by various city officials and staff through the planning process, these strategies and/or projects have not been officially approved by the City of Waitsburg City Council and funding for these strategies and/or projects has not been allocated. In many cases, funding for these mitigation strategies and/or projects is dependent upon the City receiving future federal and/or state hazard mitigation grant funding.

The City also supports and recommends the multi-jurisdictional mitigation measures contained in Chapter 7 of this plan.

MULTI-HAZARD MITIGATION MEASURES

WG-1. Protect government records and priority systems by archiving records electronically and backing-up of this system in an off-site location. This mitigation measure has been reworded and reaffirmed as a priority for the jurisdiction during the 2018-2022 planning cycle.

PRIORITY:	Medium
LEAD AGENCY:	City of Waitsburg
TIMELINE:	Funded, Current and on-going
FUNDING SOURCE:	Local (Defined by entity in Section 3.5 on Page 24)

11.1 FLOODING

Significant portions of the City of Waitsburg are located within the 100-year floodplain. There are also parts of the City located within the floodway and the 500-year floodplain. Significant losses due to flooding for Waitsburg have occurred in 1996 and in 2012.

FLOODING – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

- As mentioned above, Article 10.7 provides **flood protection measures** for the City of Waitsburg. This ordinance provides standards which regulate all new development in the 100-year floodplain in an effort to reduce potential damage.
- The first phase of the **Walla Walla County Flood Response Plan (FRP)** was completed in June 2009 and builds on the previous **Walla Walla Comprehensive Flood Hazard Management Plan (CFHMP)** completed in 1999. Phase I of the FRP focuses on Mill Creek flood response. Additional phases for the Coppei, Touchet, and Walla Walla Rivers will be added as they are completed. These phases and additions are anticipated during the 2018-2022 planning period. Currently, the FRP focuses primarily on response, not mitigation, but it does include valuable information regarding flooding, and inundation maps. The primary goal of the FRP was to “develop community awareness and understanding of flood hazards.” Relevant information from the existing Plan has been incorporated into this 2018 update of the HMP and the past 2010 update of the County’s HIVA. Increasing public awareness of flood hazards is one of the primary goals of this HMP update

and educating the public about hazards is a key component of the mitigation process moving forward.

- The **Walla Walla County County-wide planning Policies (CPPs)**, adopted in 1993, form a basis for planning and multi-jurisdictional coordination within Walla Walla County and have been adopted by the City of Waitsburg. The following CPPs directly address flood hazard mitigation:

CPP 11.5 The County will continue to utilize the Federal Emergency Management Agency program for floodplain management.

FLOODING – JURISDICTION MITIGATION OBJECTIVES AND PROJECTS

- WG-2. Relocate City shop building outside the floodplain. This mitigation measure was identified during 2010 update and is re-affirmed for the 2018-2022 planning cycle.

PRIORITY: High
LEAD AGENCY: City of Waitsburg
TIMELINE: Unfunded, Long term from funding
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

- WG-3. Participate in the 2018-2022 planning period update (Phase II) of the 2009 Flood Response Plan for the County. This mitigation measure is new for the 2018 update.

PRIORITY: High
LEAD AGENCY: City of Waitsburg
TIMELINE: Unfunded, Long term from funding
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

- WG-4. Install culverts on Main Street. Since completion of the 2010 Mitigation plan, four culverts were identified as needing to be installed as a flood mitigation measure. This mitigation measure is ongoing for the 2018-2022 planning period and has been expanded further to include a general mitigation goal of “improving culverts.”

PRIORITY: High
LEAD AGENCY: City of Waitsburg
TIMELINE: Unfunded, Short term from funding
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

- WG-5. Support reactivation of the Prescott-Bolles Flood Control District and encourage public participation for continued operation. The flood control district stalled after 1996 and has not been active since. There has been no levy and, therefore, no money available. It has also been difficult to get necessary public participation to sustain the district. The Planning Team identified this mitigation measure during the 2018 HMP update confirming that planning and implementation would be more efficient with the flood control district in place and with resources to support it.

PRIORITY: High
LEAD AGENCY: City of Waitsburg and Walla Walla County
TIMELINE: Unfunded, Long term from funding
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

WG-6. Reconstruct and improve road behind fairgrounds. This elevated road is critical during flood events because it allows equipment access necessary for flood protection and response. The road needs to be widened and armored.

PRIORITY: High
LEAD AGENCY: City of Waitsburg and the US Army Corps of Engineers (USACE)
TIMELINE: Partially funded, Short term from funding
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

WG-7. Improve flood monitoring and warning systems for Coppei Creek and the Touchet River, support installation of river gauge near Dayton on Coppei Creek, south of the city limits. This measure is continued in the 2018 plan. The 2010 plan contained a general project to “improve flood monitoring and warning systems.” The Planning Team identified this mitigation measure as a specific project during the update and refined it to specify a particular location.

PRIORITY: High
LEAD AGENCY: City of Waitsburg
TIMELINE: Unfunded, Long term from funding
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

WG-8. Remove of flood prone structures in the floodway related to the 100-year flood plain associated with the Touchet River. The structure locations vary, but for the greater part they are located along U.S. Hwy 12 and Harmon Street as well as some trailer park properties along Murphy Street. (2020 Revision)

PRIORITY: High
LEAD AGENCY: City of Waitsburg and Walla Walla County
TIMELINE: Unfunded, Long term from funding
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

11.2 WILDFIRE

Direct damage to properties within the City of Waitsburg is not likely to result from a wildfire event. Vulnerability to wildfire for the city is primarily based on the location of the municipal watershed within the Wildland Urban Interface (WUI). The City has conducted hazard mitigation to reduce vulnerability within the watershed in the past, and it is critical that the City continue these efforts in order to protect water quality.

Participation in a joint effort to develop a community wildfire protection plan will help the City reduce vulnerability.

WILDFIRE – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

- The City of Waitsburg has adopted the International Code Council family of codes through Waitsburg Municipal Code Title 11. This includes the **International Fire Code (IFC)**. The IFC provides regulations to protect life and property from all types of fire and explosion hazards. The regulations include general precautions against fire, emergency planning and preparedness, fire department access, hydrants, sprinkler and alarm systems, hazardous materials storage and use, etc. The fire code applies to all new construction and land development and some modifications to existing buildings.

- Between 2008 and 2009 the City conduct mitigation projects within the City of Waitsburg Watershed, cutting and trimming trees to reduce wildfire hazard. It will be necessary to continue such mitigation projects within the watershed. Assessments and planning are necessary to identify a comprehensive mitigation strategy for this critical area.

WILDFIRE – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

WG-9. The City of Waitsburg will work toward implementation of the Mill Creek and Walla Walla County Community Wildfire Protection Plan recommendations from the 2017 update to reduce wildfire vulnerability. This mitigation measure is new for the 2018-2022 planning period.

PRIORITY:	Medium
LEAD AGENCY:	City of Waitsburg
TIME-LINE:	Unfunded, Long term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

11.3 EARTHQUAKES

There are indicators which suggest the City of Waitsburg could experience a large earthquake: proximity to large faults, evidence of large earthquakes in the recent geologic past, and historical seismicity. Although it is very difficult to predict when an earthquake will occur, we do have valuable information regarding vulnerability which helps focus hazard mitigation efforts. Although the area has significant geologic hazard, damage and loss from an earthquake has not occurred recently.

EARTHQUAKES – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

Other plans, policies, and development standards relevant to mitigation of earthquake and other geologic hazards include the following:

- The City of Waitsburg has adopted a **Critical Areas Ordinance** via Article 10.2 which includes standards and information related to various geologic hazards including areas that could be prone to landslides and erosion during earthquakes.
- The City of Waitsburg has adopted the **International Building Code** which classifies the City as seismic zone D0. The IBC also provides design/construction requirements for geologic hazard areas including areas with steep slope which are landslide and erosion hazards which could be exacerbated by an earthquake.

EARTHQUAKES – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

WG-10. Minimize damage to public sewer and storm water systems by making structural upgrades to systems including lining sewer lines. Although general goals to reduce vulnerability to critical facilities and infrastructure were included in the 2004 and 2010 plans, this mitigation measure has not been completed and was reaffirmed as a priority for the 2018-2022 planning period by the Planning Team.

PRIORITY:	High
LEAD AGENCY:	City of Waitsburg
TIME-LINE:	Partially funded, Current and on-going
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

11.4 SEVERE STORMS

The City of Waitsburg last experienced significant damage and loss from a severe storm event on January 4, 2008 when central Oregon and the foothills of the Blue Mountains experienced a wind storm. Strongest gust speed at the Walla Walla airport was 78 mph and strongest sustained wind speed was 55 mph. Estimates were that \$4.9 million dollars in damage was experienced within Walla Walla County (not just unincorporated). In the Walla Walla Valley approximately 4 in 10 homes received damage from the storm. Much of the damage was due to falling trees.

SEVERE STORMS – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

The City of Waitsburg implements the following mitigation measures through other planning and enforcement mechanisms:

- Through adoption of the **International Building Code (IBC)** the City of Waitsburg requires structures to be built to resist wind speeds up to 85 mph and allows installation of wind-resistant roofing. The building code also provides snow load, winter design, and severe weathering design requirements.
- The City of Waitsburg trims trees and other vegetation as necessary to protect roads and other infrastructure as part of an on-going maintenance program. The City also works with private property owners to ensure that trees and other vegetation do not increase vulnerability to severe storm damage. Letters are sent to property owners are problem areas are identified.

SEVERE STORMS – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

The City of Waitsburg does not have any jurisdiction specific mitigation projects but does commit to all the severe storm multi-jurisdictional mitigation measures.

Chapter 12. JURISDICTION SPECIFIC HAZARD MITIGATION CITY OF WALLA WALLA

This plan is an update of the 2010 Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan (HMP). Although it is only an update, the plan has been redesigned and reorganized so it is easier to use. This section has been continued from the 2010 plan and consolidates the jurisdiction specific mitigation measures and plan for the City of Walla Walla. This section has been updated through Planning Team efforts to include new and reconfirmed mitigation measures by identified natural hazard category. A summary of general changes and updates is also presented in Chapter 1 - Section 1.7 at the beginning of this document.

Table 16: City of Walla Walla Vulnerability and Risk Assessment

Hazard	Probability	Vulnerability	Risk Rating
Earthquake	MEDIUM	HIGH	HIGH
Severe Storm	HIGH	MEDIUM-HIGH	HIGH
Wildfire	LOW	HIGH	LOW**
Flooding	HIGH	HIGH	HIGH
Mass Shooting*	HIGH	HIGH	HIGH
Terrorism*	HIGH	HIGH	HIGH

* These risks/hazards are within the county jurisdiction and included in this updated 2017 HMP from the previous 2010 version. The risk for these items does include updated information and assessment as completed, and supplied by, the jurisdiction.

** Fire risk within the City is considered “LOW” however impacts to the City’s water supply from a wildfire within the Mill Creek Watershed could be debilitating and therefore ranks the vulnerability at “HIGH”.

12.1 INTRODUCTION

The City of Walla Walla has been an active participant throughout the 2018 update process. The 2010 plan was reviewed to determine what information needed to be updated based on changes since 2010. The Local Multi-Hazard Mitigation Planning Guidance dated July 1, 2008 and Local Hazard Mitigation plan Review Crosswalk were used to help determine what new components needed to be included in the plan and how the update process should be managed.

12.2 CURRENT POLICIES, CODES AND ORDINANCES

The City of Walla Walla has adopted the 2006 editions of the International Building Code (IBC) and International Fire Code (IFC) (Walla Walla Municipal Code Title 15). The purpose of these codes is to provide minimum standards to protect public health and safety. The IBC provides general standards for

seismic design, high wind design and high snow load design based on local characteristics. Both the building and fire codes are enforced and regulated through the City's Development Services Department.

Listed below are other applicable codes, plans, ordinances, and programs:

- City of Walla Walla Comprehensive plan
- Countywide planning Policies (CPPs)
- Title 15, Buildings and Construction
- Chapter 21.04, Critical Areas

12.3 JURISDICTION-SPECIFIC MITIGATION STRATEGIES AND PROJECTS

It should be noted that although the various mitigation strategies and/or projects listed on the following pages are contained in the City of Walla Walla portion of this plan, many of these strategies and/or projects would most likely benefit multiple jurisdictions, special purpose districts or agencies and may ultimately be funded from a variety of sources.

While these mitigation strategies and/or projects have been suggested by various city officials and staff through the planning process, these strategies and/or projects have not been officially approved by the City of Walla Walla City Council and funding for these strategies and/or projects has not been allocated. In many cases, funding for these mitigation strategies and/or projects is dependent upon the City receiving future federal and/or state hazard mitigation grant funding.

The City of Walla Walla also supports and recommends the multi-jurisdictional mitigation measures contained in Chapter 7 of this plan.

12.4 MULTI-HAZARD MITIGATION MEASURES

- WW-1. Conduct design, engineering and retrofit of Senior Center at the Park with showers and emergency power so that the building can be used as a community shelter and provide meals to other occupied shelters during an event. This mitigation measure has been re-affirmed in the 2018 plan and would benefit multiple jurisdictions.

PRIORITY:	Medium
LEAD AGENCY:	City of Walla Walla
TIMELINE:	Unfunded, Short term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

- WW-2. Acquire emergency power generator and complete building re-wiring for the Public Works facility. This specific mitigation measure is continued in the 2018 plan although general goals to provide emergency power to critical facilities were included in the 2010 plan. During the update process, need for emergency power at this facility was specifically identified by the City's Planning Team.

PRIORITY:	High
LEAD AGENCY:	City of Walla Walla
TIMELINE:	Unfunded, Short term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

12.5 FLOODING

No frequently flooded areas are located within the City of Walla Walla at this time although the City still has potential to experience losses due to flood events, including flash flooding. The infrastructure associated with Mill Creek is of concern and the multiple jurisdictions controlling parts of the hydrologic control system associated with it have come together to begin a plan to address these concerns. A breakdown of the authorities involved, and the location of their stream reaches and infrastructure are included in the following.

The **Walla Walla County County-wide planning Policies (CPPs)**, adopted in 1993, form a basis for planning and multi-jurisdictional coordination within Walla Walla County and have been adopted by the City of Walla Walla. The following CPPs directly address flood hazard mitigation:

CPP 11.5 The County will continue to utilize the Federal Emergency Management Agency program for floodplain management.

FLOODING – *OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS*

- The first phase of the **Walla Walla County Flood Response Plan (FRP)** was completed in June 2009 and builds on the previous **Walla Walla Comprehensive Flood Hazard Management Plan (CFHMP)** completed in 1999. Phase I of the FRP focuses on Mill Creek flood response. Additional phases for the Coppei, Touchet, and Walla Walla Rivers will be added as they are completed. These phases and additions are anticipated during the 2018-2022 planning period. Currently, the FRP focuses primarily on response, not mitigation, but it does include valuable information regarding flooding, and inundation maps. The primary goal of the FRP was to “develop community awareness and understanding of flood hazards.” Relevant information from the existing Plan has been incorporated into this 2018 update of the HMP and the past 2010 update of the County’s HIVA. Increasing public awareness of flood hazards is one of the primary goals of this HMP update and educating the public about hazards is a key component of the mitigation process moving forward.

FLOODING – *JURISDICTION MITIGATION OBJECTIVES AND PROJECTS*

WW-3. The City of Walla Walla in cooperation with local, State, and Federal Legislators is pursuing the United States Corps of Engineers initiate a General Investigative Study for the Mill Creek Channel. This Study will address structural improvement needs for the existing channel. If the Study is undertaken by the Corps as hoped, its improvements could be fiscally programmed for funding/completion. This is a new mitigation goal as of the 2018 update process.

PRIORITY:	High
LEAD AGENCY:	Mill Creek Flood Control Zone District
TIME-LINE:	Federal funding recently acquired
FUNDING SOURCE:	Federal (Defined by entity in Section 3.5 on Page 24)

WW-4. The City of Walla Walla in cooperation with multiple stakeholders is planning to complete an update on the 2009 Flood Response Plan (FRP) that includes the addition of other jurisdictions within the County (Phase 2). This is a new mitigation goal as of the 2018 update process.

PRIORITY:	High
LEAD AGENCY:	City of Walla Walla

TIME-LINE: Unfunded, Short term from funding
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

WW-5. Conduct flood vulnerability assessment of Cottonwood Sewage Lift Station. This station is an identified critical facility. Through the 2018 risk assessment it was noted that the facility is located within the 100-year floodplain, and it was unknown what the vulnerability level for the lift station is. This project is continued from the 2018 plan.

PRIORITY: High
LEAD AGENCY: City of Walla Walla
TIME-LINE: Unfunded, Short term from funding
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

12.6 WILDFIRE

Direct damage to properties within the City of Walla Walla is not likely to result from a wildfire event. Vulnerability to wildfire for the city is primarily based on the location of the Mill Creek Municipal Watershed adjacent to the Wildland Urban Interface (WUI). The municipal watershed provides approximately 90 percent of the City's municipal water supply. Large fires in the watershed have been avoided for the past 100 years due to effective USFS fire suppression. The City has completed fire fuels reduction projects in 2008, 2015, and 2018 on areas within the watershed it has ownership. It is critical that the City continue the maintenance and progress of these efforts into the future in order to protect water quality.

WILDFIRE – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

The City has participated in wildfire hazard mitigation through a variety of different mechanisms:

- The watershed is characterized by forest conditions with heavy fuel loads and is vulnerable to wildfires. A destructive wildfire could have serious negative effects on water quality. The City and Walla Walla County completed and adopted the **Mill Creek and Walla Walla County Community Wildfire Protection Plan** in 2017. This plan contains many mitigation measures to be implemented within the WUI which will reduce wildfire vulnerability to the municipal watershed. Additionally, the USFS has jurisdiction over more than 90% of the Mill Creek watershed and the City is dependent on the fire protection services of that agency for those areas.
- The City of Walla Walla has adopted the International Code Council family of codes through Walla Walla Municipal Code Title 15. This includes the **International Fire Code (IFC)**. The IFC provides regulations to protect life and property from all types of fire and explosion hazards. The regulations include general precautions against fire, emergency planning and preparedness, fire department access, hydrants, sprinkler and alarm systems, hazardous materials storage and use, etc. The fire code applies to all new construction and land development and some modifications to existing buildings.

WILDFIRE – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

WW-6. Continue with implementation of the Mill Creek and Walla Walla County Community Wildfire Protection Plan recommendations from the 2017 update to reduce county and city wildfire vulnerability and risk to the Mill Creek Municipal Watershed. This mitigation measure only included Mill Creek during the 2010 HMP and has been expanded to include all of Walla Walla

County and an updated assessment of the Mill Creek Municipal Watershed for the 2018-2022 planning period.

PRIORITY: Medium
LEAD AGENCY: City of Walla Walla
TIME-LINE: Partially funded, Current and on-going
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

12.7 EARTHQUAKES

There are indicators which suggest that City of Walla Walla could experience a large earthquake: proximity to large faults, evidence of large earthquakes in the recent geologic past, and historical seismicity. Although it is very difficult to predict when an earthquake will occur, we do have valuable information regarding vulnerability which helps focus hazard mitigation efforts. Although the area has significant geologic hazard, damage and loss from an earthquake has not occurred recently.

EARTHQUAKES – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

Other plans, policies, and development standards relevant to mitigation of earthquake and other geologic hazards include the following:

- As part of the 2008 **Critical Areas Ordinance** update completed in 2008 the City adopted new standards and background information related to various geologic hazards including landslide, erosion, and seismic hazard areas. In areas with steep or unstable slopes or with soil characteristics prone to liquefaction, geotechnical reports are required as part of development permits. When design and construction methods cannot reduce the risk to acceptable levels development may be prohibited.
- The City of Walla Walla has adopted the **International Building Code** which classifies the City as seismic zone D0. The IBC also provides design/construction requirements for geologic hazard areas including areas with steep slope which are landslide and erosion hazards which could be exacerbated by an earthquake.

EARTHQUAKES – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

WW-7. Conduct structural assessment and necessary improvements to City Hall to reduce potential earthquake damage. Although general goals to reduce vulnerability to critical facilities were included in 2010, this specific mitigation measure was re-affirmed in 2018 by the Planning Team.

PRIORITY: Medium
LEAD AGENCY: City of Walla Walla
TIME-LINE: Unfunded, Short term from funding
FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

WW-8. Conduct structural assessment and necessary improvements to city public parking infrastructure nearby and overlaying the Mill Creek diversion canal under the City to reduce potential earthquake damage has been identified as a new mitigation need. Although general goals to reduce structural vulnerability were included in 2010, this specific mitigation measure is new in the 2018 HMP.

PRIORITY: High
LEAD AGENCY: City of Walla Walla
TIME-LINE: Unfunded, Short term from funding

FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

WW-9. Construct seismic retrofit upgrades to the above ground water storage tanks connections (3). The tanks need to be online after an earthquake to provide the City with drinking water and fire protection. A Seismic upgrade would consist of flexible earthquake joints connecting the tanks to the pipelines, earthquake anchor system so the tanks do not slide off the foundations, and larger tank vents so if the pipe line ruptures and rapidly drains the tank the larger vent will prevent a vacuum collapse of the tank. (Version 2 revision)

PRIORITY: High

LEAD AGENCY: City of Walla Walla

TIME-LINE: Unfunded, Short term from funding

FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

WW-10. Replace 22,000 10,700 feet of 24" water main. The City water system is fed with dual transmission mains from the water treatment plant. One main was constructed in 1928 the other in 1953. The former is a 1928 riveted steel water main that is highly susceptible to earthquake damage. The latter is a steel line at the end of its service life requiring frequent repairs. The project would replace both these pipelines with new earthquake resistant transmission mains. (Version 2 revision)

PRIORITY: High

LEAD AGENCY: City of Walla Walla

TIME-LINE: Unfunded, Short term from funding

FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

12.8 SEVERE STORMS

The City of Walla Walla last experienced significant damage and loss from a severe storm event on January 4, 2008 when Central Oregon and the foothills of the Blue Mountains experienced a wind storm. Strongest gust speed at the Walla Walla airport was 78 mph and strongest sustained wind speed was 55 mph. Estimates were that 4.9 million dollars in damage was experienced within Walla Walla County (not just unincorporated). In the Walla Walla Valley approximately 4 in 10 homes received damage from the storm. Much of the damage was due to falling trees.

SEVERE STORMS – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

The City of Walla Walla implements the following mitigation measures through other planning and enforcement mechanisms:

- Through adoption of the **International Building Code (IBC)** the City requires structures to be built to resist wind speeds up to 85 mph and allows installation of wind-resistant roofing. The building code also provides snow load, winter design, and severe weathering design requirements.
- The City of Walla Walla ensures that trees and vegetation are pruned and trimmed as necessary to protect roads, bridges and other infrastructure from damage.

SEVERE STORMS – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

The City of Walla Walla does not have any jurisdiction specific mitigation projects but does commit to all severe storm multi-jurisdictional mitigation measures.

Chapter 13. JURISDICTION SPECIFIC HAZARD MITIGATION WALLA WALLA PUBLIC SCHOOL DISTRICT

This plan is an update of the 2010 Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan (HMP). Although it is only an update, the plan has been redesigned and reorganized so it is easier to use. This section has been continued from the 2010 plan and consolidates the jurisdiction specific mitigation measures and plan for Walla Walla Public School District. This section has been updated through Planning Team efforts to include new and reconfirmed mitigation measures by identified natural hazard category. A summary of general changes and updates is also presented in Chapter 1 - Section 1.7 at the beginning of this document.

Table 17: Walla Walla Public Schools Vulnerability and Risk Assessment

Hazard	Probability	Vulnerability	Risk Rating
Earthquake	HIGH	MEDIUM	HIGH
Severe Storm	HIGH	LOW	MEDIUM
Wildfire	LOW	LOW	LOW
Flooding	LOW	LOW	LOW

13.1 INTRODUCTION

Walla Walla Public School District has been an active participant throughout the 2018 update process. Mitigation projects in the original plan addressed hazards for schools and school districts generally. The 2010 plan was reviewed to determine what information needed to be updated based on changes since 2010. The Local Multi-Hazard Mitigation Planning Guidance dated July 1, 2008 and Local Hazard Mitigation Plan Review Crosswalk were used to help determine what new components needed to be included in the plan and how the update process should be managed.

Walla Walla Public School District has a population of about 6,000 students. The district is comprised of: 2 high schools, 2 middle schools, 6 elementary schools, an Opportunity Program, SEA-TECH and a child development center hosting HeadStart/ECEAP programs. The district employs over 800 staff members. Approximately 70% of revenue comes from the state, 16% locally and 14% from federal sources.

13.2 CURRENT POLICIES, CODES AND ORDINANCES

The Walla Walla Public School District has adopted the 2017 editions of the International Building Code (IBC) and International Fire Code 2018 (IFC) (Walla Walla Municipal Code Title 15 2018) in alignment with the City of Walla Walla. The purpose of these codes are to provide minimum standards to protect public health and safety. The IBC provides general standards for seismic design, high wind design and high snow load design based on local characteristics. Both the building and fire codes are enforced and regulated through the City's Development Services Department.

Listed below are other applicable codes, plans, ordinances, and programs:

- The Walla Walla Municipal Code is current through Ordinance 2018-03, passed January 10, 2018
- City of Walla Walla Comprehensive plan
- Title 15, Buildings and Construction
- Chapter 21.04, Critical Areas
- Walla Walla County Comprehensive plan June 2018

Additionally, in support of the current HMP efforts and associated identified risks Walla Walla Public Schools is proposing a \$65.6 million Replacement Bond on the November 6, 2018 General Election ballot to renovate three schools and fund \$6.6 million in safety and infrastructure improvements. This proposal would renovate Walla Walla High School, Lincoln High School and Pioneer Middle School. Renovation improvements at all three sites would include meeting current seismic codes and other required safety-related building codes. This Replacement Bond proposal also includes \$52.6 million in State Match funds which will be applied to the Walla Walla High School, Lincoln High School and Pioneer Middle School projects. The November 6, 2018 Replacement Bond proposal requires a 60 percent yes vote for approval.

13.3 JURISDICTION-SPECIFIC MITIGATION STRATEGIES AND PROJECTS

It should be noted that although the various mitigation strategies and/or projects listed on the following pages are contained in the Walla Walla Public School District portion of this plan, many of these strategies and/or projects would most likely benefit multiple jurisdictions, special purpose districts or agencies and may ultimately be paid for from a variety of sources.

While these mitigation strategies and/or projects have been recommended by various city officials and staff through the planning process, these strategies and/or projects have not been officially approved by the Walla Walla Public School District and funding for these strategies and/or projects has not been allocated. In many cases, funding for these mitigation strategies and/or projects is dependent upon the district receiving future federal and/or state hazard mitigation grant funding.

Walla Walla Public School District also supports and recommends the multi-jurisdictional mitigation measures contained in Chapter 7 of this plan.

13.4 EARTHQUAKES

The primary hazard facing the school district is a threat from earthquakes. Walla Walla Public School District has been part of a pilot project to assess the seismic risk of all schools in the district. This project is a cooperative effort between many agencies, including: Washington State Department of Natural Resources (DNR), Washington State Emergency Management Division (EMD), the Office of Superintendent of Public Instruction (OSPI), and the Washington State Seismic Safety Team. Seismic assessments were completed in August 2018 and at the close of the project the district will receive a study report that details the findings for each school facility (estimated to be delivered in 2019). The report will include an ordered list of structures that should be targeted for retrofitting.

EARTHQUAKES – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

- PS-1. Conduct assessment of seismic integrity for all school facilities. This mitigation project has been modified from the 2010 plan and is anticipated to be completed within 2018 and reported on in early 2019.

PRIORITY: High
 LEAD AGENCY: Washington State Department of Natural Resources
 Walla Walla Public School District
 TIME-LINE: 2018-2019
 FUNDING SOURCE: State (Defined by entity in Section 3.5 on Page 24)

PS-2. Conduct non-structural mitigation in all Walla Walla Public Schools buildings. This mitigation project has been modified from the 2010 plan and following the report anticipated for 2019 the District will update their mitigation targets and goals for the 2018-2022 planning period.

PRIORITY: High
 LEAD AGENCY: Washington State Department of Natural Resources
 Walla Walla Public School District
 TIME-LINE: Current and ongoing
 FUNDING SOURCE: Local (Defined by entity in Section 3.5 on Page 24)

PS-3. Retrofit school buildings to meet current seismic design standards based on 2018 seismic assessments using prioritization outlined in final report. The results of the seismic assessment being conducted by the Washington State Department of Natural Resources and other state, local and federal agencies will inform this project. This mitigation goal is new for the 2018 plan and has been modified from the 2010 plan.

PRIORITY: High
 LEAD AGENCY: Washington State Department of Natural Resources
 Walla Walla Public School District
 TIME-LINE: Unfunded, Long term from funding
 FUNDING SOURCE: Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

13.5 SEVERE STORMS

Walla Walla Public School District was last threatened by severe storm event on January 4, 2008 when Central Oregon and the foothills of the Blue Mountains experienced a wind storm. The strongest gust speed at the Walla Walla airport was 78 mph and strongest sustained wind speed was 55 mph. In the Walla Walla Valley approximately 4 in 10 homes received damage from the storm. Much of the damage was due to falling trees.

SEVERE STORMS – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

The Walla Walla Public School District implements the following mitigation measures through City and County planning and enforcement mechanisms:

- Through adoption of the **International Building Code (IBC)** the School District complies with the requirements of structures to be built to resist wind speeds up to 85 mph and the installation of wind-resistant roofing. Local building codes also provide snow load, winter design, and severe weathering design requirements.
- Walla Walla Public School District works with other entities such as the City of Walla Walla to ensure trees and vegetation are pruned and trimmed as necessary to protect roads, bridges and other infrastructure associated with School District facilities.

SEVERE STORMS – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

The Walla Walla Public School District does not have any jurisdiction specific mitigation projects but does commit to all severe storm multi-jurisdictional mitigation measures.

13.6 WILDFIRE

Direct damage to properties within the Walla Walla Public School District is not likely to result from a wildfire event. Vulnerability to wildfire for the School District is primarily based on the location of the municipal watershed within the Wildland Urban Interface (WUI) and the impacts a wildfire may have on municipal water supplies. Walla Walla County has conducted hazard mitigation measures to reduce vulnerability within the watershed in the past, and plans to continue these efforts into the future in order to protect water quality.

WILDFIRE – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

- The Walla Walla Public School District has adopted the International Code Council family of codes through local Municipal Codes for Walla Walla County. This includes the **International Fire Code (IFC)**. The IFC provides regulations to protect life and property from all types of fire and explosion hazards. The regulations include general precautions against fire, emergency planning and preparedness, fire department access, hydrants, sprinkler and alarm systems, hazardous materials storage and use, etc. The fire code applies to all new construction and land development and some modifications to existing buildings.

WILDFIRE – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

PS-1 The Walla Walla Public School District will work with other County jurisdictions and continue to support efforts that implement the Mill Creek and Walla Walla County Community Wildfire Protection Plan recommendations from the 2017 update to reduce wildfire vulnerability. This mitigation measure is new for the 2018-2022 planning period.

PRIORITY:	Low
LEAD AGENCY:	City of Walla Walla and Walla Walla County EMD
TIME-LINE:	Unfunded, Long term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

13.7 FLOODING

The Walla Walla Public School District does not have any infrastructure located in frequently flooded areas at this time, although the City of Walla Walla has potential to experience losses due to flood events and this would impact the operations of the Walla Walla Public School District. The infrastructure associated with Mill Creek is of mutual concern and the multiple jurisdictions controlling parts of the hydrologic control system associated with it have come together to begin a plan to address these concerns.

- **The Walla Walla County County-wide planning Policies (CPPs)**, adopted in 1993, form a basis for planning and multi-jurisdictional coordination within Walla Walla County and have been adopted by the City of Walla Walla and the Walla Walla Public School District. The following CPP directly addresses flood hazard mitigation:

CPP 11.5 The Walla Walla Public School District with continue to work with the County in their efforts to continue utilization of the Federal Emergency Management Agency program for floodplain management.

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APPENDIX A: CRITICAL FACILITIES

This plan is an update of the 2010 Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan (HMP). This section is an updated version of Section V from the 2004 plan and has been continued and updated in this 2018 revision from the efforts in the 2010 plan.

14.1 INTRODUCTION

Critical facilities are those essential to the health and welfare of the whole population and are especially important following hazard events. Transportation systems, lifeline utility systems, high potential loss facilities and hazardous material facilities may also be considered critical. The list of critical facilities in the original plan has been reviewed and amended so it is accurate. Facilities have been classified generally by type and are listed in alphabetical order for simplicity.

14.2 FIRE DISTRICT FACILITIES

WALLA WALLA COUNTY FIRE DISTRICT #5, STATION 53	BURBANK	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #5, STATION 51	BURBANK	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #5, STATION 54	BURBANK	FIRE STATION
COLLEGE PLACE FIRE DEPARTMENT	COLLEGE PLACE	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #8, DIXIE	DIXIE	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #3, LEE STATION	PRESCOTT	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #1, PLEASANT VIEW	PRESCOTT	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #3, EUREKA STATION	PRESCOTT	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #7, LAMAR STATION	PRESCOTT	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #1, CLYDE	PRESCOTT	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #7, BERRYMAN STATION	PRESCOTT	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #7, PRESCOTT STATION	PRESCOTT	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #3, FISHOOK STATION	PRESCOTT	FIRE STATION
PRESCOTT STATION	PRESCOTT	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #6, LOWDEN	TOUCHET	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #6, TOUCHET	TOUCHET	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #2, WAITSBURG	WAITSBURG	FIRE STATION
WAITSBURG FIRE STATION	WAITSBURG	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #4, STATION 42	WALLA WALLA	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #4, STATION 45	WALLA WALLA	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #4, STATION 44	WALLA WALLA	FIRE STATION
WALLA WALLA AIRPORT FIRE DEPARTMENT	WALLA WALLA	FIRE STATION
WALLA WALLA CITY FIRE, STATION 1	WALLA WALLA	FIRE STATION

WALLA WALLA CITY FIRE, STATION 2	WALLA WALLA	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #4, STATION 41	WALLA WALLA	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #4, STATION 43	WALLA WALLA	FIRE STATION
FIRE STATION 11-1	WALLA WALLA	FIRE STATION
FIRE STATION 11-2	WALLA WALLA	FIRE STATION
WALLA WALLA COUNTY FIRE DISTRICT #5, STATION 52	WALLULA	FIRE STATION

14.3 SCHOOL DISTRICT FACILITIES

COLUMBIA HIGH SCHOOL	BURBANK	SCHOOL
COLUMBIA MIDDLE SCHOOL	BURBANK	SCHOOL
COLUMBIA ELEMENTARY SCHOOL	BURBANK	SCHOOL
WALLA WALLA UNIVERSITY	COLLEGE PLACE	SCHOOL
DAVIS ELEMENTARY SCHOOL	COLLEGE PLACE	SCHOOL
JOHN SAGER MIDDLE SCHOOL	COLLEGE PLACE	SCHOOL
COLLEGE PLACE HIGH SCHOOL	COLLEGE PLACE	SCHOOL
WALLA WALLA VALLEY ACADEMY	COLLEGE PLACE	SCHOOL
ROGERS, CLARA E. ELEMENTARY SCHOOL	COLLEGE PLACE	SCHOOL
DIXIE ELEMENTARY SCHOOL	DIXIE	SCHOOL
PRESCOTT JUNIOR SENIOR HIGH SCHOOL	PRESCOTT	SCHOOL
JUBILEE SCHOOL	PRESCOTT	SCHOOL
NUEVA ESPERANZA LEADERSHIP ACADEMY SCHOOL	PRESCOTT- BROETJE	SCHOOL
PRESCOTT ELEMENTARY SCHOOL	PRESCOTT	SCHOOL
TOUCHET ELEMENTARY SCHOOL	TOUCHET	SCHOOL
TOUCHET MIDDLE, HIGH SCHOOL	TOUCHET	SCHOOL
WAITSBURG ELEMENTARY SCHOOL	WAITSBURG	SCHOOL
WAITSBURG MIDDLE SCHOOL	WAITSBURG	SCHOOL
WAITSBURG HIGH SCHOOL	WAITSBURG	SCHOOL
WALLA WALLA SCHOOL DISTRICT	WALLA WALLA	SCHOOL
WALLA WALLA COMMUNITY COLLEGE	WALLA WALLA	SCHOOL
WALLA WALLA HIGH SCHOOL	WALLA WALLA	SCHOOL
ASSUMPTION ELEMENTARY SCHOOL	WALLA WALLA	SCHOOL
BERNEY ELEMENTARY SCHOOL	WALLA WALLA	SCHOOL
BLUE RIDGE ELEMENTARY SCHOOL	WALLA WALLA	SCHOOL
DESALES MIDDLE & HIGH SCHOOL	WALLA WALLA	SCHOOL
EDISON ELEMENTARY SCHOOL	WALLA WALLA	SCHOOL
GARRISON MIDDLE SCHOOL	WALLA WALLA	SCHOOL

GREEN PARK ELEMENTARY SCHOOL	WALLA WALLA	SCHOOL
LIBERTY CHRISTIAN SCHOOL	WALLA WALLA	SCHOOL
LINCOLN HIGH SCHOOL	WALLA WALLA	SCHOOL
PIONEER MIDDLE SCHOOL	WALLA WALLA	SCHOOL
PROSPECT POINT ELEMENTARY SCHOOL	WALLA WALLA	SCHOOL
SHARPSTEIN ELEMENTARY SCHOOL	WALLA WALLA	SCHOOL
WALLA WALLA COUNTY JUVENILE DETENTION SCHOOL	WALLA WALLA	SCHOOL
WALLA WALLA PUBLIC CHILD DEVELOPMENT CENTER (INSPIRE CENTER)	WALLA WALLA	SCHOOL
THE HUB at 3 rd EARLY HEADSTART	WALLA WALLA	SCHOOL
WHITMAN COLLEGE	WALLA WALLA	SCHOOL

14.4 MISCELLANEOUS FACILITIES

WILBUR ELLIS COMPANY	WALLA WALLA	CHEMICAL
WALLA WALLA FARMERS CO-OP	WALLA WALLA	CHEMICAL
MCGREGOR COMPANY	WALLA WALLA	CHEMICAL
WALLA WALLA COUNTY JAIL	WALLA WALLA	CORRECTIONAL INSTITUTE
WASHINGTON STATE PENITENTIARY	WALLA WALLA	CORRECTIONAL INSTITUTE
JUVENILE JUSTICE CENTER/DEPT OF COURT SERVICES	WALLA WALLA	CORRECTIONAL INSTITUTE
911 DISPATCH - EMERGENCY OPERATION CENTER	WALLA WALLA	EMERGENCY OPERATION CENTER
US VETERANS ADMIN HOSPITAL	WALLA WALLA	HOSPITAL
ST MARYS MEDICAL CENTER	WALLA WALLA	HOSPITAL
COLUMBIA HIGH SCHOOL	BURBANK	RED CROSS SHELTER
BLUE MOUNTAIN COMMUNITY CHURCH	WALLA WALLA	RED CROSS SHELTER
DE SALES HIGH SCHOOL	WALLA WALLA	RED CROSS SHELTER
LATTER-DAY SAINTS CHURCH	WALLA WALLA	RED CROSS SHELTER
NEW LIFE CHURCH	WALLA WALLA	RED CROSS SHELTER
PRESCOTT HIGH SCHOOL	PRESCOTT	RED CROSS SHELTER
SONBRIDGE COMMUNITY CENTER	PRESCOTT	RED CROSS SHELTER
TOUCHET SCHOOL DISTRICT	TOUCHET	RED CROSS SHELTER
WAITSBURG HIGH SCHOOL	WAITSBURG	RED CROSS SHELTER
WALLA WALL COMMUNITY COLLEGE	WALLA WALLA	RED CROSS SHELTER
WALLA WALLA COUNTY FAIRGROUNDS	WALLA WALLA	RED CROSS SHELTER
WESCOM	COPPEI	COMMUNICATIONS

WESCOM	HATCH GRADE/ WALLULA	COMMUNICATIONS
WESCOM	EUREKA	COMMUNICATIONS
WESCOM	JAIL	CORRECTIONAL FACILITY/COMMUNIC ATIONS
WESCOM	SKYROCKET	COMMUNICATIONS
WESCOM	PIKES PEAK	COMMUNICATIONS

14.5 DAMS

ICE HARBOR DAM	BURBANK	DAM
LOWER MONUMENTAL DAM	PRESCOTT	DAM
MILL CREEK DIVERSION DAM	WALLA WALLA	DAM
MILL CREEK STORAGE DAM	WALLA WALLA	DAM

14.6 LAW ENFORCEMENT

WWC SHERIFF'S SUBSTATION	BURBANK	LAW ENFORCEMENT
COLLEGE PLACE POLICE DEPARTMENT	COLLEGE PLACE	LAW ENFORCEMENT
WALLA WALLA COUNTY SHERIFF'S DEPT., WAITSBURG SUBSTATION	WAITSBURG	LAW ENFORCEMENT
WAITSBURG POLICE STATION	WAITSBURG	LAW ENFORCEMENT
WALLA WALLA COUNTY SHERIFF'S OFFICE	WALLA WALLA	LAW ENFORCEMENT
WALLA WALLA POLICE DEPARTMENT	WALLA WALLA	LAW ENFORCEMENT
WALLA WALLA POLICE DEPT, SPECIAL TEAMS OFFICE	WALLA WALLA	LAW ENFORCEMENT
WASHINGTON STATE PATROL	WALLA WALLA	LAW ENFORCEMENT

14.7 LOCAL GOVERNMENT BUILDINGS

COLLEGE PLACE CITY HALL	COLLEGE PLACE	LOCAL GOVERNMENT
COLLEGE PLACE PUBLIC WORKS SHOP	COLLEGE PLACE	LOCAL GOVERNMENT
PRESCOTT CITY HALL AND PUBLIC WORKS	PRESCOTT	LOCAL GOVERNMENT
WAITSBURG CITY HALL	WAITSBURG	LOCAL GOVERNMENT
WAITSBURG PUBLIC WORKS	WAITSBURG	LOCAL GOVERNMENT
WALLA WALLA COUNTY PUBLIC WORKS - NORTH SHOP	WAITSBURG	LOCAL GOVERNMENT

COUNTY COURTHOUSE	WALLA WALLA	LOCAL GOVERNMENT
WALLA WALLA CITY HALL	WALLA WALLA	LOCAL GOVERNMENT
PORT OF WALLA WALLA - STATE STAGING AREA	WALLA WALLA	LOCAL GOVERNMENT
WALLA WALLA COUNTY HALL OF RECORDS	WALLA WALLA	LOCAL GOVERNMENT
WALLA WALLA COUNTY PUBLIC HEALTH AND LEGISLATIVE BUILDING	WALLA WALLA	LOCAL GOVERNMENT
WALLA WALLA PUBLIC SERVICES BUILDING	WALLA WALLA	LOCAL GOVERNMENT
WALLA WALLA COUNTY PUBLIC WORKS	WALLA WALLA	LOCAL GOVERNMENT
CITY OF WALLA WALLA DEVELOPMENT SERVICES CENTER	WALLA WALLA	LOCAL GOVERNMENT

14.8 UTILITY FACILITIES

BPA - LOWER MONUMENTAL 500KV TRANSMISSION SUBSTATION	PRESCOTT	ELECTRICAL
PACIFIC POWER SUBSTATION	WAITSBURG	ELECTRICAL
PACIFIC POWER SUBSTATION	WALLA WALLA	ELECTRICAL
CASCADE NATURAL GAS STATION	COLLEGE PLACE	NATURAL GAS
TRANSCANADA COMPRESSOR SUBSTATION #7	PRESCOTT	NATURAL GAS
TRANSCANADA COMPRESSOR SUBSTATION #8	WALLULA	NATURAL GAS
REPEATER	PRESCOTT	REPEATER
REPEATER	WAITSBURG	REPEATER
REPEATER	WALLA WALLA	REPEATER
REPEATER	WALLULA	REPEATER
STATION #5 - SEWAGE LIFT STATION	COLLEGE PLACE	SEWER
STATION #6 - SEWAGE LIFT STATION	COLLEGE PLACE	SEWER
SEWAGE LIFT STATION #1	WALLA WALLA	SEWER
HOLIDAY INN - SEWAGE LIFT STATION	WALLA WALLA	SEWER
COTTONWOOD - SEWAGE LIFT STATION	WALLA WALLA	SEWER
FAIRWAY - SEWER LIFT STATION	WALLA WALLA	SEWER
STATION #2 - SEWAGE LIFT STATION	WALLA WALLA	SEWER
COLLEGE PLACE - WATER TREATMENT PLANT	COLLEGE PLACE	TREATMENT PLANT
WAITSBURG - WATER TREATMENT PLANT	WAITSBURG	TREATMENT PLANT
WALLA WALLA - WATER TREATMENT PLANT	WALLA WALLA	TREATMENT PLANT
WALLA WALLA – WATER STORAGE TANK	WALLA WALLA	WATER

WALLA WALLA- WATER STORAGE TANK	WALLA WALLA	WATER
WALLA WALLA- WATER STORAGE TANK	WALLA WALLA	WATER
WALLA WALLA – 24” PRIMARY STEEL RIVITED WATER TRANSMISSION LINE	WALLA WALLA	WATER
WATER INTER-TIE 2	COLLEGE PLACE	WATER
WATER INTER-TIE 1	COLLEGE PLACE	WATER
WATER WELL FIELD	WAITSBURG	WATER
COLLEGE PLACE - WATER TOWER	COLLEGE PLACE	WATER TOWER
COLLEGE PLACE - WATER TOWER	COLLEGE PLACE	WATER TOWER
COLLEGE PLACE - WATER TOWER	COLLEGE PLACE	WATER TOWER
PRESCOTT - WATER TOWER	PRESCOTT	WATER TOWER
WAITSBURG - WATER TOWER	WAITSBURG	WATER TOWER
WATER WELL #3	COLLEGE PLACE	WELL
WATER WELL #1	COLLEGE PLACE	WELL
WATER WELL #2	COLLEGE PLACE	WELL
WATER WELL #1	WALLA WALLA	WELL
WATER WELL #7	WALLA WALLA	WELL
WATER WELL #2	WALLA WALLA	WELL
WATER WELL #4	WALLA WALLA	WELL
WATER WELL #5	WALLA WALLA	WELL
WATER WELL #6	WALLA WALLA	WELL
WATER WELL #3	WALLA WALLA	WELL

14.9 MISCELLANEOUS TRANSPORTATION FACILITIES

WALLA WALLA REGIONAL AIRPORT	WALLA WALLA	AIRPORT
MARTIN AIRFIELD	WALLA WALLA	AIRPORT
UNION PACIFIC RAILROAD - JOSO BRIDGE	PRESCOTT	TRANSPORTATION
VALLEY TRANSIT TRANSFER CENTER	WALLA WALLA	TRANSPORTATION
VALLEY TRANSIT OFFICE	WALLA WALLA	TRANSPORTATION
UNION PACIFIC (FORMERLY RAILEX LLC)	WALLULA	TRANSPORTATION
RAILEX WINE SERVICES	WALLULA	TRANSPORTATION

14.10 BRIDGES

SR 12/MCNARY BRIDGE	BURBANK	
SR 12 BRIDGE	BURBANK	
SR 12/DRY CR 2 BRIDGE	DIXIE	
PETTYBONE BRIDGE	DIXIE	
THIRD STREET BRIDGE	DIXIE	
SR 12/DRY CR 3 BRIDGE	DIXIE	
SR 124/WINNETT CANYON BRIDGE	PRESCOTT	

HARVEY SHAW BRIDGE	PRESCOTT	
SR 125/TOUCHET RIVER BRIDGE	PRESCOTT	
DELL SHARP BRIDGE	PRESCOTT	
HART BRIDGE	PRESCOTT	
ARCH BRIDGE	PRESCOTT	
SMITH BRIDGE	PRESCOTT	
WHETSTONE BRIDGE	PRESCOTT	
MIKE THOMAS BRIDGE	PRESCOTT	
ERWIN C P BRIDGE	PRESCOTT	
CUNDIFF BRIDGE	PRESCOTT	
HARVEY BRIDGE	PRESCOTT	
SAXTON BRIDGE	PRESCOTT	
STAR SCHOOL BRIDGE	PRESCOTT	
PSHIGODA BRIDGE	PRESCOTT	
PETERSON BRIDGE	PRESCOTT	
GROVER BRIDGE	PRESCOTT	
SR 124/WHETSTONE CR BRIDGE	PRESCOTT	
WINNETT CANYON BRIDGE	PRESCOTT	
DRY HOLLOW BRIDGE	PRESCOTT	
BROWN BRIDGE	PRESCOTT	
McFEELY BRIDGE	PRESCOTT	
HERRING BRIDGE	PRESCOTT	
KEN NOBLE BRIDGE	PRESCOTT	
SKYROCKET BRIDGE	PRESCOTT	
DE RUWE BRIDGE	PRESCOTT	
WINANS BRIDGE	PRESCOTT	
HARSHAW BRIDGE	PRESCOTT	
NORTH HART BRIDGE	PRESCOTT	
ED KELLY BRIDGE	PRESCOTT	
DUNN BRIDGE	PRESCOTT	
MUNNS BRIDGE	PRESCOTT	
LAMAR C P BRIDGE	PRESCOTT	
GAS PLANT BRIDGE	PRESCOTT	
BERRYMAN STATION BRIDGE	PRESCOTT	
ESTES C P BRIDGE	PRESCOTT	
ANDERSON C P BRIDGE	PRESCOTT	
BENSON C P BRIDGE	PRESCOTT	
ED COCHRAN BRIDGE	PRESCOTT	
SR 124/OVERPASS BRIDGE	PRESCOTT	
NINE MILE CANYON BRIDGE	TOUCHET	

CUMMINS BRIDGE	TOUCHET	
JOHNSON BRIDGE	TOUCHET	
SAND PIT BRIDGE	TOUCHET	
PEMBERTON BRIDGE	TOUCHET	
PINE CREEK #1 BRIDGE	TOUCHET	
LOWDEN BRIDGE	TOUCHET	
WEAVER BRIDGE	TOUCHET	
LENFESTY BRIDGE	TOUCHET	
SCHAEFFER BRIDGE	TOUCHET	
DITCH HOUSE BRIDGE	TOUCHET	
BAUMANS BRIDGE	TOUCHET	
RAINES BRIDGE	TOUCHET	
FREDRICKSON BRIDGE	TOUCHET	
HELLBERG BRIDGE	TOUCHET	
LOCHER BRIDGE	TOUCHET	
SR 12/DRY CR BRIDGE	TOUCHET	
SR 12/WOODWARD CANYON BRIDGE	TOUCHET	
SR 12/TOUCHET RIVER BRIDGE	TOUCHET	
SR 12/WALLA WALLA RIVER BRIDGE	TOUCHET	
DUNDAS BRIDGE	TOUCHET	
HAWLEY BRIDGE	TOUCHET	
FROG HOLLOW BRIDGE	TOUCHET	
BASS SWAIN BRIDGE	TOUCHET	
PLUCKER BRIDGE	TOUCHET	
REESE STATION BRIDGE	TOUCHET	
OVER PASS BRIDGE	TOUCHET	
DIVIDE BRIDGE	TOUCHET	
SR 12/UP RAILROAD BRIDGE	TOUCHET	
SARANTO BRIDGE	TOUCHET	
VAN VOORST C P BRIDGE	TOUCHET	
WOODS C P BRIDGE	TOUCHET	
WOODS NORTH C P BRIDGE	TOUCHET	
JOHNSON SOUTH BRIDGE	TOUCHET	
DODD C P BRIDGE	TOUCHET	
GRANT C P BRIDGE	TOUCHET	
STROHMAIER C P BRIDGE	TOUCHET	
ESTES BRIDGE	TOUCHET	
SR 12/SPRING BRIDGE	TOUCHET	
DRY CREEK #2 BRIDGE	WAITSBURG	
DRY CREEK #3 BRIDGE	WAITSBURG	

PFLUGRAD BRIDGE	WAITSBURG	
SR 12/SPRING CR BRIDGE	WAITSBURG	
SR 12/DRY CR 1 BRIDGE	WAITSBURG	
McCOWN BRIDGE	WAITSBURG	
PIERRE BRIDGE	WAITSBURG	
3RD N COPPEI BRIDGE	WAITSBURG	
4TH N COPPEI BRIDGE	WAITSBURG	
MEINBURG BRIDGE	WAITSBURG	
SR 124/TOUCHET RIVER BRIDGE	WAITSBURG	
SR 124/COPPEI CR BRIDGE	WAITSBURG	
COPPEI CREEK - 7TH ST BRIDGE	WAITSBURG	
WAITSBURG CEMETERY BRIDGE	WAITSBURG	
HUGHES BRIDGE	WAITSBURG	
5TH N COPPEI BRIDGE	WAITSBURG	
DRY CREEK #1 BRIDGE	WAITSBURG	
TOUCHET RIVER - MAIN ST BRIDGE	WAITSBURG	
GARDEN STREET BRIDGE	WAITSBURG	
ALDRIDGE BRIDGE	WAITSBURG	
SPRING CREEK BRIDGE	WAITSBURG	
SR 12/PRESTON BRIDGE	WAITSBURG	
BOLLES BRIDGE	WAITSBURG	
HUNGATE BRIDGE	WAITSBURG	
SUB STATION BRIDGE	WAITSBURG	
SPRING VALLEY BRIDGE	WAITSBURG	
MIKKELSON BRIDGE	WAITSBURG	
ZUGER BRIDGE	WAITSBURG	
NOTDOT BRIDGE	WAITSBURG	
SR 12/COPPEI CR BRIDGE	WAITSBURG	
GANGUET BRIDGE	WAITSBURG	
STONECIPHER BRIDGE	WAITSBURG	
MEINBURG C P BRIDGE	WAITSBURG	
MYRA BRIDGE	WALLA WALLA	
RUSTIC PLACE BRIDGE	WALLA WALLA	
CHASE AT GARRISON CR BRIDGE	WALLA WALLA	
THIRD AT GARRISON CR BRIDGE	WALLA WALLA	
HOWARD-BRYANT @ GARRISON BRIDGE	WALLA WALLA	
9TH AT MILL CR BRIDGE	WALLA WALLA	
6TH AT MILL CR BRIDGE	WALLA WALLA	
5TH AT MILL CR BRIDGE	WALLA WALLA	
4TH AT MILL CR BRIDGE	WALLA WALLA	

ROSE AT MILL CR BRIDGE	WALLA WALLA	
2ND AT MILL CR BRIDGE	WALLA WALLA	
COLVILLE AT MILL CR BRIDGE	WALLA WALLA	
MAIN AT MILL CR BRIDGE	WALLA WALLA	
SPOKANE AT MILL CR BRIDGE	WALLA WALLA	
PALOUSE AT MILL CR BRIDGE	WALLA WALLA	
PARK AT MILL CR BRIDGE	WALLA WALLA	
OTIS AT MILL CR BRIDGE	WALLA WALLA	
MERRIAM AT MILL CR BRIDGE	WALLA WALLA	
CLINTON AT MILL CR BRIDGE	WALLA WALLA	
DIVISION AT MILL CR BRIDGE	WALLA WALLA	
BLUE CREEK BRIDGE	WALLA WALLA	
MILL CREEK BRIDGE	WALLA WALLA	
KLICKEER MOUNTAIN BRIDGE	WALLA WALLA	
SEVEN MILE BRIDGE	WALLA WALLA	
MAXON BRIDGE	WALLA WALLA	
HOOD SCHOOL BRIDGE	WALLA WALLA	
PAUL SCHOOL BRIDGE	WALLA WALLA	
PAST RAINES BRIDGE	WALLA WALLA	
PHILLIPS BRIDGE	WALLA WALLA	
ANKENY BRIDGE	WALLA WALLA	
WHITMAN BRIDGE	WALLA WALLA	
HUGHES FARM BRIDGE	WALLA WALLA	
BUCKLEY BRIDGE	WALLA WALLA	
TALBOTT BRIDGE	WALLA WALLA	
SWEGLE BRIDGE	WALLA WALLA	
MUD CREEK BRIDGE	WALLA WALLA	
SR 125/DRY CR BRIDGE	WALLA WALLA	
COLLINS BRIDGE	WALLA WALLA	
SR 12/WOODWARD CANYON BRIDGE	WALLA WALLA	
HANSON BRIDGE	WALLA WALLA	
LUCKENBILL BRIDGE	WALLA WALLA	
CORDINER BRIDGE	WALLA WALLA	
CAMERON BRIDGE	WALLA WALLA	
NINTH ST BRIDGE	WALLA WALLA	
VALLEY GROVE BRIDGE	WALLA WALLA	
VAN AUSDLER BRIDGE	WALLA WALLA	
EVANS BRIDGE	WALLA WALLA	
VALLEY CHAPEL BRIDGE	WALLA WALLA	
LAST CHANCE BRIDGE	WALLA WALLA	

BLUE MOUNTAIN BRIDGE	WALLA WALLA	
KENNEDY MEMORIAL BRIDGE	WALLA WALLA	
BUSSELL BRIDGE	WALLA WALLA	
YELLOWHAWK BRIDGE	WALLA WALLA	
McINROES BRIDGE	WALLA WALLA	
WALLULA BRIDGE	WALLA WALLA	
GOSE BRIDGE	WALLA WALLA	
HUSSEY BRIDGE	WALLA WALLA	
KOOSKOOSKIE BRIDGE	WALLA WALLA	
DRUMHELLER BRIDGE	WALLA WALLA	
SR125/WALLA WALLA RIVER BRIDGE	WALLA WALLA	
SR 125/YELLOWHAWK CR BRIDGE	WALLA WALLA	
DOWLING BRIDGE	WALLA WALLA	
BERNEY #1 BRIDGE	WALLA WALLA	
SCHOOL BRIDGE	WALLA WALLA	
PLEASANT BRIDGE	WALLA WALLA	
PROSPECT POINT BRIDGE	WALLA WALLA	
PROSPECT BRIDGE	WALLA WALLA	
FERN AVE BRIDGE	WALLA WALLA	
DUFF BRIDGE	WALLA WALLA	
TUTTLE BRIDGE	WALLA WALLA	
THREE MILE BRIDGE	WALLA WALLA	
DAVIS BRIDGE	WALLA WALLA	
KERNS BRIDGE	WALLA WALLA	
WILBUR ST NORTH BRIDGE	WALLA WALLA	
13TH AT MILL CR BRIDGE	WALLA WALLA	
ROOSEVELT AT MILL CR BRIDGE	WALLA WALLA	
FOURTH AT GARRISON CR BRIDGE	WALLA WALLA	
STURM AVE BRIDGE	WALLA WALLA	
MCDONALD BRIDGE	WALLA WALLA	
GRANDVIEW BRIDGE	WALLA WALLA	
FIVE MILE BRIDGE	WALLA WALLA	
MAUZEY BRIDGE	WALLA WALLA	
RESER BRIDGE	WALLA WALLA	
SWEGLE/MILL CR BRIDGE	WALLA WALLA	
DEPPING BRIDGE	WALLA WALLA	
HEADGATE BRIDGE	WALLA WALLA	
PEPPERS BRIDGE	WALLA WALLA	
MCKAY BRIDGE	WALLA WALLA	
SCENIC LOOP BRIDGE	WALLA WALLA	

MILL CR BRANCH BRIDGE	WALLA WALLA	
RUSSELL SIDING C P BRIDGE	WALLA WALLA	
BERNEY #2 BRIDGE	WALLA WALLA	
DAGUE BRIDGE	WALLA WALLA	
ANGELL BRIDGE	WALLA WALLA	
MARTIN BRIDGE	WALLA WALLA	
LUCKENBILL #2 BRIDGE	WALLA WALLA	
COCHRAN BRIDGE	WALLA WALLA	
MAGNOLIA BRIDGE	WALLA WALLA	
RUSSELL SIDING BRIDGE	WALLA WALLA	
BERGER BRIDGE	WALLA WALLA	
RUSSELL CREEK BRIDGE	WALLA WALLA	
LEVIN BRIDGE	WALLA WALLA	
DEBOER BRIDGE	WALLA WALLA	
SIMON C P BRIDGE	WALLA WALLA	
SIMONS BRIDGE	WALLA WALLA	
COX YEEND BRIDGE	WALLA WALLA	
SANDERS #1 BRIDGE	WALLA WALLA	
SANDERS #3 BRIDGE	WALLA WALLA	
SANDERS #2 BRIDGE	WALLA WALLA	
THIEL STATION BRIDGE	WALLA WALLA	
COLLARD BRIDGE	WALLA WALLA	
YOX BRIDGE	WALLA WALLA	
VALLEY GROVE RR BRIDGE	WALLA WALLA	
SR 730/SPRING GULCH BRIDGE	WALLULA	
SR 12/VANSYCLE CANYON BRIDGE	WALLULA	
SR 12/WALLA WALLA RIVER BRIDGE	WALLULA	
SR 12/RR 2 BRIDGE	WALLULA	
SR 12/RR 1 BRIDGE	WALLULA	
SR 12/RR 3 BRIDGE	WALLULA	
ENNIS BRIDGE	PRESCOTT	RESTRICTED
HADLEY STATION BRIDGE	PRESCOTT	RESTRICTED
GARDENA BRIDGE	TOUCHET	RESTRICTED
HASSLER BRIDGE	TOUCHET	RESTRICTED
GOBLE BRIDGE	TOUCHET	RESTRICTED
PINE CREEK #2 BRIDGE	TOUCHET	RESTRICTED
GARDENA SOUTH BRIDGE	TOUCHET	RESTRICTED
McENTYRE BRIDGE	WAITSBURG	RESTRICTED
CORKRUM BRIDGE	WAITSBURG	RESTRICTED
PAXTON BRIDGE	WALLA WALLA	RESTRICTED

WALTER BRIDGE	WALLA WALLA	RESTRICTED
MARBACH CORNER BRIDGE	WALLA WALLA	RESTRICTED
PEPPERS NORTH BRIDGE	WALLA WALLA	RESTRICTED

APPENDIX B: MEETING MINUTES, SIGN-IN SHEETS, AND PARTICIPATION



Walla Walla County

Emergency Management Department

27 N. 2nd Avenue
Walla Walla, Washington 99362
Phone: (509) 524-2900 • Fax: (509) 524-2910
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LIZ JESSEE
Director

PATRICK PURCELL
Coordinator

**HAZARD MITIGATION PLAN UPDATE
KICKOFF MEETING**
WALLA WALLA COUNTY FIRE DISTRICT 4
2251 S. HOWARD, WALLA WALLA, WA
FEBRUARY 21, 2018, 10:00 AM

AGENDA

Introductions

Steering Committee and Northwest Management, Inc.

Tasks

- Review current HMP;
- Identify document areas needing updated;
- Begin updating general information;
- Highlight areas needing steering committee info/additions;
- Integrate recent CWPP (*discuss the desired look with the Steering Committee*);
- Draft all document sections and plan public meetings;
- Present plan overview and highlight updates to public (NMI PowerPoint);
- Gather feedback and make additional updates/changes following public notice;
- Present full draft HMP for committee and legal review;
- Present full near-final draft to FEMA for approval.

Tentative Project Schedule

- Intro meeting Feb 20th, 2018
- Identify update areas and complete general updates (*March 21st, 2018??*);
- Integrate CWPP and add in steering committee feedback (*May 2nd, 2018??*);
- Full draft document and two days public meetings (*May 30th and 31st, 2018??*);
- Incorporate public feedback and present full document to Steering Committee (*July 25th, 2018??*);
- Any final edits and document submitted to FEMA (*August 22nd, 2018??*).

Set Next Meeting Date

Adjourn

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Emergency Management Department

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LIZ JESSEE
Director

PATRICK PURCELL
Coordinator

SIGN IN SHEET

Hazard Mitigation Plan Kick-off Meeting, February 21, 2018
Fire District 4 - Station 41, 2251 S. Howard Street,
Walla Walla, WA 99362

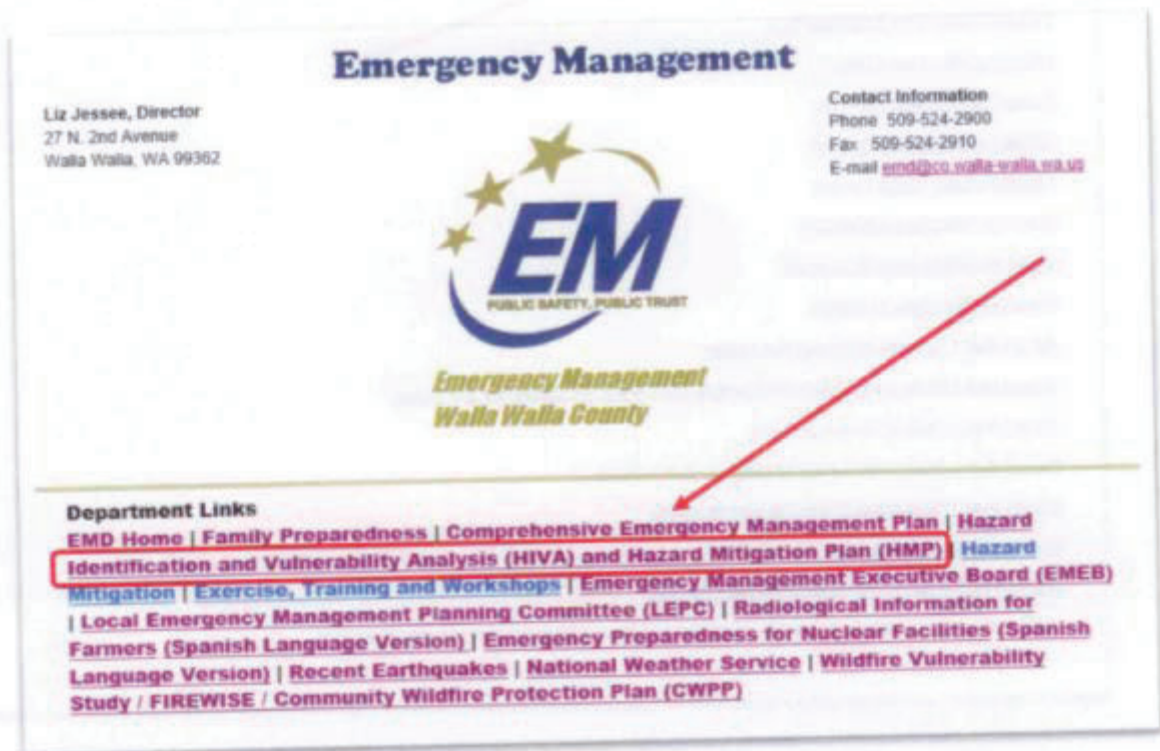
NAME (PLEASE PRINT)	ORGANIZATION	EMAIL ADDRESS
Jacquelyn Meier	Walla Walla Community College	Jacquelyn.meier@wwcc.edu
Brad Morris	WWFD	bmorris@wallawallawa.gov
Nabiel Shawla	City of Walla Walla	nshawla@wallawallawa.gov
Michael Francis	US Army Corps of Engineers	MICHAEL.FRANCIS@USACE.AEMT.MIL
Marilyn Lohmann	National Weather Service	marilyn.lohmann@noaa.gov
Barbara Clark	City of WW	bclark@wallawallawa.gov
Susan Leathers	PSMMC	susan.leathers@provisiona.org
Mark Coarad	Northwest Light Inc.	MCOARAD@NWLI2.COM
TOP BRANDSTAFF	INA OOB FEVARS	TOP BRANDSTAFF@OILGELLOWS.COM
Mike Rizzitello	CIVIC CP	MRIZZITELLO@CPWA.FI
DAVID WINTER	CPFD	
Kate Mann	Regency - The Fork	KMANN@regencypacific.com
Harvey Crowder	CP	
Jim Johnson	WW County	
Fred Miller	Whitman	millerf1@whitman.edu

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How do I review the current Hazard Mitigation Plan (2010)?

Type www.wwemd.info in your browser. This will take you to our Home Page: <http://www.co.walla-walla.wa.us/Departments/EMD/index.shtml>

Click on **Hazard Identification and Vulnerability Analysis (HIVA)** and **Hazard Mitigation Plan (HMP)**:



Emergency Management

Liz Jessee, Director
27 N. 2nd Avenue
Walla Walla, WA 99362

Contact Information
Phone 509-524-2900
Fax 509-524-2910
E-mail wwemd@co.walla-walla.wa.us

EM
PUBLIC SAFETY. PUBLIC TRUST

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Walla Walla County*

Department Links
[EMD Home](#) | [Family Preparedness](#) | [Comprehensive Emergency Management Plan](#) | [Hazard Identification and Vulnerability Analysis \(HIVA\) and Hazard Mitigation Plan \(HMP\)](#) | [Hazard Mitigation](#) | [Exercise, Training and Workshops](#) | [Emergency Management Executive Board \(EMEB\)](#) | [Local Emergency Management Planning Committee \(LEPC\)](#) | [Radiological Information for Farmers \(Spanish Language Version\)](#) | [Emergency Preparedness for Nuclear Facilities \(Spanish Language Version\)](#) | [Recent Earthquakes](#) | [National Weather Service](#) | [Wildfire Vulnerability Study](#) | [FIREWISE](#) | [Community Wildfire Protection Plan \(CWPP\)](#)

Now click on **Walla Walla County HMP 2010** to open the document:

Walla Walla County Hazard Identification and Vulnerability Analysis (HIVA) and Hazard Mitigation Plan (HMP)

BACKGROUND: The Hazard Identification and Vulnerability Analysis provides a summary of risk to Walla Walla County from a variety of different hazards. The Hazard Mitigation Plan provides guidance to local public safety officials on projects that could help mitigate the effects of potential hazards such as severe storms, earthquakes, wildfire, and flooding.

In 2009-2010 Walla Walla County Emergency Management worked with other county officials and the cities of College Place, Prescott, Walla Walla and Walla Walla to update the 2004 HMP and HIVA. The Mill Creek Flood Control Zone District and Walla Walla Public Schools were also active partners in this update. Other local, state and federal agencies, including fire districts, irrigation districts, and utility companies, also contributed to the revision and update.

DOCUMENTS:

- [Walla Walla County HIVA 2010](#)
- [Walla Walla County HMP 2010](#)**
- [Critical Facilities Map 1 Walla Walla County](#)
- [Critical Facilities Map 2 Burbank](#)
- [Critical Facilities Map 3 College Place](#)
- [Critical Facilities Map 4 Dose](#)
- [Critical Facilities Map 5 Lowden](#)
- [Critical Facilities Map 6 Prescott](#)
- [Critical Facilities Map 7 Touchet](#)
- [Critical Facilities Map 8 Walla Walla](#)
- [Critical Facilities Map 9 Walla Walla](#)
- [Critical Facilities Map 10 Wallula](#)
- [Hazard Map 1 Walla Walla County Fire History](#)
- [Hazard Map 2 Walla Walla County Wildfire Risk Assessment WUI Boundary and Survey](#)
- [Hazard Map 3 Walla Walla County Faults](#)
- [Hazard Map 4 Walla Walla County Liquefaction Susceptibility](#)
- [Hazard Map 5 Walla Walla County Earthquake History](#)
- [Hazard Map 6 Bonnington Inundation Area](#)
- [Hazard Map 7 Walla Walla County Floodplain Analysis](#)

Hard copies are available for the cost of production from the Emergency Management Department.

The other documents on this page support the 2010 plan.



Walla Walla County

Emergency Management Department

27 N. 2nd Avenue
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Phone: (509) 524-2900 • Fax: (509) 524-2910

HMGP Steering Committee Planning Meeting
Walla Walla County Fire District #4, Station 41
2251 S. Howard Street
Walla Walla, WA 99362
March 21, 2018

Present:

Liz Jessee, Walla Walla County Emergency Management Department
Mark Corrao, Northwest Management, Inc.
Patrick Purcell, Walla Walla County Emergency Management Department
Marilyn Lohmann, National Weather Service
William Herrington, American Red Cross
Dixie Ferguson, American Red Cross
Barbara Clark, Mayor, City of Walla Walla
Mori Struve, Public Works, City of Walla Walla
Tony Garcia-Morales, Public Works, Walla Walla County
Steve Potter, Police Department, City of Walla Walla
Mike Kay, Walla Walla Public School District
John Turner, Walla Walla County Sheriff

Minutes:

Call to order: Meeting was called to Order by Liz Jessee at 10:02.

Introductions: Liz introduced herself and requested that those in attendance please introduce themselves to the group. Those present are listed above.

Hazard Mitigation Plan Update Overview:

Mark Corao of Northwest Management Inc. introduced himself and described his organization to the committee. Mark began a quick overview of the plan update process and highlighted the following areas.

- Purpose of the Hazard Mitigation Plan
- Current Hazards listed on the Plan
- FEMA requirements specific to Hazard Mitigation plans.
- Major document components of the Plan
- Tracking of the in-kind match
- Types of risk reduction projects which might be included in the plan
- Geographic Information Services. (GIS) and how it will be used
- Critical Structures Lists
- Review and approval process
- Public involvement/outreach

- Finished products to be provided by NWI
- Proposed planning schedule and tentative completion date. (October 2018)
- Next Steps. Committee responsibilities -v- Northwest Management Inc.

Questions/Discussion:

Barbara Clark asked if the updated plan will cover public information and how the public will be able to access that information. Barbara also asked if the plan will have an educational piece to educate the public on where they can find information to remain informed during an emergency or natural disaster. Liz spoke on the current planning and means used to provide the public with information. Liz explained that the Hazard Mitigation Plan's specific purpose was to identify Hazards in Walla Walla County and develop suggested projects for mitigation. Plans already in place are adequate in defining dissemination of public information during emergencies.

Mark Corao confirmed that the primary purpose of the Hazard Mitigation Plan is to identify hazard mitigation projects to justify funding from FEMA. Mitigation projects should be stated in broad terms that would make it possible for mitigation or post-disaster FEMA funding.

Mori Struve asked if we could include a brief section which identifies where the public can refer to plans already in existence for information on means and methods used to keep the public informed during emergencies. Both Liz and Mark agreed that this was something which could be included in the plan update.

Barbara noted that Social Media requires electricity and asked if any thought had been given to developing a means to broadcast information through some type of locally managed and run radio station. Liz explained that during development of the previous Hazard Mitigation Plan that this idea had been explored. Primary reason it had been set aside was because of cost and lack of manpower. It simply could not be supported under current budget constraints. Liz also explained that KONA radio is still the current official station for emergency management information and would broadcast information as required during an emergency.

Barbara asked if public information/education could be covered in the mitigation part of the plan for monetary consideration. Mark explained that this was outside the purview of the plan.

Tony Garcia asked for clarification on whether this plan could be used to help request financial support during an emergency. Liz and Mark explained that this was a large part of the plans intended purpose.

There was general discussion among the committee on the specific purpose and scope of the plan to help committee members better understand the intended purpose of the Hazard Mitigation Plan. Mark explained to the committee that he had nothing more for the group at this point. He informed the committee that specific requests for information would be forthcoming from his office through the Emergency Management office to committee members and partner agencies and that all communications regarding the update should go through Emergency Management.

Adjourned:

Meeting was concluded and adjourned at 10:47.

Respectfully Submitted,
Patrick B. Purcell



Walla Walla County
Emergency Management Department
 27 N. 2nd Avenue
 Walla Walla, Washington 99362
 Phone: (509) 524-2900 • Fax: (509) 524-2910

LIZ JESSEE
 Director

PATRICK PURCELL
 Coordinator

SIGN IN SHEET

HAZARD MITIGATION PLAN UPDATE

STEERING COMMITTEE MEETING

WALLA WALLA COUNTY FIRE DISTRICT 4
 2251 S. HOWARD, WALLA WALLA, WA
 March 21, 2018, 10:00 AM

NAME (PLEASE PRINT)	ORGANIZATION	EMAIL ADDRESS
Patrick Purcell	WWEMD	ppurcell@co.walla-walla.wa.us
Liz Jessee	WWEMD	ljesssee@co.walla-walla.wa.us
Marilyn Lohmann	National Weather Service	marilyn.lohmann@noaa.gov
William Herrington	A Red Cross	ayv80r77@yahoo.com
Mark Corrad	Mountain Management Inc	MCORRAD@NMI2.com
Barbara Clark	City of WW	bclark@wallawallawa.gov
Steve Potter	WWPD	spotter@wallawallawa.gov
Mike Kay	WWPS	mkay@wwps.org
Joni Turner	WWSO	J.TURNER@CO.WALLA-WALLA.WA.US
Dixie Ferguson	Red Cross	dixiefer@yahoo.com
Tony Garcia Morales	Walla Walla Co	Tgarcia@WWCountyroads.com

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LIZ JESSEE
Director

PATRICK PURCELL
Coordinator

HAZARD MITIGATION PLAN UPDATE

Steering Committee Meeting

WALLA WALLA COUNTY FIRE DISTRICT 4
2251 S. HOWARD, WALLA WALLA, WA
May 3, 2018 - 1000

AGENDA

1. Introductions

2. Tasks

- Review of updated DRAFT plan.
- NMI to discuss CWPP insertion update.
- Request/Discussion on write-up of a half page narrative covering details of the Blue Creek Fire.
- Request/Discussion with NOAA about weather narrative covering significant/Key weather events since 2010.
- Request/Discussion with NOAA, Steering Committee, detailing flooding events throughout the County since 2010.
- Review Public Notice Announcement Draft and decide on a date to release it for the next meeting date (TBD) and kickoff of public notice period (30 days).

3. Set Next Meeting Date

4. Adjourn



Walla Walla County

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LIZ JESSEE

Director

PATRICK PURCELL

Coordinator

SIGN IN SHEET

Hazard Mitigation Plan Kick-off Meeting, May 3, 2018

Fire District 4 - Station 41, 2251 S. Howard Street,

Walla Walla, WA 99362

NAME (PLEASE PRINT)	ORGANIZATION	EMAIL ADDRESS
JEFF STIDHAM	USACE	JEFFERT.L.STIDHAM@USACE.ARMY.MIL
Rich Cannon	USACE	richard.e.cannon@usace.army.mil
Randy Hinchliffe	Wentworth	
Maek Corrao	NMI	MICORRAO@NMI2.COM
Lisa Stearns	NWCCD	lisa.stearns@nwccd.net
Jodi Ferguson	NWCDett	jodiferguson@co.walla.walla.wa.us
Tony Garcia	Walla Walla Co. PW	tgarcia@wallawallacountyroads.com
Mike Kay	WWPS	mkay@wwps.org
MORI STRAUVE	CITY OF WW	mstrauve@wallawalla.wa.gov
MARK HIGGINS	WWPS	mhiggs.mr@wwps.org
Dixie Ferguson	Red Cross	dixiefer@yahoo.com

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LIZ JESSEE

Director

PATRICK PURCELL

Coordinator



HAZARD MITIGATION PLAN UPDATE

Steering Committee Meeting

WALLA WALLA COUNTY FIRE DISTRICT 4

2251 S. HOWARD, WALLA WALLA, WA

May 3, 2018 - 1000

AGENDA

1. Introductions

2. Tasks

- Review of updated DRAFT plan.
- NMI to discuss CWPP insertion update.
- Request/Discussion on write-up of a half page narrative covering details of the Blue Creek Fire.
- Request/Discussion with NOAA about weather narrative covering significant/Key weather events since 2010. *NEWS MARILYN?*
- Request/Discussion with NOAA, Steering Committee, detailing flooding events throughout the County since 2010. *as/news*
- Review Public Notice Announcement Draft and decide on a date to release it for the next meeting date (TBD) and kickoff of public notice period (30 days). *3-3 page*

3. Set Next Meeting Date

4. Adjourn

- PAGE NUMBERS
- Public Notice of Steering Meeting
MAY 31st 10AM TBD
- Public Meetings
MAY 31st 7pm
Walla Walla Dist #4
JUNE 1st 10AM
County Legislative Building
(Public Notice June 1st)
JUNE 30th

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A5

How to safeguard your
privacy from your Echo

A8

Credit card companies
hone their targeting

WALLA WALLA

Union~Bulletin

Monday, May 28, 2018



75¢

Meetings set for hazard planning in WW County

By the Walla Walla Union-Bulletin

Two public meetings later this week will seek public input on worst-case scenarios and what can be done to deal with them.

The evening meetings on Thursday and Friday are part of a project to update Walla Walla County's Hazard Mitigation Plan, which addresses floods, earthquakes, severe weather, wildfires, volcanic ash fall and other events.

Sudden, severe storms such as one that struck Walla Walla in 2008 with hurricane force winds and major wildfires in recent years are a good examples why planning is needed, said Liz Jessee, county Emergency Management Department director.

"This plan addresses what emergencies we can expect and what we can do about them," she said.

Local agencies and organizations in the county have created a committee to complete the required five-year updates of the plan, Jessee said. A planning committee meeting will be held at 10 a.m. Thursday at

the Walla Walla County Fire Dist. 4 headquarters, 2251 S. Howard St. in Walla Walla before the public meetings.

The planning effort is part of the Federal Emergency Management Agency Pre-Disaster Mitigation program and the National Fire Plan and Healthy Forests Restoration Act. The update will include information and results of the Walla

Walla County Community Wildfire Protection Plan which was completed last year.

One of the goals of the planning process is to increase the eligibility of local governments for grants to help minimize the risk and potential impact of disaster events, Jessee said. An example is the Firewise Communities program that helps protect people and property from wildfires by proactive measures, such as creating firebreaks around homes.

The planning update project is being funded through a grant from the Federal Emergency Management Agency, Jessee said.

HAZARD PLANNING MEETINGS

Two public outreach meetings will be held Thursday and Friday on Walla Walla County's Hazard Mitigation Plan.

The meeting Thursday will begin at 7 p.m. and the Friday meeting will be at noon. Both will be on the second floor of the Walla Walla County Public Health and Legislative Building, 314 W. Main St., in Walla Walla.

People are asked to use the entrance at the back of the building accessible from the Rose Street parking lot for the meetings.



Walla Walla County – Public Comment & Review Requested

Walla Walla County Hazard Plan DRAFT Initial Public Review

The Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan (HMP) update, has been completed in draft form and is available to the public for review and comment at the locations listed below. Comments from opportunities below will be incorporated into the plan, as appropriate, and a month-long review process will begin for review of the revised plan. Details for the month-long review will be distributed later.

Walla Walla County Fire District 4 May 31, 10:00 AM to 11:30	2251 South Howard, Walla Walla, WA
Walla Walla County Public Health and Legislative Training Room May 31, 2018 7:00 PM June 1, 2018 at 12 PM (noon)	314 West Main St. Walla Walla, WA 99362

The purpose of the Walla Walla County HMP is to reduce the impact of hazards such as flooding, severe weather, wildfire, earthquake and volcanic ash fall on County residents, landowners, businesses, communities, local governments, and state and federal agencies while maintaining appropriate emergency response capabilities and sustainable natural resource management policies. The HMP identifies high risk areas as well as structures and infrastructure that may have an increased potential for loss due to a hazard event. The document also recommends specific projects that may help prevent disasters from occurring altogether or, at the least, lessen their impact on residents and property. The HMP is being developed by a committee of city and county elected officials, departments, local and state emergency response representatives, land managers, highway district representatives, and others.

The Walla Walla County HMP includes risk analysis at the community level with predictive models for where disaster risks are likely to occur. This plan will continue to enable the County and its communities to be eligible for grant dollars to implement the projects and mitigation actions identified by the committee. Although not regulatory, the HMP will provide valuable information as we plan for the future.

Comments on the HMP should be submitted to the attention of Liz Jessee, Walla Walla Emergency Management Director at ljesssee@co.walla-walla.wa.us or mailed to 27 N. 2nd Ave., Walla Walla, WA 99362.



Walla Walla County

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LIZ JESSEE
Director

PATRICK PURCELL
Coordinator

HAZARD MITIGATION PLAN UPDATE

Steering Committee Meeting

WALLA WALLA COUNTY FIRE DISTRICT 4
2251 S. HOWARD, WALLA WALLA, WA
May 31, 2018 - 1000

AGENDA

1. Introductions

2. Tasks

- NMI Led review and discussion of proposed updates to the first six chapters of the Hazard Mitigation Plan.
- NMI identifies data/information requirements for HMP completion.
- Review of agenda for public information meetings May 31, and June 1st.
- Discuss timeline of HMP Draft document public comment and review.

3. Set Next Meeting Date

4. Adjourn



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LIZ JESSEE

Director

PATRICK PURCELL

Coordinator

SIGN IN SHEET

Hazard Mitigation Plan Public Outreach, May 31, 2018
Walla Walla County Legislative Bld, 314 W. Main
Walla Walla, WA 99362

NAME (PLEASE PRINT)	ORGANIZATION	EMAIL ADDRESS
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Mikel Potts	ARES	mikelpotts@mc.com
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KEITH CARLIN	ARES EMERG. COORD.	K7ACW@ARRL.NET
MARK CRIDER	WWSO	mcrider@co.walla-walla.wa.us
Mark Corrado	NMI	MCCRADO@NMI2.COM
Timber Burton	ARES	TIMBERBURTON@HOTMAIL.COM
Anne Rodriguez	ARES	ARCHANGEL13@ARRL.NET
Davena Burton	ARES	ppswalla@live.com
Evan Burton	ARR-ARES	EvanBurton99@hotmail.com
RICHARD HOFFMAN		RICHMANW@LIVE.COM
Eric Wiessner	ARES	dreic@visionsource-ww.com
DAKE SAEKCE	FEMA Reservist	smelcer@bmi.net
Liz Jessee	WWEM	ljessie@co.walla-walla.wa.us
Patrick Purcell	WWEM	ppurcell@co.walla-walla.wa.us

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LIZ JESSEE
Director

PATRICK PURCELL
Coordinator

SIGN IN SHEET

Hazard Mitigation Plan Steering Committee Meeting July 25, 2018
Fire District 4 - Station 41, 2251 S. Howard Street,
Walla Walla, WA 99362

NAME (PLEASE PRINT)	ORGANIZATION	EMAIL ADDRESS
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Patrick Purcell	WWEMO	ppurcell@co.walla-walla.wa.us
Liz Jessee	WWEMP	ljjessee
Bill Herrington	Amer Red Cross	AYV80R77@yahoo.com
Romy Huch/ro	City of Hanksville	r.huch@city.net
Tony Garcia	Walla Walla Co.	tgarcia@wwcountyrads.com
Muri Struve	CITY OF WW	mstruve@walla-walla.wa.gov
Renee M Hadley	WW Co. Conservation District	renee.hadley@wwcd.net
MARK HIGGINS	WWPS	mhiggins@wwps.org
Jack Ferguson	WWCDCH	jferguson@co.walla-walla.wa.us

X

二

Jun 7



...

www.wvernd.info, for details.



WWW.EMD.INFO

L

Emergency Management Director

v

```
main: 509.524.2900  direct: 509.524.2902
```

cell: 509.520.2222 fax: 509.524.2910

27 N. 2nd Ave., Walla Walla, WA 99362

www.wvemd.info | www.facebook.com/wallawallaEM

Always Working for a Disaster Prepared and Resilient Community

County Hazard Plans/Walla Walla x



Li

©

Jun 1

□

Notice that will be placed on Facebook after our noon meeting.



[Click here to Reply, Reply to all, or Forward](#)

On Fri, Jun 1, 2018 at 10:22 AM, Liz Jessee <LJessee@co.walla-walla.wa.us<mailto:LJessee@co.walla-walla.wa.us>>> wrote:

Thank you for taking the time to review the plan. I've cc'd my contractor so that he can make the changes.

Liz Jessee, Director
Emergency Management Dept.
Walla Walla County

From: Steve Ruley <sruley@wallawallawa.gov<mailto:sruley@wallawallawa.gov>>>
Sent: Friday, June 1, 2018 10:20 AM
To: Liz Jessee <LJessee@co.walla-walla.wa.us<mailto:LJessee@co.walla-walla.wa.us>>>
Cc: Scott Bieber <sbieber@wallawallawa.gov<mailto:sbieber@wallawallawa.gov>>>; Stephanie Young <SYoung@wallawallawa.gov<mailto:SYoung@wallawallawa.gov>>>
Subject: RE: Draft Walla Walla HMP for public input and updates

Liz:

I have reviewed the draft Walla Walla HMP, and, under Appendix A additional critical facilities should be included. Specifically, all of the WESCOM system remote sites (COPPEI, HATCH GRADE/WALLULA, EUREKA, JAIL (listed only as a correctional facility), SKYROCKET, and PIKES PEAK (although it is technically over the border in Oregon). Each of these are critical infrastructure which directly impact the public safety throughout Walla Walla County. You have a current listing of the sites and geographic locations.

SRR

Steven R. Ruley, Manager
Support Services Division
Public Safety Communications
Walla Walla Police Department
27 N. 2nd Avenue<<https://maps.google.com/?q=27+N.+2nd+Avenue+%0D%0A+Walla+Walla,+WA.+99362&entry=gmail&source=g>>
Walla Walla, WA.<<https://maps.google.com/?q=27+N.+2nd+Avenue+%0D%0A+Walla+Walla,+WA.+99362&entry=gmail&source=g>> 99362<<https://maps.google.com/?q=27+N.+2nd+Avenue+%0D%0A+Walla+Walla,+WA.+99362&entry=gmail&source=g>>

 **Jodi Ferguson** <jferguson@co.walla-walla.wa.us>

 Jun 6 

 Reply 

to Liz, mcorrao 

Liz and Mark,
I have a few small edits....looking good!
Thanks Jodi

Jodi Ferguson

Walla Walla County Department of Community Health

Oral Health and Preparedness Coordinator

314 W. Main St. (Rose St. entry)

PO Box 1753

Walla Walla, WA 99362

509-524-2657 Office

509-524-2678 Fax



**Liz Jessee**

Jun 5 ★

Reply ▾

to mcorrao, Patrick ▾

Historic Flood Photos: <http://wallawalladrazanphotos.blogspot.com/search/label/floods>January 2008 Windstorm: <http://wallawalladrazanphotos.blogspot.com/2018/01/windstorm-of-jan-4th-2008-photos-of.html>

Liz Jessee, Director
Emergency Management Dept.
Walla Walla County

From: Joe Drazan <skippycat3@charter.net>
Sent: Jun 4, 2018 7:45 PM
To: Liz Jessee <LJessee@co.walla-walla.wa.us>
Subject: Re: Use of photographs

Hi Liz,

You didn't say where you found the Windstorm photos. I did give a CD with hundreds of them on it to Jim Dumont in Parks Dept; Andy Coleman should have those now. Is that the batch you saw? or did you see a selection on my blog website "Bygone WW" which has dozens posted to it in 3 batches.

Either way yes, feel free to copy them for your purposes.

Also on the website are dozens of the 1931 flood; it would be easiest for you to copy the ones you want from there. Click to enlarge them first then copy to get full size image. I couldn't tell if you had seen these or not.

Credit like so for those you use: "courtesy of Joe Drazan's Bygone Walla Walla Project"

Thanks for asking,

Joe

RE: Draft Walla Walla HMP for public input and updates



County Hazard Plans/Walla Walla x



Liz Jessee

Jun 4 ☆

Reply ▾

to Mori, mcorrao, Bob ▾

Thank you Mori. We'll let you know if we have any questions.

Liz Jessee, Director
Emergency Management Dept.
Walla Walla County

From: Mori Struve <mstruve@wallawallawa.gov>
Sent: Friday, June 1, 2018 11:18 AM
To: Liz Jessee <LJessee@co.walla-walla.wa.us>; Mark Corrao <mcorrao@consulting-foresters.com>
Cc: Bob Yancy <byancey@wallawallawa.gov>
Subject: FW: Draft Walla Walla HMP for public input and updates
Importance: High

I don't have any comments for Chapter 7 or 8-13.

Mori Struve
Public Works Operations Manager
Office: 509-527-4463
mstruve@wallawallawa.gov

City of Prescott

P.O. Box 27, 108 So. D Street
Prescott, WA 99348-0027
Ph: 509-849-2262 - Fax: 509-849-2762

April 10, 2018

Ms. Liz Jesse, Director
Emergency Management Dept.
Walla Walla County
27 North 2nd
Walla Walla, WA 99362

Dear Ms. Jesse:

This letter is in response to your request for written input regarding the City of Prescott's section of the HMP update. I was sorry to miss seeing you at the office this afternoon, also.

At our council meeting yesterday on the 9th, I asked for Council's concerns about potential hazards facing the City. Their primary concerns related to chemical leaks of ammonia from local farm supply businesses and for potential explosions of grain storage facilities. Patrick indicated today, however, that this project relates only to natural disasters.

In light of that information, and after reviewing the Prescott chapter of the 2010 plan you provided today, it appears that the information included then is still applicable, and that the goals stated in that plan have been only partially met. It would seem appropriate that we include that same information and the mitigation goals from the 2010 plan in the 2018 update.

Thank you for your assistance. If you need further information from us, please let us know.

Sincerely yours,



Steven Heimbigner, Mayor



Liz Jessee

Jun 4

 Reply

to Renee, mcorrao

Thanks for your feedback. I've cc'd Mark Corrao for him to make the adjustment.

Take Care,
Liz

Liz Jessee, Director
Emergency Management Dept.
Walla Walla County

From: Renee Hadley <renee.hadley@wwccd.net>
Sent: Monday, June 4, 2018 11:23 AM
To: Liz Jessee <LJessee@co.walla-walla.wa.us>
Subject: HMP review chapter 7-8

Liz, No comments on Chapter 7. Chapter 8 page 8-6 under the Flood Damage Prevention Standards, second component from bottom of page... "elevated to or **above one foot above** base flood elevation..." The above one foot above reads odd. Should it be similar to the last component on the same page "...elevated to the level of one foot above the base flood elevation...". Page 8-8 CO-3, Is this update not part of the near complete (end of June 2018) Comp Plan update? Regarding CO-8 "Conduct public outreach to provide systems to notify County Public Works if culverts need maintenance" I know large municipalities in WA state have a website dedicated to such things like "identify a pothole" in which the public can click on the location on a map, provide some brief comments and contact information then this info is sent to the Public Works Dept. for prioritization of maintenance. Things to consider. Section 8.7 Wildfire, first paragraph second line "This area is outlined in **Error!Reference source not found.**" I am assuming this will be fixed before the final. Page 8-10 first full paragraph..."It is anticipated that the County will adopt the 2009 IFC in July 2010..." Should this be changed to past tense? Same with 3rd bulleted paragraph on the same page. Page 8-11 Earthquakes...CO-11; CO-12 & CO-13 should this be revised from 2010-2015 planning cycle to 2018-2022 cycle? Page 6-10 and page 8-11 refer to the 2012 damage costs. The # on page 6-10 for flooding is just over a grand with wind \$1.3M. IS the flooding \$# right? Is it missing some zeros? If the 2012 total was near \$16M, the addition doesn't quite add up right...

Chapter 1 page 1-3 and possibly elsewhere... references Walla Walla Public Schools (multiple Districts)...As discussed during the Thursday May 31 meeting at 10 am, we understand this will be edited to state something like the following...school districts in Walla Walla County (including Walla Walla Public Schools District #140, 6 other public school districts, and private schools)
I apologize. I should have done these in track changes but I didn't remember until the last comment. Let me know if you need these comments in track changes.

Renee M. Hadley
District Manager
Walla Walla County Conservation District
509-522-6347 ext. 110 or 509-956-3756
renee.hadley@wwccd.net

Liz Jessee May 31 Reply

to mcorrao, Patrick

Here is the information about Mill Creek Channel ownership from Renee Hadley, Conservation District.

Liz Jessee

Emergency Management Director

Walla Walla County

main: 509.524.2900 direct: 509.524.2902

cell: 509.520.2222 fax: 509.524.2910

27 N. 2nd Ave., Walla Walla, WA 99362

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RE: Draft Walla Walla HMP for public input and updates



County Hazard Plans/Walla Walla x

 Liz Jessee

 May 31 

 Reply 

to Patrick, Mark, Barbara, Bret, Cody, David, Dixie, Elizabeth, Harvey, Herb, Jeffrey, Jodi, 

Good afternoon Steering Committee Members. For those of who were unable to attend this morning's meeting, I wanted to follow-up on my email from this morning with some tasks that we identified that need to be completed during the public review comment period, ending June 29.

- Scan through/read Chapters 1 – 6 if you haven't already done so,
- Review and comment on Chapter 7,
- **Most importantly, and required by each jurisdiction to complete the document, review and provide input for your jurisdiction specific chapter (8 – 13), This includes updating your jurisdiction's mitigation projects. We brought the projects forward from the 2010 plan. Have any of your jurisdiction's projects been completed? Which should remain in the 2018 plan? What new mitigation projects have you identified?**
- Go through Appendix A: Critical Facilities and advise of any facilities that should be removed or added. **For this task I've added some law enforcement/WESCOM/Fire who are not on the Steering Committee to the 'Cc...line' of this message who may have some input for this portion of the plan. They may also feel free to review other portions and provide their input.**

As before, if you have any changes, please make them to the Word version of the document with Track Changes on.

We've also decided to add photographs to the document. If you have any good resolution photos (1 MG size or greater) that you think relate to your jurisdiction/the document, please email them to me.

-
The Draft Hazard Mitigation Plan will be placed on our website for public review and comment, www.wwemd.info.

Again, the review period will end on June 29th. Comments, and your copy of the document with changes (if applicable), should be returned to me via email by then.

FW: MARK YOUR CALENDARS! Initial Public Review of DRAFT Hazard Mitigation Plan



County Hazard Plans/Walla Walla...x



Liz Jessee

May 29

Reply

to WWUB

Thank you very much for highlighting our project and putting the article on the front page. I really appreciate it. I did notice that the article states that there are two evening appointments. Actually there is one, on Thursday, and the Friday meeting is at Noon. Can you put a blurb in the paper noting the times (below)?

Thanks Again!
Liz

From: Liz Jessee

Sent: Thursday, May 10, 2018 1:38 PM

To: 'Stidham, Jeffery L CIV USARMY CENWW (US)' <Jeffery.L.Stidham@usace.army.mil>

Cc: Patrick Purcell <ppurcell@co.walla-walla.wa.us>

Subject: RE: MARK YOUR CALENDARS! Initial Public Review of DRAFT Hazard Mitigation Plan

Thanks Jeff!

From: Stidham, Jeffery L CIV USARMY CENWW (US) <Jeffery.L.Stidham@usace.army.mil>

Sent: Thursday, May 10, 2018 12:11 PM

To: Gilbert, Troy A CIV USARMY CENWW (US) <Troy.A.Gilbert@usace.army.mil>; Stegall, Justin R CIV USARMY CENWW (US) <Justin.R.Stegall@usace.army.mil>; Hammond, Alex CIV USARMY CENWW (US) <Alex.J.Hammond@usace.army.mil>; Walters, Bret L CIV USARMY

CENWW (US) <Bret.L.Walters@usace.army.mil>; Kalamasz, Rebecca L CIV USARMY CENWW (US) <Rebecca.L.Kalamasz@usace.army.mil>

Cc: Bogdanowitz, Val P (Val) CIV USARMY CENWW (US) <Val.P.Bogdanowitz@usace.army.mil>; Frost, Michelle D CIV USARMY CENWW (US) <Michelle.D.Frost@usace.army.mil>; Cannon, Richard E CIV USARMY CENWW (US) <Richard.E.Cannon@usace.army.mil>; Howard, Jamie N

<Jamie.N.Howard@usace.army.mil>; Hartl, Joy G CIV USARMY CENWW (US) <Joy.G.Hartl@usace.army.mil>; Palmer, Marcus D CIV USARMY CENWW

(US) <Marcus.D.Palmer@usace.army.mil>

Subject: FW: MARK YOUR CALENDARS! Initial Public Review of DRAFT Hazard Mitigation Plan

For your information,

Jeff Stidham

FW: Hazard Mitigation Plan Update

County Hazard Plans/Walla Walla x



 **Liz Jessee**

to Mark ▾

May 25 ☆

Reply ▾

Here are the comments from the County Public Works Dept.

Liz Jessee, Director
Emergency Management Dept.
Walla Walla County

From: Tony Garcia <tgarcia@wwcountyroads.com>
Sent: May 25, 2018 2:08 PM
To: Liz Jessee <LJessee@co.walla-walla.wa.us>
Subject: RE: Hazard Mitigation Plan Update

This e-mail has attached file(s) that have been converted to links due to their size ? please use the link(s) at the bottom of this email to retrieve them.

Hi Liz,

We reviewed the six sections of the plan update and have no comments.

As requested, here are our significant events for the last 10 years and their associated approximate costs (some picture attached):

- 2008 windstorm – approx. \$500,000
- 2012 Flash Flood (around Luckenbill Rd, Yox Rd, Woodward Canyon Rd) – approx. \$2,000,000
- Winter 2016/2017 – approx. \$500,000
- Winter 2017/2018 – approx. \$1,000,000

Besides the significant events shown above, we typically spend over \$100,000 every year on winter weather events.

Have a great weekend,

Tony Garcia Morales, P.E.
Walla Walla County Public Works

From: Stidham, Jeffery L CIV USARMY CENWW (US) <Jeffery.L.Stidham@usace.army.mil>
Sent: Thursday, May 3, 2018 2:11 PM
Subject: FW: Hazard Mitigation Plan Update Planning Team Meeting

Good afternoon!

Richard Cannon and I attended today's steering committee meeting, and they had specific requests for Walla Walla District, concerning areas that we have the best information on.

If you could take some time to do the write up, and send it to Liz Jesse, Walla Walla Emergency Management Director by 28 May 2018, that would be great. I've copied Liz as a CC.

Please use the attached MS Word document, with TRACK CHANGES turned on. The areas are under the "Flooding" hazard, as follows:

Dam Safety (Alex): A description of the current DSAC ratings for USACE projects in Walla Walla County, i.e., Ice Harbor, Mill Creek/Bennington Lake, and a summary of the potential impacts to the population at risk in the event of a failure. This is currently not in the draft AHMP.

Levee Safety (Troy): A description of the current risk characteristics, as they are available, for the Mill Creek and Waitsburg levee systems. If available (and ready for release), an executive summary of the levee screening reports might be the better approach. There is very little concerning the levees in the AHMP, and they are a significant mitigation effort for two major communities in the county.

Mill Creek (Justin): Please review and recommend changes to the content regarding Mill Creek, as it pertains to USACE operations. That basin is frequently mentioned, but there is little regarding USACE authorities and operations. A history of flood events would be a good idea. This would also be a good place to document how flood control operations at Bennington are planned, coordinated, and conducted. I suggest a short summary of the joint communications plan as well.

Also brought up in the meeting: City and County officials are lobbying Congress for funds to study the Mill Creek channel through the city of Walla Walla, by the Mill Creek Coalition. This appears to be a General Investigation study, on the order of \$3 million over 3 years. That will be going into the AHMP, so I have copied Planning Branch (Brett and Rebecca) for their information.

Please note that Walla Walla County has a plan writer for this document, and he will do most of the roll up. If there are any questions from the planner, I will work with Liz to get them answered.

Thank you for your cooperation!
Jeff Stidham

Disaster Response Manager
Walla Walla District

FW: Walla Walla County HMP Chps 1-6 DRAFT 2018

County Hazard Plans/Walla Walla x



 **Liz Jessee** <LJessee@co.walla-walla.wa.us>
to mcorrao

May 22

Reply

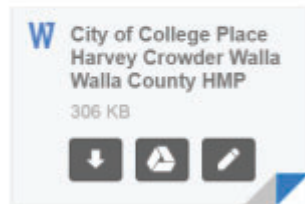
Please see attached.

Liz Jessee, Director
Emergency Management Dept.
Walla Walla County

From: Harvey Crowder <HCrowder@cpwa.us>
Sent: Tuesday, May 22, 2018 10:11 AM
To: Liz Jessee <LJessee@co.walla-walla.wa.us>
Subject: Walla Walla County HMP Chps 1-6 DRAFT 2018

A few embedded comments.

HRC



 **Liz Jessee** <LJessee@co.walla-walla.wa.us> May 24  Reply to mcorrao, Patrick 

Please see attached.

Liz Jessee

Emergency Management Director

Walla Walla County

main: 509.524.2900 direct: 509.524.2902

cell: 509.520.2222 fax: 509.524.2910

27 N. 2nd Ave., Walla Walla, WA 99362www.wwemd.info | www.facebook.com/wallawallaEM*Always Working for a Disaster Prepared and Resilient Community* **EMD Walla Walla
County HMP Chps 1-6
DRAFT 2018.docx**
392 KB

RE: Flood Section of Hazard Mitigation Plan

County Hazard Plans/Walla Walla x



 **Liz Jessee** <LJessee@co.walla-walla.wa.us>

 May 21 

 Reply 

to Marilyn, mcorrao, Tony 

Thanks for capturing this information. I have some amazing photos, more than I can send in an email. I can create a shared folder if you're interested in looking at them Mark.

I hope that the county is capturing this event in their report.

Liz Jessee, Director
Emergency Management Dept.
Walla Walla County

From: Marilyn Lohmann - NOAA Federal <marilyn.lohmann@noaa.gov>

Sent: Monday, May 21, 2018 2:50 PM

To: mcorrao@nmi2.com; Liz Jessee <LJessee@co.walla-walla.wa.us>

Subject: Flood Section of Hazard Mitigation Plan

I have these additions for the flood section.

Thanks,
Marilyn Lohmann
National Weather Service Pendleton
541-276-7832

2 Attachments



 Flash Flooding Input-
WW Hazard Mitigation
Plan.docx

13 KB





FEMA Map Specialist (FMIX) <FEMAMapSpecialist@riskmapcds.com>

6:55 AM (24 minutes ago) ☆

↩ Reply ▾

to Mark ▾

We are responding as a representative of the Department of Homeland Security, Federal Emergency Management Agency (FEMA), to your email message sent to FEMAMapSpecialist@riskmapcds.com.

The most current, effective Flood Insurance Rate Maps (FIRMs) for Walla Walla County, Washington are dated 01/18/2002. The FEMA Flood Map Service Center (MSC) is the official public source for flood hazard information produced in support of the National Flood Insurance Program. To view the mapped flood zones for your area of interest, you may search by street address or place on the MSC at <https://msc.fema.gov/portal/search>. The search results will display the best map information for the location entered and will note if digital flood hazard data is available for your area of interest.

Alternatively, if you wish to view the range of products available for a community, you may use the Search All Products option at <https://msc.fema.gov/portal/advanceSearch>. Using the Jurisdiction search option, choose the appropriate drop down selections that correspond with your area of interest. Pressing the Search button below will display a list of product types, and clicking on any of the highlighted folders will allow you to view available mapping products (FIRM Panels, FIS Reports, LOMC, and NFHL data). Select the desired regulatory product status and type of mapping product to display a list of items to view or download.

According to our records, the last Community Assistance Visit (CAV) for the City of Walla Walla was 05/13/2014. The last CAV for the Town of Prescott was 06/19/2007. The last CAV for the City of Waitsburg was 10/19/2017, while the last CAV for the City of College Place was 12/07/2006.

We hope this information has addressed the concerns raised in your email. If you need additional information or assistance, please reply to this message. You may also contact the FEMA Map Information eXchange (FMIX) by telephone, toll-free, at (877)336-2627, option 1, or by chat at http://www.floodmaps.fema.gov/fhm/fmx_main.html.

----- Original Message -----

From: "FEMA-ContactUs" <fema-contactus@fema.dhs.gov>

Received: 6/26/2018 10:11 AM (Eastern Daylight Time)

To: "Fema Map Specialist" <FemamapSpecialist@riskmapcds.com>

Subject: [FMS] - FloodMapping Question: 180626 - 568899 | ref:_00DF0Bqlq_500t0Aypnf:ref

Case # 180626 - 568899

Contact Name: Mark Corrao

Email: mcorrao@nmi2.com

State: Idaho

Topic: Flood Insurance, Maps and Information

Sub-Topic: Flood Mapping / Zones

Case Comment/Question Thread – I am working with the County of Walla Walla Washington to complete an update to their County Hazard Mitigation Plan. In doing so we are looking for the most recent FIRM maps for the county (looks like 1998 mapping efforts presented 9/30/2014 are the most current?). Additionally, we are looking for the dates of the last CAVs within the County for the towns of Walla Walla, Prescott, Waitsburg, and College Place. Any assistance or links your team could provide would be greatly appreciated. Thank you - Mark

Flood Section of Hazard Mitigation Plan

County Hazard Plans/Walla Walla x



Marilyn Lohmann - NOAA Federal <marilyn.lohmann@noaa.gov>

May 21

Reply

to mcorrao, Liz

I have these additions for the flood section.

Thanks,
Marilyn Lohmann
National Weather Service Pendleton
541-276-7832



RE: Hazard Mitigation Plan Update

County Hazard Plans/Walla Walla x



Liz Jessee <LJessee@co.walla-walla.wa.us>

May 21

Reply

to Randy, Mark

It's fine if you didn't find anything. We'll note that you reviewed the document and that your addition of the City of Waitsburg Flood Plan was the only change.

Thanks Randy!

Liz Jessee, Director
Emergency Management Dept.
Walla Walla County

From: Randy Hinchliffe <rjhinch@gotvc.net>
Sent: Monday, May 21, 2018 2:29 PM
To: Liz Jessee <LJessee@co.walla-walla.wa.us>
Cc: 'Mark Corrao' <mcorrao@nmi2.com>
Subject: RE: Hazard Mitigation Plan Update

I didn't really see any to comment on. I did insert our Flood Response plan adoption date under the City of Waitsburg section.

From: Steve <steve.h42@hotmail.com>
Sent: Thursday, May 17, 2018 10:10 AM
To: Liz Jessee <LJessee@co.walla-walla.wa.us>
Cc: Jared Hawkins <jared@hawklaw.biz>; Linda Vannoster, Clerk <cityofprescottclerk@columbiainet.com>
Subject: Fw: Hazard Mitigation Plan Update

Good morning Liz,

I've reviewed this portion of the plan draft, and the Prescott-specific information seems to be accurate. At our Monday meeting, Council had the opportunity to review and comment on the draft of the opening chapters of the plan update and on the 2010 Prescott Jurisdiction Chapter. They offered no additional comments for either document. I also don't have any specific comments to add.

Our attorney, Jared Hawkins, has reviewed both attached documents and has made a few suggestions for some minor changes to the Prescott chapter. Those are highlighted in the attachment.

If you need further information or have questions, please let us know. Thank you for your assistance on this project.

Steve Heimbigner, Mayor

City of Prescott

FW: HMP track changes edits from WWCCD

County Hazard Plans/Walla Walla x



 **Liz Jessee** <LJessee@co.walla-walla.wa.us>

May 10

 Reply

to mcorrao, Patrick

Please see attached.

Liz Jessee, Director
Emergency Management Dept.
Walla Walla County

From: Renee Hadley <renee.hadley@wwccd.net>

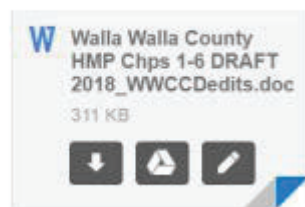
Sent: Thursday, May 10, 2018 10:56 AM

To: Liz Jessee <LJessee@co.walla-walla.wa.us>

Subject: HMP track changes edits from WWCCD

Liz, I have attached WWCCD suggestions/edits for the HMP. Most are minor but there are a few new paragraphs in Chapter 6 about page numbers 48 and 54. Let me know if you need anything else.

Renee M. Hadley
District Manager
Walla Walla County Conservation District
509-522-6347 ext. 110 or 509-956-3756
renee.hadley@wwccd.net



Re: RE: Draft Walla Walla HMP for public input and updates - American Red Cross Comments



 Inbox x

 **William Herrington** <ayv8or77@yahoo.com>

Jun 24 (3 days ago)

 Reply

to Liz, Mark, Dixie

Ms. Jessee,

Please find attached comments from the American Red Cross review of the **June 2018 Draft document**. We understand you desired proposed changes be made to the WORD document, however the nature of our comments make it difficult to submit as such. Hopefully you can insert and word them where they make the most sense.

Thank you for the opportunity to review and comment,

Bill Herrington
American Red Cross
509-539-9768

RE: Agenda

County Hazard Plans/Walla Walla x



 **Rocky Eastman** <reastman@wwfire4.com>

 May 8 

 Reply 

to Mark 

Hi Mark,

Attached is a description of the Blue Creek and the Dry Creek fires.
Thank you,

Rocky

Rocky Eastman- Fire Chief
Walla Walla County Fire District #4
2251 South Howard
Walla Walla, WA 99362
reastman@wwfire4.com
509-529-1282

From: Mark Corrao [mailto:mcorrao@nmi2.com]
Sent: Tuesday, May 01, 2018 5:21 AM
To: Liz Jessee
Cc: Patrick Purcell; Rocky Eastman
Subject: Re: Agenda

Rocky,

To give you a little background before we talk on thursday I have included some of the descriptions of fires from the past (attached). I am hoping you could improve on these or at the least draft a paragraph on the BLue Creek fire and maybe one other fire of significance within Walla Walla County that has occurred since 2010.

Thank you for any description and let me know if you have questions.
Mark

Public Notice

County Hazard Plans/Walla Walla x



 **Liz Jessee** <LJessee@co.walla-walla.wa.us>

 May 4 

 Reply 

to Andy, Mark, Patrick 

Please see attached Public Notice. If possible I'd like it in the Sunday paper on the 6th. I understand from talking to Connie Vinti that you currently out of the office. If that means that cannot get the notice in the paper on the 6th, please publish it on the 13th of May.

Thank you,
Liz

Liz Jessee
Emergency Management Director

Walla Walla County
main: 509.524.2900 direct: 509.524.2902
cell: 509.520.2222 fax: 509.524.2910
27 N. 2nd Ave., Walla Walla, WA 99362
www.wwemd.info<<http://www.wwemd.info>> | www.facebook.com/wallawallaEM<<http://www.facebook.com/wallawallaEM>>

Always Working for a Disaster Prepared and Resilient Community



Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan Meetings

PUBLIC NOTICE

From: Liz Jessee, Walla Walla County Emergency Management Department
Date: May 4, 2018
RE: Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan Update

Walla Walla County Set to Update Hazard Risk Plan

Walla Walla, WA. Walla Walla County has launched a project to update the 2010 Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan (HMP). This update will include the information and results of the recently completed Walla Walla County Community Wildfire Protection Plan (2017). Local agencies and organizations in Walla Walla County have created a committee to complete the required 5-year updates of this document as part of the FEMA Pre-Disaster Mitigation program and National Fire Plan and Healthy Forests Restoration Act. The project is being funded through a grant from FEMA.

The planning update will include information on risk analyses, vulnerability assessments, and mitigation recommendations for the hazards of flood, earthquake, severe weather, wildland fire, volcanic ash fall, and others.

Northwest Management, Inc. has been retained by Walla Walla County to provide risk assessments, hazard mapping, field inspections, interviews, and to collaborate with the planning committee to update the HMP. The committee includes representatives from local communities, rural and wildland fire districts, State and Federal agencies, highway districts, private landowners, area businesses, school districts and various other Walla Walla County departments, and entities.

One of the goals of the planning process will be to increase the participating jurisdictions' eligibility for additional grants that will help minimize the risk and potential impact of disaster events. The planning team will be conducting public meetings in the coming months to discuss preliminary findings and to seek public input on the Plans' information and recommendations. A notice of the dates and locations of these meetings will be posted in local newspapers. Once completed, the updated draft plan will also be available for public review and comment.

A planning committee meeting is scheduled for May 31st at 10:00 am, at 2251 South Howard in the Walla Walla County Fire District #4 building, in Walla Walla. This meeting will be followed by two (2) public outreach meetings:

- (1) May 31st at 7pm, at the Walla Walla County Public Health and Legislative Building, 314 West Main Street, 2nd Floor, Walla Walla, WA
- (2) June 1st at 12 pm (noon) Walla Walla County Public Health and Legislative Building, 314 West Main Street, 2nd Floor, Walla Walla, WA

Please use the entrance at the back of the building accessible from the Rose Street parking lot for the meetings.

For additional information on the Walla Walla HMP draft document or the update please join us at these public meetings or contact Walla Walla Emergency Management at 509-524-2900 or emd@co.walla-walla.wa.us. Following these meetings there will be a public comment period through June 30th.

RE: Public notice drafts



County Hazard Plans/Walla Walla x



 **Liz Jessee** <LJessee@co.walla-walla.wa.us>

May 4 ☆

Reply ▾

to Mark, Patrick ▾

Mark,

We have a designated newspaper for Public Notices, the Walla Walla Union Bulletin. I'll get the notice posted. I've booked the Legislative Building Training Room on the 1st but I'll have to check with WWFD about the 31st.

I've attached some of the PowerPoint I mentioned that we use for presentations; it has some stats in it and a couple of pictures. I've also attached the one with just pictures from local events. Sorry to say the second only goes through 2013, but I can add some more recent incidents before our next meeting.

Liz Jessee, Director
Emergency Management Dept.
Walla Walla County

SHELDUS data for Walla Walla, WA



County Hazard Plans/Walla Walla x



Melanie Gall <mgall2@asu.edu>

May 3 ☆

Reply ▾

to Mark ▾

Mark,

Attached are three zip files containing SHELDUS data aggregated by hazard type.

The difference between each zip file is that one is only aggregated by

- a) hazard (giving you totals by hazard across all years),
- b) hazard and year (giving you hazard totals by year), and
- c) hazard and month (giving you monthly hazard totals).

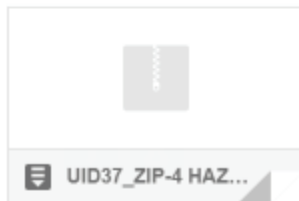
Option C is the finest aggregation that we offer. Please note that only months are included where a loss event was recorded.

Hope this is what you needed. The invoice is attached as well.

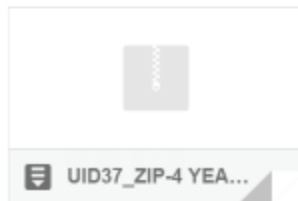
Best,
Melanie

>

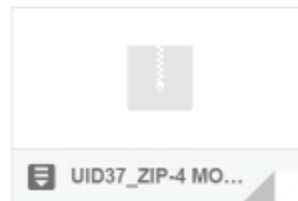
4 Attachments



UID37_ZIP-4 HAZ...



UID37_ZIP-4 YEA...



UID37_ZIP-4 MO...

FW: Weather info for plan?



County Hazard Plans/Walla Walla x



 **Liz Jessee** <LJessee@co.walla-walla.wa.us>

 Apr 26 

 Reply 

to Marilyn, Mark 

Unfortunately I can't recall if I reached out to you about weather history. I can't find a sent message, so unfortunately I probably haven't. For our updated Hazard Mitigation Plan, we identified that instead of a detailed chronological list (as was in the 2010 plan) that should identify key events for the County and some measures of frequency and size. Can you work on putting something together for us?

Liz Jessee, Director
Emergency Management Dept.
Walla Walla County

From: Mark Corrao <mcorrao@nmi2.com>

Sent: Thursday, April 26, 2018 8:41 AM

To: Liz Jessee <LJessee@co.walla-walla.wa.us>; Patrick Purcell <ppurcell@co.walla-walla.wa.us>

Subject: Weather info for plan?

Liz,

I was wondering if you had been in contact with the NOAA gal at the last meeting and if she might be working up the storm event data since the last plan? We had briefly spoken at the last meeting about not needing to do a chronological list as was in the 2010 plan but rather just identify the key events for the County and present some measures of frequency and size. This will support other parts of the plan the best.

I am envisioning adapting the current 2010 plan information into whatever updated format the new information comes in to make it all a bit more succinct. We are open to formatting and organization suggestions as anyone sees valuable.

Let me know if there are any questions or if I can provide additional explanation.

Thank you,
Mark

Mark Corrao, Ph.D., P.H. <<http://www.thenmiway.com/mark-corrao/>>

Northwest Management, Inc. - Partner

University of Idaho - Adjunct Faculty

Moscow, ID | Deer Park & Colville, WA | Helena, MT

208.310.6732 Cell | 208.883.4488 Ext 129 Office

RESOLUTION NO. 2018-91

A RESOLUTION APPROVING AND ADOPTING THE UPDATED WALLA WALLA COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN (HMP)

WHEREAS, 42 U.S.C. § 5165 requires local governments to adopt hazard mitigation plans; and

WHEREAS, the City of Walla Walla approved and adopted a Multi-Jurisdictional Hazard Management Plan by City Resolution 2011-13 (Jan. 26, 2011); and

WHEREAS, the Walla Walla County Emergency Management Department has prepared and presented an updated Walla Walla County Multi-Jurisdictional Hazard Management Plan; and

WHEREAS, the Walla Walla County Board of Commissioners adopted the Walla Walla County Multi-Jurisdictional Hazard Management Plan by County Resolution 18 208 on August 20, 2018; and

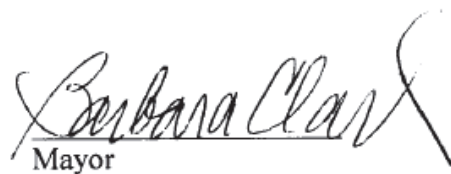
WHEREAS, the Walla Walla County Multi-Jurisdictional Hazard Management Plan has been presented to the City of Walla Walla for adoption; and

WHEREAS, the Walla Walla 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 good government and the best interests of the City of Walla Walla will be served by passage of this resolution;

NOW THEREFORE, the City Council of the City of Walla Walla do resolve as follows:

Section 1: The updated Walla Walla County Multi-Jurisdictional Hazard Management Plan (HMP) is hereby approved and adopted by the City of Walla Walla.

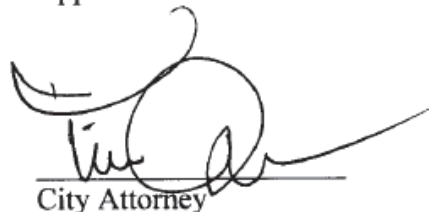
PASSED by the City Council of the City of Walla Walla, Washington, August 22nd, 2018.


Mayor

Attest:

Approved as to form:


City Clerk


City Attorney

RESOLUTION # 2018 – 687

**A Resolution of the Council of the City of Waitsburg approving an update to the
Walla Walla County Hazard Mitigation Plan**

WHEREAS, the Federal Disaster Mitigation Act of 2000 requires local government agencies to develop and submit a hazard mitigation plan (HMP) in order to receive future mitigation project grant funds; and

WHEREAS, the County has knowledge and experience that certain natural and man-made hazards pose threats to lives and cause damages to property within Walla Walla County; and

WHEREAS, the County, led by Emergency Management Department, along with Northwest Management Inc. (contractor) served as the lead agency in developing the HMP update and reached out to local, state, and federal agencies in an effort to conduct the most comprehensive planning effort possible; and

WHEREAS, the Cities of College Place, Prescott, Waitsburg and Walla Walla, the Mill Creek Flood Control Zone District, and Walla Walla Public Schools joined with the County as active participants in the process; and

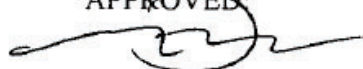
WHEREAS, the HMP update builds on the 2010 plan and formalizes the County's comprehensive efforts to make the County safer by providing guidance for hazard mitigation within Walla Walla County, and by identifying mitigation goals, objectives and projects that will reduce or prevent injury or damage from hazards; and

WHEREAS, Walla Walla County its planning partners provided several opportunities for public participation in the planning process by providing public notice, holding public meetings and reaching out to interested parties; and

BE IT HEREBY RESOLVED that the City Council for the City of Waitsburg does hereby adopt the Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan in accordance with the Federal Disaster Mitigation Act of 2000 thereby meeting the eligibility requirements for the potential receipt of mitigation project grant funds.

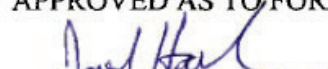
PASSED, ADOPTED AND APPROVED this 17th day of September 2018.

APPROVED:



Mayor Marty Dunn

APPROVED AS TO FORM:



City Attorney Jared N. Hawkins

ATTEST:



City Clerk Randy Hinchliffe

City of College Place, Washington
RESOLUTION NO. 18-026

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON
ADOPTING THE WALLA WALLA COUNTY HAZARD MITIGATION PLAN.**

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, the Federal Disaster Mitigation Act of 2000 requires local government agencies to develop and submit a hazard mitigation plan (HMP) in order to receive future mitigation project grant funds; and

Whereas, the County has knowledge and experience that certain natural and man-made hazards pose threats to lives and cause damages to property within Walla Walla County; and

Whereas, the County, led by Emergency Management Department, along with Northwest Management Inc. (contractor) served as the lead agency in developing the HMP update and reached out to local, state, and federal agencies in an effort to conduct the most comprehensive planning effort possible; and

Whereas, the Cities of College Place, Prescott, Waitsburg and Walla Walla, the Mill Creek Flood Control Zone District, and Walla Walla Public Schools joined with the County as active participants in the process; and

Whereas, the HMP update builds on the 2010 plan and formalizes the County's comprehensive efforts to make the County safer by providing guidance for hazard mitigation within Walla Walla County, and by identifying mitigation goals, objectives and projects that will reduce or prevent injury or damage from hazards; and

Whereas, Walla Walla County its planning partners provided several opportunities for public participation in the planning process by providing public notice, holding public meetings and reaching out to interested parties; and

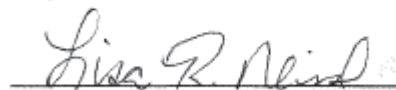
Now therefore, be it Resolved that the City Council of the City of College Place does hereby adopt the Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan in accordance with the Federal Disaster Mitigation Act of 2000 thereby meeting the eligibility requirements for the potential receipt of mitigation project grant funds.

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 14th day of August, 2018.


Harvey R. Crowder, Mayor

Attest:


Lisa R. Neissl, City Clerk

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF ADOPTING
WALLA WALLA COUNTY MULTI-
JURISDICTIONAL HAZARD
MITIGATION PLAN

RESOLUTION NO. **18 208**

WHEREAS, the Federal Disaster Mitigation Act of 2000 requires local government agencies to develop and submit an hazard mitigation plan (HMP) in order to receive future mitigation project grant funds; and

WHEREAS, the County has knowledge and experience that certain natural and man-made hazards pose threats to lives and cause damages to property within Walla Walla County; and

WHEREAS, the County, led by Emergency Management Department, served as the lead agency in developing the HMP update and reached out to local, state, and federal agencies in an effort to conduct the most comprehensive planning effort possible; and

WHEREAS, the Cities of College Place, Prescott, Waitsburg and Walla Walla, the Mill Creek Flood Control Zone District, Walla Walla Conservation District and Walla Walla Public Schools joined with the County as active participants in the process; and

WHEREAS, the HMP update builds on the 2010 plan and formalizes the County's comprehensive efforts to make the County safer by providing guidance for hazard mitigation within Walla Walla County, and by identifying mitigation goals, objectives and projects that will reduce or prevent injury or damage from hazards; and

WHEREAS, Walla Walla County and its planning partners provided several opportunities for public participation in the planning process by providing public notice, holding public meetings and reaching out to interested parties; and

WHEREAS, the HMP update has been reviewed by all relevant departments, boards, committees and the Washington State Emergency Management Division; and

BE IT HEREBY RESOLVED that the Board of Walla Walla County Commissioners does hereby adopt the Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan in accordance with the Federal Disaster Mitigation Act of 2000 thereby meeting the eligibility requirements for the potential receipt of mitigation project grant funds.

Passed this 20th day of August, 2018 by Board members as follows: 2 Present or 0 Participating via other means, and by the following vote: 2 Aye 0 Nay 0 Abstained 1 Absent.

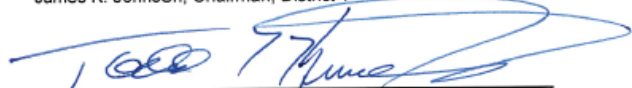
Attest:



Connie R. Vinti, Clerk of the Board



James K. Johnson, Chairman, District 1



Todd L. Kimball, Commissioner, District 2



James L. Duncan, Commissioner, District 3

Constituting the Board of County Commissioners
of Walla Walla County, Washington

RESOLUTION NO. 2018-09-R

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF PRESCOTT IN THE
MATTER OF APPROVING AND ADOPTING THE WALLA WALLA COUNTY
MULTI-JURISDICTIONAL MITIGATION PLAN (HMP)**

WHEREAS, each year in the United States, disasters take the lives of hundreds of people and injure thousands more; and

WHEREAS, nationwide, taxpayers pay billions of dollars annually to help communities, organizations, businesses, and individuals recover from disasters; and

WHEREAS, monies expended to respond to disasters only partially reflect the true cost of disasters because additional expenses to insurance companies and nongovernmental organizations are not reimbursed by tax dollars; and

WHEREAS, many disasters are predictable, and much of the damage caused by these events can be alleviated or even eliminated; and

WHEREAS, hazard mitigation planning is the process through which hazards that threaten communities are identified, likely impacts of those hazards are determined, mitigation goals are set, and appropriate strategies to lessen impacts are established, prioritized, and implemented; and

WHEREAS, the Walla Walla County Multi-jurisdictional Hazard Mitigation Plan (HMP) was prepared to provide guidance for hazard mitigation within Walla Walla County and documents the planning process employed by the Planning Team; and

WHEREAS, the lead entity developing this plan, Walla Walla County Emergency Management Department ("Emergency Management Department"), sought input from local cities, fire districts, schools, flood control districts, other interested jurisdictions throughout the County, state agencies, federal agencies, and many others; and

WHEREAS, the Emergency Management Department significantly updated the 2010 HMP to create a draft 2018 HMP which complies with applicable federal requirements, including 44 CFR 201.6 and 44 CFR 79.6; and

WHEREAS, the City Council recognizes the importance of planning for disasters; and

WHEREAS, the Emergency Management Department has prepared the 2018 Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan (HMP) and has requested that the City of Prescott adopt and approve the plan; and

WHEREAS, the City Council has discussed the merits of the HMP and believes it to be in the best interest of the City of Prescott to adopt said HMP.

RESOLUTION #10-2018
November 20, 2018

**Walla Walla County Multi-Jurisdictional
Hazard Mitigation Plan Renewal**

WHEREAS, the Federal Disaster Mitigation Act of 2000 requires local government agencies to develop and submit a hazard mitigation plan (HMP) in order to receive future mitigation project grant funds; and

WHEREAS, the County has knowledge and experience that certain natural and man-made hazards pose threats to lives and cause damages to property within Walla Walla County; and

WHEREAS, the County, led by Emergency Management Department, served as the lead agency in developing the HMP update and reached out to local, state, and federal agencies in an effort to conduct the most comprehensive planning effort possible; and

WHEREAS, the Cities of College Place, Prescott, Waitsburg and Walla Walla, the Mill Creek Flood Control Zone District, and Walla Walla Public Schools joined with the county as active participants in the process; and

WHEREAS, the HMP update builds on the 2010 plan and formalizes the County's comprehensive efforts to make the County safer by providing guidance for hazard mitigation within Walla Walla County, and by identifying mitigation goals, objectives and projects that will reduce or prevent injury or damage from hazards; and

WHEREAS, the HMP update has been reviewed by all relevant departments, boards, committees and the Washington State Emergency Management Division; and

WHEREAS, the Walla Walla County its planning partners provided several opportunities for public participation in the planning process by providing public meetings and reaching out to interested parties; and

WHEREAS, FEMA Region 10 completed a pre-adoption review of the HMP update on November 5, 2018 and concluded that the plan meets the requirements of 44 CFR Part 201, and has committed to approve the plan upon County adoption; now therefore

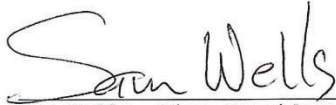
BE IT RESOLVED that the Walla Walla School District does hereby adopt the Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan in accordance with the Federal Disaster Mitigation Act of 2000 thereby meeting the eligibility requirements for the potential receipt of mitigation project grant funds.

WALLA WALLA SCHOOL DISTRICT NO. 140
Walla Walla County, Washington

BOARD OF DIRECTORS



Derek Sarley, President

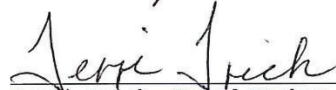


Sam Wells, Vice President

Dr. David Hampson, Board Member

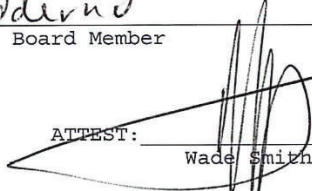


Ruth Ladderud, Board Member



Terri Trick, Board Member

ATTEST:



Wade Smith, Secretary of the Board

Adopted at a regular meeting of the Board of Directors November 20, 2018



Walla Walla County Conservation District

325 North 13th Avenue, Walla Walla, WA 99362-9526

Phone (509) 956-3777

Resolution #2018-4 to

“Adopt the *Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan (2018)*”

Date: December 10, 2018

WHEREAS, the Federal Disaster Mitigation Act of 2000 requires local government agencies to develop and submit a hazard mitigation plan (HMP) in order to receive future mitigation project grant funds; and

WHEREAS, the County has knowledge and experience that certain natural and man-made hazards pose threats to lives and cause damages to property within Walla Walla County; and

WHEREAS, the County, led by Emergency Management Department, along with Northwest Management Inc. (contractor) served as the lead agency in developing the HMP update and reached out to local, state, and federal agencies in an effort to conduct the most comprehensive planning effort possible; and

WHEREAS, the Cities of College Place, Prescott, Waitsburg and Walla Walla, the Mill Creek Flood Control Zone District, and Walla Walla Public Schools joined with the County as active participants in the process; and

WHEREAS, the HMP update builds on the 2010 plan and formalizes the County’s comprehensive efforts to make the County safer by providing guidance for hazard mitigation within Walla Walla County, and by identifying mitigation goals, objectives and projects that will reduce or prevent injury or damage from hazards; and

WHEREAS, Walla Walla County its planning partners provided several opportunities for public participation in the planning process by providing public notice, holding public meetings and reaching out to interested parties; and

WHEREAS, the U.S. Department of Homeland Security’s Federal Emergency Management Agency (FEMA) Region 10, approved on October 31, 2018 the *Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan (2018)* as a multi-jurisdictional local plan as outlined in Code of Federal Regulations Title 44 Part 201, now therefore

BE IT RESOLVED that the Walla Walla County Conservation District adopts the Walla Walla County Multi-Jurisdictional Hazard Mitigation Plan in accordance with the Federal Disaster Mitigation Act of 2000 thereby meeting the eligibility requirements for the potential receipt of mitigation project grant funds.

Walla Walla County Conservation District Board of Supervisors

Pat McConnell, Chair

Ed Chvatal, Supervisor

Jim Kent, Supervisor

Todd Kimball, Supervisor

Jeff Schulke, Supervisor

CONSERVATION - DEVELOPMENT - SELF-GOVERNMENT

APPENDIX C: RECORD OF REVISIONS

Section	Revision	Page	Date
Appendix C: Record of Revisions	Added	192	8/5/2020
Chapter 1, Subsection 1.7 Plan Updates, Mitigations and Prioritization, Chapter 12 Updates	Added comments about new mitigations goals for the City of Walla Walla - New goal of completing seismic upgrades to the above ground water storage tank connections (3) to create earthquake resistance. - New goal of replacing 10,700 feet of 24" water main due to age (1924) and material (steel riveted) that is highly susceptible to earthquake damage.	14	8/5/2020
Chapter 12, Subsection 12.7 Earthquakes	Added new mitigation measures referenced in Chapter 1, Subsection 1.7 revision (page 14)	119	8/5/2020
Appendix A: Critical Facilities, Subsection 14.8 Utility Facilities	Added City of Walla Walla water towers and water transmission pipeline.	133	8/5/2020
Various locations throughout document	Walla Walla County updated their website; corrections made in the document to reflect new website address for Walla Walla County Emergency Management Department.		8/5/2020
Chapter 1, Subsection 1.7 Plan Updates, Mitigations and Prioritization, Chapter 11 Updates	Added comments about new mitigation goal for City of Waitsburg. Improve flood monitoring and warning systems for Coppei Creek and the Touchet River, support installation of river gauge near Dayton on Coppei Creek, south of the city limits. This measure is continued in the 2018 plan. The 2010 plan contained a general project to "improve flood monitoring and warning systems." The Planning Team identified this mitigation measure as a specific project during the update and refined it to specify a particular location.	13	9/1/2020
Chapter 11, Subsection 11.1 Flooding	Added new mitigation measures referenced in Chapter 1, Subsection 1.7 revision (page 14)	111	9/1/2020

City of College Place, Washington
RESOLUTION NO. 24-XXX

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON
AUTHORIZING CAPITAL PROJECT LIST SUBMISSION TO FY 2024 TO 2030 WALLA WALLA
COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN EFFORT**

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, Cities and Counties must have in place a Multi-Jurisdictional Hazard Mitigation Plan (HMP) that is updated every six years and the current one in place is from 2018; and

Whereas, Walla Walla County is currently engaged in a update with partners of the Hazard Mitigation Plan for another six-year cycle; and

Whereas, projects included in the adopted plan are then eligible for FEMA Hazard Mitigation Program and Building Resilience Infrastructure and Communities (BRIC) grant dollars; and

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

- 1.** Authorizes the transmission of capital project list by the City Administrator to Walla Walla County Officials and contracted consultants engaged in the Countywide Multijurisdictional Hazard Mitigation Plan Update Effort.

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 27th day of August, 2024.

Attest:

Norma L. Hernández, Mayor

Maryelizabeth Garcia, City Clerk

13.08.525 - Connection and modification fees.

- A. The system connection charge is a one-time charge paid in advance of connecting the side sewer to the public sewer system. This charge is per each dwelling unit and shall be set by city council approved resolution.
- B. The front-foot charge shall be per front foot of the lot and is to be paid in the event a person wishes to connect to a public sewer which is owned by and paid for by the city and in which the person has no investment. This payment shall be made in advance of making the connection to the public sewer and shall be measured along the shortest street side if the lot is located on a corner. No front-foot charge will be required for a lot located in an area where a developer has installed the public sewer at his cost. Front footage charges shall be set in accordance with a resolution approved by the city council.
- C. An inspection fee will be charged for inspection, in the event that a person has to connect, reconnect, relocate or change any side sewer piping for any reason. This inspection fee shall be charged in accordance with charges set forth by a resolution approved by the city council.
- D. Charges for base fees will begin at the time City water or non-City water service is installed. For multifamily properties, only one unit will begin being billed until such time that the certificate of occupancy is issued. When the certificate of occupancy is issued, billing will commence on the additional multifamily units.

Daily Incident Log



Print Date/Time: 08/08/2024 08:12
Login ID: mbarr
Disposition: All

From Date: 07/01/2024 00:00
To Date: 07/31/2024 23:59

College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/01/2024 00:10	Disturbance	2024-00006155	1000 S COLLEGE AVE BLK	LEA, DEANNA	No	419	419
07/01/2024 01:28	Traffic Stop	2024-00006156	S HWY 125 / FARMLAND RD	,	No	419	419
07/01/2024 01:58	Harassment	2024-00006157	23 NW B ST 2	RIVERA, KEVIN	No	419	419
07/01/2024 05:56	Premises Check	2024-00006158	1755 S COLLEGE AVE	,	No	417	417
07/01/2024 06:03	Premises Check	2024-00006159	1100 NE C ST	,	No	431	431
07/01/2024 06:04	Extra Patrol	2024-00006161	420 OWENS RD	,	No	417	417
07/01/2024 06:04	Premises Check	2024-00006160	1017 NE C ST	,	No	431	431
07/01/2024 06:06	Premises Check	2024-00006162	1125 NE C ST	,	No	431	431
07/01/2024 06:11	Extra Patrol	2024-00006163	100 SE MAPLE AVE BLK	,	No	431	431
07/01/2024 06:11	Extra Patrol	2024-00006164	109 SE CEDAR BEND DR	,	No	417	417
07/01/2024 06:20	Premises Check	2024-00006165	1700 SE MEADOWBROOK BLVD	,	No	417	417
07/01/2024 06:22	Premises Check	2024-00006166	225 SE DATE AVE	,	No	431	431
07/01/2024 06:29	Premises Check	2024-00006167	1240 SE COMMERCIAL DR	,	No	417	417
07/01/2024 06:36	Premises Check	2024-00006168	500 S COLLEGE AVE	,	No	431	431
07/01/2024 06:38	Premises Check	2024-00006169	1200 SE 12TH ST	,	No	417	417
07/01/2024 06:46	Extra Patrol	2024-00006170	715 SE 12TH ST	,	No	417	417
07/01/2024 06:54	Premises Check	2024-00006171	1030 SE HARVEST DR	,	No	417	417
07/01/2024 07:04	Premises Check	2024-00006172	900 S COLLEGE AVE	,	No	417	417
07/01/2024 07:08	Traffic Stop	2024-00006173	46.05402312200000000 - 118.3720157940000000	,	No	417	417
07/01/2024 07:27	Extra Patrol	2024-00006174	970 NE ROSE ST	,	No	417	417
07/01/2024 07:33	Extra Patrol	2024-00006175	855 NE MAKIAH CT	,	No	417	417
07/01/2024 07:38	Premises Check	2024-00006176	1100 NE C ST	,	No	417	417

Daily Incident Log



Print Date/Time: 08/08/2024 08:12
Login ID: mbarr
Disposition: All

From Date: 07/01/2024 00:00
To Date: 07/31/2024 23:59

College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/01/2024 07:42	Traffic Stop	2024-00006177	S COLLEGE AVE / SE 4TH ST	,	No	417	417
07/01/2024 08:06	House Check	2024-00006178	615 SE 8TH ST	,	No	416	416
07/01/2024 08:09	Premises Check	2024-00006179	800 SE 8TH ST	,	No	431	431
07/01/2024 08:10	Premises Check	2024-00006180	801 SE 8TH ST	,	No	431	431
07/01/2024 08:20	House Check	2024-00006181	615 SE 8TH ST	,	No	417	417
07/01/2024 08:20	Extra Patrol	2024-00006182	1605 SE MEADOWBROOK BLVD	,	No	431	431
07/01/2024 08:24	Premises Check	2024-00006183	801 SE LARCH AVE	,	No	417	417
07/01/2024 08:25	Premises Check	2024-00006184	1700 SE MEADOWBROOK BLVD	,	No	431	431
07/01/2024 08:31	Extra Patrol	2024-00006185	107 SE MAPLE AVE	,	No	417	417
07/01/2024 08:38	Premises Check	2024-00006186	31 SE ASH AVE	,	No	417	417
07/01/2024 08:44	Premises Check	2024-00006187	225 SE DATE AVE	,	No	417	417
07/01/2024 08:57	Premises Check	2024-00006188	116 N COLLEGE AVE	,	No	417	417
07/01/2024 09:08	Traffic Stop	2024-00006189	1700 SE MEADOWBROOK BLVD	,	No	417	417
07/01/2024 09:13	Citizen Contact	2024-00006190	619 S COLLEGE AVE	FEMALE, CC	No	431	431
07/01/2024 10:06	Animal Call	2024-00006192	200 SW 12TH ST BLK	MARTINEZ, MYRA	No	417	417
07/01/2024 10:07	Premises Check	2024-00006191	1017 NE C ST	,	No	416	416
07/01/2024 10:26	Traffic Stop	2024-00006193	SW PUFF LN / SW 10TH ST	,	Yes	417	417
07/01/2024 10:46	Premises Check	2024-00006194	1700 SE MEADOWBROOK BLVD	,	No	431	431
07/01/2024 11:02	Traffic Stop	2024-00006195	1100 NE C ST	,	No	416	416
07/01/2024 12:09	Follow Up	2024-00006196	733 CARRIE AVE	,	No	417	417
07/01/2024 12:22	Accident Unknown Injury	2024-00006197	SW 6TH ST / SW BADE AVE	MONTADA, JUAN	No	431	431
07/01/2024 12:38	Civil Problem	2024-00006198	108 SW 9TH ST	RODRIGUEZ, IZINBA	No	417	417
						416	416
						431	431
						416	416

Daily Incident Log



Print Date/Time: 08/08/2024 08:12
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From Date: 07/01/2024 00:00
To Date: 07/31/2024 23:59

College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/01/2024 13:03	Traffic Stop	2024-00006199	SW BADE AVE / SW 6TH ST	,	No	417	417
07/01/2024 13:22	Premises Check	2024-00006200	1100 NE C ST	,	No	431	431
07/01/2024 15:33	Traffic Call	2024-00006201	S HWY 125 / SE MEADOWBROOK BLVD	CC, FEMALE	No	416	416
07/01/2024 15:43	Traffic Stop	2024-00006202	S HWY 125 / OLD MILTON HWY	,	Yes	417	417
07/01/2024 17:21	Traffic Call	2024-00006203	S HWY 125 / STATELINE RD	,	No	431	431
07/01/2024 17:34	Premises Check	2024-00006204	1100 NE C ST	,	No	410	410
07/01/2024 18:20	Traffic Stop	2024-00006205	SE 12TH ST / SE EDMONT AVE	,	No	410	410
07/01/2024 19:50	Traffic Stop	2024-00006206	OLD MILTON HWY / BUSSELL RD	,	No	410	410
07/01/2024 19:56	Follow Up	2024-00006207	1700 SE MEADOWBROOK BLVD	,	No	409	409
07/01/2024 21:57	Citizen Contact	2024-00006208	1700 SE MEADOWBROOK BLVD	,	No	419	419
07/01/2024 22:22	Traffic Stop	2024-00006209	S HWY 125 / SE MEADOWBROOK BLVD	,	No	410	410
07/01/2024 22:23	Traffic Stop	2024-00006210	THE DALLS MILITARY RD / KELLY PL	,	No	409	409
07/01/2024 22:30	Traffic Stop	2024-00006211	3122 S HWY 125	,	No	409	409
07/01/2024 22:37	Shots Fired	2024-00006213	116 1/2 W BIRCH ST	RODRIGUEZ, EDUARDO	Yes	410	410
07/01/2024 22:49	Premises Check	2024-00006212	1700 SE MEADOWBROOK BLVD	,	No	403	403
07/01/2024 23:08	Assist	2024-00006214	6 W ROSE ST	WSP, WSP764	No	409	409
07/01/2024 23:36	Traffic Stop	2024-00006215	S HWY 125 / FARMLAND RD	,	No	419	419
07/01/2024 23:42	Citizen Contact	2024-00006216	227 SE 11TH ST	BEERMAN, ARIANNA	No	410	410
					No	419	419
					No	409	409

Total Incidents for 07/01/2024 : 62

Daily Incident Log



Print Date/Time: 08/08/2024 08:12
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Disposition: All

From Date: 07/01/2024 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 #
07/02/2024 00:23	Burglary Attempted	2024-00006217	107 NW MARIA ST	MEZA, NICOLE	Yes	419	419
						410	410
						409	409
07/02/2024 01:30	Alarm	2024-00006218	200 SW ACADEMY WAY	CENTRAL STATION,	No	419	419
						410	410
						409	409
07/02/2024 02:39	Mental Health	2024-00006219	1214 SE MURPHY LN	DOMINGOS, BARBARA	No	CPPD	
07/02/2024 04:38	Extra Patrol	2024-00006220	107 SE MAPLE AVE	,	No	409	409
07/02/2024 06:00	Premises Check	2024-00006221	990 NE ROSE ST	,	No	431	431
07/02/2024 06:03	Extra Patrol	2024-00006222	970 NE ROSE ST	,	No	431	431
07/02/2024 06:07	Premises Check	2024-00006223	49 WALLULA AVE, WALLA WALLA CO	,	No	431	431
07/02/2024 06:30	Traffic Call	2024-00006224	S HWY 125 / SE MEADOWBROOK BLVD	,	No	431	431
07/02/2024 08:37	Traffic Stop	2024-00006225	N COLLEGE AVE / NE C ST	,	No	416	416
07/02/2024 08:47	Fraud	2024-00006226	1141 SW VIRGINIA ST	LANGE, SANDRA	No	416	416
07/02/2024 09:11	Traffic Stop	2024-00006227	MOJONNIER RD / CLARENCE AVE	,	Yes	416	416
						412	412
07/02/2024 09:29	Assist	2024-00006229	829 SE SCENIC VIEW DR	HERBERT, GEORGE	No	416	416
07/02/2024 09:31	Follow Up	2024-00006228	619 S COLLEGE AVE	,	No	417	417
07/02/2024 09:43	Assault	2024-00006230	1735 SE MEADOWBROOK BLVD	KROMM, HANNAH	Yes	417	417
						431	431
07/02/2024 09:53	Citizen Contact	2024-00006231	619 S COLLEGE AVE	,	No	417	417
07/02/2024 10:27	Premises Check	2024-00006232	1700 SE MEADOWBROOK BLVD	,	No	416	416
07/02/2024 10:33	Traffic Stop	2024-00006233	715 SE 12TH ST	,	No	407	407
07/02/2024 10:43	Premises Check	2024-00006234	1700 SE MEADOWBROOK BLVD	,	No	412	412
07/02/2024 11:30	Premises Check	2024-00006235	1200 SE 12TH ST	,	No	417	417
07/02/2024 11:37	House Check	2024-00006236	615 SE 8TH ST	,	No	417	417
07/02/2024 11:39	House Check	2024-00006237	397 SE HIGHLAND PARK DR	,	No	417	417

Daily Incident Log



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ORI Number: College Place Police Dept
 WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/02/2024 13:04	Abandoned Vehicle	2024-00006238	100 BLALOCK DR BLOCK	DELANEY, JOHN	No	412	412
07/02/2024 13:17	Citizen Contact	2024-00006239	619 S COLLEGE AVE		No	407	407
07/02/2024 13:40	Traffic Stop	2024-00006240	THE DALLES MILITARY RD / S MYRA RD		No	431	431
07/02/2024 13:56	Premises Check	2024-00006241	1100 NE C ST		No	416	416
07/02/2024 14:33	Traffic Stop	2024-00006242	NE LAMBERT AVE / NE ROSE ST		No	416	416
07/02/2024 14:47	Paper Service	2024-00006244	620 SE ELM AVE		No	412	412
07/02/2024 14:48	Threats	2024-00006243	19 SE 6TH ST	MARTONICK, ELMER	No	416	416
07/02/2024 14:59	Traffic Stop	2024-00006245	NE A ST / N COLLEGE AVE		No	431	431
07/02/2024 15:08	Open Door/Window	2024-00006246	1605 SE MEADOWBROOK BLVD	STUTESMAN, JEN	No	412	412
07/02/2024 15:11	Suspicious Activity	2024-00006247	215 NE MAPLE AVE		No	431	431
07/02/2024 17:37	Premises Check	2024-00006248	1117 S COLLEGE AVE	DECCIO, PAM	No	407	407
07/02/2024 17:39	Domestic Problem	2024-00006249	304 N COLLEGE AVE 3	FREEMAN, TIFFANY	No	404	404
07/02/2024 18:14	Premises Check	2024-00006250	1700 SE MEADOWBROOK BLVD		No	416	416
07/02/2024 18:17	Death Investigation	2024-00006251	618 SW EVANS AVE	HANSON, DIANA	Yes	410	410
07/02/2024 18:30	Citizen Contact	2024-00006252	1735 SE MEADOWBROOK BLVD		Yes	418	418
07/02/2024 19:33	Assist	2024-00006253	N MYRA RD / ELECTRIC AVE		No	410	410
07/02/2024 20:01	Follow Up	2024-00006254	312 SE 10TH ST		No	409	409
07/02/2024 20:40	Traffic Stop	2024-00006255	SE BIRCH AVE / SE 2ND ST		No	418	418
07/02/2024 21:33	Traffic Stop	2024-00006256	S COLLEGE AVE / S HWY 125		No	418	418

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 #
07/02/2024 21:35	Traffic Stop	2024-00006257	S COLLEGE AVE / SW SILVERSTAR LN	,	No	410	410
07/02/2024 22:19	Premises Check	2024-00006258	1700 SE MEADOWBROOK BLVD	,	No	418	418
07/02/2024 22:47	Traffic Stop	2024-00006259	S COLLEGE AVE / SE 10TH ST	,	No	415	415
07/02/2024 23:00	Citizen Contact	2024-00006260	715 SE 12TH ST	,	No	418	418
07/02/2024 23:13	Traffic Stop	2024-00006261	1700 S COLLEGE AVE BLK	,	No	409	409
07/02/2024 23:44	Accident Hit and Run	2024-00006262	1617 MOLTEN CT	EVANSON, DIANA	No	419	419
07/02/2024 23:51	Traffic Stop	2024-00006263	S MYRA RD / S HWY 125	,	No	410	410
						409	409
					No	418	418
						415	415
Total Incidents for 07/02/2024 : 47							
07/03/2024 00:20	Traffic Stop	2024-00006264	TAUMARSON RD / S HWY 125	,	No	418	418
07/03/2024 08:19	Animal Call	2024-00006265	11 SW ACADEMY WAY	,	No	448	448
07/03/2024 08:45	Traffic Call	2024-00006266	N COLLEGE AVE / NE ROSE ST	SCOTT, KATHY	No	412	412
07/03/2024 08:54	Premises Check	2024-00006267	1755 S COLLEGE AVE	,	No	407	407
07/03/2024 08:58	Parking Complaint	2024-00006268	206 SE MOUNTAIN VIEW DR	,	No	416	416
07/03/2024 09:58	Traffic Call	2024-00006270	S 9TH AVE / PLAZA WAY	,	No	448	448
07/03/2024 10:05	Domestic Problem	2024-00006271	108 1/2 SW DAVIS AVE	ALEGRIA, GRACY	No	407	407
07/03/2024 10:41	Traffic Stop	2024-00006272	N COLLEGE AVE / NW B ST	,	No	412	412
07/03/2024 10:56	Premises Check	2024-00006273	1017 NE C ST	,	No	416	416
07/03/2024 11:16	Code Enforcement	2024-00006274	TAMAUURSON RD ADJACENT TO SR125, COLLEGE PLACE	,	No	448	448
07/03/2024 11:17	Traffic Call	2024-00006275	N MYRA RD / W ROSE ST	,	No	407	407
07/03/2024 12:17	Information Report	2024-00006279	240 OWENS RD	WSP, DENNISON	No		

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 #
07/03/2024 13:53	Welfare Check	2024-00006276	SE 12TH ST / SE LARCH AVE	PERRY, TODD	No	412	412
07/03/2024 14:10	Domestic Problem	2024-00006277	720 SW DAVIS AVE	METTLER, ELENA	No	407	407
07/03/2024 15:15	Citizen Contact	2024-00006284	1700 SE MEADOWBROOK BLVD	BROOKS, CHRISTINE	No	412	412
07/03/2024 15:15	Shoplifting	2024-00006278	1700 SE MEADOWBROOK BLVD	BROOKS, CHRISTINE	No	407	407
07/03/2024 15:53	Citizen Contact	2024-00006280	NE DECCIO RD / E WHITMAN DR	CPPD, 407	Yes	418	418
07/03/2024 16:58	Lewd Conduct	2024-00006281	1700 SE MEADOWBROOK BLVD	CPPD,	Yes	407	407
07/03/2024 18:27	Animal Call	2024-00006282	795 SE SYDNEE LN	CC, F		404	404
07/03/2024 18:44	Animal Call	2024-00006283	SE CRESTLANE DR / SE GARRISON VILLAGE WAY	MORRIS, LINDA	No	418	418
07/03/2024 19:05	Citizen Contact	2024-00006285	1700 SE MEADOWBROOK BLVD	,	No	418	418
07/03/2024 20:05	Traffic Call	2024-00006286	SW 9TH ST / S COLLEGE AVE	CARNS, KIERA	No	404	404
07/03/2024 20:20	Traffic Stop	2024-00006287	SE 6TH ST / SE LARCH AVE	,	No	415	415
07/03/2024 21:01	Fireworks	2024-00006288	1010 SW PUFF LN	BERRY, LYNN	No	418	418
07/03/2024 22:30	Traffic Call	2024-00006289	46.0288150000000000 - 118.3862380010000000	WINDOW, NATHANIAL	No	404	404
07/03/2024 22:46	Premises Check	2024-00006290	1700 SE MEADOWBROOK BLVD	,	No	418	418
07/03/2024 22:57	Traffic Stop	2024-00006291	N COLLEGE AVE / NE A ST	,	No	415	415
					No	404	404

Daily Incident Log



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From Date: 07/01/2024 00:00
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ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
Total Incidents for 07/03/2024 : 27							
07/04/2024 00:49	Domestic Problem	2024-00006292	720 SW DAVIS AVE	METTLER, RACHEL	No	418	418
						415	415
						404	404
07/04/2024 01:05	Suspicious Activity	2024-00006293	245 NE BIRCH AVE	AFTLEY, ROBERT	No	404	404
07/04/2024 04:16	Shots Fired	2024-00006294	SE 6TH ST / SE ELM AVE	,	No	415	415
07/04/2024 09:00	Alarm	2024-00006295	735 SE PHEASANT RUN	SIMPLISAFE,	No	412	412
						407	407
07/04/2024 11:48	Theft	2024-00006296	25 SW 5TH ST B	STOCKTON, CYNTHIA	No	412	412
07/04/2024 13:39	Trespass	2024-00006297	201 NE LARCH AVE	SATURNO, DOUG	No	412	412
						407	407
07/04/2024 14:09	Traffic Stop	2024-00006298	SE 12TH ST / SE NEWGATE DR	,	No	412	412
07/04/2024 15:17	Traffic Stop	2024-00006299	N COLLEGE AVE / NE C ST	,	No	412	412
07/04/2024 17:58	Threats	2024-00006300	320 NE C ST C	KENNEDY, DILLON	No	418	418
07/04/2024 18:55	Narcotics Call	2024-00006301	1011 SW PUFF LN	PRECIADO, MARIA	No	418	418
07/04/2024 19:12	Threats	2024-00006302	85 SEDGWICK CT	JONES, ARVINA	No	404	404
07/04/2024 19:32	Unknown Problem	2024-00006303	OLD MILTON HWY / STATELINE RD	VOLKMAN, CHET	No	418	418
						404	404
07/04/2024 20:38	Disturbance	2024-00006304	1700 SE MEADOWBROOK BLVD	ORTIZ, ELIZABETH	No	418	418
						415	415
07/04/2024 20:58	Premises Check	2024-00006305	1700 SE MEADOWBROOK BLVD	,	No	418	418
						415	415
07/04/2024 21:26	Citizen Contact	2024-00006306	1700 SE MEADOWBROOK BLVD	,	No	418	418
07/04/2024 21:37	Alarm	2024-00006307	1604 FRENCHTOWN RD	WW ELECTRIC,	No	418	418
07/04/2024 22:34	Unwanted Person	2024-00006308	1700 SE MEADOWBROOK BLVD	ORTIZ, ELIZABETH	No	415	415
						404	404
Total Incidents for 07/04/2024 : 17							

Daily Incident Log



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Disposition: All

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ORI Number: College Place Police Dept
 WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/05/2024 00:31	Attempt to Locate	2024-00006309	31397 W HWY 12	OSP,	No	404	404
07/05/2024 01:20	Suspicious Activity	2024-00006310	1240 SE COMMERCIAL DR	PARIDA, CHRISTINA	No	418	418
07/05/2024 05:04	Animal Found	2024-00006311	1206 S COLLEGE AVE 4	FLORES, PAUL	No	415	415
07/05/2024 05:40	Traffic Call	2024-00006312	S HUSSEY ST / PRIMROSE LN	CROFT, MIKE	No	415	415
07/05/2024 06:12	Suspicious Activity	2024-00006313	958 S HUSSEY ST	RICHARD, BRIAN	No	412	412
07/05/2024 07:59	Traffic Stop	2024-00006314	S MYRA RD / E WHITMAN DR	,	No	412	412
07/05/2024 08:19	Warrant Service	2024-00006315	300 W ALDER ST 1	,	No		
07/05/2024 12:58	Traffic Stop	2024-00006316	S HWY 125 / SE COMMERCIAL DR	,	No	412	412
07/05/2024 14:04	Suspicious Activity	2024-00006317	1216 SE DEWEY DR	WERNER, DENIESE	No	412	412
07/05/2024 14:37	Abandoned Vehicle	2024-00006318	117 SE 6TH ST	HARVEY, DANIEL	No	412	412
07/05/2024 15:58	Citizen Contact	2024-00006319	S COLLEGE AVE / E WHITMAN DR	,	No	412	412
07/05/2024 16:21	Suicide Threats	2024-00006321	3 SE BIRCH AVE	RAMIREZ, CANDICE	No		
07/05/2024 16:22	Welfare Check	2024-00006320	155 SW SILVERSTAR LN 101	OGLE, CHERIE	No	418	418
07/05/2024 18:25	Assist	2024-00006322	1700 SE MEADOWBROOK BLVD	BROOKS, CHRISTINE	No	404	404
07/05/2024 18:30	Shots Fired	2024-00006323	826 WILLOW ST	GOFORTH, DES	No	418	418
07/05/2024 21:31	Traffic Stop	2024-00006324	NE DELLA AVE / NE C ST	,	No	418	418
07/05/2024 21:42	Premises Check	2024-00006325	1700 SE MEADOWBROOK BLVD	,	No	418	418
07/05/2024 22:59	Traffic Call	2024-00006326	S HWY 125 / STATELINE RD	WSP DISPATCH,	No	415	415
Total Incidents for 07/05/2024 : 18							
07/06/2024 00:59	House Check	2024-00006327	397 SE HIGHLAND PARK DR	,	No	415	415
07/06/2024 04:59	Malicious Mischief	2024-00006328	1218 SE BROADWAY AVE	NUNN, TINA	No	415	415
07/06/2024 07:51	Traffic Stop	2024-00006329	S COLLEGE AVE / S HWY 125	,	No	410	410
07/06/2024 08:06	Illegal Dumping	2024-00006330	358 NE DELLA AVE	MOULTON, SUSAN	No	409	409

Daily Incident Log



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ORI Number: College Place Police Dept
WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/06/2024 09:15	Disturbance	2024-00006331	SE GARRISON VILLAGE WAY / SE QUAIL RUN	MORAVACH, RHONDA	No	410	410
07/06/2024 09:53	House Check	2024-00006332	397 SE HIGHLAND PARK DR	,	No	409	409
07/06/2024 10:16	Premises Check	2024-00006333	1700 SE MEADOWBROOK BLVD	,	No	409	409
07/06/2024 10:16	Premises Check	2024-00006334	1700 SE MEADOWBROOK BLVD. COLLEGE PLACE WA	,	No	410	410
07/06/2024 10:34	Citizen Contact	2024-00006335	400 SW 12TH ST	,	No	410	410
07/06/2024 11:33	Warrant Service	2024-00006336	SE BIRCH AVE / SE 9TH ST	,	Yes	409	409
07/06/2024 12:14	Traffic Stop	2024-00006337	SE LAMPERTI ST / S COLLEGE AVE	,	No	410	410
07/06/2024 12:21	Mental Health	2024-00006338	1415 SE CHICKADEE LN	SUISTE, BARBARA	No	410	410
07/06/2024 12:37	Animal Lost	2024-00006339	1700 S COLLEGE AVE BLK	DODD, CURTIS	No	409	409
07/06/2024 14:41	Welfare Check	2024-00006340	SW BADE AVE / SW 13TH ST	HAYWARD, RESA	No	410	410
07/06/2024 14:44	Parking Complaint	2024-00006341	620 SE WHIMBREL LOOP	DICKERSON, JEFFEREY	No	409	409
07/06/2024 15:03	Lost Property	2024-00006343	1700 SE MEADOWBROOK BLVD	CASTRO, FLORIEN DE	No	410	410
07/06/2024 15:20	Malicious Mischief	2024-00006342	SW 8TH ST / S COLLEGE AVE	SMITH, ANNE	Yes	417	417
07/06/2024 16:56	Malicious Mischief	2024-00006344	822 S COLLEGE AVE	,	Yes	410	410
07/06/2024 17:04	Malicious Mischief	2024-00006345	125 SW 8TH ST	,	Yes	417	417
07/06/2024 17:18	Malicious Mischief	2024-00006346	28 SW 9TH ST	,	Yes	417	417
07/06/2024 17:21	Malicious Mischief	2024-00006347	32 SW 9TH ST	,	Yes	417	417
07/06/2024 17:24	Malicious Mischief	2024-00006348	108 SW 9TH ST	,	Yes	417	417
07/06/2024 17:25	Malicious Mischief	2024-00006349	720 SW BADE AVE	,	Yes	417	417
07/06/2024 17:26	Malicious Mischief	2024-00006350	427 SW BADE AVE	,	Yes	417	417
07/06/2024 17:31	Malicious Mischief	2024-00006351	313 S COLLEGE AVE	,	Yes	417	417

Daily Incident Log



Print Date/Time: 08/08/2024 08:12
Login ID: mbarr
Disposition: All

From Date: 07/01/2024 00:00
To Date: 07/31/2024 23:59

ORI Number: College Place Police Dept
 WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/06/2024 17:34	Malicious Mischief	2024-00006352	327 S COLLEGE AVE	,	Yes	417	417
07/06/2024 17:42	House Check	2024-00006353	615 SE 8TH ST	,	No	417	417
07/06/2024 17:53	Follow Up	2024-00006354	1700 SE MEADOWBROOK BLVD	,	No	417	417
07/06/2024 18:06	Premises Check	2024-00006355	1700 SE MEADOWBROOK BLVD	,	No	417	417
07/06/2024 18:24	Traffic Stop	2024-00006356	SW 6TH ST / SW DAVIS AVE	,	No	417	417
07/06/2024 18:25	Suspicious Activity	2024-00006357	1700 SE MEADOWBROOK BLVD	PETERSON, MATTHEW	No	417	417
07/06/2024 18:42	Premises Check	2024-00006358	1240 SE COMMERCIAL DR	,	No	417	417
07/06/2024 18:48	Disturbance	2024-00006360	1010 SE BIRCH AVE	ANONYMOUS,	No	417	417
07/06/2024 18:50	House Check	2024-00006359	397 SE HIGHLAND PARK DR	,	No	417	417
07/06/2024 19:05	Extra Patrol	2024-00006361	805 SE 4TH ST	,	No	417	417
07/06/2024 19:13	Traffic Stop	2024-00006362	SE 4TH ST / SE ELM AVE	,	No	417	417
07/06/2024 19:19	Citizen Contact	2024-00006363	1700 SE MEADOWBROOK BLVD	,	No	417	417
07/06/2024 19:55	Domestic Problem	2024-00006365	108 SW 9TH ST	VARGAS, JUAN FLORES	No	419	419
07/06/2024 19:55	Malicious Mischief	2024-00006364	1700 SE MEADOWBROOK BLVD	,	Yes	417	417
07/06/2024 20:47	Premises Check	2024-00006366	1715 SE MEADOWBROOK BLVD	,	No	417	417
07/06/2024 20:51	Assist	2024-00006367	SE 12TH ST / SE GARRISON DR	,	No	431	431
07/06/2024 21:38	Traffic Stop	2024-00006368	S COLLEGE AVE / SW 13TH ST	,	No	431	431
07/06/2024 21:47	Traffic Stop	2024-00006369	S COLLEGE AVE / SW 13TH ST	,	No	431	431
07/06/2024 22:46	Assist	2024-00006370	SE LARCH AVE / SE GARRISON VILLAGE WAY	, ANTONIO	Yes	417	417
07/06/2024 22:54	Alarm	2024-00006371	715 SE 12TH ST	WW ELECTRIC, 1615	No	419	419
07/06/2024 23:09	Premises Check	2024-00006372	225 SE DATE AVE	,	No	431	431
07/06/2024 23:12	Malicious Mischief	2024-00006373	225 SE DATE AVE	,	Yes	417	417
07/06/2024 23:15	Premises Check	2024-00006374	31 SE ASH AVE	,	No	417	417

Daily Incident Log



Print Date/Time: 08/08/2024 08:12
Login ID: mbarr
Disposition: All

From Date: 07/01/2024 00:00
To Date: 07/31/2024 23:59

College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/06/2024 23:23	Extra Patrol	2024-00006375	890 NE MAKIAH CT	,	No	417	417
07/06/2024 23:27	Premises Check	2024-00006376	1017 NE C ST	,	No	417	417
07/06/2024 23:31	Premises Check	2024-00006377	1100 NE C ST	,	No	417	417
07/06/2024 23:37	Extra Patrol	2024-00006378	970 NE ROSE ST	,	No	417	417
07/06/2024 23:39	Traffic Stop	2024-00006379	W WHITMAN DR / S CAMPBELL RD	,	No	417	417
07/06/2024 23:46	Premises Check	2024-00006380	450 SW DOANS AVE	,	No	431	431
07/06/2024 23:47	Assist	2024-00006381	WALLULA AVE / NE DAMSON AVE	,	No	417	417
07/06/2024 23:57	Premises Check	2024-00006382	49 WALLULA AVE	,	No	419	419
07/06/2024 23:57	Premises Check	2024-00006382	49 WALLULA AVE	,	No	417	417
07/06/2024 23:57	Premises Check	2024-00006382	49 WALLULA AVE	,	No	431	431

Total Incidents for 07/06/2024 : 56

07/07/2024 00:01	Civil Problem	2024-00006383	562 SE MAGNONI DR	LEWIS, TABITHA	No	419	419
07/07/2024 00:49	Premises Check	2024-00006384	225 SE DATE AVE	,	No	417	417
07/07/2024 01:37	Premises Check	2024-00006385	31 SE ASH AVE	,	No	431	431
07/07/2024 02:03	DUI Investigation	2024-00006386	W ROSE ST / OFFNER RD	,	No	431	431
07/07/2024 02:35	Premises Check	2024-00006387	1205 S COLLEGE AVE	,	Yes	419	419
07/07/2024 02:44	Premises Check	2024-00006388	1700 SE MEADOWBROOK BLVD	,	No	431	431
07/07/2024 03:06	Assist	2024-00006389	SW BADE AVE / SW 12TH ST	VOLKMAN, CHET	No	431	431
07/07/2024 07:34	Phone Message	2024-00006390	623 S COLLEGE AVE	MADIX, MEGAN	No	419	419
07/07/2024 10:03	Animal Lost	2024-00006391	1368 SW VIRGINIA ST	WILSON, WESLEY	No	431	431
07/07/2024 10:40	Welfare Check	2024-00006392	549 NE CRISCOLA AVE	BOWLES, JASON	No	409	409
07/07/2024 10:40	Welfare Check	2024-00006392	549 NE CRISCOLA AVE	BOWLES, JASON	No	403	403
07/07/2024 10:40	Welfare Check	2024-00006392	549 NE CRISCOLA AVE	BOWLES, JASON	No	CPPD	CPPD

Daily Incident Log



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From Date: 07/01/2024 00:00
To Date: 07/31/2024 23:59

ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/07/2024 11:32	Abandoned Vehicle	2024-00006393	117 SE 6TH ST	MOORE, MICHEAL	No	448	448
07/07/2024 12:42	Citizen Contact	2024-00006394	108 SE 6TH ST	,	No	409	409
07/07/2024 13:46	Traffic Stop	2024-00006395	SE 3RD ST / SE ELM AVE	,	No	403	403
07/07/2024 13:49	Traffic Stop	2024-00006396	S HWY 125 / S COLLEGE AVE	,	No	410	410
07/07/2024 15:18	Premises Check	2024-00006397	1017 NE C ST	,	No	403	403
07/07/2024 15:56	Citizen Contact	2024-00006398	100 SE 6TH ST	,	No	410	410
07/07/2024 16:37	Traffic Stop	2024-00006399	NE ROSE ST / WALLULA AVE	,	No	417	417
07/07/2024 16:55	Trespass	2024-00006401	31 HARMONY LN	HUMBERT, TAMMY	No	410	410
07/07/2024 17:06	Follow Up	2024-00006400	619 S COLLEGE AVE	,	No	417	417
07/07/2024 18:16	Traffic Stop	2024-00006402	S HWY 125 / TAUMARSON RD	,	No	417	417
07/07/2024 18:22	Premises Check	2024-00006403	1240 SE COMMERCIAL DR	,	No	410	410
07/07/2024 18:29	Extra Patrol	2024-00006404	715 SE 12TH ST	,	No	417	417
07/07/2024 18:32	Traffic Stop	2024-00006405	SW BADE AVE / SW 4TH ST	,	Yes	417	417
07/07/2024 19:00	House Check	2024-00006406	615 SE 8TH ST	,	No	410	410
07/07/2024 19:03	Traffic Stop	2024-00006407	729 S COLLEGE AVE	,	Yes	417	417
07/07/2024 19:25	Traffic Stop	2024-00006408	1800 S COLLEGE AVE	,	No	410	410
07/07/2024 19:32	Citizen Contact	2024-00006409	729 S COLLEGE AVE	,	No	417	417
07/07/2024 19:38	House Check	2024-00006410	397 SE HIGHLAND PARK DR	,	No	417	417
07/07/2024 19:41	Premises Check	2024-00006411	1100 NE C ST	,	No	417	417

Daily Incident Log



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WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/07/2024 19:41	Premises Check	2024-00006411	1100 NE C ST	,	No	410	410
07/07/2024 20:01	Premises Check	2024-00006412	1017 NE C ST	,	No	417	417
07/07/2024 20:05	Traffic Stop	2024-00006413	SE 12TH ST / S MYRA RD	,	No	417	417
07/07/2024 20:09	Traffic Stop	2024-00006414	N MYRA RD / NE SPITZENBURG ST	,	No	410	410
07/07/2024 20:20	Extra Patrol	2024-00006415	970 NE ROSE ST	,	No	417	417
07/07/2024 20:22	Premises Check	2024-00006416	880 NE ROSE ST	,	No	431	431
07/07/2024 20:24	Citizen Contact	2024-00006417	970 NE ROSE ST	,	No	417	417
07/07/2024 20:28	Extra Patrol	2024-00006418	860 NE MAKIAH CT	,	No	417	417
07/07/2024 20:29	Premises Check	2024-00006419	406 S COLLEGE AVE	,	No	431	431
07/07/2024 20:32	Traffic Stop	2024-00006420	SE LARCH AVE / SE 8TH ST	,	No	417	417
07/07/2024 20:56	Citizen Contact	2024-00006421	2300 W WHITMAN DR BLK	,	No	431	431
07/07/2024 22:08	Traffic Stop	2024-00006422	S MYRA RD / SE GARRISON VILLAGE , WAY	,	No	431	431
07/07/2024 22:30	Premises Check	2024-00006423	1700 SE MEADOWBROOK BLVD	,	No	417	417
07/07/2024 22:31	Traffic Stop	2024-00006424	N MYRA RD / FUTURA RD	,	No	410	410
07/07/2024 22:37	Traffic Stop	2024-00006425	S HWY 125 / S COLLEGE AVE	,	No	431	431
07/07/2024 22:54	Traffic Stop	2024-00006426	742 S MYRA RD	,	No	419	419
07/07/2024 23:07	Citizen Contact	2024-00006427	1638 W POPLAR ST	,	No	431	431
07/07/2024 23:07	Premises Check	2024-00006428	1755 S COLLEGE AVE	,	No	419	419
07/07/2024 23:12	Traffic Stop	2024-00006429	S HWY 125 / S MYRA RD	,	No	417	417
07/07/2024 23:27	Assist	2024-00006430	S MYRA RD / THE DALLIES MILITARY , RD	,	No	410	410
07/07/2024 23:31	Premises Check	2024-00006431	1200 SE 12TH ST	,	No	431	431
					No	410	410
					No	417	417

Daily Incident Log



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ORI Number: College Place Police Dept
WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/07/2024 23:35	Premises Check	2024-00006432	31 SE ASH AVE	,	No	431	431
07/07/2024 23:40	Extra Patrol	2024-00006433	420 OWENS RD	,	No	417	417
07/07/2024 23:48	Premises Check	2024-00006434	31 SE ASH AVE	,	No	417	417
07/07/2024 23:51	Premises Check	2024-00006435	225 SE DATE AVE	,	No	417	417
Total Incidents for 07/07/2024 : 53							
07/08/2024 00:01	Premises Check	2024-00006436	450 SW DOANS AVE	,	No	417	417
07/08/2024 01:23	Mental Health	2024-00006437	1214 SE MURPHY LN	PATTON, SUSAN	No	CPPD	
07/08/2024 01:48	Premises Check	2024-00006438	500 S COLLEGE AVE	,	No	431	431
07/08/2024 01:53	Extra Patrol	2024-00006439	204 S COLLEGE AVE	,	No	431	431
07/08/2024 02:26	Premises Check	2024-00006440	200 SW ACADEMY WAY	,	No	431	431
07/08/2024 02:51	Premises Check	2024-00006441	1296 SE 12TH ST	,	No	431	431
07/08/2024 02:54	Premises Check	2024-00006442	1200 SE 12TH ST	,	No	431	431
07/08/2024 03:19	Assist	2024-00006444	1214 SE MURPHY LN	DOMINGOS, BARBARA	No	419	419
07/08/2024 03:22	Premises Check	2024-00006443	1225 SE COMMERCIAL DR	,	No	431	431
07/08/2024 03:31	Traffic Stop	2024-00006445	SE LARCH AVE / SE 12TH ST	,	No	419	419
07/08/2024 04:30	Traffic Stop	2024-00006446	S COLLEGE AVE / SMITH ACCESS RD	,	No	431	431
07/08/2024 07:09	House Check	2024-00006447	397 SE HIGHLAND PARK DR	,	No	409	409
07/08/2024 07:42	Citizen Contact	2024-00006448	S COLLEGE AVE / SE 8TH ST	,	No	409	409
07/08/2024 07:52	Malicious Mischief	2024-00006449	SW BADE AVE / SW 5TH ST	,	Yes	416	416
07/08/2024 07:54	Fraud	2024-00006451	1410 S COLLEGE AVE G	GOBEL, BRYSON	Yes	409	409
07/08/2024 07:57	Accident Hit and Run	2024-00006450	SW 12TH ST / SW BADE AVE	ORTEGA, ANTHONY	No	416	416
07/08/2024 10:04	Information Report	2024-00006452	620 SE ELM AVE	FLORES, DIANA	No	409	409
						403	403
						416	416

Daily Incident Log



Print Date/Time: 08/08/2024 08:12
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From Date: 07/01/2024 00:00
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ORI Number: College Place Police Dept
WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/08/2024 10:04	Information Report	2024-00006452	620 SE ELM AVE	FLORES, DIANA	No	409	409
07/08/2024 11:07	Domestic Problem	2024-00006453	583 NW EVANS AVE 3	ALLAN, DOROTHY	No	416	416
						409	409
						403	403
07/08/2024 11:31	Parking Complaint	2024-00006454	1575 S COLLEGE AVE	SHORT, JOHN	No	416	416
07/08/2024 13:50	Domestic Problem	2024-00006455	803 S COLLEGE AVE	BRANDFAS, MICHAEL	No	410	410
						409	409
07/08/2024 13:57	Animal Call	2024-00006456	1700 SE MEADOWBROOK BLVD	BETTY,	No	416	416
						409	409
07/08/2024 14:46	Traffic Stop	2024-00006457	SE LARCH AVE / SE TAMARACK ST		No	410	410
07/08/2024 15:27	Harassment	2024-00006458	742 S MYRA RD	RAMIREZ, MANUEL	No	410	410
07/08/2024 16:02	Follow Up	2024-00006459	619 S COLLEGE AVE		No	417	417
07/08/2024 16:15	House Check	2024-00006460	397 SE HIGHLAND PARK DR		No	417	417
07/08/2024 16:18	Extra Patrol	2024-00006461	805 SE 4TH ST		No	417	417
07/08/2024 16:26	Traffic Stop	2024-00006462	SE 4TH ST / SE LARCH AVE		No	417	417
07/08/2024 16:44	Trespass	2024-00006464	1239 SE DEWEY DR	LINDSAY CRT,	Yes	417	417
						410	410
07/08/2024 16:55	Traffic Stop	2024-00006463	1700 SE MEADOWBROOK BLVD		No	417	417
07/08/2024 17:02	Premises Check	2024-00006465	1700 SE MEADOWBROOK BLVD		No	417	417
07/08/2024 17:37	Traffic Stop	2024-00006466	S COLLEGE AVE / SE 4TH ST		No	417	417
07/08/2024 17:50	Traffic Stop	2024-00006467	E WHITMAN DR / NE TREMONT DR		No	417	417
07/08/2024 17:53	Extra Patrol	2024-00006468	890 NE MAKIAH CT		No	417	417
07/08/2024 18:07	Traffic Stop	2024-00006469	SE LARCH AVE / SE TAMARACK ST		No	417	417
07/08/2024 18:14	Extra Patrol	2024-00006470	107 SE MAPLE AVE		No	417	417
07/08/2024 18:20	House Check	2024-00006471	615 SE 8TH ST		No	417	417
07/08/2024 18:22	Traffic Stop	2024-00006472	621 SE 8TH ST		Yes	417	417
						410	410
07/08/2024 18:24	Theft	2024-00006473	23 NW B ST 2	RIVERA, KEVIN	No	417	417

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 #
07/08/2024 18:24	Theft	2024-00006473	23 NW B ST 2	RIVERA, KEVIN	No	431	431
07/08/2024 18:38	Traffic Stop	2024-00006474	SE 12TH ST / S MYRA RD	,	No	417	417
07/08/2024 18:49	Traffic Stop	2024-00006475	SW 4TH ST / SW BADE AVE	,	No	410	410
07/08/2024 19:06	Shoplifting	2024-00006476	1700 SE MEADOWBROOK BLVD	ORTIZ, ELIZABETH	Yes	417	417
07/08/2024 20:10	Domestic Physical	2024-00006477	803 S COLLEGE AVE	SIMONSEN, TASHA	No	410	410
07/08/2024 20:36	Assist	2024-00006478	S HWY 125 / STATELINE RD	, WSP	No	419	419
07/08/2024 20:46	Citizen Contact	2024-00006479	625 S COLLEGE AVE	DEAN, WAYNE	No	417	417
07/08/2024 21:33	Traffic Stop	2024-00006480	SE 6TH ST / SE BIRCH AVE	,	Yes	431	431
07/08/2024 21:56	Domestic Problem	2024-00006481	17 SW HOMESTEAD AVE	FRANCO, JACOB	No	410	410
07/08/2024 22:52	Premises Check	2024-00006482	1700 SE MEADOWBROOK BLVD	,	No	431	431
07/08/2024 23:04	Premises Check	2024-00006483	450 SW DOANS AVE	,	No	417	417
07/08/2024 23:10	Accident Unknown Injury	2024-00006484	1351 THE DALLIES MILITARY RD	PALMER, MATTHEW	No	431	431
Total Incidents for 07/08/2024 : 49							
07/09/2024 00:11	Traffic Stop	2024-00006485	46.046325000000000000 - 118.3538299990000000	,	No	431	431
07/09/2024 00:27	911 Call	2024-00006486	108 SW 9TH ST	,	No	419	419

Daily Incident Log



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From Date: 07/01/2024 00:00
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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/09/2024 00:27	911 Call	2024-00006486	108 SW 9TH ST	,	No	417	417
07/09/2024 00:38	Domestic Problem	2024-00006487	803 S COLLEGE AVE	CPPD, 419	Yes	419	419
07/09/2024 02:13	Premises Check	2024-00006488	240 OWENS RD	,	No	417	417
07/09/2024 02:37	Traffic Stop	2024-00006489	N MYRA RD / W POPLAR ST	,	No	431	431
07/09/2024 02:54	Traffic Stop	2024-00006490	S MYRA RD / E WHITMAN DR	,	No	419	419
07/09/2024 03:45	Citizen Contact	2024-00006491	SW 6TH ST / SW BADE AVE	,	No	419	419
07/09/2024 04:31	Premises Check	2024-00006492	615 SE 8TH ST	,	No	431	431
07/09/2024 06:57	Parking Complaint	2024-00006493	20 SW 8TH ST	,	No	448	448
07/09/2024 07:40	Traffic Stop	2024-00006494	W ROSE ST / KENWOOD ST	,	No	416	416
07/09/2024 07:49	Traffic Stop	2024-00006495	46.054201849000000000 - 118.3671483040000000	,	No	412	412
07/09/2024 07:55	Unwanted Person	2024-00006496	1700 SE MEADOWBROOK BLVD	MEJIA, FRANKIE	No	416	416
07/09/2024 08:13	Premises Check	2024-00006497	1017 NE C ST	,	No	409	409
07/09/2024 08:14	House Check	2024-00006498	397 SE HIGHLAND PARK DR	,	No	416	416
07/09/2024 08:19	Paper Service	2024-00006499	32 SW 9TH ST	,	No	409	409
07/09/2024 08:21	Premises Check	2024-00006500	1755 S COLLEGE AVE	,	No	416	416
07/09/2024 10:45	Animal Lost	2024-00006501	70 NE ROSE ST	OLSEN, BYLAN	No	CPPD	
07/09/2024 11:29	Sex Offense	2024-00006502	311 NE CARGILL AVE	,	Yes		
07/09/2024 12:59	Traffic Call	2024-00006503	S HWY 125 / OLD MILTON HWY	JACOBSON, JACKIE	No	416	416
07/09/2024 14:03	Shoplifting	2024-00006504	1700 SE MEADOWBROOK BLVD	412, CPPD	Yes	412	412
						CPPD	
						409	409
						417	417

Daily Incident Log



Print Date/Time: 08/08/2024 08:12
Login ID: mbarr
Disposition: All

From Date: 07/01/2024 00:00
To Date: 07/31/2024 23:59

College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/09/2024 14:03	Shoplifting	2024-00006504	1700 SE MEADOWBROOK BLVD	412, CPPD	Yes	412	412
07/09/2024 18:17	Animal Call	2024-00006505	128 SW 9TH ST	CUEVA, LILLIAN	No	410	410
07/09/2024 18:41	House Check	2024-00006506	615 SE 8TH ST	,	No	417	417
07/09/2024 18:44	Traffic Stop	2024-00006507	N COLLEGE AVE / NE A ST	,	No	417	417
07/09/2024 18:53	Disturbance	2024-00006509	825 SE BIRCH AVE	GASPAROTTI, KAREN	No	418	418
07/09/2024 18:55	Traffic Stop	2024-00006508	SE 12TH ST / S MYRA RD	,	No	417	417
07/09/2024 19:06	House Check	2024-00006510	397 SE HIGHLAND PARK DR	,	No	410	410
07/09/2024 19:07	Extra Patrol	2024-00006511	805 SE 4TH ST	,	No	418	418
07/09/2024 19:12	Traffic Stop	2024-00006512	1017 NE C ST	,	No	417	417
07/09/2024 19:13	Traffic Stop	2024-00006513	1100 NE C ST	,	No	410	410
07/09/2024 19:22	Premises Check	2024-00006514	1017 NE C ST	,	No	418	418
07/09/2024 19:27	Premises Check	2024-00006515	1100 NE C ST	,	No	417	417
07/09/2024 19:36	Extra Patrol	2024-00006516	970 NE ROSE ST	,	No	417	417
07/09/2024 19:44	Extra Patrol	2024-00006517	715 SE 12TH ST	,	No	417	417
07/09/2024 19:51	Traffic Stop	2024-00006518	SE LARCH AVE / SE 8TH ST	,	No	418	418
07/09/2024 20:05	Traffic Stop	2024-00006520	S 9TH AVE / PLAZA WAY	WWPD, 232	Yes	417	417
07/09/2024 20:15	Traffic Stop	2024-00006519	S MYRA RD / E WHITMAN DR	,	No	419	419
07/09/2024 20:21	Traffic Stop	2024-00006521	W POPLAR ST / N MYRA RD	,	No	431	431
07/09/2024 20:41	Premises Check	2024-00006522	1700 SE MEADOWBROOK BLVD	,	No	431	431
07/09/2024 20:49	Premises Check	2024-00006523	406 S COLLEGE AVE	,	No	418	418
						417	417
						410	410
						431	431

Daily Incident Log



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From Date: 07/01/2024 00:00
To Date: 07/31/2024 23:59

College Place Police Dept
ORI Number: WAO360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/09/2024 21:09	Extra Patrol	2024-00006524	420 OWENS RD	,	No	417	417
07/09/2024 21:41	Information Report	2024-00006525	500 S COLLEGE AVE	,	No	431	431
07/09/2024 21:56	Suicide Threats	2024-00006526	802 SE MARINE DR	, JOHN	No	404	404
07/09/2024 22:29	Premises Check	2024-00006527	240 OWENS RD	,	No	431	431
07/09/2024 22:34	Premises Check	2024-00006528	0 TEAL RD BLK	,	No	431	431
07/09/2024 22:39	Premises Check	2024-00006529	1700 SE MEADOWBROOK BLVD	,	No	415	415
07/09/2024 23:12	Premises Check	2024-00006530	1017 NE C ST	,	No	410	410
07/09/2024 23:17	Traffic Stop	2024-00006531	TAUMARSON RD / PEPPERS BRIDGE RD	,	No	431	431
07/09/2024 23:44	Premises Check	2024-00006532	1030 SE HARVEST DR	,	No	431	431
07/09/2024 23:49	Traffic Stop	2024-00006533	S COLLEGE AVE / SW 4TH ST	,	No	418	418
07/09/2024 23:59	Traffic Stop	2024-00006534	SW 6TH AVE /SW BADE	,	No	404	404
07/09/2024 23:59	Traffic Stop	2024-00006534	SW 6TH AVE /SW BADE	,	No	418	418
Total Incidents for 07/09/2024 : 50							
07/10/2024 00:20	Premises Check	2024-00006535	450 SW DOANS AVE	,	No	417	417
07/10/2024 01:21	Traffic Stop	2024-00006536	1120 W ROSE ST	,	No	431	431
07/10/2024 01:45	Premises Check	2024-00006537	204 S COLLEGE AVE	,	No	431	431
07/10/2024 01:59	Premises Check	2024-00006538	615 SE 8TH ST	,	No	431	431
07/10/2024 02:06	Extra Patrol	2024-00006539	100 SE MAPLE AVE BLK	,	No	431	431
07/10/2024 02:20	Traffic Stop	2024-00006540	S HWY 125 / SE MEADOWBROOK BLVD	,	No	431	431
07/10/2024 02:21	Premises Check	2024-00006541	1775 S COLLEGE AVE	,	No	415	415
07/10/2024 06:11	Traffic Call	2024-00006542	1105 W POPLAR ST	HAMMOND, HOPE	No	412	412
07/10/2024 07:42	Premises Check	2024-00006543	1017 NE C ST	,	No	416	416
07/10/2024 08:45	Parking Complaint	2024-00006544	516 SE SCENIC VIEW DR	,	No	448	448
07/10/2024 08:50	Premises Check	2024-00006545	1755 S COLLEGE AVE	,	No	416	416
07/10/2024 09:53	Welfare Check	2024-00006546	116 N COLLEGE AVE	,	No	416	416
07/10/2024 09:53	Welfare Check	2024-00006546	116 N COLLEGE AVE	,	No	412	412

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From Date: 07/01/2024 00:00
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ORI Number: College Place Police Dept
WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/10/2024 12:03	Civil Problem	2024-00006547	706 SE ELM AVE	FRANCO, JOSE	No	416	416
07/10/2024 12:14	Domestic Physical	2024-00006548	602 W WHITMAN DR	GEORGIA, SUSAN	No	416	412
07/10/2024 14:13	Premises Check	2024-00006549	1700 SE MEADOWBROOK BLVD	,	No	416	416
07/10/2024 17:41	House Check	2024-00006550	397 SE HIGHLAND PARK DR	,	No	418	412
07/10/2024 18:41	Malicious Mischief	2024-00006551	201 SE SUNNY DR	AVILA, JOSE	Yes	418	416
07/10/2024 18:48	Violation of Court Order	2024-00006552	1755 S COLLEGE AVE	CAR, MATTEO	No	404	418
07/10/2024 19:57	Lost Property	2024-00006553	1700 SE MEADOWBROOK BLVD	OGRADNICK, DENISE	No	415	404
07/10/2024 20:28	Animal Call	2024-00006554	1700 SE MEADOWBROOK BLVD	, KRISTEN	No	418	415
07/10/2024 20:55	Shoplifting	2024-00006555	1700 SE MEADOWBROOK BLVD	CPPD, 415	Yes	418	415
07/10/2024 22:44	Suspicious Activity	2024-00006556	17 SW HOMESTEAD AVE	FRANCO, SHELLEY	No	415	415
07/10/2024 22:50	Message Delivery	2024-00006557	1144 SE CREEKSIDE DR	HESSEL, OFC	No	404	415
Total Incidents for 07/10/2024 : 23							
07/11/2024 00:00	Traffic Stop	2024-00006558	MOJONNIER RD / CLARENCE AVE	,	No	418	415
07/11/2024 04:27	Public Works	2024-00006559	1143 SE BELMONT PL	, VANESSA	No	416	416
07/11/2024 08:11	Traffic Stop	2024-00006560	NE ASH AVE / NE ROSE ST	,	No	416	416
07/11/2024 08:26	Traffic Call	2024-00006561	S HWY 125 / SE MEADOWBROOK BLVD	, JOSE	No	416	416
07/11/2024 10:42	Traffic Stop	2024-00006562	SE LAMPERTI ST / SE MEADOWBROOK BLVD	,	No	416	416
07/11/2024 10:55	Citizen Contact	2024-00006563	1200 SE 12TH ST BLK	,	No	416	416

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College Place Police Dept
ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/11/2024 11:02	Premises Check	2024-00006564	1700 SE MEADOWBROOK BLVD	,	No	416	416
07/11/2024 11:06	Citizen Contact	2024-00006565	146 BLALOCK DR	BERGER, ABIGAIL	Yes	412	412
07/11/2024 11:19	Premises Check	2024-00006566	1100 NE C ST	,	No	416	416
07/11/2024 13:23	Traffic Stop	2024-00006567	S HWY 125 / S COLLEGE AVE	,	No	416	416
07/11/2024 13:35	Premises Check	2024-00006568	1017 NE C ST	,	No	416	416
07/11/2024 13:43	Citizen Contact	2024-00006569	1040 SW PUFF LN 9	,	No	416	416
					No	412	412
07/11/2024 13:58	Traffic Stop	2024-00006570	SE 12TH ST / SE MURPHY LN	,	No	416	416
07/11/2024 17:54	Traffic Stop	2024-00006571	1017 NE C ST	,	Yes	418	418
						404	404
07/11/2024 18:09	Information Report	2024-00006572	623 S COLLEGE AVE	CPFD,	No		
07/11/2024 19:15	Alarm	2024-00006573	1704 J B GEORGE RD	WW ELECTRIC,	No	418	418
						404	404
07/11/2024 19:26	Traffic Stop	2024-00006574	SE BIRCH AVE / SE 11TH ST	,	No	418	418
07/11/2024 19:45	Animal Found	2024-00006576	219 W WHITMAN DR	CAR, MATEO	No	404	404
07/11/2024 19:46	Warrant Service	2024-00006575	32 SW 9TH ST	CPPD, 418	Yes	418	418
						404	404
07/11/2024 22:41	Premises Check	2024-00006577	1700 SE MEADOWBROOK BLVD	,	No	418	418
						415	415
07/11/2024 22:48	Assist	2024-00006578	211 SE 3RD ST 101	LINFOOT, PETER	No	415	415
07/11/2024 23:41	Animal Call	2024-00006579	316 SE MOUNTAIN VIEW DR	MARTINEZ, MARIA	No	418	418
						404	404
Total Incidents for 07/11/2024 : 22							
07/12/2024 00:43	Citizen Contact	2024-00006580	1117 S COLLEGE AVE	,	No	418	418
07/12/2024 02:31	Premises Check	2024-00006581	1775 S COLLEGE AVE	,	No	415	415
07/12/2024 02:58	Extra Patrol	2024-00006582	107 SE MAPLE AVE	,	No	415	415
07/12/2024 09:41	Premises Check	2024-00006583	E WHITMAN DR / NE DECCIO RD	,	No	416	416

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ORI Number: College Place Police Dept
 WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/12/2024 09:41	Premises Check	2024-00006583	E WHITMAN DR / NE DECCIO RD	,	No	407	407
07/12/2024 09:48	Code Enforcement	2024-00006584	835 SE MOCKINGBIRD DR	,	No	448	448
07/12/2024 09:55	Animal Lost	2024-00006586	1302 SW RIPARIAN CT	PEDERSEN, LINETTA	No	CPPD	
07/12/2024 10:00	Premises Check	2024-00006585	1700 SE MEADOWBROOK BLVD	,	No	416	416
07/12/2024 11:52	Violation of Court Order	2024-00006587	23 NW B ST 1	HERNANDEZ, RUBICELA	Yes	416	416
						412	412
						407	407
07/12/2024 12:43	Paper Service	2024-00006589	23 NW B ST 2	,	No		
07/12/2024 12:47	Traffic Call	2024-00006588	SE 4TH ST / SE ELM AVE	DIXON, DON	No	412	412
07/12/2024 12:52	Code Enforcement	2024-00006590	1700 SE MEADOWBROOK BLVD	,	No	448	448
07/12/2024 13:23	Shoplifting	2024-00006591	1700 SE MEADOWBROOK BLVD	BROOKS, CHRISTINE	Yes	416	416
07/12/2024 15:40	Shoplifting	2024-00006592	1700 SE MEADOWBROOK BLVD	BROOKS, CHRISTINE	Yes	412	412
						407	407
07/12/2024 17:51	Animal Call	2024-00006593	1117 S COLLEGE AVE	GRANDISNSKI, ALETHA	No	418	418
07/12/2024 20:41	Shoplifting	2024-00006594	1700 SE MEADOWBROOK BLVD	,	Yes	418	418
						415	415
07/12/2024 22:12	Traffic Stop	2024-00006595	SW 11TH ST / SW BADE AVE	,	No	415	415
07/12/2024 22:21	Juvenile Problem	2024-00006598	1035 1/2 ISAACS AVE	OLSEN, DYLAN	No	418	418
						415	415
07/12/2024 22:30	Premises Check	2024-00006596	1700 SE MEADOWBROOK BLVD	,	No	415	415
07/12/2024 22:53	Burglary	2024-00006597	915 S COLLEGE AVE	HAYES, KAYLA	No	418	418
						415	415
Total Incidents for 07/12/2024 : 19							
07/13/2024 06:02	Traffic Call	2024-00006599	S COLLEGE AVE / SW 4TH ST	, LUCI	No	409	409
07/13/2024 06:38	Traffic Call	2024-00006600	SE 12TH ST / S MYRA RD	CC, FEM	No	409	409
						403	403
07/13/2024 06:58	Traffic Stop	2024-00006601	N MYRA RD / W PINE ST	,	No	403	403

Daily Incident Log



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ORI Number: College Place Police Dept
 WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/13/2024 10:38	Paper Service	2024-00006602	344 SE DAVIN DR	, CC, MALE	No	409	409
07/13/2024 11:41	Domestic Problem	2024-00006603	225 SW 12TH ST		Yes		
07/13/2024 12:01	Theft	2024-00006604	943 SE ROBIN DR	ERICKSON, MARGIE	No	403	403
07/13/2024 12:50	Traffic Call	2024-00006605	S HWY 125 / SE MEADOWBROOK BLVD	BROWN, CASEY	No	403	403
07/13/2024 18:01	Domestic Physical	2024-00006606	802 SE MARINE DR	WADE, ,	No	417	417
07/13/2024 18:46	Premises Check	2024-00006607	1200 SE 12TH ST		No	417	417
07/13/2024 18:52	Premises Check	2024-00006608	1100 NE C STREET, COLLEGE PLACE	, ,	No	417	417
07/13/2024 19:02	Premises Check	2024-00006609	1017 NE C ST		No	417	417
07/13/2024 19:10	Extra Patrol	2024-00006610	970 NE ROSE ST	, ,	No	417	417
07/13/2024 19:17	Extra Patrol	2024-00006611	860 NE MAKIAH CT		No	417	417
07/13/2024 19:23	House Check	2024-00006612	615 SE 8TH ST	, ,	No	417	417
07/13/2024 20:25	Traffic Call	2024-00006615	S HWY 125 / S COLLEGE AVE		No	417	417
07/13/2024 20:50	Disturbance	2024-00006613	1500 SE CENTRAL AVE BLK	ZORA, KIM	No	419	419
07/13/2024 20:56	Assist	2024-00006614	1715 SE MEADOWBROOK BLVD	WSP, ,	Yes	417	417
						431	431
						419	419
						417	417
07/13/2024 21:09	Shoplifting	2024-00006616	1700 SE MEADOWBROOK BLVD	, CHRISTINE	Yes	CPPD	431
						431	431
						409	409
						417	417
07/13/2024 21:14	Welfare Check	2024-00006617	314 SE 4TH ST B	MARKSMEIER, NANCY	No	412	412
						431	431
						419	419
						417	417
07/13/2024 23:29	Traffic Stop	2024-00006618	SE LARCH AVE / SE 4TH ST	, ,	No	417	417
						417	417
						417	417
						417	417

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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 #
07/13/2024 23:29	Traffic Stop	2024-00006618	SE LARCH AVE / SE 4TH ST	,	No	431	431
07/13/2024 23:40	Premises Check	2024-00006620	1700 SE MEADOWBROOK BLVD	,	No	417	417
Total Incidents for 07/13/2024 : 22							
07/14/2024 00:01	Traffic Stop	2024-00006621	600 SE 6TH	,	No	417	417
07/14/2024 01:05	Suspicious Activity	2024-00006622	1452 SE SANDPIPER LN	QUIJANO, JOSE	No	419	419
07/14/2024 01:25	Extra Patrol	2024-00006623	715 SE 12TH ST	,	No	417	417
07/14/2024 02:05	Traffic Stop	2024-00006624	COUNTY RD NO 448 / OLD MILTON HWY	,	No	419	419
07/14/2024 02:18	Traffic Stop	2024-00006625	S HWY 125 / S COLLEGE AVE	,	No	419	419
07/14/2024 02:31	Traffic Stop	2024-00006626	1721 THE DALLES MILITARY RD	,	No	431	431
07/14/2024 02:47	Citizen Contact	2024-00006627	NE C ST / NE MAPLE AVE	,	No	419	419
07/14/2024 03:11	Extra Patrol	2024-00006628	100 SE MAPLE AVE	,	No	431	431
07/14/2024 05:45	Premises Check	2024-00006629	225 SE DATE AVE	,	No	431	431
07/14/2024 09:58	Traffic Stop	2024-00006630	1700 S COLLEGE BLK	,	No	409	409
07/14/2024 10:31	Information Report	2024-00006631	27 N 2ND AVE	, OMINXX	No	403	403
07/14/2024 12:03	Traffic Stop	2024-00006632	SW 12TH ST / GRANDVIEW AVE	,	No	403	403
07/14/2024 13:28	Premises Check	2024-00006633	1700 SE MEADOWBROOK BLVD	,	No	409	409
07/14/2024 16:17	House Check	2024-00006634	615 SE 8TH ST	,	No	417	417
07/14/2024 16:22	Extra Patrol	2024-00006635	715 SE 12TH ST	,	No	417	417
07/14/2024 16:31	Premises Check	2024-00006636	1200 SE 12TH ST	,	No	417	417
07/14/2024 16:39	Extra Patrol	2024-00006637	805 SE 4TH ST	,	No	417	417
07/14/2024 16:47	Extra Patrol	2024-00006638	240 OWENS RD	,	No	409	409

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/14/2024 16:52	Premises Check	2024-00006639	225 SE DATE AVE	,	No	417	417
07/14/2024 16:59	Premises Check	2024-00006640	31 SE ASH AVE	,	No	417	417
07/14/2024 17:07	Extra Patrol	2024-00006641	890 NE MAKIAH CT	,	No	417	417
07/14/2024 17:12	Citizen Contact	2024-00006642	855 NE MAKIAH CT	,	No	417	417
07/14/2024 17:13	Premises Check	2024-00006643	1017 NE C ST	,	No	417	417
07/14/2024 17:18	Premises Check	2024-00006644	1100 NE C STREET, COLLEGE PLACE	,	No	417	417
07/14/2024 17:22	Civil Problem	2024-00006646	20 SE LARCH AVE	TALL, DEREK	Yes	417	417
07/14/2024 17:26	Premises Check	2024-00006645	1700 SE MEADOWBROOK BLVD	,	No	409	409
07/14/2024 17:38	Premises Check	2024-00006647	801 SE LARCH AVE	,	No	409	409
07/14/2024 18:07	Citizen Contact	2024-00006648	619 S COLLEGE AVE	,	No	409	409
07/14/2024 20:00	Information Report	2024-00006649	1651 W ROSE ST	,	No	419	419
07/14/2024 20:07	Traffic Stop	2024-00006650	N COLLEGE AVE / NE C ST	,	No	431	431
07/14/2024 21:32	Traffic Stop	2024-00006652	1700 SE MEADOWBROOK BLVD	,	No		
07/14/2024 21:38	Warrant Service	2024-00006651	112 SE 4TH ST	,	Yes	419	419
07/14/2024 21:54	Unwanted Person	2024-00006654	622 W ALDER ST	DELAROSA, TAMARA	Yes	419	419
07/14/2024 21:55	Premises Check	2024-00006653	1700 SE MEADOWBROOK BLVD	,	No	417	417
07/14/2024 22:19	Follow Up	2024-00006655	1700 SE MEADOWBROOK BLVD	,	No	417	417
07/14/2024 22:53	Traffic Stop	2024-00006656	46.046325000000000000 - 118.3538299990000000	,	No	431	431
07/14/2024 23:07	Premises Check	2024-00006657	2366 TAUMARSON RD	,	No	431	431
Total Incidents for 07/14/2024 : 37							
07/15/2024 01:59	Premises Check	2024-00006658	1100 NE C ST	,	No	431	431
07/15/2024 02:04	Premises Check	2024-00006659	1725 TWIN CREEK PL	,	No	431	431
07/15/2024 02:47	Premises Check	2024-00006661	240 OWENS RD	,	No	431	431
07/15/2024 02:47	Premises Check	2024-00006660	240 OWENS RD	,	No	431	431

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/15/2024 02:57	House Check	2024-00006662	615 SE 8TH ST	,	No	431	431
07/15/2024 03:42	Extra Patrol	2024-00006663	107 SE MAPLE AVE	,	No	431	431
07/15/2024 03:55	Traffic Stop	2024-00006664	S HWY 125 / PLAZA WAY	,	No	431	431
07/15/2024 04:17	Traffic Stop	2024-00006665	S HWY 125 / S COLLEGE AVE	,	No	431	431
07/15/2024 05:52	Traffic Stop	2024-00006666	S COLLEGE AVE / SMITH ACCESS RD	,	No	431	431
07/15/2024 10:26	Traffic Stop	2024-00006667	W POPLAR ST / AVERY ST	,	No	416	416
07/15/2024 10:57	Premises Check	2024-00006668	1700 SE MEADOWBROOK BLVD	,	No	416	416
07/15/2024 11:13	Extra Patrol	2024-00006669	815 NE MAKIAH CT	,	No	409	409
07/15/2024 11:30	Accident Hit and Run	2024-00006671	317 NE ASH AVE	SWIGER, JOSHUA	Yes	416	416
07/15/2024 11:33	Citizen Contact	2024-00006670	100 SE 6TH ST	,	No	409	409
07/15/2024 12:25	Traffic Stop	2024-00006672	S HWY 125 / S COLLEGE AVE	,	No	416	416
07/15/2024 12:34	Citizen Contact	2024-00006673	S HWY 125 / OLD MILTON HWY	,	No	409	409
07/15/2024 13:39	Disturbance	2024-00006674	3550 STATELINE RD	FRANK, REBECCA	No	416	416
07/15/2024 13:45	Premises Check	2024-00006675	1117 S COLLEGE AVE	,	No	409	409
07/15/2024 15:03	Assist	2024-00006676	SE 4TH ST / SE DATE AVE	MALE, CC	Yes	409	409
07/15/2024 15:16	Warrant Service	2024-00006677	S HWY 125 / SE MEADOWBROOK BLVD	,	Yes	410	410
07/15/2024 15:55	Shoplifting	2024-00006678	1700 SE MEADOWBROOK BLVD	ORTIZ, ELIZABETH	Yes	409	409
07/15/2024 16:23	Civil Problem	2024-00006679	1309 S COLLEGE AVE	MUNOZ, SARAI	Yes	403	403
07/15/2024 17:19	Traffic Stop	2024-00006680	SE LARCH AVE / SE SCENIC VIEW DR	,	No	410	410

Daily Incident Log



Print Date/Time: 08/08/2024 08:12 **From Date:** 07/01/2024 00:00 College Place Police Dept
Login ID: mbarr **To Date:** 07/31/2024 23:59 **ORI Number:** WA0360200
Disposition: All

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/15/2024 17:34	Citizen Contact	2024-00006681	SE LAMPERTI ST / S COLLEGE AVE	,	No	410	410
07/15/2024 19:11	Follow Up	2024-00006682	619 S COLLEGE AVE	,	No	417	417
07/15/2024 19:15	Shoplifting	2024-00006683	1100 NE C ST	CC, ORTEGA	No	419	419
						417	417
07/15/2024 19:48	Premises Check	2024-00006684	1017 NE C ST	,	No	410	410
						417	417
07/15/2024 19:53	Violation of Court Order	2024-00006685	431 S 7TH AVE C	JUNGE, LAUREN	Yes	410	410
						431	431
07/15/2024 19:57	Premises Check	2024-00006686	1100 NE C ST	,	No	417	417
07/15/2024 20:07	Extra Patrol	2024-00006687	970 NE ROSE ST	,	No	417	417
07/15/2024 20:08	Narcotics Call	2024-00006688	710 S COLLEGE AVE G	,	No	419	419
07/15/2024 20:11	Extra Patrol	2024-00006689	860 NE MAKIAH CT	,	No	417	417
07/15/2024 20:13	Premises Check	2024-00006690	1017 NE C ST	,	No	431	431
07/15/2024 20:17	House Check	2024-00006691	615 SE 8TH ST	,	No	417	417
						431	431
07/15/2024 20:56	Follow Up	2024-00006692	1309 S COLLEGE AVE	,	No	410	410
07/15/2024 21:45	911 Call	2024-00006693	344 SE HIGHLAND PARK DR	,	No	419	419
						417	417
						410	410
07/15/2024 21:57	Suspicious Activity	2024-00006694	SE HARVEST DR / SE LARCH AVE	DAVIS, ALEJANDRA	No	431	431
						419	419
						417	417
07/15/2024 22:05	Traffic Stop	2024-00006695	SE 12TH ST / SE LARCH AVE	,	No	410	410
						417	417
07/15/2024 22:54	Premises Check	2024-00006696	1700 SE MEADOWBROOK BLVD	,	No	410	410
						431	431
						431	431

Daily Incident Log



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From Date: 07/01/2024 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 #
07/15/2024 23:17	Premises Check	2024-00006697	225 SE DATE AVE	,	No	431	431
07/15/2024 23:22	Burglary	2024-00006699	SW BADE AVE / SW 12TH ST	VOLKMAN, CHET	Yes	419	419
						417	417
						410	410
07/15/2024 23:24	Premises Check	2024-00006698	31 SE ASH AVE	,	No	431	431
07/15/2024 23:32	Traffic Stop	2024-00006700	W WHITMAN DR / SW CLAY AVE	,	No	431	431
07/15/2024 23:58	Welfare Check	2024-00006702	967 NE DAWSON ST	CC, STUART	No	419	419
						417	417
						CPPD	
07/15/2024 23:58	Citizen Contact	2024-00006701	S COLLEGE AVE / SE LAMPERTI ST	,	No	431	431
Total Incidents for 07/15/2024 : 45							
07/16/2024 00:28	Traffic Stop	2024-00006703	SE LARCH AVE / SE 4TH ST	,	No	431	431
07/16/2024 01:04	Premises Check	2024-00006704	1125 NE C ST	,	No	431	431
07/16/2024 01:06	Premises Check	2024-00006705	1129 NE C ST	,	No	431	431
07/16/2024 02:43	Premises Check	2024-00006706	1240 SE COMMERCIAL DR	,	No	431	431
07/16/2024 02:44	Premises Check	2024-00006707	1250 SE COMMERCIAL DR	,	No	431	431
07/16/2024 04:10	Traffic Stop	2024-00006708	TWIN CREEK PL / S MYRA RD	,	No	431	431
07/16/2024 05:08	Premises Check	2024-00006709	1705 SE MEADOWBROOK BLVD	,	No	431	431
07/16/2024 05:34	Traffic Stop	2024-00006710	S COLLEGE AVE / SMITH ACCESS RD	,	No	431	431
07/16/2024 07:40	Premises Check	2024-00006711	1017 NE C ST	,	No	416	416
07/16/2024 08:11	Information Report	2024-00006739	SE HIGHLAND PARK DR / SE CRESTLANE DR	ANTLE, WADE	No		
07/16/2024 08:19	Code Enforcement	2024-00006712	1226 SW BADE AVE	,	No	448	448
						407	407
07/16/2024 08:34	Theft	2024-00006713	70 NE ROSE ST A	OLSEN, ESTEFANY MARICELA	No	416	416
07/16/2024 09:07	Parking Complaint	2024-00006714	200 SE ASH AVE	,	No	448	448

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WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/16/2024 09:49	Premises Check	2024-00006715	1700 SE MEADOWBROOK BLVD	,	No	416	416
07/16/2024 10:32	Traffic Stop	2024-00006716	SE 12TH ST / SE NEWGATE DR	,	No	412	412
07/16/2024 10:43	Code Enforcement	2024-00006717	831 NE DAWSON ST	FIELDS, RALPH	No	448	448
07/16/2024 11:09	Premises Check	2024-00006718	1700 SE MEADOWBROOK BLVD	,	No	407	407
07/16/2024 11:16	Premises Check	2024-00006719	1775 S COLLEGE AVE	,	No	416	416
07/16/2024 11:56	Parking Complaint	2024-00006720	17 SW 6TH ST	,	No	448	448
07/16/2024 12:10	Violation of Court Order	2024-00006721	1700 SE MEADOWBROOK BLVD	ARTZ, ALLISON	Yes	412	412
07/16/2024 13:08	Shoplifting	2024-00006723	1700 SE MEADOWBROOK BLVD	ORTIEZ, ELIZABETH	No	409	409
07/16/2024 13:09	Parking Complaint	2024-00006722	1063 SE SENTRY DR	,	No	412	412
07/16/2024 15:47	Phone Message	2024-00006724	619 S COLLEGE AVE	,	No	448	448
07/16/2024 15:56	Premises Check	2024-00006725	1700 SE MEADOWBROOK BLVD	,	No	417	417
07/16/2024 16:02	Phone Message	2024-00006726	619 S COLLEGE AVE	,	No	415	415
07/16/2024 16:10	House Check	2024-00006727	615 SE 8TH ST	,	No	417	417
07/16/2024 16:23	Premises Check	2024-00006728	1100 NE C STREET, COLLEGE PLACE	,	No	417	417
07/16/2024 16:52	Traffic Stop	2024-00006729	755 S MYRA RD	,	No	410	410
07/16/2024 16:54	Traffic Stop	2024-00006730	S HWY 125 / OLD MILTON HWY	,	No	417	417
07/16/2024 16:57	Traffic Stop	2024-00006731	SE 12TH ST / SE NEWGATE DR	,	No	410	410
07/16/2024 17:03	Extra Patrol	2024-00006732	805 SE 4TH ST	,	No	417	417
07/16/2024 17:44	Warrant Service	2024-00006733	SE MAPLE AVE / E WHITMAN DR	CPPD, 410	Yes	417	417
07/16/2024 17:47	Trespass	2024-00006734	1700 SE MEADOWBROOK BLVD	, ELIZABETH	No	415	415
						410	410
					No	417	417
						407	407
						404	404

Daily Incident Log



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Disposition: All

From Date: 07/01/2024 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 #
07/16/2024 17:58	Unknown Problem	2024-00006735	1027 SW PUFF LN H	BARRY, LYNN	No	417	417
07/16/2024 18:14	Traffic Stop	2024-00006736	1658 W POPLAR ST	,	No	404	404
07/16/2024 18:29	Premises Check	2024-00006737	1017 NE C ST	,	No	417	417
07/16/2024 18:35	Extra Patrol	2024-00006738	890 NE MAKIAH CT	,	No	417	417
07/16/2024 18:58	Traffic Stop	2024-00006740	S COLLEGE AVE / SE 12TH ST	,	No	417	417
07/16/2024 19:12	Traffic Stop	2024-00006741	NE LARCH AVE / E WHITMAN DR	,	No	410	410
07/16/2024 20:28	Citizen Contact	2024-00006742	1100 NE C ST	,	No	417	417
07/16/2024 20:33	Parking Complaint	2024-00006743	109 SW 9TH ST	HARDIN, ADRIA	No	419	419
07/16/2024 20:38	Warrant Service	2024-00006744	235 WHITE ST	,	No	431	431
07/16/2024 20:50	Premises Check	2024-00006745	225 SE DATE AVE	,	No	417	417
07/16/2024 21:03	Information Report	2024-00006746	1226 SW BADE AVE	ORTEGA, ANTHONY	Yes	415	415
07/16/2024 21:09	Citizen Contact	2024-00006747	622 W ALDER ST	,	No	419	419
07/16/2024 22:51	Traffic Stop	2024-00006748	ORCHARD ST / CHASE AVE	,	No	417	417
07/16/2024 23:36	Premises Check	2024-00006749	1240 SE COMMERCIAL DR	,	Yes	410	410
07/16/2024 23:48	Premises Check	2024-00006750	1700 SE MEADOWBROOK BLVD	,	No	419	419
07/16/2024 23:57	Premises Check	2024-00006751	1017 NE C ST	,	No	417	417

Total Incidents for 07/16/2024 : 49

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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 #
07/17/2024 00:18	Parking Complaint	2024-00006752	27 NE IVY LN	,	No	417	417
07/17/2024 00:22	Parking Complaint	2024-00006753	29 NE IVY LN	,	No	417	417
07/17/2024 00:24	Parking Complaint	2024-00006754	31 NE IVY LN	,	No	417	417
07/17/2024 00:28	Citizen Contact	2024-00006755	31 NE IVY LN	,	No	417	417
07/17/2024 00:29	Citizen Contact	2024-00006756	200 SW ACADEMY WAY	,	No	431	431
07/17/2024 00:39	Traffic Stop	2024-00006757	910 S 9TH AVE	,	No	419	419
07/17/2024 00:56	Traffic Stop	2024-00006758	N COLLEGE AVE / NE A ST	,	No	431	431
07/17/2024 01:08	Traffic Stop	2024-00006759	1200 SE 12TH ST	,	No	419	419
07/17/2024 02:43	Alarm	2024-00006760	1240 SE COMMERCIAL DR	, CHRISTINA	No	431	431
07/17/2024 03:23	Traffic Stop	2024-00006761	S HWY 125 / OLD MILTON HWY	,	No	419	419
07/17/2024 04:02	Premises Check	2024-00006762	1705 SE MEADOWBROOK BLVD	,	No	431	431
07/17/2024 04:15	Premises Check	2024-00006763	1030 SE HARVEST DR	,	No	431	431
07/17/2024 05:03	Citizen Contact	2024-00006764	625 S COLLEGE AVE	,	Yes	419	419
07/17/2024 10:38	Premises Check	2024-00006765	1700 SE MEADOWBROOK BLVD	,	No	431	431
07/17/2024 11:07	Follow Up	2024-00006766	623 S COLLEGE AVE	NEWMAN, KENNETH	No	412	412
07/17/2024 13:38	Traffic Call	2024-00006767	SE SUNNY DR / S COLLEGE AVE	SCHNELL, ROBIN	No	412	412
07/17/2024 13:53	Traffic Stop	2024-00006768	SE 8TH ST / SE LARCH AVE	,	No	412	412
07/17/2024 14:51	Traffic Stop	2024-00006769	SE MOCKINGBIRD DR / SE LARCH AVE	,	No	407	407
07/17/2024 15:33	Suspicious Activity	2024-00006770	SE 8TH ST / SE BIRCH AVE	, CAMERON	No	412	412
07/17/2024 19:39	Paper Service	2024-00006771	1243 SE DEWEY DR	,	No	407	407
07/17/2024 19:50	Follow Up	2024-00006772	524 NE VILLA AVE	,	No	412	412

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/17/2024 21:42	Traffic Stop	2024-00006773	S MYRA RD / SE GARRISON VILLAGE WAY		No	409	409
07/17/2024 21:50	Premises Check	2024-00006774	1700 SE MEADOWBROOK BLVD		No	415	415
Total Incidents for 07/17/2024 : 23							
07/18/2024 07:01	Parking Complaint	2024-00006775	1554 SE LARCH AVE		No	448	448
07/18/2024 07:05	Domestic Problem	2024-00006776	376 WILDWOOD ST		No	412	412
07/18/2024 07:17	Unwanted Person	2024-00006777	310 SE 3RD ST 2	KERR, SHAWN	No	416	416
07/18/2024 08:11	Code Enforcement	2024-00006778	842 NE SPITZENBURG ST		No	412	412
07/18/2024 08:42	Animal Call	2024-00006779	532 SW 1ST ST	CC, M	No	448	448
07/18/2024 09:47	Harassment	2024-00006782	2615 S WILBUR AVE	HAYWARD, RESA	No	412	412
07/18/2024 09:58	Animal Call	2024-00006780	1117 S COLLEGE AVE	MARTINEZ, JUAN	No	448	448
07/18/2024 12:00	Premises Check	2024-00006781	1700 SE MEADOWBROOK BLVD		No	416	416
07/18/2024 12:05	Follow Up	2024-00006783	1635 MELROSE ST		No	412	412
07/18/2024 13:42	Found Property	2024-00006784	619 S COLLEGE AVE	LUCARELLI, TONY	Yes	416	416
07/18/2024 14:31	Premises Check	2024-00006785	1100 NE C ST		No	412	412
07/18/2024 14:56	Citizen Contact	2024-00006786	SE 12TH ST / SE BROADWAY AVE		No	416	416
07/18/2024 15:05	911 Call	2024-00006787	1027 SW PUFF LN D	VOSBERG, TRACI	No	412	412
07/18/2024 17:33	Animal Call	2024-00006788	1700 SE MEADOWBROOK BLVD	KIP	No	404	404
07/18/2024 18:08	Traffic Call	2024-00006789	S HWY 125 / SE MEADOWBROOK BLVD	SUCKOW, SPENCER	No		
07/18/2024 18:18	Assist	2024-00006790	831 NE DAWSON ST	LESEMAN, PAUL	Yes	404	404
07/18/2024 18:39	Coroner Call Out	2024-00006795	1440 SE GARRISON VILLAGE WAY	SALDANA, KIMBERLY	No		
07/18/2024 19:02	Theft	2024-00006794	4052 OLD MILTON HWY	DAMM, DAWN	No	415	415
07/18/2024 19:05	Animal Lost	2024-00006791	415 SE 4TH ST	EMERSON, KIARA	No	415	415
							CPPD

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/18/2024 19:06	Abandoned Vehicle	2024-00006793	109 SW 9TH ST	HARDIN, ADRIA	No	416	416
07/18/2024 20:00	Animal Call	2024-00006792	1700 SE MEADOWBROOK BLVD	SIGSBEE, AMBER	No	415	415
07/18/2024 22:04	Malicious Mischief	2024-00006797	253 NE DAMSON AVE 102	SANDAVOL, GUADALUPE	No	415	415
07/18/2024 22:13	Citizen Contact	2024-00006796	500 S COLLEGE AVE	,	No	415	415
07/18/2024 22:39	Premises Check	2024-00006798	1700 SE MEADOWBROOK BLVD	,	No	415	415
Total Incidents for 07/18/2024 : 24							
07/19/2024 00:52	Premises Check	2024-00006799	1775 S COLLEGE AVE	,	No	415	415
07/19/2024 08:28	Traffic Stop	2024-00006800	SE 12TH ST / SE LARCH AVE	,	No	412	412
07/19/2024 08:32	Animal Call	2024-00006801	621 SE 8TH ST	PAULEY, ANGELA	No	448	448
07/19/2024 08:39	Traffic Stop	2024-00006802	W POPLAR ST / N MYRA RD	EDDY, SUSAN PAMELA	No	416	416
07/19/2024 09:53	Traffic Call	2024-00006803	600 SE CREEKSIDE DR BLK	MORRIS, LINDA	No	412	412
07/19/2024 10:52	Paper Service	2024-00006804	23 NW B ST 2	,	No	407	407
07/19/2024 11:11	Premises Check	2024-00006805	1700 SE MEADOWBROOK BLVD	,	No	416	416
07/19/2024 11:35	Code Enforcement	2024-00006806	649 SW 3RD ST	,	No	448	448
07/19/2024 11:54	Malicious Mischief	2024-00006808	35 NE TREMONT DR	FUCHS, STEVE	Yes	416	416
07/19/2024 12:01	Accident Non Injury	2024-00006807	1700 SE MEADOWBROOK BLVD	JENSEN, LORRENE	No	412	412
07/19/2024 13:08	Suspicious Activity	2024-00006809	220 SE 11TH ST	EMILY,	No	407	407
07/19/2024 13:36	Accident Non Injury	2024-00006810	S COLLEGE AVE / SE 4TH ST	, BERNICE	No	416	416
07/19/2024 13:49	Suspicious Activity	2024-00006811	1003 SE VINTAGE WAY	YERA, EDWARD	No	407	407
07/19/2024 14:02	Premises Check	2024-00006812	1700 SE MEADOWBROOK BLVD	,	No	416	416
						407	407

Daily Incident Log



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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/19/2024 14:17	Theft	2024-00006813	1100 NE C ST	CAPLINGER, MIKE	Yes	412	412
07/19/2024 14:21	Theft	2024-00006814	1700 SE MEADOWBROOK BLVD	,	Yes	407	407
07/19/2024 15:27	Accident Non Injury	2024-00006815	E WHITMAN DR / S MYRA RD	KOENIG, ALESANDRA	No	412	412
07/19/2024 18:13	Unwanted Person	2024-00006816	1700 SE MEADOWBROOK BLVD	ORTIZ, ELIZABETH	No	407	407
07/19/2024 23:20	Malicious Mischief	2024-00006817	161 BLALOCK DR	SMITH-PRICE, TREVOR	Yes	404	404
						419	419
						404	404
Total Incidents for 07/19/2024 : 19							
07/20/2024 00:26	Citizen Contact	2024-00006818	715 SW BADE AVE	,	No	419	419
07/20/2024 01:06	Premises Check	2024-00006819	46.0317233333333000 - 118.3871683333330000	,	No	419	419
07/20/2024 04:30	Violation of Court Order	2024-00006820	310 SE 3RD ST	RIVERA, KEVIN	No	419	419
07/20/2024 08:29	Traffic Stop	2024-00006821	1755 S COLLEGE AVE	,	No	409	409
07/20/2024 12:06	Traffic Stop	2024-00006822	1700 SE MEADOWBROOK BLVD	,	No		
07/20/2024 12:07	Animal Call	2024-00006823	1226 SW BADE AVE	WWSO, 159	No	409	409
07/20/2024 12:25	Domestic Physical	2024-00006824	1700 SE MEADOWBROOK BLVD	BOSTICK, MIKAYLA	No	409	409
07/20/2024 14:54	Premises Check	2024-00006825	1100 NE C ST	,	No	409	409
07/20/2024 15:05	Premises Check	2024-00006826	1700 SE MEADOWBROOK BLVD	,	No	409	409
07/20/2024 15:51	Traffic Call	2024-00006827	S HWY 125 / OLD MILTON HWY	,	No	417	417
07/20/2024 15:52	Citizen Contact	2024-00006828	1700 SE MEADOWBROOK BLVD	,	No	417	417
						410	410
07/20/2024 16:30	Premises Check	2024-00006829	1017 NE C ST	,	No	410	410
07/20/2024 16:37	Premises Check	2024-00006830	1100 NE C ST	,	No	410	410
07/20/2024 16:45	Citizen Contact	2024-00006831	SE SE 8TH ST / SE LARCH AVE	,	No	410	410
07/20/2024 16:54	Public Works	2024-00006834	423 SE 3RD ST	REEVES, ANN	No		
07/20/2024 18:25	Traffic Stop	2024-00006832	S COLLEGE AVE / SMITH ACCESS RD	,	No	417	417
						410	410

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/20/2024 18:42	Traffic Stop	2024-00006833	SE 12TH ST / S COLLEGE AVE	,	No	417	417
07/20/2024 18:58	Warrant Service	2024-00006835	SE 8TH ST / SE DATE AVE	,	Yes	417	417
07/20/2024 19:15	Theft	2024-00006837	1700 SE MEADOWBROOK BLVD	ORTIZ, ELIZABETH	Yes	410	410
07/20/2024 19:34	Traffic Stop	2024-00006836	SE 4TH ST / SE BIRCH AVE	,	No	410	410
07/20/2024 19:49	Mental Health	2024-00006848	1027 SW PUFF LN H	LINCH, ANIKA	No	410	410
07/20/2024 20:30	Traffic Stop	2024-00006838	S HWY 125 / S COLLEGE AVE	,	No	410	410
07/20/2024 21:09	Traffic Stop	2024-00006839	E WHITMAN DR / NE ASH AVE	,	No	410	410
07/20/2024 21:26	Shots Fired	2024-00006840	1144 W CHERRY ST	STEPPER, AARON	No	419	419
07/20/2024 21:32	Assist	2024-00006841	388 SNIDER DR	CC, M	No	417	417
07/20/2024 22:10	Animal Call	2024-00006842	900 S COLLEGE AVE	MURIN, ALEXIS	No	419	419
07/20/2024 22:20	Domestic Problem	2024-00006843	212 SE 8TH ST	MOLINA, DORA	No	419	419
07/20/2024 22:34	Extra Patrol	2024-00006844	715 SE 12TH ST	,	No	410	410
07/20/2024 22:39	Premises Check	2024-00006845	801 SE 8TH ST	,	No	417	417
07/20/2024 22:40	Traffic Stop	2024-00006846	SE LARCH AVE / SE 4TH ST	,	No	431	431
07/20/2024 22:41	House Check	2024-00006847	715 SE 8TH ST	,	No	417	417
07/20/2024 22:51	Premises Check	2024-00006849	1700 SE MEADOWBROOK BLVD	,	No	431	431
07/20/2024 22:52	Premises Check	2024-00006850	227 SE DATE AVE	,	No	431	431

Daily Incident Log



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Login ID: mbarr

Disposition: All

From Date: 07/01/2024 00:00

To Date: 07/31/2024 23:59

College Place Police Dept

ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/20/2024 22:57	Suspicious Activity	2024-00006851	300 SE ELM AVE BLK	CC, F	No	417	417
07/20/2024 23:11	Premises Check	2024-00006852	1100 NE C ST		No	410	410
07/20/2024 23:26	Traffic Stop	2024-00006853	S MYRA RD / SE GARRISON VILLAGE , WAY		No	417	417
07/20/2024 23:50	Traffic Stop	2024-00006854	N COLLEGE AVE / NW B ST		No	410	410
07/20/2024 23:55	Citizen Contact	2024-00006855	625 S COLLEGE AVE		No	419	419
07/20/2024 23:59	Disturbance	2024-00006856	SE BIRCH AVE / SE 3RD ST	KNOLL, WILLIAM	No	417	417
Total Incidents for 07/20/2024 : 39							421
07/21/2024 00:07	Alarm	2024-00006857	36 SW 8TH ST	CENTRAL STATION, 12	No	417	417
07/21/2024 01:37	Citizen Contact	2024-00006858	46.0540707910000000 - 118.3721894500000000		No	431	431
07/21/2024 02:18	Traffic Stop	2024-00006859	S COLLEGE AVE / SE SUNNY DR		No	431	431
07/21/2024 02:34	Animal Found	2024-00006860	457 MCKINNEY RD	COURTNEY	No	419	419
07/21/2024 04:45	Premises Check	2024-00006861	1705 SE MEADOWBROOK BLVD		No	431	431
07/21/2024 08:48	Premises Check	2024-00006862	1700 SE MEADOWBROOK BLVD		No	409	409
07/21/2024 09:36	Premises Check	2024-00006863	1100 NE C ST		No	409	409
07/21/2024 10:59	Animal Call	2024-00006864	1100 NE C ST	TEKAUTZ, MICHELE	No	409	409
07/21/2024 11:25	Traffic Stop	2024-00006865	S HWY 125 / S COLLEGE AVE		No	409	409
07/21/2024 11:55	Domestic Problem	2024-00006866	W POPLAR ST / AVERY ST	STAUFFER, RYAN JOSEPH	Yes	409	409
07/21/2024 13:52	Premises Check	2024-00006867	1700 SE MEADOWBROOK BLVD		No	403	403
07/21/2024 14:22	Theft	2024-00006868	623 S COLLEGE AVE	CLAYBORN, CHEYENNE	No	410	410

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/21/2024 14:52	Traffic Stop	2024-00006869	SE 12TH ST / SE VISTA PL	,	No	410	410
07/21/2024 15:18	Premises Check	2024-00006870	1100 NE C ST	,	No	409	409
07/21/2024 15:27	Premises Check	2024-00006871	1017 NE C ST	,	No	410	410
07/21/2024 15:49	Traffic Stop	2024-00006872	MOJONNIER RD / OWENS RD	,	No	410	410
07/21/2024 16:21	Traffic Stop	2024-00006873	SE LARCH AVE / SE 8TH ST	,	No	417	417
07/21/2024 16:34	Citizen Contact	2024-00006874	W WHITMAN DR / MARTIN FIELD LN	,	No	421	421
07/21/2024 16:57	Traffic Stop	2024-00006875	SW HOMESTEAD AVE / SW 4TH ST	,	No	417	417
07/21/2024 17:14	Traffic Stop	2024-00006876	KENWOOD ST / W ROSE ST	,	No	410	410
07/21/2024 17:24	Warrant Service	2024-00006877	S HWY 125 / SE COMMERCIAL DR	,	Yes	421	421
07/21/2024 18:30	Traffic Stop	2024-00006878	W ROSE ST / AVERY ST	,	No	410	410
07/21/2024 18:41	Citizen Contact	2024-00006879	625 S COLLEGE AVE	,	No	417	417
07/21/2024 18:56	Traffic Stop	2024-00006880	N COLLEGE AVE / E WHITMAN DR	,	No	410	410
						421	421
						417	417
						410	410
						421	421

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ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/21/2024 19:02	Traffic Stop	2024-00006881	W WHITMAN DR / NW EARL LN	,	No	417	417
07/21/2024 19:06	Traffic Stop	2024-00006882	RUSSET RD / S CAMPBELL RD	,	No	410	410
07/21/2024 19:30	Follow Up	2024-00006883	1700 SE MEADOWBROOK BLVD	,	No	417	417
07/21/2024 19:31	Accident Hit and Run	2024-00006884	709 SE 5TH ST	ESQUIVEL, MARICELA	No	421	421
07/21/2024 19:35	Traffic Stop	2024-00006885	1721 THE DALLES MILITARY RD	,	No	410	410
07/21/2024 19:47	Traffic Stop	2024-00006886	COUNTY RD / LAMB ST	,	No	419	419
07/21/2024 20:25	Trespass	2024-00006887	1700 SE MEADOWBROOK BLVD	ORTIZ, ELIZABETH	Yes	410	410
07/21/2024 21:35	Traffic Stop	2024-00006888	N COLLEGE AVE / NW B ST	,	No	417	417
07/21/2024 22:04	Citizen Contact	2024-00006889	1700 SE MEADOWBROOK BLVD	,	No	410	410
07/21/2024 22:04	Domestic Problem	2024-00006890	150 SE 6TH AVE	PENA, ANGELICA SANCHEZ	Yes	421	421
Total Incidents for 07/21/2024 : 34							
07/22/2024 00:23	Premises Check	2024-00006891	215 SE DATE AVE	,	No	431	431
07/22/2024 01:31	Traffic Stop	2024-00006892	S 9TH AVE / ORCHARD ST	,	No	431	431
07/22/2024 05:35	Premises Check	2024-00006893	1100 NE C ST	,	No	431	431

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/22/2024 08:21	Animal Call	2024-00006894	201 SE 3RD ST	DINZMOORE, EMILY	No	416	416
07/22/2024 08:37	Premises Check	2024-00006895	1700 SE MEADOWBROOK BLVD	,	No	409	409
07/22/2024 08:48	Assist	2024-00006896	1232 SE NEWGATE DR	DECCIO, TINA	No	409	409
07/22/2024 08:51	Bike Found	2024-00006897	741 SE MAGNONI DR	GLENN, ELLEN	Yes	416	416
07/22/2024 08:59	Harassment	2024-00006898	3550 STATELINE RD	FRANK, REBECCA ELIZABETH	Yes	409	409
07/22/2024 09:54	Citizen Contact	2024-00006899	625 S COLLEGE AVE	,	No	403	403
07/22/2024 09:56	Traffic Stop	2024-00006900	NE ROSE ST / NE ASH AVE	,	No	416	416
07/22/2024 10:01	Animal Found	2024-00006901	366 NE KINGWOOD PL	GRIMES, AMANDA	No	409	409
07/22/2024 10:52	Traffic Stop	2024-00006902	SW 10TH ST / SW PUFF LN	,	No	416	416
07/22/2024 11:22	Traffic Stop	2024-00006903	S COLLEGE AVE / SE 4TH ST	,	No	416	416
07/22/2024 11:44	Found Property	2024-00006904	630 SW 3RD ST	HASTE, JUDY	No	409	409
07/22/2024 11:50	Information Report	2024-00006909	240 OWENS RD	418, CPPD	No		
07/22/2024 12:42	Traffic Call	2024-00006905	1200 SE 12TH ST BLK	CUEVAS, LILLIAN	No	CPPD	
07/22/2024 13:13	Premises Check	2024-00006906	1100 NE C ST	,	No	409	409
07/22/2024 13:22	Traffic Stop	2024-00006907	S COLLEGE AVE / SE 6TH ST	,	No	416	416
07/22/2024 13:35	Premises Check	2024-00006908	1700 SE MEADOWBROOK BLVD	,	No	416	416
07/22/2024 14:15	Traffic Stop	2024-00006910	SE LAMPERTI ST / SE RED OAK AVE	,	No	410	410
07/22/2024 14:52	Premises Check	2024-00006911	1700 SE MEADOWBROOK BLVD	,	No	417	417
07/22/2024 15:12	Accident Hit and Run	2024-00006912	1700 SE MEADOWBROOK BLVD	HANNERSLA, ALLISON	No	410	410
07/22/2024 15:17	Paper Service	2024-00006913	414 SE ASPEN LN 102	,	No	421	421
						409	409
						417	417
						410	410

Daily Incident Log



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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/22/2024 15:17	Paper Service	2024-00006913	414 SE ASPEN LN 102	,	No	421	421
07/22/2024 15:27	Traffic Stop	2024-00006914	S COLLEGE AVE / SE 10TH ST	,	No	417	417
						410	410
						421	421
07/22/2024 15:37	Suspicious Activity	2024-00006915	205 SW 12TH ST	BENZEL, CAMRON	No	417	417
						410	410
						421	421
						409	409
						403	403
07/22/2024 16:19	Citizen Contact	2024-00006916	619 S COLLEGE AVE	GALLO, KEVIN	No	410	410
						421	421
07/22/2024 16:57	Traffic Stop	2024-00006917	S COLLEGE AVE / SE 6TH ST	,	No	410	410
						421	421
07/22/2024 17:10	Assist	2024-00006918	S COLLEGE AVE / S HWY 125	,	No	421	421
07/22/2024 17:18	Traffic Stop	2024-00006919	SE LARCH AVE / SE 6TH ST	,	No	421	421
07/22/2024 18:08	Citizen Contact	2024-00006920	17 N COLLEGE AVE 1	,	No	417	417
						410	410
						421	421
07/22/2024 18:23	Traffic Stop	2024-00006921	MOJONNIER RD / CLARENCE AVE	,	No	410	410
07/22/2024 19:40	Traffic Stop	2024-00006922	S COLLEGE AVE / SW 13TH ST	,	No	410	410
						421	421
07/22/2024 20:57	Premises Check	2024-00006923	200 TEAL RD block	,	No	431	431
07/22/2024 21:38	Traffic Stop	2024-00006924	N COLLEGE AVE / BLALOCK DR	,	No	431	431
07/22/2024 21:46	Traffic Stop	2024-00006925	W ROSE ST / JADE ST	,	No	431	431
07/22/2024 21:53	Violation of Court Order	2024-00006926	310 SE 3RD ST 2	MENDOZA, SHAWN	Yes	419	419
						410	410
						421	421
						431	431

Daily Incident Log



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ORI Number: College Place Police Dept
WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/22/2024 23:00	Extra Patrol	2024-00006927	860 NE MAKIAH CT	, STREETS, JEREMY	No	410	410
07/22/2024 23:03	Missing Person	2024-00006928	1875 HIGHLAND RD		No	419	419
						410	410
07/22/2024 23:51	Premises Check	2024-00006929	1017 NE C ST	,	No	431	431
						431	431
Total Incidents for 07/22/2024 : 39							
07/23/2024 02:04	Suspicious Activity	2024-00006930	S COLLEGE AVE / SE 4TH ST	JOHNSON, JACKSON	No	419	419
07/23/2024 04:05	Traffic Stop	2024-00006931	SE SCENIC VIEW DR / SE COMMERCIAL DR	,	No	431	431
07/23/2024 06:58	Information Report	2024-00006932	240 OWENS RD	,	No	419	419
07/23/2024 08:08	Paper Service	2024-00006933	917 S COLLEGE AVE	,	No	417	417
07/23/2024 09:03	Traffic Stop	2024-00006934	SE 12TH ST / SE LARCH AVE	,	No	409	409
07/23/2024 10:09	Premises Check	2024-00006935	1700 SE MEADOWBROOK BLVD	,	No		
07/23/2024 10:39	Traffic Stop	2024-00006936	1117 S COLLEGE AVE	,	No	412	412
07/23/2024 11:10	Traffic Stop	2024-00006937	S HWY 125 / S MYRA RD	,	No	407	407
07/23/2024 12:49	Parking Complaint	2024-00006938	1200 SE 12TH ST	,	No	416	416
07/23/2024 13:07	Trespass	2024-00006939	1700 SE MEADOWBROOK BLVD	, ELIZABETH	No	448	448
					Yes	412	412
07/23/2024 14:02	Traffic Call	2024-00006940	S COLLEGE AVE / SE LAMPERTI ST	BORGERS, MATTHEW	No	407	407
07/23/2024 14:20	Premises Check	2024-00006941	1755 S COLLEGE AVE	,	No	CPPD	
07/23/2024 16:15	911 Call	2024-00006942	630 SE ELM AVE BSMNT	FLORES, JUAN	No	416	416
					No	410	410
07/23/2024 18:50	Code Enforcement	2024-00006943	611 SW BADE AVE	FRAYLICK, TRISHA	No	407	407
					No	415	415

Daily Incident Log



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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/23/2024 18:50	Code Enforcement	2024-00006943	611 SW BADE AVE	FRAYLICK, TRISHA	No	410	410
07/23/2024 19:10	Traffic Stop	2024-00006944	W PINE ST / N MYRA RD	,	No	410	410
07/23/2024 19:43	Extra Patrol	2024-00006945	715 SE 12TH ST	,	No	417	417
07/23/2024 20:15	Premises Check	2024-00006946	729 S COLLEGE AVE	,	No	431	431
07/23/2024 20:21	Threats	2024-00006947	108 SW 9TH ST	SEGUNDO, JONTHAN	No	415	415
07/23/2024 21:04	Warrant Service	2024-00006948	729 S COLLEGE AVE	,	Yes	419	419
						410	410
						431	431
07/23/2024 21:12	Mental Health	2024-00006949	1027 SW PUFF LN H	CC, F	No	415	415
						410	410
07/23/2024 21:51	Premises Check	2024-00006950	1700 SE MEADOWBROOK BLVD	,	No	415	415
07/23/2024 22:03	Extra Patrol	2024-00006951	1800 S COLLEGE AVE	,	No	431	431
07/23/2024 22:06	Citizen Contact	2024-00006952	SE 4TH ST / SE BIRCH AVE	,	No	410	410
						431	431
07/23/2024 22:18	Suspicious Activity	2024-00006953	SE 6TH ST / SE ELM AVE	PLACENTIA, MARISSA	No	415	415
						431	431
07/23/2024 22:40	Citizen Contact	2024-00006954	629 W MAIN ST	,	No	419	419
Total Incidents for 07/23/2024 : 25							
07/24/2024 02:17	Premises Check	2024-00006955	225 SE DATE AVE	,	No	431	431
07/24/2024 04:01	Traffic Stop	2024-00006956	1700 SE MEADOWBROOK BLVD	,	No	419	419
						431	431
07/24/2024 04:37	Parking Complaint	2024-00006957	875 SE BIRCH AVE	,	No	419	419
07/24/2024 05:17	Traffic Stop	2024-00006958	OLD MILTON HWY / BUSSELL RD	,	No	419	419
07/24/2024 06:54	Alarm	2024-00006959	1225 SE COMMERCIAL DR	JOHNSON CONTROLS,	No	412	412
07/24/2024 07:43	Premises Check	2024-00006960	1755 S COLLEGE AVE	,	No	416	416
07/24/2024 08:21	Theft	2024-00006961	1245 SW SETTLEMENT ST	BRUNNER, AMANDA	No	412	412
07/24/2024 08:39	Citizen Contact	2024-00006962	619 S COLLEGE AVE	,	No	420	420

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/24/2024 08:39	Citizen Contact	2024-00006962	619 S COLLEGE AVE	,	No	412	412
07/24/2024 11:27	Welfare Check	2024-00006963	25 SW 5TH ST B	RADELFINGER, JUANITA	No	416	416
07/24/2024 13:36	Premises Check	2024-00006964	1700 SE MEADOWBROOK BLVD	,	No	412	412
07/24/2024 13:46	Premises Check	2024-00006965	1100 NE C ST	,	No	416	416
07/24/2024 14:38	Theft	2024-00006966	1700 SE MEADOWBROOK BLVD	LOSS PREVENTION,	No	420	420
07/24/2024 15:15	Warrant Service	2024-00006967	1117 S COLLEGE AVE	,	Yes	412	412
07/24/2024 16:20	Trespass	2024-00006968	1700 SE MEADOWBROOK BLVD	ELIZABETH,	No	407	407
07/24/2024 16:21	Bike Found	2024-00006969	S COLLEGE AVE / SW 13TH ST	MCGILL, MARK	No	404	404
07/24/2024 18:19	Traffic Call	2024-00006970	N MYRA RD / ELECTRIC AVE	, JUAN	No	407	407
07/24/2024 18:25	Civil Problem	2024-00006971	112 SE 4TH ST	CAICEDO, TERRI	No	404	404
07/24/2024 19:40	Animal Found	2024-00006972	871 SE MOCKINGBIRD DR	MEYER, SHARON	No	404	404
07/24/2024 20:24	Paper Service	2024-00006973	917 S COLLEGE AVE 1	,	No	404	404
07/24/2024 22:38	Premises Check	2024-00006974	1700 SE MEADOWBROOK BLVD	,	No	415	415

Total Incidents for 07/24/2024 : 20

07/25/2024 03:43	Accident Unknown Injury	2024-00006975	S MYRA RD / TWIN CREEK PL	GONZALES, ARELIO	No	415	415
07/25/2024 07:51	Accident Unknown Injury	2024-00006977	MOJONNIER RD / TEAL RD	KURNEYZE, ANDRES	No	420	420
07/25/2024 07:51	Premises Check	2024-00006976	1017 NE C ST	,	No	416	416
07/25/2024 08:29	Fraud	2024-00006978	619 S COLLEGE AVE	SARVE, SHIRLEY	Yes	407	407

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/25/2024 08:39	Traffic Call	2024-00006979	S COLLEGE AVE / SE LAMPERTI ST	ARMESTO-LARSON, BROOKLYNN	No	407	407
07/25/2024 09:32	Animal Call	2024-00006980	NE SPITZENBURG ST / NE DELLA AVE	CRUZ, MARTINA	No	448	448
07/25/2024 11:13	Theft	2024-00006981	287 NE MAPLE AVE	MARTIN, PAUL	Yes	420	420
07/25/2024 11:56	Unknown Problem	2024-00006982	SE 8TH ST / SE BIRCH AVE	ADKINS, SUSAN	No	416	416
07/25/2024 13:27	Paper Service	2024-00006983	630 SE ELM AVE	,	No	407	407
07/25/2024 13:28	Animal Call	2024-00006984	1700 SE MEADOWBROOK BLVD	ROSS, KAREN	No	420	420
07/25/2024 13:34	Vehicle Prowl	2024-00006985	1700 SE MEADOWBROOK BLVD	JONES, LEVI	No	448	448
07/25/2024 13:49	Premises Check	2024-00006986	801 SE LARCH AVE	,	No	407	407
07/25/2024 13:59	Accident Hit and Run	2024-00006987	1700 SE MEADOWBROOK BLVD	JEROME, KARLY	Yes	420	420
07/25/2024 14:10	Parking Complaint	2024-00006988	1131 SW VIRGINIA ST	,	No	407	407
07/25/2024 14:31	Citizen Contact	2024-00006989	821 SW BADE AVE	TYRRELL, MELISSA	No	448	448
07/25/2024 20:00	Suspicious Activity	2024-00006990	721 S COLLEGE AVE	, RANDY	No	420	420
07/25/2024 21:08	Premises Check	2024-00006991	1700 SE MEADOWBROOK BLVD	,	No	415	415
07/25/2024 21:52	Unknown Problem	2024-00006992	70 NE ROSE ST A	OLSEN, LEGACY	No	415	415
07/25/2024 22:20	Public Works	2024-00006998	532 SW 1ST ST	CRAIG, MICHAEL	No	404	404
07/25/2024 23:00	Alarm	2024-00006993	1705 SE MEADOWBROOK BLVD 2	CC, JAY	No	415	415
07/25/2024 23:04	Animal Noise Complaint	2024-00006995	SW BADE AVE / SW 12TH ST	BUSIN, PAT	No	404	404
07/25/2024 23:06	Open Door/Window	2024-00006994	SW 12TH ST / SW BADE AVE	BUSIN, PAT	No	415	415

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ORI Number: WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
Total Incidents for 07/25/2024 : 22							
07/26/2024 00:04	Traffic Stop	2024-00006996	S COLLEGE AVE / S HWY 125	,	No	415	415
07/26/2024 00:31	Traffic Stop	2024-00006997	S HWY 125 / SE COMMERCIAL DR	,	No	404	404
07/26/2024 06:19	Traffic Stop	2024-00006999	S HWY 125 / SE MEADOWBROOK BLVD	,	Yes	420	420
07/26/2024 07:07	Premises Check	2024-00007000	1017 NE C ST	,	No	412	412
07/26/2024 07:57	911 Call	2024-00007001	1017 NE C ST	GOODWILL,	No	416	416
07/26/2024 09:35	Premises Check	2024-00007002	1100 NE C ST	,	No	416	416
07/26/2024 09:52	Citizen Contact	2024-00007003	1100 NE C ST	,	No	407	407
07/26/2024 10:02	Theft	2024-00007005	1261 COUNTRY CLUB RD	ABAJIAN, JIM	Yes	420	420
07/26/2024 10:25	Traffic Stop	2024-00007004	SE 12TH ST / SE NEWGATE DR	,	No	416	416
07/26/2024 12:35	Traffic Stop	2024-00007006	SE LARCH AVE / SE 12TH ST	,	No	412	412
07/26/2024 12:39	Disturbance	2024-00007007	209 SE BIRCH AVE	SAGG, SYLVIA	No	407	407
07/26/2024 13:22	Animal Call	2024-00007008	1100 NE C ST	MILLER, JOELLA	No	416	416
07/26/2024 13:44	Prowler	2024-00007009	1200 SE BROADWAY AVE	, ADRIANA	No	412	412
07/26/2024 14:18	Domestic Problem	2024-00007010	630 SE ELM AVE	RODRIGUEZ, AIVIMBA	No	407	407
07/26/2024 16:15	Abandoned Vehicle	2024-00007011	116 N COLLEGE AVE	CC, F	No	420	420
07/26/2024 19:22	Suspicious Activity	2024-00007012	1700 SE MEADOWBROOK BLVD	NUNN, TINA	No	407	407
07/26/2024 19:33	Public Works	2024-00007013	530 NE FLEETWOOD AVE	COLTON,	No	404	404
07/26/2024 21:05	Man w/Gun	2024-00007014	729 S COLLEGE AVE	,	No	415	415

Daily Incident Log



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ORI Number: College Place Police Dept
WA0360200

Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/26/2024 21:05	Man w/Gun	2024-00007014	729 S COLLEGE AVE	,	No	404	404
07/26/2024 23:15	Alarm	2024-00007015	368 NW VERA LN	ADT SECURITY,	No	404	404
Total Incidents for 07/26/2024 : 19							
07/27/2024 01:06	Traffic Stop	2024-00007016	S HWY 125 / S COLLEGE AVE	,	No	415	415
07/27/2024 05:44	Bike Found	2024-00007017	SE LARCH AVE / SE BRENTWOOD PL	WAGGONER, GAYLE	Yes	415	415
07/27/2024 05:45	Extra Patrol	2024-00007018	1319 SE LARCH AVE	WAGGONER, GAYLE	No	409	409
07/27/2024 05:45	Extra Patrol	2024-00007018	1319 SE LARCH AVE	WAGGONER, GAYLE	No	415	415
07/27/2024 09:13	Premises Check	2024-00007019	1700 SE MEADOWBROOK BLVD	,	No	409	409
07/27/2024 09:33	Traffic Stop	2024-00007020	SOCIAL SEC	,	No	409	409
07/27/2024 13:57	Lost Property	2024-00007021	1700 SE MEADOWBROOK BLVD	HEADRICK, KATHLEEN	No	410	410
07/27/2024 14:43	Premises Check	2024-00007022	1100 NE C ST	,	No	409	409
07/27/2024 14:44	Traffic Stop	2024-00007023	S HWY 125 / SE COMMERCIAL DR	,	No	410	410
07/27/2024 16:01	House Check	2024-00007024	615 SE 8TH ST	,	No	409	409
07/27/2024 16:15	Violation of Court Order	2024-00007025	1700 SE MEADOWBROOK BLVD	DEGANTE, JERRI	Yes	417	417
07/27/2024 16:44	Shoplifting	2024-00007026	1700 SE MEADOWBROOK BLVD	ORTIZ, ELIZABETH	Yes	410	410
07/27/2024 18:11	Recovered Stolen	2024-00007027	FIDDLER CT / COUNTY RD NO 448	RIVERA, IVAN	Yes	421	421
07/27/2024 20:16	Narcotics Call	2024-00007028	SW BADE AVE / SW 4TH ST	COLVIN, VERN	No	419	419
07/27/2024 20:35	Trespass	2024-00007029	1700 SE MEADOWBROOK BLVD	ORTIZ, ELISABETH	Yes	410	410
07/27/2024 20:35	Trespass	2024-00007029	1700 SE MEADOWBROOK BLVD	ORTIZ, ELISABETH	Yes	421	421

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/27/2024 20:35	Trespass	2024-00007029	1700 SE MEADOWBROOK BLVD	ORTIZ, ELISABETH	Yes	417	417
						410	410
						421	421
07/27/2024 20:42	Animal Call	2024-00007030	1715 SE MEADOWBROOK BLVD	LOPEZ, REYMUNDO	No	419	419
07/27/2024 21:13	Assist	2024-00007031	S HWY 125 / SE MEADOWBROOK BLVD	,	No	419	419
07/27/2024 23:23	911 Call	2024-00007032	46.047830000000000000 - 118.3874000000000000	,	No	CPPD	
07/27/2024 23:53	Fireworks	2024-00007033	715 SW EVANS AVE	JOHNSON, TODD	No	419	419
						417	417
						410	410
07/27/2024 23:58	Missing Person	2024-00007036	421 NE LAMBERT AVE	CRIMINS, ANGELA	Yes	421	421
Total Incidents for 07/27/2024 : 19							
07/28/2024 00:34	Phone Message	2024-00007034	625 S COLLEGE AVE	RICHARDS, JONATHAN	No	419	419
						417	417
						421	421
07/28/2024 02:00	Prowler	2024-00007035	401 N 4TH AVE	CLANTON, DANIEL	No	419	419
07/28/2024 02:33	Traffic Stop	2024-00007037	S HWY 125 / OLD MILTON HWY	,	No	419	419
						417	417
07/28/2024 03:13	Citizen Contact	2024-00007038	1700 SE MEADOWBROOK BLVD	,	No	419	419
07/28/2024 03:24	Traffic Stop	2024-00007039	1117 S COLLEGE AVE	,	No	419	419
07/28/2024 03:59	Shots Fired	2024-00007040	1533 ISAACS AVE	CHRISTIANSON, CHRIS	Yes	419	419
07/28/2024 04:27	Disturbance	2024-00007041	MCCABE ST / E ALDER ST	KRIEGER, PENNY	No	419	419
07/28/2024 08:49	Premises Check	2024-00007042	1700 SE MEADOWBROOK BLVD	,	No	409	409
07/28/2024 09:04	Premises Check	2024-00007043	1755 S COLLEGE AVE	,	No	409	409
07/28/2024 10:16	Paper Service	2024-00007044	300 W ALDER ST 1	,	No	409	409
07/28/2024 10:39	Sex Offense	2024-00007045	550 E WHITMAN DR	REBHAIN, HANNAH	Yes	409	409

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/28/2024 11:20	Address Verification	2024-00007046	1023 SE BIRCH AVE	,	No		
07/28/2024 12:07	Custodial Interference/Problem	2024-00007047	625 S COLLEGE AVE	STAGGS, SYLVIA	No	409	409
07/28/2024 13:51	Alarm	2024-00007048	279 FARMLAND RD	WW ELEC, 1597	No	409	409
07/28/2024 13:56	Traffic Stop	2024-00007049	21 SE PEPPERIDGE PL	,	No	410	410
						409	409
07/28/2024 14:01	Traffic Stop	2024-00007050	1700 SE MEADOWBROOK BLVD	,	No	409	409
07/28/2024 15:48	Traffic Stop	2024-00007051	E WHITMAN DR / NE DECCIO RD	,	No	410	410
						409	409
07/28/2024 15:57	Premises Check	2024-00007052	1700 SE MEADOWBROOK BLVD	,	No	417	417
07/28/2024 16:03	Premises Check	2024-00007053	1100 NE C ST	,	No	410	410
07/28/2024 16:23	Traffic Stop	2024-00007054	OLD MILTON HWY / SPRINGDALE RD	,	No	417	417
						410	410
07/28/2024 16:30	Traffic Stop	2024-00007055	S HWY 125 / FARMLAND RD	,	No	417	417
						410	410
07/28/2024 16:47	Traffic Stop	2024-00007056	SE RED OAK AVE / SE CEDAR BEND DR	,	No	421	421
						417	417
07/28/2024 17:17	Traffic Stop	2024-00007057	S HWY 125 / S COLLEGE AVE	,	No		
07/28/2024 17:57	Warrant Service	2024-00007058	SE 3RD ST / SE BIRCH AVE	,	Yes	417	417
						410	410
						421	421
07/28/2024 18:06	Shoplifting	2024-00007059	1700 SE MEADOWBROOK BLVD	ORITZ, ELIZABETH	No	410	410
07/28/2024 18:51	Trespass	2024-00007060	1700 SE MEADOWBROOK BLVD	,	Yes	417	417
						410	410
						421	421

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/28/2024 19:19	Premises Check	2024-00007061	1700 SE MEADOWBROOK BLVD	, BROWN, JEANETTE	No	410	410
07/28/2024 20:05	Animal Call	2024-00007062	1230 SW BADE AVE		No	417	417
						410	410
						421	421
07/28/2024 20:26	Assist	2024-00007064	1630 ISAACS AVE	, VIGIL, RIGOBERTO	No	419	419
07/28/2024 20:53	Follow Up	2024-00007063	1700 SE MEADOWBROOK BLVD		No	417	417
07/28/2024 23:02	Domestic Problem	2024-00007065	583 NW EVANS AVE 1	,	No	419	419
						417	417
						410	410
						421	421
07/28/2024 23:24	Premises Check	2024-00007066	1240 SE COMMERCIAL DR	,	No	417	417
						421	421
07/28/2024 23:29	Premises Check	2024-00007067	1100 NE C ST	,	No	417	417
						421	421
07/28/2024 23:39	Assist	2024-00007068	757 S MYRA RD	, WWPD, 242	Yes	417	417
						410	410
						421	421
07/28/2024 23:56	Traffic Stop	2024-00007069	N COLLEGE AVE / BLALOCK DR	,	No	419	419
						417	417
						421	421
Total Incidents for 07/28/2024 : 35							
07/29/2024 00:02	Traffic Stop	2024-00007070	S MYRA RD / E WHITMAN DR	,	No	419	419
						417	417
						421	421
07/29/2024 00:12	Traffic Stop	2024-00007071	SE 4TH ST / S COLLEGE AVE	,	No	417	417
						421	421
07/29/2024 00:55	Follow Up	2024-00007072	1230 SW BADE AVE	,	No	417	417

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/29/2024 00:55	Follow Up	2024-00007072	1230 SW BADE AVE	,	No	421	421
07/29/2024 02:41	911 Call	2024-00007073	506 SE DATE AVE	MOBILITY, AT&T	No	419	419
07/29/2024 02:54	911 Call	2024-00007074	1440 SE GARRISON VILLAGE WAY	MOBILITY, AT&T	No	CPPD	
07/29/2024 06:44	Assist	2024-00007075	SE COMMERCIAL DR / S HWY 125	NELSON, MERNA	Yes	409	409
07/29/2024 09:10	Premises Check	2024-00007076	1017 NE C ST	,	No	416	416
07/29/2024 09:15	Premises Check	2024-00007077	1100 NE C ST	,	No	409	409
07/29/2024 09:27	Accident Non Injury	2024-00007078	1700 SE MEADOWBROOK BLVD	WHEELER, STEVE	No	416	416
07/29/2024 09:55	Premises Check	2024-00007079	1700 SE MEADOWBROOK BLVD	,	No	409	409
07/29/2024 10:03	Missing Person	2024-00007081	1029 WILLOW ST	DELAROSA, RUDY	No	416	416
07/29/2024 10:36	Malicious Mischief	2024-00007080	940 SE PARKSIDE PL	HARRI, MATT	No	416	416
07/29/2024 12:06	Shoplifting	2024-00007082	729 S COLLEGE AVE	ROGERS, JEREMY	No	409	409
07/29/2024 12:31	Suspicious Activity	2024-00007083	1000 NE C ST BLK	STEPPER, BRANDON	No	403	403
07/29/2024 13:55	Premises Check	2024-00007084	1117 S COLLEGE AVE	,	No	416	416
07/29/2024 14:28	Accident Non Injury	2024-00007085	S COLLEGE AVE / SE 6TH ST	ELMORE, DAVID	No	448	448
07/29/2024 16:22	Follow Up	2024-00007087	803 S COLLEGE AVE	BRANDFAS, MICHAEL	No	409	409
07/29/2024 16:23	Theft	2024-00007086	970 NE ROSE ST	PETERSON, ANDY	Yes	403	403
07/29/2024 16:37	Suspicious Activity	2024-00007088	1182 SW JULIA ST	KITZ, ALICIA	No	410	410
07/29/2024 17:11	Traffic Stop	2024-00007089	SE 12TH ST / SE LARCH AVE	,	No	421	421
07/29/2024 17:27	Follow Up	2024-00007090	623 S COLLEGE AVE	ROJEL, ANTONIO	No	410	410
						421	421

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Call	Incident Type	Incident Number	Location (Venue)	Caller Name	Rpt Req	Unit	ID #
07/29/2024 17:39	Abandoned Vehicle	2024-00007091	E WHITMAN DR / NE LARCH AVE	,	No	421	421
07/29/2024 18:20	Citizen Contact	2024-00007092	900 S COLLEGE AVE	,	Yes	421	421
07/29/2024 19:56	Follow Up	2024-00007093	1700 SE MEADOWBROOK BLVD	,	No	421	421
07/29/2024 20:42	Assist	2024-00007094	S HWY 125 / FARMLAND RD	,	No	419	419
07/29/2024 20:46	Burn Complaint	2024-00007096	1268 SE COMMERCIAL DR	LODMELL, DEAN	Yes	419	419
07/29/2024 20:52	Traffic Stop	2024-00007095	1288 SE COMMERCIAL DR	,	No	419	419
07/29/2024 22:10	Traffic Stop	2024-00007097	1205 S COLLEGE AVE	,	No		
07/29/2024 22:58	Extra Patrol	2024-00007098	715 SE 12TH ST	,	No	421	421
07/29/2024 23:06	Premises Check	2024-00007099	1240 SE COMMERCIAL DR	,	No	421	421
07/29/2024 23:16	Premises Check	2024-00007100	1100 NE C ST	,	No	421	421
07/29/2024 23:17	Traffic Stop	2024-00007101	S HWY 125 / OLD MILTON HWY	,	No	419	419
07/29/2024 23:36	Premises Check	2024-00007102	1700 SE MEADOWBROOK BLVD	,	No	418	418
07/29/2024 23:50	Premises Check	2024-00007103	225 SE DATE AVE	,	No	421	421
Total Incidents for 07/29/2024 : 34							
07/30/2024 00:17	Citizen Contact	2024-00007104	SE BIRCH AVE / SE 10TH ST	,	No	421	421
07/30/2024 03:11	Suicide Threats	2024-00007105	803 S COLLEGE AVE	BRANFAST, MICHAEL	No		
07/30/2024 07:37	Traffic Stop	2024-00007106	1700 SE MEADOWBROOK BLVD	,	Yes	420	420
07/30/2024 09:32	Information Report	2024-00007107	240 OWENS RD	,	No	403	403
07/30/2024 09:33	Traffic Stop	2024-00007108	SE 4TH ST / SE DATE AVE	,	No	409	409
07/30/2024 09:42	Code Enforcement	2024-00007109	12 SE PEPPERIDGE PL	,	No	420	420
07/30/2024 09:50	Traffic Call	2024-00007110	S HWY 125 / S MYRA RD	,	No	416	416
07/30/2024 10:25	Missing Person	2024-00007111	625 WELLINGTON AVE D9	DELEON, YESSSENIA	Yes	416	416
						411	411

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07/30/2024 10:25	Missing Person	2024-00007111	625 WELLINGTON AVE D9	DELEON, YESSENIA	Yes	409	409
						407	407
						403	403
07/30/2024 12:48	Premises Check	2024-00007112	1100 NE C ST	,	No	409	409
07/30/2024 13:06	Premises Check	2024-00007113	1700 SE MEADOWBROOK BLVD	,	No	409	409
07/30/2024 13:13	Traffic Stop	2024-00007114	SE 12TH ST / S MYRA RD	,	No	420	420
07/30/2024 13:21	Animal Call	2024-00007115	N COLLEGE AVE / E WHITMAN DR	STOVAL, NICOLE	No	448	448
07/30/2024 14:26	Premises Check	2024-00007116	1100 NE C ST	,	No	416	416
						407	407
07/30/2024 14:45	Premises Check	2024-00007117	1700 SE MEADOWBROOK BLVD	,	No	416	416
						410	410
						407	407
07/30/2024 14:58	Traffic Stop	2024-00007118	S HWY 125 / FARMLAND RD	,	No	420	420
						416	416
						410	410
07/30/2024 15:43	Traffic Stop	2024-00007119	S COLLEGE AVE / SW SILVERSTAR LN	,	No	410	410
						403	403
07/30/2024 16:12	Traffic Stop	2024-00007120	1721 SE MEADOWBROOK BLVD	,	No	421	421
07/30/2024 16:31	Traffic Stop	2024-00007121	1100 NE C ST	,	No	421	421
07/30/2024 16:53	Premises Check	2024-00007122	1700 SE MEADOWBROOK BLVD	,	No	421	421
07/30/2024 16:58	Traffic Stop	2024-00007123	SE COMMERCIAL DR / S MYRA RD	,	No	421	421
07/30/2024 16:58	Domestic Physical	2024-00007124	223 SE ROSEVILLE LN	EREVIA, AZALEA	Yes	418	418
						410	410
						421	421
07/30/2024 17:31	Traffic Stop	2024-00007125	SE SURITA CT / SE FALBO DR	,	No	410	410
07/30/2024 18:48	Traffic Stop	2024-00007126	S COLLEGE AVE / SE 4TH ST	,	No	410	410
07/30/2024 19:53	Fraud	2024-00007127	1421 SE CENTRAL AVE	ELY, EMILY	No	415	415

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07/30/2024 20:10	Abandoned Vehicle	2024-00007128	504 SE BIRCH AVE	DAWSON, BEN	No	421	421
07/30/2024 20:13	Abandoned Vehicle	2024-00007132	518 SE BIRCH AVE	DAWSON, BEN	No	421	421
07/30/2024 20:30	Domestic Problem	2024-00007129	124 SW 12TH ST	ZAKRZEWSKI, TAMISHA	No	419	419
						418	418
						410	410
						421	421
07/30/2024 20:42	Premises Check	2024-00007130	1700 SE MEADOWBROOK BLVD	,	No	418	418
						415	415
07/30/2024 20:50	Malicious Mischief	2024-00007131	625 S COLLEGE AVE	,	No	421	421
07/30/2024 21:06	Unwanted Person	2024-00007133	256 SE ROSEVILLE LN	STRAMPHER, BILL	No	419	419
						410	410
						421	421
07/30/2024 21:17	Premises Check	2024-00007134	1700 SE MEADOWBROOK BLVD	,	No	421	421
07/30/2024 21:28	Extra Patrol	2024-00007135	970 NE ROSE ST	,	No	421	421
07/30/2024 21:36	Traffic Stop	2024-00007136	1700 SE MEADOWBROOK BLVD	,	No	418	418
						421	421
07/30/2024 22:00	Premises Check	2024-00007137	1700 SE MEADOWBROOK BLVD	,	No	421	421
07/30/2024 22:12	Traffic Stop	2024-00007138	1700 SE MEADOWBROOK BLVD	,	No	421	421
07/30/2024 22:27	Traffic Stop	2024-00007139	SE BIRCH AVE / SE 4TH ST	,	No	421	421
Total Incidents for 07/30/2024 : 36							
07/31/2024 04:07	Unknown Problem	2024-00007140	1000 NE 4TH AVE BLK	HAMMOND, ALEXANDRA	No	419	419
07/31/2024 06:58	Parking Complaint	2024-00007141	1160 SE 12TH ST	,	No	448	448
07/31/2024 07:09	Traffic Stop	2024-00007142	SE 12TH ST / SE NEWGATE DR	,	No	420	420
07/31/2024 10:01	Extra Patrol	2024-00007143	1005 E WHITMAN DR	,	No	416	416
07/31/2024 10:10	Welfare Check	2024-00007147	409 SE 4TH ST	, shelley	No	420	420
07/31/2024 10:12	Parking Complaint	2024-00007144	726 SE 3RD ST	,	No	448	448

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07/31/2024 10:14	Traffic Stop	2024-00007145	SE 12TH ST / SE DEWEY DR	,	No	416	416
07/31/2024 10:17	Illegal Dumping	2024-00007146	621 SW BADE AVE	COWELS, GENE	No	448	448
07/31/2024 12:31	Traffic Stop	2024-00007148	1571 W ROSE ST	,	No	420	420
07/31/2024 12:33	Premises Check	2024-00007149	1700 SE MEADOWBROOK BLVD	,	No	416	416
07/31/2024 13:01	Traffic Stop	2024-00007150	HALF ACRE LN / OLD MILTON HWY	,	No	407	407
07/31/2024 14:51	Harassment	2024-00007156	623 S COLLEGE AVE	VOLKMAN, CHET	No	416	416
07/31/2024 15:05	Traffic Stop	2024-00007151	46.0540707910000000 - 118.3721894500000000	,	No	420	420
07/31/2024 15:16	Premises Check	2024-00007152	1100 NE C ST	,	No	416	416
07/31/2024 15:24	Premises Check	2024-00007153	1755 S COLLEGE AVE	,	No	420	420
07/31/2024 15:25	Traffic Stop	2024-00007154	S HWY 125 / OLD MILTON HWY	,	No	416	416
07/31/2024 15:47	Shoplifting	2024-00007155	1700 SE MEADOWBROOK BLVD	CPPD, 420	Yes	412	412
07/31/2024 19:17	Warrant Confirmation	2024-00007157	SE 4TH ST / S COLLEGE AVE	CPPD, 418	Yes	418	418
07/31/2024 21:57	Citizen Contact	2024-00007158	625 S COLLEGE AVE	,	No	418	418
07/31/2024 22:03	Premises Check	2024-00007159	1700 SE MEADOWBROOK BLVD	,	No	418	418
07/31/2024 22:36	Traffic Stop	2024-00007160	NE A ST / N COLLEGE AVE	,	No	415	415
07/31/2024 23:08	Traffic Stop	2024-00007161	N COLLEGE AVE / NW B ST	CPPD, 418	No	415	415
07/31/2024 23:33	Traffic Stop	2024-00007162	SE LAMPERTI ST / SE LARCH AVE	,	No	415	415
Total Incidents for 07/31/2024 : 23							



Incident Activity Report

Print Date/Time: 08/08/2024 08:12

Login ID: mbarr

Layer: All

Areas: All

From Date: 07/01/2024 00:00

To Date: 07/31/2024 23:59

College Place Police Dept

ORI Number: WA0360200

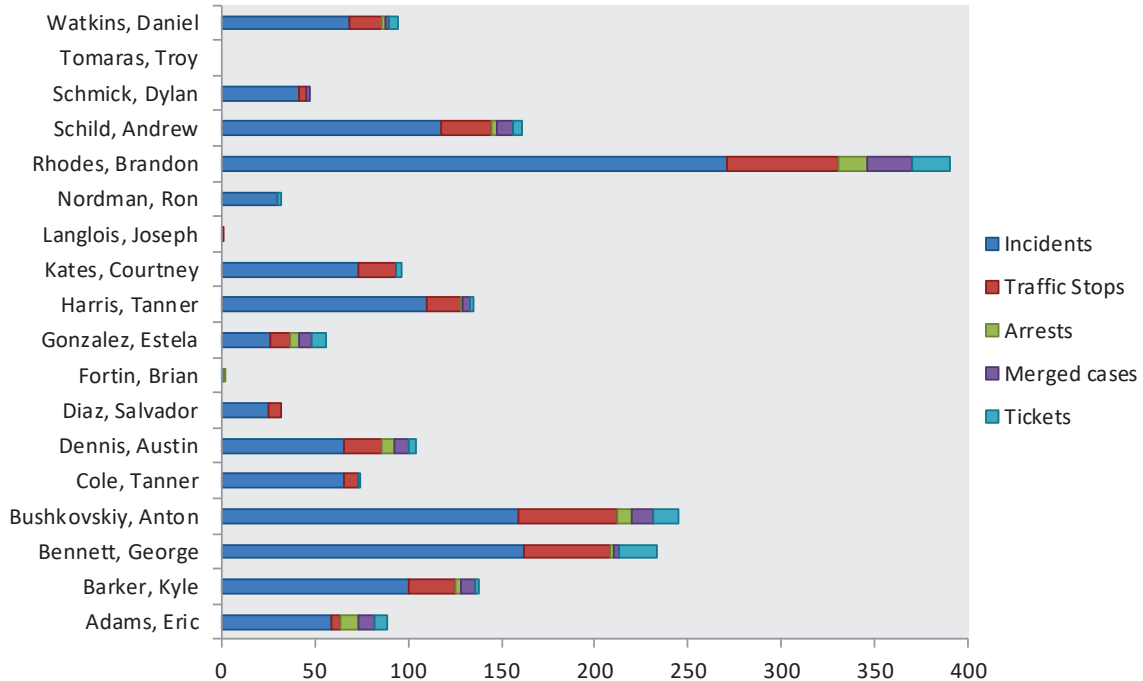
Incident Type: All

Hour	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL	
	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%
24	5	0.5	6	0.6	6	0.6	9	0.9	2	0.2	5	0.5	2	0.2	35	3.5
1	4	0.4	7	0.7	3	0.3	4	0.4	1	0.1	1	0.1	2	0.2	22	2.2
2	11	1.1	9	0.9	7	0.7	5	0.5	0	0.0	2	0.2	0	0.0	34	3.4
3	5	0.5	5	0.5	2	0.2	1	0.1	1	0.1	0	0.0	0	0.0	14	1.4
4	2	0.2	2	0.2	4	0.4	5	0.5	2	0.2	0	0.0	2	0.2	17	1.7
5	1	0.1	3	0.3	2	0.2	2	0.2	0	0.0	2	0.2	2	0.2	12	1.2
6	0	0.0	14	1.4	6	0.6	3	0.3	0	0.0	2	0.2	3	0.3	28	2.8
7	1	0.1	11	1.1	5	0.5	3	0.3	5	0.5	3	0.3	1	0.1	29	2.9
8	2	0.2	16	1.6	10	1.0	8	0.8	6	0.6	4	0.4	2	0.2	48	4.8
9	3	0.3	8	0.8	12	1.2	2	0.2	4	0.4	6	0.6	4	0.4	39	3.9
10	6	0.6	11	1.1	9	0.9	9	0.9	2	0.2	4	0.4	4	0.4	45	4.5
11	4	0.4	9	0.9	8	0.8	4	0.4	6	0.6	4	0.4	2	0.2	37	3.7
12	3	0.3	8	0.8	4	0.4	5	0.5	2	0.2	7	0.7	8	0.8	37	3.7
13	6	0.6	10	1.0	10	1.0	6	0.6	11	1.1	6	0.6	1	0.1	50	5.0
14	3	0.3	4	0.4	10	1.0	5	0.5	5	0.5	6	0.6	5	0.5	38	3.8
15	7	0.7	10	1.0	5	0.5	10	1.0	2	0.2	3	0.3	5	0.5	42	4.2
16	16	1.6	12	1.2	12	1.2	3	0.3	0	0.0	3	0.3	8	0.8	54	5.4
17	12	1.2	13	1.3	7	0.7	1	0.1	3	0.3	1	0.1	10	1.0	47	4.7
18	10	1.0	11	1.1	14	1.4	6	0.6	5	0.5	3	0.3	13	1.3	62	6.2
19	13	1.3	10	1.0	14	1.4	6	0.6	9	0.9	2	0.2	12	1.2	66	6.6
20	16	1.6	13	1.3	18	1.8	5	0.5	4	0.4	1	0.1	9	0.9	66	6.6
21	5	0.5	8	0.8	14	1.4	4	0.4	4	0.4	3	0.3	8	0.8	46	4.6
22	9	0.9	10	1.0	13	1.3	8	0.8	7	0.7	5	0.5	11	1.1	63	6.3
23	15	1.5	19	1.9	12	1.2	2	0.2	4	0.4	2	0.2	22	2.2	76	7.5
Totals:	159	15.8	229	22.7	207	20.6	116	11.5	85	8.4	75	7.5	136	13.5	1007	100.00

July 2024 Officer Activity



Totals	1377	321	57	83	93
Officer	Incidents	Traffic Stops	Arrests	Merged cases	Tickets
Adams, Eric	59	5	9	9	7
Barker, Kyle	100	25	3	8	2
Bennett, George	162	46	2	3	20
Bushkovskiy, Anton	159	53	8	11	14
Cole, Tanner	66	7	0	0	1
Dennis, Austin	66	20	7	7	4
Diaz, Salvador	25	7	0	0	0
Fortin, Brian	1	0	1	0	0
Gonzalez, Estela	26	11	5	6	8
Harris, Tanner	110	18	1	4	2
Kates, Courtney	73	21	0	0	3
Langlois, Joseph	0	1	0	0	0
Nordman, Ron	30	0	0	0	2
Rhodes, Brandon	271	59	16	24	20
Schild, Andrew	118	27	3	8	5
Schmick, Dylan	42	4	0	1	0
Tomaras, Troy	0	0	0	0	0
Watkins, Daniel	69	17	2	2	5



COMPREHENSIVE HOTEL MARKET FEASIBILITY STUDY FINANCIAL PROFORMA



PREPARED FOR

COLLEGE PLACE, WASHINGTON

PREPARED BY

Core Distinction Group, LLC

Lisa Pennau - Founding Partner

l.pennau@coredistinctiongroup.com

Jessica Junker - Managing Partner

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Offices in Wisconsin

INCLUDES

Projected Land Costs

Projected Building Costs

Projected Fixture, Furnishings, and Equipment Costs

Projected Soft Costs

Projected Investment

Projected Revenue

Projected Expenses

Projected Return on Investment



TAKING THE FIRST STEP TO DEVELOP A NEW HOTEL

Cobblestone Hotel & Suites College Place, WA

Number of Units: 78

Building Specifications: 78 unit, four (4) story, Main St prototype Cobblestone Hotel & Suites, with an expanded guest wine & beer bar, standard (king & queen/queen) rooms, 2-room extended stay suites, free hot breakfast for all guests, guest fitness room, guest laundry room, pool, elevator and meeting room (no restaurant)

Total Land & Prep \$2,811,720

per room \$36,048

Raw Land \$1,611,720

Permit & Community (plan review/permit/inspect/impact/tap fees/etc.) \$450,000

Site Utility & Excav. (sewer/water/electric/grading & fill/drainage/etc.) \$750,000

Building Construction \$9,565,000

per room \$122,628

Fixtures, Furnishings, and Equipment \$1,437,000

per room \$18,423

Indirect/Soft Costs \$2,387,000

per room \$30,603

Appraisal \$7,000

Architectural / Engineering \$120,000

WA/:Local Taxes \$750,000

Cobblestone Franchise Fee \$40,000

Surveys \$15,000

Development Services \$800,000

Pre-Opening Services \$40,000

Working Capital \$170,000

Legal and Accounting Fees \$15,000

Construction Period Interest / Loan Fees / Closing \$250,000

Insurance & Taxes During Construction \$30,000

Project Contingency \$150,000

Total Project Costs: \$16,200,720

per room \$207,702

Requested Loan Amount: \$11,340,504 70.0%

Expected Cash Injection: \$4,860,216 30.0%

Sources of Funding

Bank Loan	11,340,504	Debt Interest:	7.50%
Expected Cash Injection	4,860,216	Debt Terms:	25
Total:	\$16,200,720	Debt Service:	\$1,005,664

NOTE: Development cost breakdown and price structure is valid for 90 days, and could be subject to change before due to any economic changes in the community or region. Brimark Builders, LLC and it's representatives make no projected financial representations based on this specific or any other markets as it relates to this hotel and or development cost as shown above.



First Full Year Open													Rooms: 78
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Lodging Rooms Available	2,418	2,184	2,418	2,340	2,418	2,340	2,418	2,418	2,340	2,418	2,340	2,418	28,470
Lodging Occupancy %	48.5%	55.6%	60.5%	65.4%	71.9%	78.1%	78.1%	78.7%	75.4%	65.0%	53.5%	50.5%	65.1%
Total Occ. Rooms	1,172	1,215	1,463	1,531	1,739	1,827	1,888	1,903	1,765	1,572	1,251	1,221	18,546
Average Daily Rate	\$131.23	\$135.83	\$142.84	\$152.50	\$162.23	\$166.05	\$168.97	\$167.30	\$168.05	\$155.24	\$145.32	\$151.79	\$155.93
Revenue Per Available Room (REVPAR)	\$63.59	\$75.53	\$86.40	\$99.76	\$116.69	\$129.67	\$131.96	\$131.68	\$126.73	\$100.92	\$77.70	\$76.63	\$101.58
Revenue:													
Guest Room Revenue	153,749	164,966	208,914	233,443	282,156	303,437	319,075	318,407	296,554	244,031	181,826	185,284	2,891,843
Meeting Room Revenue	586	607	731	765	870	914	944	952	882	786	626	610	9,273
Marketplace/Lounge	5,858	6,073	7,313	7,654	8,696	9,137	9,441	9,516	8,824	7,860	6,256	6,103	92,731
TOTAL HOTEL REVENUE	160,193	171,646	216,958	241,862	291,722	313,488	329,460	328,875	306,260	252,677	188,708	191,998	2,993,847
Hotel Payroll Expenses:													
Hotel Manager	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	80,000
AGM/SALES	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	50,000
Maintenance	2,306	2,474	3,134	3,502	4,232	4,552	4,786	4,776	4,448	3,660	2,727	2,779	43,378
Housekeeping	8,787	9,109	10,970	11,481	13,044	13,705	14,162	14,274	13,235	11,789	9,384	9,155	139,096
Front Desk	8,928	8,352	11,160	10,800	13,392	12,960	13,392	13,392	12,960	11,160	8,640	8,928	134,064
Workers Comp Insurance	771	769	902	915	1,038	1,051	1,079	1,082	1,037	936	790	792	11,163
Payroll Tax	3,953	3,942	4,625	4,691	5,317	5,388	5,532	5,545	5,314	4,797	4,047	4,061	57,213
TOTAL HOTEL PAYROLL	35,579	35,480	41,624	42,222	47,857	48,489	49,785	49,902	47,828	43,177	36,421	36,549	514,914
Hotel Operating Expenses:													
Cleaning Supplies	644	668	804	842	957	1,005	1,039	1,047	971	865	688	671	10,200
Laundry Supplies	586	607	731	765	870	914	944	952	882	786	626	610	9,273
Linens	879	911	1,097	1,148	1,304	1,371	1,416	1,427	1,324	1,179	938	916	13,910
Guest Supplies	1,172	1,215	1,463	1,531	1,739	1,827	1,888	1,903	1,765	1,572	1,251	1,221	18,546
Operating Supplies	996	1,032	1,243	1,301	1,478	1,553	1,605	1,618	1,500	1,336	1,064	1,038	15,764
Repairs & Maintenance	1,537	1,650	2,089	2,334	2,822	3,034	3,191	3,184	2,966	2,440	1,818	1,853	28,918
Swimming Pool Maintenance	833	833	833	833	833	833	833	833	833	833	833	833	10,000
Franchise Fees	9,068	8,190	9,068	8,775	9,068	8,775	9,068	9,068	8,775	9,068	8,775	9,068	106,763
Marketing Funds Fee	1,814	1,638	1,814	1,755	1,814	1,755	1,814	1,814	1,755	1,814	1,755	1,814	21,353
Reservation Expense	775	775	775	775	775	775	775	775	775	775	775	775	9,300
PMS Fee	546	546	546	546	546	546	546	546	546	546	546	546	6,552
Complimentary Breakfast	4,101	4,251	5,119	5,358	6,087	6,396	6,609	6,661	6,176	5,502	4,379	4,272	64,912
Travel Agent Fees	6,150	6,599	8,357	9,338	11,286	12,137	12,763	12,736	11,862	9,761	7,273	7,411	115,674
Vending Expense	2,929	3,036	3,657	3,827	4,348	4,568	4,721	4,758	4,412	3,930	3,128	3,052	46,365
Marketing / Advertising	769	825	1,045	1,167	1,411	1,517	1,595	1,592	1,483	1,220	909	926	14,459
Utilities	4,005	4,291	5,424	6,047	7,293	7,837	8,237	8,222	7,657	6,317	4,718	4,800	74,846
Cable/Internet/Phone	2,418	2,184	2,418	2,340	2,418	2,340	2,418	2,418	2,340	2,418	2,340	2,418	28,470
Credit Card Expense	3,604	3,862	4,882	5,442	6,564	7,053	7,413	7,400	6,891	5,685	4,246	4,320	67,362
Management Fee	9,612	10,299	13,017	14,512	17,503	18,809	19,768	19,733	18,376	15,161	11,322	11,520	179,631
TOTAL OPERATING EXPENSES	52,436	53,412	64,381	68,636	79,115	83,048	86,642	86,686	81,287	71,207	57,385	58,063	842,297
Income Before Fixed Expenses	72,178	82,754	110,953	131,004	164,749	181,951	193,034	192,287	177,145	138,293	94,902	97,386	1,636,635
Gross Operating Profit (GOP)	45.06%	48.21%	51.14%	54.16%	56.47%	58.04%	58.59%	58.47%	57.84%	54.73%	50.29%	50.72%	54.67%
Reserves & Fixed Expenses:													
Debt Service	83,805	83,805	83,805	83,805	83,805	83,805	83,805	83,805	83,805	83,805	83,805	83,805	1,005,664
Real Estate Taxes (Estimates)	7,773	7,773	7,773	7,773	7,773	7,773	7,773	7,773	7,773	7,773	7,773	7,773	93,282
Insurance	2,403	2,575	3,254	3,628	4,376	4,702	4,942	4,933	4,594	3,790	2,831	2,880	44,908
Reserves For Replacement	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RESERVES & FIXED	93,982	94,153	94,833	95,207	95,955	96,281	96,521	96,512	96,173	95,369	94,409	94,459	1,143,853
NET OPERATING INCOME (NOI)	62,001	72,406	99,925	119,603	152,600	169,475	180,319	179,580	164,778	126,730	84,298	86,732	1,498,446
NET CASH FLOW	(21,804)	(11,400)	16,120	35,797	68,795	85,670	96,513	95,775	80,972	42,924	492	2,927	492,782

Five Year Numbers Projected Summary									
	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5
	AMOUNT		AMOUNT		AMOUNT		AMOUNT		AMOUNT
Lodging Rooms Available	28,470		28,470		28,470		28,470		28,470
Lodging Occupancy %	65.1%		67.1%		69.1%		70.5%		71.9%
Total Occ. Rooms	18,546		19,103		19,676		20,069		20,471
Average Daily Rate	\$155.93		\$160.60		\$165.42		\$170.39		\$173.79
REVENUE:									
Guest Room Revenue	2,891,843	96.6%	3,067,956	96.7%	3,254,795	96.8%	3,419,487	96.9%	3,557,635
Meeting Room Revenue	9,273	0.3%	9,551	0.3%	9,838	0.3%	10,035	0.3%	10,235
Marketplace/Lounge	92,731	3.1%	95,513	3.0%	98,378	2.9%	100,346	2.8%	102,353
	=====		=====		=====		=====		=====
TOTAL HOTEL REVENUE	2,993,847	100.0	3,173,020	100.0	3,363,011	100.0	3,529,868	100.0	3,670,223

NOTE: The above information is a forward looking projection of anticipated expenses and profits with regard to this project based on the professional experience of Core Distinction Group LLC (CDG) participation in other projects, similar in nature. Occupancy and ADR projections derived from market data trends reported by Smith Travel Research (STR) in the market's proximity along with to date range shopping of local and surrounding hotels. This projection could change due to changes and in the economy, both locally and overall, the acceptance of the project by the local community and patrons and the fact that CDG has not been involved in a project in this area and in a municipality with these demographics in the past. Thereby, all investors understand and acknowledge that these forward projections are not warranted by CDG and are subject to change and fluctuation.



5 Year Projection										Rooms: 78
	Year 1		Year 2		Year 3		Year 4		Year 5	
Lodging Rooms Available	28,470		28,470		28,470		28,470		28,470	
Lodging Occupancy %	65.1%		67.1%		69.1%		70.5%		71.9%	
Total Occ. Rooms	18,546		19,103		19,676		20,069		20,471	
Average Daily Rate	\$155.93		\$160.60		\$165.42		\$170.39		\$173.79	
Revenue Per Available Room (REVPAR)	\$101.58		\$107.76		\$114.32		\$120.11		\$124.96	
Revenue:										
Guest Room Revenue	2,891,843		3,067,956		3,254,795		3,419,487		3,557,635	
Meeting Room Revenue	9,273		9,551		9,838		10,035		10,235	
Marketplace/Lounge	92,731		95,513		98,378		100,346		102,353	
TOTAL HOTEL REVENUE	2,993,847		3,173,020		3,363,011		3,529,868		3,670,223	
Hotel Payroll Expenses:										
Hotel Manager	80,000		81,200		82,418		83,654		84,909	
AGM/SALES	50,000		50,750		51,511		52,284		53,068	
Maintenance	43,378		50,621		56,959		63,261		71,153	
Housekeeping	139,096		143,269		147,567		150,519		153,529	
Front Desk	134,064		138,086		142,228		146,495		150,890	
Workers Comp Insurance	11,163		11,598		12,017		12,405		12,839	
Payroll Tax	57,213		59,441		61,588		63,577		65,798	
TOTAL HOTEL PAYROLL	514,914		534,965		554,289		572,195		592,186	
Hotel Operating Expenses:										
Cleaning Supplies	10,200		10,506		10,822		11,038		11,259	
Laundry Supplies	9,273		9,551		9,838		10,035		10,235	
Linens	13,910		14,327		14,757		15,052		15,353	
Guest Supplies	18,546		19,103		19,676		20,069		20,471	
Operating Supplies	15,764		16,237		16,724		17,059		17,400	
Repairs & Maintenance	28,918		30,680		40,685		42,744		53,365	
Swimming Pool Maintenance	10,000		11,500		13,225		15,209		17,490	
Franchise Fees	106,763		106,763		106,763		106,763		106,763	
Marketing Funds Fee	21,353		21,353		21,353		21,353		21,353	
Reservation Expense	9,300		9,300		9,300		9,300		9,300	
PMS Fee	6,552		6,552		6,552		6,552		6,552	
Complimentary Breakfast	64,912		66,859		68,865		70,242		71,647	
Travel Agent Fees	115,674		122,718		130,192		136,779		142,305	
Vending Expense	46,365		47,756		49,189		50,173		51,176	
Marketing / Advertising	14,459		15,340		16,274		17,097		17,788	
Utilities	74,846		79,326		84,075		88,247		91,756	
Cable/Internet/Phone	28,470		29,324		30,204		31,110		32,043	
Credit Card Expense	67,362		71,393		75,668		79,422		82,580	
Management Fee	179,631		190,381		201,781		211,792		220,213	
TOTAL OPERATING EXPENSES	842,297		878,968		925,940		960,034		999,048	
Income Before Fixed Expenses	1,636,635		1,759,087		1,882,782		1,997,638		2,078,988	
Gross Operating Profit (GOP)										
Reserves & Fixed Expenses:										
Real Estate Taxes (Estimates)	93,282		93,282		93,282		93,282		93,282	
Insurance	44,908		47,595		50,445		52,948		55,053	
Reserves For Replacement	0		63,460		100,890		141,195		146,809	
NET OPERATING INCOME (NOI)	1,498,446		1,554,750		1,638,165		1,710,214		1,783,844	
Loan (Interest Payment)	845,093		832,627		819,194		804,715		789,118	
Loan (Principal Reduction)	160,571		173,037		186,470		200,949		216,546	
NET CASH FLOW	\$492,782		\$549,086		\$632,501		\$704,550		\$778,180	
RETURN ON INVESTMENT (ROI) %	10.14%		11.30%		13.01%		14.50%		16.01%	
ROI % (Including Principal Reduction)	13.44%		14.86%		16.85%		18.63%		20.47%	

NOTE: The above information is a forwards looking projection of anticipated expenses and profits with regard to this project based on the professional experience of Core Distinction Group LLC (CDG) participation in other projects, similar in nature. Occupancy and ADR projections derived from market data trends reported by Smith Travel Research (STR) in the market's proximity along with to date range shopping of local and surrounding hotels. This projection could change due to changes and in the economy, both locally and overall, the acceptance of the project by the local community and patrons and the fact that CDG has not been involved in a project in this area and in a municipality with these demographics in the past. Thereby, all investors understand and acknowledge that these forward projections are not warranted by CDG and are subject to change and fluctuation.



5 Year Break Even										Rooms: 78
	Year 1		Year 2		Year 3		Year 4		Year 5	
Lodging Rooms Available	28,470		28,470		28,470		28,470		28,470	
Lodging Occupancy %	49.0%		49.3%		48.9%		48.5%		48.0%	
Total Occ. Rooms	13,960		14,027		13,935		13,800		13,674	
Average Daily Rate	\$155.93		\$160.60		\$165.42		\$170.39		\$173.79	
Revenue Per Available Room (REVPAR)	\$76.46		\$79.13		\$80.97		\$82.59		\$83.47	
Revenue:										
Guest Room Revenue	2,176,736		2,252,799		2,305,164		2,351,317		2,376,446	
Meeting Room Revenue	6,980		7,014		6,968		6,900		6,837	
Marketplace/Lounge	69,800		70,135		69,675		69,000		68,370	
TOTAL HOTEL REVENUE	2,253,516		2,329,948		2,381,807		2,427,217		2,451,653	
Hotel Payroll Expenses:										
Hotel Manager	80,000		82,400		84,872		87,418		90,041	
AGM/SALES	50,000		50,750		51,511		52,284		53,068	
Maintenance	32,651		37,171		40,340		43,499		47,529	
Housekeeping	104,700		105,203		104,513		103,500		102,555	
Front Desk	90,000		92,700		95,481		98,345		101,296	
Workers Comp Insurance	8,934		9,206		9,418		9,626		9,862	
Payroll Tax	45,786		47,179		48,267		49,334		50,544	
TOTAL HOTEL PAYROLL	412,070		424,608		434,402		444,007		454,895	
Hotel Operating Expenses:										
Cleaning Supplies	7,678		7,715		7,664		7,590		7,521	
Laundry Supplies	6,980		7,014		6,968		6,900		6,837	
Linens	10,470		10,520		10,451		10,350		10,256	
Guest Supplies	13,960		14,027		13,935		13,800		13,674	
Operating Supplies	11,866		11,923		11,845		11,730		11,623	
Repairs & Maintenance	21,767		22,528		28,815		29,391		35,647	
Swimming Pool Maintenance	10,000		11,500		13,225		15,209		17,490	
Franchise Fees	106,763		106,763		106,763		106,763		106,763	
Marketing Funds Fee	21,353		21,353		21,353		21,353		21,353	
Reservation Expense	9,300		9,300		9,300		9,300		9,300	
PMS Fee	6,552		6,552		6,552		6,552		6,552	
Complimentary Breakfast	55,840		56,108		55,740		55,200		54,696	
Travel Agent Fees	87,069		90,112		92,207		94,053		95,058	
Vending Expense	34,900		35,068		34,838		34,500		34,185	
Marketing / Advertising	10,884		11,264		11,526		11,757		11,882	
Utilities	78,873		81,548		83,363		84,953		85,808	
Cable/Internet/Phone	28,470		29,324		30,204		31,110		32,043	
Credit Card Expense	50,704		52,424		53,591		54,612		55,162	
Management Fee	135,211		139,797		142,908		145,633		147,099	
TOTAL OPERATING EXPENSES	708,640		724,838		741,245		750,754		762,947	
Income Before Fixed Expenses	1,132,806		1,180,502		1,206,159		1,232,455		1,233,811	
Gross Operating Profit (GOP)										
Reserves & Fixed Expenses:										
Real Estate Taxes (Estimates)	93,282		93,282		93,282		93,282		93,282	
Insurance	33,803		34,949		35,727		36,408		36,775	
Reserves For Replacement	0		46,599		71,454		97,089		98,066	
NET OPERATING INCOME (NOI)	1,005,722		1,005,672		1,005,696		1,005,677		1,005,688	
Loan (Interest Payment)	845,093		832,627		819,194		804,715		789,118	
Loan (Principal Reduction)	160,571		173,037		186,470		200,949		216,546	
NET CASH FLOW	\$58		\$8		\$32		\$13		\$24	

NOTE: The above information is a forwards looking projection of anticipated expenses and profits with regard to this project based on the professional experience of Core Distinction Group LLC (CDG) participation in other projects, similar in nature. Occupancy and ADR projections derived from market data trends reported by Smith Travel Research (STR) in the market's proximity along with to date range shopping of local and surrounding hotels. This projection could change due to changes and in the economy, both locally and overall, the acceptance of the project by the local community and patrons and the fact that CDG has not been involved in a project in this area and in a municipality with these demographics in the past. Thereby, all investors understand and acknowledge that these forward projections are not warranted by CDG and are subject to change and fluctuation.



Projections Summary

Lodging Demand Analysis

1st Quarter (Jan-Mar)	January	February	March	
Lodging Rooms Available	2,418	2,184	2,418	
Lodging Occupancy %	48.5%	55.6%	60.5%	
Total Occ. Rooms	1,172	1,215	1,463	
Average Daily Rate	131.23	135.83	142.84	
Total Revenue	\$153,749	\$164,966	\$208,914	
2nd Quarter (Apr-June)	April	May	June	
Lodging Rooms Available	2,340	2,418	2,340	
Lodging Occupancy %	65.4%	71.9%	78.1%	
Total Occ. Rooms	1,531	1,739	1,827	
Average Daily Rate	152.50	162.23	166.05	
Total Revenue	\$233,443	\$282,156	\$303,437	
3rd Quarter (July-Sept)	July	August	September	
Lodging Rooms Available	2,418	2,418	2,340	
Lodging Occupancy %	78.1%	78.7%	75.4%	
Total Occ. Rooms	1,888	1,903	1,765	
Average Daily Rate	168.97	167.30	168.05	
Total Revenue	\$319,075	\$318,407	\$296,554	
4th Quarter (Oct-Dec)	October	November	December	TOTAL
Lodging Rooms Available	2,418	2,340	2,418	28,470
Lodging Occupancy %	65.0%	53.5%	50.5%	65.1%
Total Occ. Rooms	1,572	1,251	1,221	18,546
Average Daily Rate	155.24	145.32	151.79	\$155.93
Total Revenue	\$244,031	\$181,826	\$185,284	2,891,843

** The above forecasts represent projections for occupancy, ADR, and revenue of a developed 78 unit lodging option. Financial Returns projected based on specific brand chosen for development. Development costs and FDD required by each brand for financial projection estimates.*

NOTE: The above information is a forward looking projection of anticipated occupancies, average daily rate and revenue based on the professional experience of Core Distinction Group LLC's participation in other projects, similar in nature. Occupancy and ADR projections derived from market data trends reported by CoStar/Smith Travel Research (STR) in the market's proximity along with to date rate shopping of local and surrounding hotels, and community feedback. This projection could change due to changes in the economy (both locally and overall), the acceptance of the project by the local community and patrons, and the fact that CDG has not been involved in a project in this area and in a municipality with these demographics in the past. Thereby, all investors understand and acknowledge that these forward looking projections are not warranted by CDG and are subject to change and fluctuation.

Source: Core Distinction Group LLC



Projections Summary

1-5 Year Projections:

OCC%	ADR:	REVPAR	Room Revenue:	YEAR 1
65.1%	\$155.93	\$101.58	\$2,891,843	
OCC%	ADR:	REVPAR	Room Revenue:	YEAR 2
67.1%	\$160.60	\$107.76	\$3,067,956	
OCC%	ADR:	REVPAR	Room Revenue:	YEAR 3
69.1%	\$165.42	\$114.32	\$3,254,795	
OCC%	ADR:	REVPAR	Room Revenue:	YEAR 4
70.5%	\$170.39	\$120.11	\$3,419,487	
OCC%	ADR:	REVPAR	Room Revenue:	YEAR 5
71.9%	\$173.79	\$124.96	\$3,557,635	

It should be noted that the above projections are considered to be forecasted for the first full year open. Consideration for a ramp up period at a minimum of 90 to 180 days is typical for new hotel development. It should be noted that projections shown in any forward reaching Pro Forma will indicate a first partial year ramp up period for comparison and budget planning. The opening of this potential hotel development should be in timing up to 90 days prior to peak season to ensure highest potential profitability in year 1. A minimum of \$150k should be factored into the total project cost under working capital to offset this first year ramp up period loss potential. Hotels used in this seasonality analysis are from the regional market of College Place, WA. The market's demand patterns appear average.

Source: Core Distinction Group LLC



Proposed Property

In this section of the report, Core Distinction Group has compiled a projection of income and expense for the proposed hotel development. This projection is based on the hotel's recommendations stated throughout this report, as well as the occupancy and average rate projected throughout this report. This section of the report also details construction/development costs gathered by Core Distinction Group.

Proposed Property Description

The quality of a lodging facility's physical improvements has a direct influence on marketability, attainable occupancy, and average room rate. The design and functionality of the structure can also affect operating efficiency and overall profitability. This section investigates the subject property's proposed physical improvements and personal property in an effort to determine how they are expected to contribute to attainable cash flows.

Projected Construction/Development Costs

Gathering the most accurate costs available may help ensure the hotel project projection estimates set in this report be as accurate as possible. Core Distinction Group requested construction/development costs directly from a reputable hotel construction company and/or the brand selected by the client. Core Distinction Group is not responsible for any discrepancies in costs in the future. The total estimated costs for this proposed hotel development project are listed in table below:

Hotel Construction/Development Costs in College Place, WA	
Total Estimated Costs	\$16,200,720

Hotel Construction/Development Costs in College Place, WA		
Total Estimated Costs	\$207,702	per room/key



Projected Hotel Development Revenue

In this section of this report, Core Distinction Group has compiled projections of revenue for the proposed hotel. This projection is based on the hotel's recommendations stated throughout this report, as well as the occupancy and average rate projected throughout this report. Room revenue is determined by two variables: occupancy and average rate. We projected occupancy and average rate in a previous section of this report. The proposed subject hotel is expected to stabilize by year three. Due to the scale of the proposed hotel development, the revenue will also contain a small amount of food and beverage revenue, telephone revenue, meeting space revenue and miscellaneous revenue. Below you will find a five year projection of total revenue for the proposed hotel development:

Five Year Projected Hotel Development Revenue	
Year 1	
	\$2,993,846.90
Year 2	
	\$3,173,020.25
Year 3	
	\$3,363,010.71

Projected Hotel Development Payroll

The projected hotel development payroll expenses consist of all payroll associated with the revenue obtained by the proposed property. Core Distinction Group includes; the General Manager salary, all maintenance payroll, all housekeeping payroll, all front desk payroll, as well as workers compensation insurance and any payroll taxes in its evaluation. Below you will find the forecasted five year proposed property's total payroll:

Five Year Projected Hotel Development Total Payroll	
Year 1	
	\$514,914.05
Year 2	
	\$534,965.09
Year 3	
	\$554,288.63



Projected Hotel Development Operating Expenses

The projected hotel development operating expenses consist of all operating expenses associated with the revenue obtained by the proposed property. Core Distinction Group includes the following in its operating expenses:

Cleaning Supply Expenses - All expenses related to the cleaning of the proposed hotel project.

Laundry Supply Expenses - All expenses related to the laundering of the linens at the proposed hotel project.

Linen Expenses - All expenses related to the ongoing cost of replacing linens at the proposed hotel project.

Guest Supply Expenses - All expenses related to the restocking of supplies used by the guest at proposed hotel project.

Operating Supply Expenses - All expenses related to the operations of the proposed hotel project.

Repairs and Maintenance Expenses - All expenses related to the repair and maintenance of the proposed hotel project. It should be noted that as a new hotel, these amounts may be lower in the first year or two of operation. However, this also does include any contracts such as elevator maintenance, fire alarm monitoring, etc.

Swimming Pool Maintenance Expenses - All expenses related to the upkeep of the pool at the proposed hotel project. It should be noted that if the proposed hotel does not have a pool, this number will not be present in the proposed hotel project expenses.

Grounds and Landscaping Expenses - All expenses related to the ongoing maintenance of lawn, landscaping and snow removal (if applicable) of the proposed hotel project.

Franchise Fee Expenses - All expenses related to the ongoing fees charged by the franchise to the proposed hotel project.

Property Management System Expenses - All expenses related to the ongoing fees charged by the property management system of the proposed hotel project.

Breakfast Expenses - All expenses related to the breakfast provided by the proposed hotel project.

Travel Agent Fee Expenses - All expenses related to the ongoing fees charged by any travel agent booking revenue at the proposed hotel project. This also includes online travel agent websites.

Reservation Expenses - All expenses related to the ongoing fees charged by the central reservation system of proposed hotel project.



Projected Hotel Development Operating Expenses (continued)

Vending and Bar Expenses - All expenses related to the bar or vending area of the proposed hotel project.

Office Expenses - All expenses related to the office supplies need at the proposed hotel project.

Marketing and Advertising Expenses - All expenses related to the marketing and advertising done for the proposed hotel project.

Utility Expenses - All expenses related to the utilities utilized at the proposed hotel project.

Telephone Expenses - All expenses related to the phone system at the proposed hotel project.

Internet Expenses - All expenses related to the internet system at the proposed hotel project.

Cable Expenses - All expenses related to the cable system at the proposed hotel project.

Waste Removal Expenses - All expenses related to the removal of waste at the proposed hotel project.

Dues and Subscription Expenses - All expenses related to any dues or subscriptions utilized at proposed hotel project.

Licenses and Permitting Expenses - All expenses related to any ongoing licenses or permits for the proposed hotel project.

Credit Card Processing Expenses - All expenses related to the credit card processing system at the proposed hotel project.

Management Fee Expenses - All expenses related to the ongoing professional hotel management fees of the proposed hotel project.

Accounting Service Expenses - All expenses related to the ongoing, professional accounting or accountant fees of the proposed hotel project.

Other Expenses/Frequent Stay Program Expenses - All expenses related to the brand's frequent stay program at the proposed hotel project. This line also includes any miscellaneous expenses.



Projected Hotel Development Operating Expenses (continued)

Below you will find the forecasted five year, proposed property's total operating expenses:

Five Year Projected Hotel Development Total Operating Expenses	
Year 1	
	\$842,297.46
Year 2	
	\$878,968.04
Year 3	
	\$925,940.03
Year 4	
	\$960,034.24
Year 5	
	\$999,047.90



Projected Hotel Development Reserves and Fixed Expenses

The projected hotel development reserves and fixed expenses consist of all fixed monthly expenses as well as the reserve for replacement expenses associated with the revenue obtained by the proposed property. Core Distinction Group includes the following in its reserves and fixed expenses:

Real Estate Tax Expenses - This expense relates to the real estate taxes assessed for the proposed hotel project. In some cases this item could be an estimate and/or may be reduced due to incentives. Depending on the taxing policy of the municipality, property taxes can be based on the value of the real property or the value of the personal property and the real property. We have based our estimate of the proposed subject property's market value (for tax purposes) on an analysis of assessments of comparable hotel properties in the local municipality. The numbers below are based on what was available to Core Distinction Group representatives at the time of conducting the research in this report.

Insurance Expenses - This expense relates to the ongoing property insurance for the proposed hotel project. In some cases this item could be an estimate. The insurance expense consists of the cost of insuring the hotel and its contents against damage or destruction by fire, weather, sprinkler leakage, boiler explosion, plate glass breakage, and so forth. General insurance costs also include premiums relating to liability, fidelity, and theft coverage. Insurance rates are based on many factors, including building design and construction, fire detection and extinguishing equipment, fire district, distance from the firehouse, and the area's fire experience. Insurance expenses do not vary with occupancy. The numbers to follow are based on what was available to Core Distinction Group representatives at the time of conducting the research in this report.

Reserve for Replacement Expenses - Furniture, fixtures, and equipment are essential to the operation of a lodging facility, and their quality often influences a property's revenue-producing abilities. This expense line includes all non-real estate items that are capitalized, rather than expensed. The furniture, fixtures, and equipment of a hotel are exposed to heavy use and must be replaced at regular intervals. The useful life of these items is determined by their quality, durability, and the amount of guest traffic and use. Periodic replacement of furniture, fixtures, and equipment is essential to maintain the quality, image, and revenue-producing potential of a lodging facility. Studies have indicated that on an ongoing basis a minimum of 4 percent is required to properly maintain hotels. Because the proposed hotel will be a new construction, we used a buildable approach whereas, in the first two years of operation, the reserve was estimated to be 3 percent and in subsequent years the reserve for replacement was estimated to be 4 percent of total sales and is estimated to provide sufficient funds for future capital improvements.



Projected Hotel Development Reserves and Fixed Expenses (continued)

Below you will find the forecasted five year, proposed property's total reserves and fixed expenses:

Five Year Projected Hotel Development Total Reserves and Fixed Expenses	
Year 1	
	\$138,189.59
Year 2	
	\$204,337.59
Year 3	
	\$244,617.37
Year 4	
	\$287,424.61
Year 5	
	\$295,144.13



Projected Hotel Development Loan Expenses

The projected hotel development loan expenses consist of all monthly expenses incurred by the proposed property. Based on our analysis of the current lodging industry's mortgage market and adjustments for specific factors, such as the property's site, proposed facility, and conditions in the hotel market, it is our opinion that a 7.5% interest, 25-year amortization mortgage is appropriate for the proposed subject hotel. In the mortgage equity analysis, we have applied a loan-to-cost ratio of 70%, which is reasonable to expect based on this interest rate and current parameters. Below you will find the forecasted five year, proposed property's total loan expenses:

Five Year Projected Hotel Development Total Interest Payment	
Year 1	
	\$845,093
Year 2	
	\$832,627
Year 3	
	\$819,194
Year 4	
	\$804,715
Year 5	
	\$789,118

Five Year Projected Hotel Development Total Principal Reduction	
Year 1	
	\$160,571
Year 2	
	\$173,037
Year 3	
	\$186,470
Year 4	
	\$200,949
Year 5	
	\$216,546



Projected Hotel Development Income

The projected hotel development income is measured by two separate parameters for the proposed property:

Return On Investment (ROI) is a performance measure used to evaluate the efficiency of an investment or compare the efficiency of a number of different investments. ROI tries to directly measure the amount of return on a particular investment relative to the investment's cost.

ROI % (Including Principal Reduction) is a calculation used to analyze the profitability of income-generating real estate investments. ROI equals all revenue from the property, minus all reasonably necessary operating expenses, and principle loan payment.

The projected Return On Investment (ROI) and Net Operating Income ROI % (Including Principal Reduction) are as follows:

Five Year Projected - Total Return On Investment (ROI)	
Year 1	
	10.14%
Year 2	
	11.30%
Year 3	
	13.01%
Year 4	
	14.50%
Year 5	
	16.01%
Five Year Projected - ROI % (Including Principal Reduction)	
Year 1	
	13.44%
Year 2	
	14.86%
Year 3	
	16.85%
Year 4	
	18.63%
Year 5	
	20.47%



COMPREHENSIVE HOTEL MARKET FEASIBILITY STUDY



PREPARED FOR

COLLEGE PLACE, WASHINGTON

PREPARED BY

Core Distinction Group, LLC

Lisa Pennau - Founding Partner

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Jessica Junker - Managing Partner

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Offices in Wisconsin

INCLUDES

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Executive Summary

Economic Overview

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Lodging Demand

Lodging Supply

Lodging/Competitive Data

Regional Data

Conclusion



TAKING THE FIRST STEP TO DEVELOP A NEW HOTEL

Date Monday, July 8, 2024

Attn: Mike Rizzitiello

Address 625 S. College Avenue

City, State, Zip College Place, WA 99324

In accordance with our agreement, Core Distinction Group, LLC. has completed a Comprehensive Hotel Market Feasibility Study to determine if College Place, WA has the potential to support a new hotel. In addition, the aforementioned study includes a complete Pro Forma based on construction costs and operating costs provided by the brand(s) requested by you.

As in all studies of this type, the estimated results are based upon competent and efficient management and an effective marketing program and presume no significant change in the competitive position of the hotel industry from that set forth in this report. We have no responsibility to update this report for events and circumstances occurring after completion of our research conducted in June 2024. These projections are based upon estimates, assumptions and other information developed from our research and we do not warrant that they will be attained. We do not consider the legal and regulatory requirements applicable to this project, including zoning, permits, licenses and other state and local government regulations.

This report has been prepared for your use and guidance in determining whether hotel development should be pursued in your community and to share with developers, hotel franchise companies, and potential lenders/investors. Neither our name nor the material submitted may be used in any prospectus or used in offerings or representations in connection with the sale of securities or participation interests without our express written permission.

Please do not hesitate to call if Core Distinction Group can be of any further assistance in the interpretation and application of our findings, recommendations and conclusions. We appreciate the cooperation you extended to us during the course of our agreement and look forward to working with you again in the future.

Sincerely,

Jessica Junker
Partner



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Introduction

The following Comprehensive Lodging Feasibility Study Report will review the potential development of a hotel in College Place, WA.

Intended Use - This report is to be used by the Client for determining feasibility and attracting a new hotel.

Intended User - College Place, WA is the only intended user for this report.

Core Distinction Group LLC (CDG) has been engaged to provide this Comprehensive Lodging Feasibility Study Report for the College Place, WA market area. This Lodging Feasibility Study provides an overview of information concerning the market area and the factors that would affect the possible development of a hotel facility in this community.

The consultant from Core Distinction Group LLC met with representatives of the community and the surrounding area to gather information pertinent to hotel development. Comprehensive research was performed and reviewed regarding the community's economic indicators, competitive lodging supply, and lodging demand generators. CDG performed field research to determine the relationship between the community and its lodging need. Economic indicators were studied to determine the stability and future growth potential of the general market. The research was conducted as a macro and micro market analysis of the College Place, WA and the areas immediately surrounding area to determine their viability to support the potential of a hotel development.

This report will present projections for stabilized hotel operation based upon current operating performance in the market area. Occupancy, Average Daily Room Rate, and Sales Revenue projections for the hotel were based upon a detailed review of the field research data. Also, recommendations as to the property type, suggested property size, services, and amenities were included. These projections and recommendations were based upon the market demand research for a potential lodging facility.

This report provides statistical and highlighted narratives to support the conclusions regarding the market area and its ability to support potential hotel development.



Introduction (continued)

General Assumptions - For the purpose of this assignment, we assumed the proposed property will be operated as an upper-mid scaled to upper scaled, franchised hotel with a central reservations system that is fully-integrated with a recognized marketing platform. If this or any of the following are not followed, it could affect the overall feasibility of subject property.

Operational Assumptions - For the purpose of this assignment, we assume the subject property would be managed by a professional hotel management company at an industry standard fee between five and seven percent.

Franchise Fees - For the purpose of this assignment, we assume the subject property would pay franchise fees quoted to Core Distinction Group, LLC by either the developer or franchise representative. In the event that Core Distinction Group is not able to receive a quote, fees will be based on the franchise's registered Franchise Disclosure Document.



COMMUNITY OVERVIEW

For the purpose of this Comprehensive Hotel Market Feasibility Study, Core Distinction Group, LLC representatives gathered information and history about the market to give users of this report a brief summary of the community. This section offers that Community Overview.

Community Overview and History

College Place, Washington, is a small city located in Walla Walla County, known for its serene atmosphere, close-knit community, and strong educational presence. Incorporated in 1946, College Place has grown steadily while maintaining its small-town charm. The city covers an area of about 2.56 square miles and is home to approximately 9,000 residents. It offers a blend of urban amenities and rural tranquility, making it an appealing place for families, retirees, and students.

At the heart of College Place is Walla Walla University, a private Adventist university that significantly influences the city's character and activities. Founded in 1892, the university draws students from around the world, contributing to the town's cultural diversity and vibrant community life. The university's presence fosters a strong educational environment, with various programs and events that benefit both students and residents. Additionally, College Place Public Schools provide quality education to younger residents, ensuring a strong foundation for future success.

College Place boasts several parks and recreational facilities that cater to outdoor enthusiasts and families. Lions Park, one of the most popular parks in the city, offers playgrounds, picnic areas, and sports fields, making it a favorite spot for community gatherings and family outings. Kiwanis Park is another local gem, featuring walking trails, open green spaces, and a peaceful environment for relaxation. These parks provide residents with ample opportunities to engage in physical activities, enjoy nature, and build community connections.

The economy of College Place is diverse, with education, healthcare, and retail being the primary sectors. The presence of Walla Walla University significantly boosts the local economy, providing employment opportunities and attracting businesses that cater to the student population. Healthcare services are also a vital part of the community, with several clinics and medical facilities ensuring residents have access to quality care. Retail establishments, ranging from small local shops to larger stores, contribute to the economic vitality of College Place.

College Place hosts a variety of community events and activities throughout the year that foster a sense of togetherness and celebrate the town's culture. The annual Village Days festival is a highlight, featuring parades, live music, food vendors, and activities for all ages. Farmers markets, holiday celebrations, and university-sponsored events further enrich the community calendar. These events not only provide entertainment but also strengthen community bonds and promote local businesses.



Community Overview and History (Continued)

The housing market in College Place offers a range of options, from single-family homes to apartments and townhouses. The city's neighborhoods are known for their safety, friendly atmosphere, and well-maintained properties. The close proximity to Walla Walla University makes it a desirable location for students and university staff, while families and retirees appreciate the quiet, suburban feel. The real estate market is relatively affordable compared to larger cities, making homeownership accessible for many residents.

College Place is conveniently located near major highways, providing easy access to nearby cities and attractions. The city is just a short drive from Walla Walla, offering additional shopping, dining, and cultural experiences. Public transportation options, including bus services, ensure residents can travel within the city and to neighboring areas without hassle. The city's infrastructure supports pedestrian and bicycle traffic, promoting a healthy and environmentally friendly lifestyle. The combination of accessibility and transportation options enhances the quality of life for College Place residents.



EXECUTIVE SUMMARY

For the purpose of this Comprehensive Hotel Market Feasibility Study, an executive summary will provide an overview of the document to follow. The Executive Summary will contain the following information:

- Methodology
- Current Hotel Segment Recommendations for Market Studied
- Current Hotel Size Recommendations for Market Studied
- Current Hotel Room Configuration Recommendations for Market Studied
- Current Economic Impact of Hotel in Market Studied

Further detailed information on findings from research analysis conducted will be highlighted throughout this report. Further detail on the projections and conclusions can be found in the Projections section of this report.

Executive Summary

It is the opinion of Core Distinction Group, that at the time of this study, the community of College Place, Washington and the immediate surrounding areas within Walla Walla County, WA offer the current and future demand to support the proposed hotel development in this Comprehensive Hotel Market Feasibility Study . The conclusion and recommendations within this Comprehensive Hotel Market Feasibility Study was based on but not limited to the following criteria:

-  Overall Economic Condition of Community
-  Overall Market Demand Areas
-  Location of Proposed Property
-  Local Demand Generator Need
-  Lodging Demand in Community
-  Lodging Supply in Community
-  Trending Lodging Data of Current Lodging Supply
-  Impact of New Hotel Development on Current Lodging Supply
-  Cost of Construction of New Hotel Development
-  Potential Revenue of New Hotel Development
-  Cost of Operation of New Hotel Development



Executive Summary (continued)

Based on the information provided to Core Distinction Group at the time of researching the subject community, the following recommendations are made:

Property segment recommended for the potential development of a hotel is an Upper Midscale hotel. This type of hotel would allow the property to be positioned properly at the subject site. It is anticipated that a new hotel would capture displaced Lodging Demand currently staying in markets surrounding College Place, WA. Additionally, the newness of the hotel should be well received in the marketplace. It's location will be ideal to serve College Place and regional markets. This type of hotel would also be capable of adjusting rates to best fit the demand in the market and the seasonality of the area.

Property size recommendation of a newly developed hotel was researched to be between 70-80 guestrooms in this report. This would position it to be smaller in size to the average room size of 89 noted by the competitive set surveyed. The size would assist the property in achieving the Occupancy projections listed in this report. It is not advisable to over-build in this market at this time. Expansion of the hotel in future years could be considered as the market's Lodging Demand grows. Adjusting the room count will modify Performance.

The recommended Sleeping Room Configuration should be compatible with the overall Market Segmentation of the area. The property should offer a comparable selection of guestrooms with both single occupancy king bedded rooms to double occupancy double queen bedded guestrooms.



Executive Summary (continued)

Economic Impact Potential: There are multiple economic impacts of building and developing a new hotel in a community. Some direct impact drivers include projected hotel revenue including all room revenues, meeting room revenue, as well as vending/bar revenue. On average, this size property will create 12-18 full time equivalent jobs. Indirect impact includes all jobs and income generated by businesses that supply goods and services to the hotel. Below you will find a summary of the total Estimated Economic Impact of the potential new hotel project over the first five years open:

Estimated Increase in Sales Tax	\$1,472,237
Estimated Increase in Lodging Tax	\$323,834
Estimated Increase in Real Estate Tax	\$466,409
Estimated Increase in Restaurant Sales Revenue	\$5,676,114
Estimated Increase in Entertainment Revenue	\$5,382,522
Estimated Increase in Alcohol Sales Revenue	\$2,642,329
Estimated Increase in Tips Revenue	\$3,229,513
Total Estimated Increase in Economic Impact	\$19,192,959

*Details found in Economic Impact Summary



ECONOMIC OVERVIEW

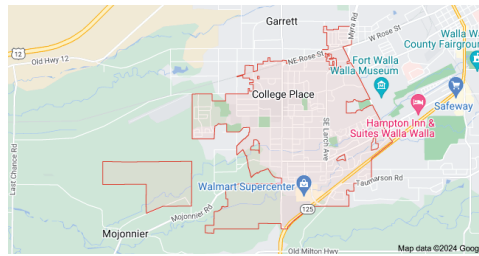
For the purpose of this Comprehensive Hotel Market Feasibility Study, an Economic Overview will provide an overview of the economic condition of the market studied. In most cases, the data shown in this section of the report is not pertinent to the overall demand for lodging but can be taken into consideration. The Economic Overview will contain the following information:

- Daytime Employment
 - Business Employment by Type
- Demographic Detail Report
 - Population by Radius
 - Population by Age
 - Population by Race
 - Population by Occupation
 - Households by Marital Status
 - Population by Education
 - Population by Occupation
 - Worker Travel Time to Job
 - Households
 - Households by Income
 - Occupied Housing
 - Housing Units
 - Housing Value
 - Housing Units

Daytime Employment Report

1 Mile Radius

College Place, WA 99324

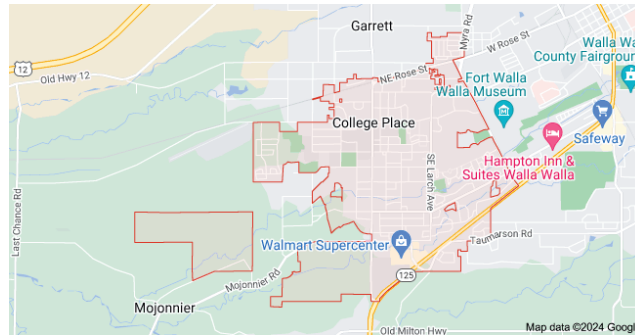


Business Employment by Type	# of Businesses	# Employees	#Emp/Bus
Total Businesses	221	1,645	7
Retail & Wholesale Trade	28	342	12
Hospitality & Food Service	12	112	9
Real Estate, Renting, Leasing	9	23	3
Finance & Insurance	11	44	4
Information	8	45	6
Scientific & Technology Services	16	78	5
Management of Companies	0	0	0
Health Care & Social Assistance	53	375	7
Educational Services	8	178	22
Public Administration & Sales	7	67	10
Arts, Entertainment, Recreation	0	0	0
Utilities & Waste Management	7	35	5
Construction	29	179	6
Manufacturing	10	57	6
Agriculture, Mining, Fishing	3	8	3
Other Services	20	102	5



Demographic Detail Report

College Place, WA 99324



Radius	1 Mile		5 Mile		10 Mile	
Population						
2028 Projection	10,122		55,515		66,507	
2023 Estimate	10,033		54,806		65,876	
2010 Census	9,440		50,379		61,601	
Growth 2023 - 2028	0.89%		1.29%		0.96%	
Growth 2010 - 2023	6.28%		8.79%		6.94%	
2023 Population by Age		10,033	54,806		65,876	
Age 0 - 4	603	6.01%	2,924	5.34%	3,596	5.46%
Age 5 - 9	619	6.17%	3,117	5.69%	3,864	5.87%
Age 10 - 14	611	6.09%	3,324	6.07%	4,156	6.31%
Age 15 - 19	676	6.74%	3,852	7.03%	4,681	7.11%
Age 20 - 24	833	8.30%	4,460	8.14%	5,251	7.97%
Age 25 - 29	788	7.85%	3,883	7.08%	4,660	7.07%
Age 30 - 34	738	7.36%	3,535	6.45%	4,280	6.50%
Age 35 - 39	705	7.03%	3,534	6.45%	4,205	6.38%
Age 40 - 44	600	5.98%	3,312	6.04%	3,929	5.96%
Age 45 - 49	491	4.89%	2,988	5.45%	3,575	5.43%
Age 50 - 54	453	4.52%	2,883	5.26%	3,474	5.27%
Age 55 - 59	477	4.75%	3,016	5.50%	3,623	5.50%
Age 60 - 64	510	5.08%	3,161	5.77%	3,765	5.72%
Age 65 - 69	521	5.19%	3,175	5.79%	3,760	5.71%
Age 70 - 74	473	4.71%	2,808	5.12%	3,328	5.05%
Age 75 - 79	372	3.71%	2,079	3.79%	2,464	3.74%
Age 80 - 84	257	2.56%	1,331	2.43%	1,585	2.41%
Age 85+	305	3.04%	1,424	2.60%	1,681	2.55%
Age 65+	1,928	19.22%	10,817	19.74%	12,818	19.46%
Median Age	36.00		38.30		37.90	
Average Age	38.90		39.90		39.70	



Demographic Detail Report

College Place, WA 99324					
Radius	1 Mile		5 Mile		10 Mile
2023 Population By Race	10,033		54,806		65,876
White	9,177	91.47%	49,644	90.58%	60,159 91.32%
Black	194	1.93%	1,314	2.40%	1,383 2.10%
Am. Indian & Alaskan	95	0.95%	821	1.50%	973 1.48%
Asian	250	2.49%	1,128	2.06%	1,220 1.85%
Hawaiian & Pacific Island	32	0.32%	215	0.39%	226 0.34%
Other	285	2.84%	1,684	3.07%	1,915 2.91%
Population by Hispanic Origin	10,033		54,806		65,876
Non-Hispanic Origin	7,847	78.21%	42,401	77.37%	49,309 74.85%
Hispanic Origin	2,186	21.79%	12,405	22.63%	16,567 25.15%
2023 Median Age, Male	33.90		37.30		36.80
2023 Average Age, Male	37.00		39.00		38.70
2023 Median Age, Female	38.50		39.50		39.20
2023 Average Age, Female	40.70		40.90		40.70
2023 Population by Occupation Classification	8,064		44,670		53,324
Civilian Employed	4,611	57.18%	23,804	53.29%	28,505 53.46%
Civilian Unemployed	281	3.48%	1,159	2.59%	1,364 2.56%
Civilian Non-Labor Force	3,172	39.34%	19,643	43.97%	23,386 43.86%
Armed Forces	0	0.00%	64	0.14%	69 0.13%
Households by Marital Status					
Married	1,830		9,902		12,060
Married No Children	1,203		6,134		7,377
Married w/Children	627		3,768		4,684
2023 Population by Education	7,024		39,534		47,136
Some High School, No Diploma	789	11.23%	4,174	10.56%	5,645 11.98%
High School Grad (Incl Equivalency)	820	11.67%	7,382	18.67%	9,316 19.76%
Some College, No Degree	2,614	37.22%	14,449	36.55%	17,166 36.42%
Associate Degree	334	4.76%	2,406	6.09%	2,809 5.96%
Bachelor Degree	1,481	21.08%	6,392	16.17%	7,139 15.15%
Advanced Degree	986	14.04%	4,731	11.97%	5,061 10.74%



Demographic Detail Report

College Place, WA 99324						
Radius	1 Mile		5 Mile		10 Mile	
2023 Population by Occupation	8,693		44,087		52,902	
Real Estate & Finance	150	1.73%	1,036	2.35%	1,097	2.07%
Professional & Management	1,931	22.21%	10,579	24.00%	12,227	23.11%
Public Administration	377	4.34%	1,341	3.04%	1,694	3.20%
Education & Health	1,741	20.03%	7,135	16.18%	8,377	15.83%
Services	1,067	12.27%	5,501	12.48%	6,560	12.40%
Information	84	0.97%	354	0.80%	393	0.74%
Sales	1,172	13.48%	4,836	10.97%	5,790	10.94%
Transportation	30	0.35%	237	0.54%	258	0.49%
Retail	439	5.05%	2,653	6.02%	3,361	6.35%
Wholesale	164	1.89%	488	1.11%	532	1.01%
Manufacturing	219	2.52%	1,927	4.37%	2,213	4.18%
Production	412	4.74%	3,017	6.84%	3,709	7.01%
Construction	280	3.22%	1,289	2.92%	1,629	3.08%
Utilities	202	2.32%	1,050	2.38%	1,288	2.43%
Agriculture & Mining	85	0.98%	1,027	2.33%	1,583	2.99%
Farming, Fishing, Forestry	71	0.82%	597	1.35%	920	1.74%
Other Services	269	3.09%	1,020	2.31%	1,271	2.40%
2023 Worker Travel Time to Job	4,182		21,461		25,920	
<30 Minutes	3,918	93.69%	19,222	89.57%	22,653	87.40%
30-60 Minutes	148	3.54%	1,328	6.19%	2,238	8.63%
60+ Minutes	116	2.77%	911	4.24%	1,029	3.97%
2010 Households by HH Size	3,761		18,739		22,818	
1-Person Households	1,185	31.51%	5,595	29.86%	6,594	28.90%
2-Person Households	1,416	37.65%	6,514	34.76%	7,863	34.46%
3-Person Households	484	12.87%	2,548	13.60%	3,150	13.80%
4-Person Households	367	9.76%	2,131	11.37%	2,643	11.58%
5-Person Households	197	5.24%	1,155	6.16%	1,479	6.48%
6-Person Households	71	1.89%	478	2.55%	651	2.85%
7 or more Person Households	41	1.09%	318	1.70%	438	1.92%
2023 Average Household Size	2.30		2.40		2.50	
Households						
2028 Projection	4,076		20,879		24,897	
2023 Estimate	4,040		20,606		24,648	
2010 Census	3,762		18,739		22,819	
Growth 2023 - 2028	0.89%		1.32%		1.01%	
Growth 2010 - 2023	7.39%		9.96%		8.02%	



Demographic Detail Report

College Place, WA 99324			
Radius	1 Mile	5 Mile	10 Mile
2023 Households by HH Income	4,039	20,606	24,649
<\$25,000	681 16.86%	4,002 19.42%	4,839 19.63%
\$25,000 - \$50,000	1,145 28.35%	4,335 21.04%	5,304 21.52%
\$50,000 - \$75,000	450 11.14%	3,479 16.88%	4,151 16.84%
\$75,000 - \$100,000	468 11.59%	2,599 12.61%	3,296 13.37%
\$100,000 - \$125,000	441 10.92%	1,861 9.03%	2,183 8.86%
\$125,000 - \$150,000	474 11.74%	1,645 7.98%	1,819 7.38%
\$150,000 - \$200,000	194 4.80%	1,470 7.13%	1,667 6.76%
\$200,000+	186 4.61%	1,215 5.90%	1,390 5.64%
2023 Avg Household Income	\$80,923	\$84,148	\$82,480
2023 Med Household Income	\$58,028	\$63,277	\$62,337
2023 Occupied Housing	4,039	20,606	24,648
Owner Occupied	2,269 56.18%	12,671 61.49%	15,197 61.66%
Renter Occupied	1,770 43.82%	7,935 38.51%	9,451 38.34%
2010 Housing Units	4,034	21,374	25,296
1 Unit	2,908 72.09%	16,276 76.15%	19,277 76.21%
2 - 4 Units	711 17.63%	2,014 9.42%	2,317 9.16%
5 - 19 Units	350 8.68%	1,611 7.54%	1,941 7.67%
20+ Units	65 1.61%	1,473 6.89%	1,761 6.96%
2023 Housing Value	2,269	12,672	15,197
<\$100,000	129 5.69%	967 7.63%	1,348 8.87%
\$100,000 - \$200,000	274 12.08%	1,496 11.81%	2,219 14.60%
\$200,000 - \$300,000	522 23.01%	2,512 19.82%	2,833 18.64%
\$300,000 - \$400,000	660 29.09%	2,982 23.53%	3,392 22.32%
\$400,000 - \$500,000	291 12.83%	1,789 14.12%	2,074 13.65%
\$500,000 - \$1,000,000	393 17.32%	2,730 21.54%	3,017 19.85%
\$1,000,000+	0 0.00%	196 1.55%	314 2.07%
2023 Median Home Value	\$331,742	\$345,640	\$335,333
2023 Housing Units by Yr Built	4,358	22,451	27,095
Built 2010+	586 13.45%	2,653 11.82%	2,870 10.59%
Built 2000 - 2010	598 13.72%	2,269 10.11%	2,600 9.60%
Built 1990 - 1999	648 14.87%	2,181 9.71%	2,838 10.47%
Built 1980 - 1989	352 8.08%	1,204 5.36%	1,595 5.89%
Built 1970 - 1979	653 14.98%	3,182 14.17%	3,855 14.23%
Built 1960 - 1969	404 9.27%	1,974 8.79%	2,461 9.08%
Built 1950 - 1959	325 7.46%	2,497 11.12%	2,973 10.97%
Built <1949	792 18.17%	6,491 28.91%	7,903 29.17%
2023 Median Year Built	1979	1970	1970

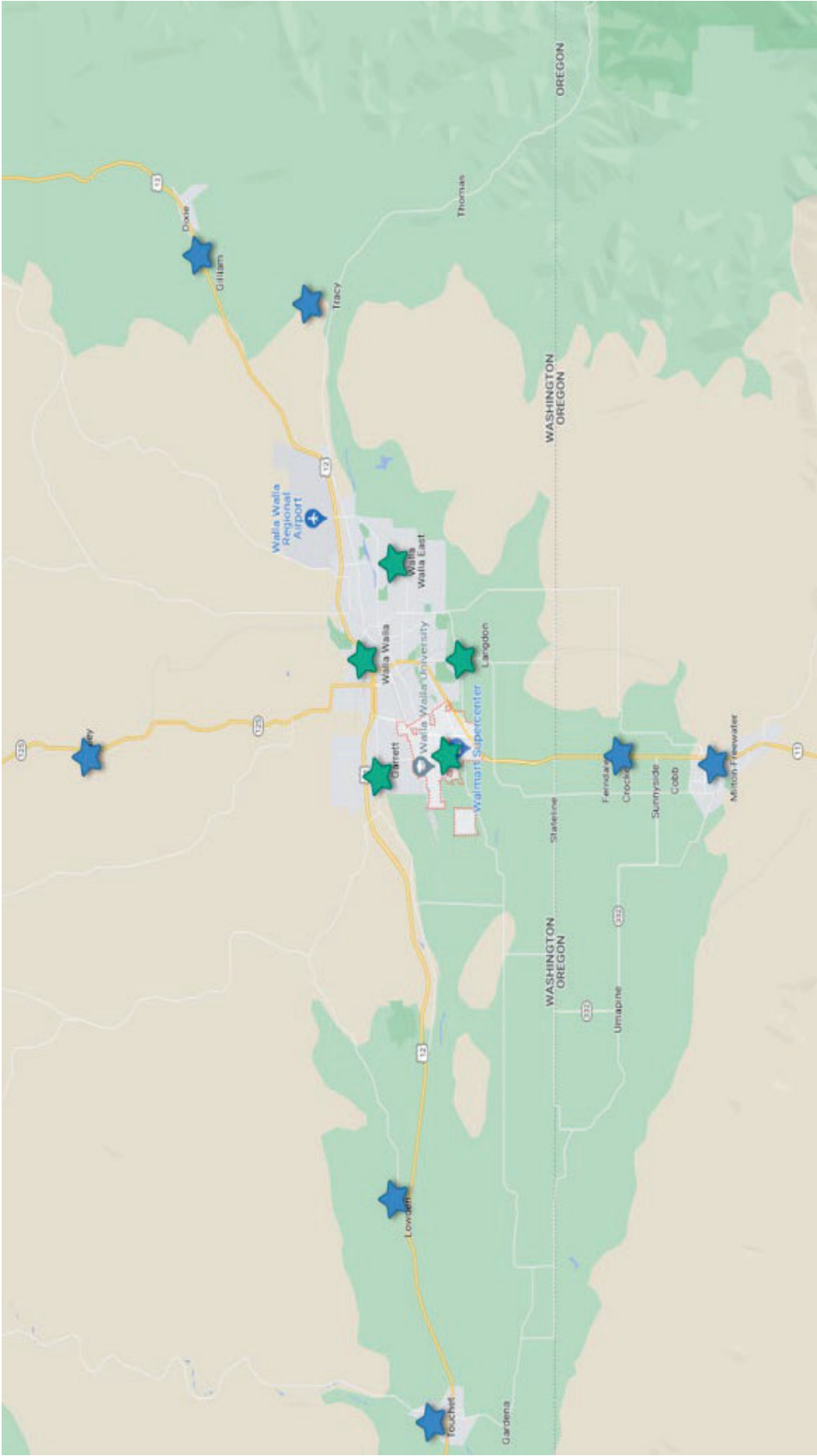


MARKET DEMAND AREAS

The economic vitality of the market and the surrounding markets or feeder markets, is an important consideration in forecasting lodging demand and future revenue potential. The market lodging demand area for a lodging facility is the geographical region where the sources of demand and the competitive supply are located. In the following document you will find a map of the estimated market lodging demand area for the subject market.

- Market Demand Area Map
- Feeder Market Community Overviews

Market Lodging Demand Area: (Focus Area of Sales Efforts of Additional Lodging)



** Feeder Market = Outlying Community that feeds travelers into desired market (Sales Focus Area)
Source: Google Maps; Core Distinction Group, LLC.

Feeder Market Community Overviews

Hadley, WA: Hadley, Washington, is a quaint rural community nestled in the scenic landscape of Walla Walla County. Known for its agricultural roots, Hadley boasts expansive farmlands and orchards, contributing significantly to the local economy. The town's close-knit community enjoys a peaceful lifestyle with a strong emphasis on outdoor activities. Although Hadley itself may not host major tourist attractions, its proximity to the Blue Mountains offers residents and visitors opportunities for hiking, fishing, and camping. The nearby Walla Walla Valley wine region also provides a draw for wine enthusiasts looking to explore local vineyards and tasting rooms.

Dixie, WA: Dixie, Washington, is a small, unincorporated community located northeast of Walla Walla. With a population that reflects its rural character, Dixie offers a quiet retreat from the hustle and bustle of larger towns. The town is surrounded by rolling hills and agricultural fields, making it a picturesque spot for visitors. While Dixie does not have significant tourist attractions within its boundaries, it serves as a gateway to outdoor recreational activities in the Umatilla National Forest, which offers hiking, hunting, and wildlife viewing. The scenic route through Dixie also attracts those exploring the historic landscapes of southeastern Washington.

Tracy, WA: Tracy, Washington, is a small community situated in the fertile agricultural region of Walla Walla County. Known for its farming and ranching heritage, Tracy is surrounded by vast fields of wheat, barley, and other crops. The town's rural charm is complemented by its proximity to several wineries in the Walla Walla Valley, attracting oenophiles to the area. Visitors can enjoy scenic drives through the countryside, visiting local tasting rooms and enjoying the tranquil beauty of the region. Tracy's serene environment makes it a perfect spot for those looking to experience the agricultural lifestyle of southeastern Washington.

Milton-Freewater, OR: Milton-Freewater, Oregon, is a vibrant town located just south of the Washington-Oregon border. Known for its rich agricultural heritage, Milton-Freewater is a hub for fruit orchards, vineyards, and farms. The town hosts several annual events, including the Muddy Frogwater Country Classic Festival, which celebrates the community's unique character with music, food, and entertainment. One of the major attractions in Milton-Freewater is the Blue Mountain Cider Company, where visitors can tour the cider-making facilities and sample a variety of craft ciders. The town's proximity to the Walla Walla Valley wine region also makes it a popular destination for wine tourism.



Feeder Market Community Overviews (continued)

Ferndale, OR: Ferndale, Oregon, is a small, rural community in the scenic foothills of the Blue Mountains. Known for its lush landscapes and agricultural activities, Ferndale offers a peaceful retreat for those seeking a connection with nature. The town is surrounded by farmland and forests, providing ample opportunities for outdoor recreation such as hiking, bird watching, and fishing. While Ferndale itself may not have major tourist attractions, its location near the Blue Mountains and the Walla Walla Valley makes it an ideal base for exploring the natural beauty and wineries of the region.

Touchet, WA: Touchet, Washington, is a charming small town located in the heart of the Walla Walla Valley. With its roots deeply embedded in agriculture, Touchet is surrounded by picturesque vineyards and wheat fields. The town is known for its friendly community and relaxed pace of life. A notable attraction near Touchet is the L'Ecole No 41 Winery, housed in a historic schoolhouse, where visitors can enjoy wine tastings and tours. The nearby Columbia River provides opportunities for fishing, boating, and picnicking, making Touchet a delightful destination for those seeking both relaxation and adventure.

Garrett, WA: Garrett, Washington, is a serene residential community located just outside Walla Walla. Known for its suburban feel and family-friendly environment, Garrett offers a peaceful lifestyle with easy access to the amenities of the larger Walla Walla area. The town is primarily residential, with well-maintained homes and parks providing a comfortable living space. While Garrett itself does not have significant tourist attractions, its proximity to Walla Walla means that residents and visitors can easily explore the region's wineries, restaurants, and cultural sites, including the Fort Walla Walla Museum and the Walla Walla Symphony.

Walla Walla, WA: Walla Walla, Washington, is a vibrant city renowned for its rich history, thriving wine industry, and cultural attractions. As the largest city in the region, Walla Walla is a hub of activity and innovation. The city's downtown area is bustling with boutique shops, art galleries, and gourmet restaurants. Walla Walla is perhaps best known for its world-class wineries, with over 120 wineries and tasting rooms attracting wine enthusiasts from around the globe. Major attractions include the Whitman Mission National Historic Site, Fort Walla Walla Museum, and the annual Walla Walla Balloon Stampede. The city's lively arts scene, coupled with its historical significance and scenic beauty, makes Walla Walla a premier destination in southeastern Washington.



SITE/S ANALYSIS

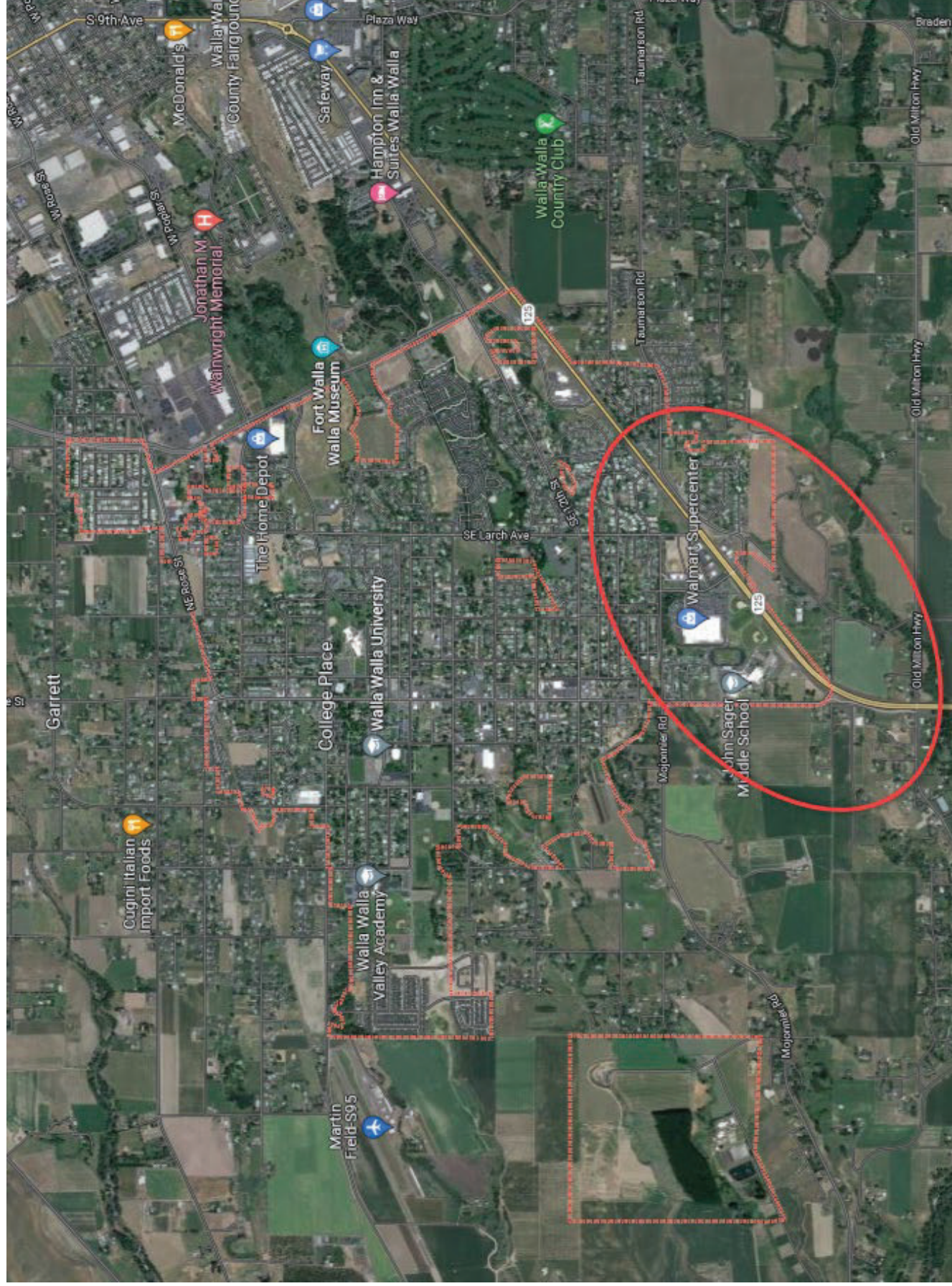
For the purposes of this Comprehensive Hotel Market Feasibility Study, a representative with Core Distinction Group LLC evaluated all sites requested by the client. The potential location/s are detailed in the following pages including analysis of each site.

- Site Rating
 - Visibility
 - Accessibility
 - Traffic Counts
 - Site Prep
 - Major Utilities
 - Zoning
 - Area Support Services
 - Demand
 - Generators
 - Competition Position
- Location
- Land Area
- Frontage
- Drainage
- Environmental Hazards
- Ground Stability
- Utilities
- Parking
- Easement, Encroachments, Restrictions

It is important to analyze the site with respect to regional and local transportation routes and demand generators, including ease of access. A detail of traffic information will follow the individual site information in this report.

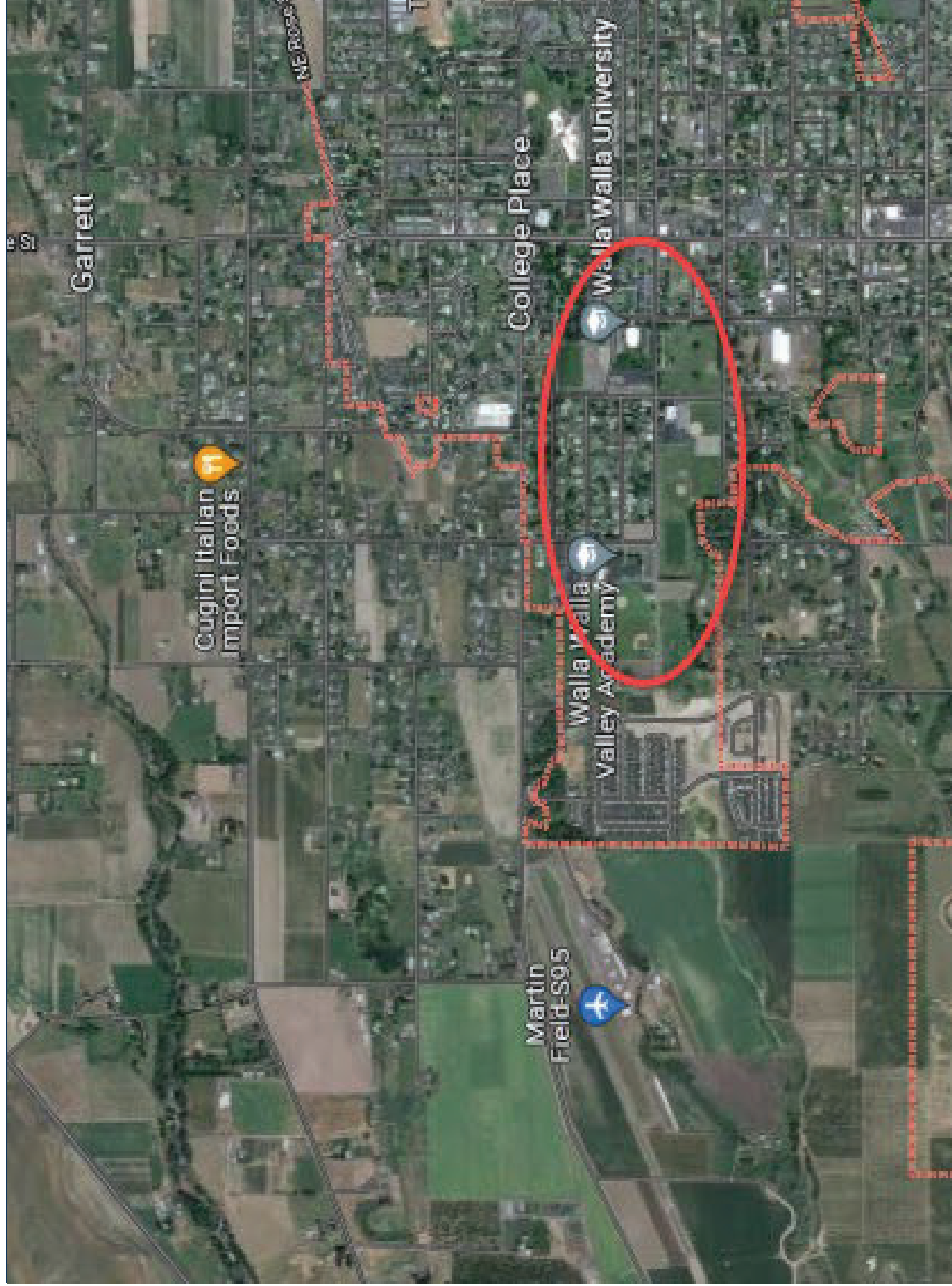
Vicinity of Highway 125 in the Commerce Area of College Place					
Visibility	1	2	3	4	5
Accessibility	1	2	3	4	5
Traffic Counts	1	2	3	4	5
Site Prep	1	2	3	4	5
Major Utilities	1	2	3	4	5
Zoning	1	2	3	4	5
Area Support Services	1	2	3	4	5
Demand Generator Position	1	2	3	4	5
Competition Position	1	2	3	4	5
Overall Result			96%	43	45
Location	Located in the vicinity of Walmart and the commerce area on Highway 125 in College Place, Washington.				
Land Area	The recommended site size for proposed property is two to three acres.				
Frontage	This proposed should offer frontage or high visibility to Highway 125.				
Topography	The area offers many options with very little issues. The topography does not appear to have development issues at this time.				
Drainage	No drainage issues were observed at the time of visit and none were disclosed to Core Distinction Group at the time of Site Visit.				
Environmental Hazards	An environmental assessment report was not provided for review. However, these issues are out of Core Distinction Group's scope of work and expertise. It is assumed that property is not adversely affected by these				
Ground Stability	A soil report was not provided for review. However, these issues are out of Core Distinction Group's scope of work and expertise. It is assumed that property is not adversely affected by these hazards.				
Utilities	It is to the understanding of Core Distinction Group that water, electricity and sewer are available in the general area.				
Parking	This area is assumed to offer a site that will be able to accommodate the appropriate number of parking spaces.				
Easements, Encroachments and Restrictions	Core Distinction Group was not provided a title report on said site and was not made aware of any easements, encroachments or restrictions that would affects this site.				



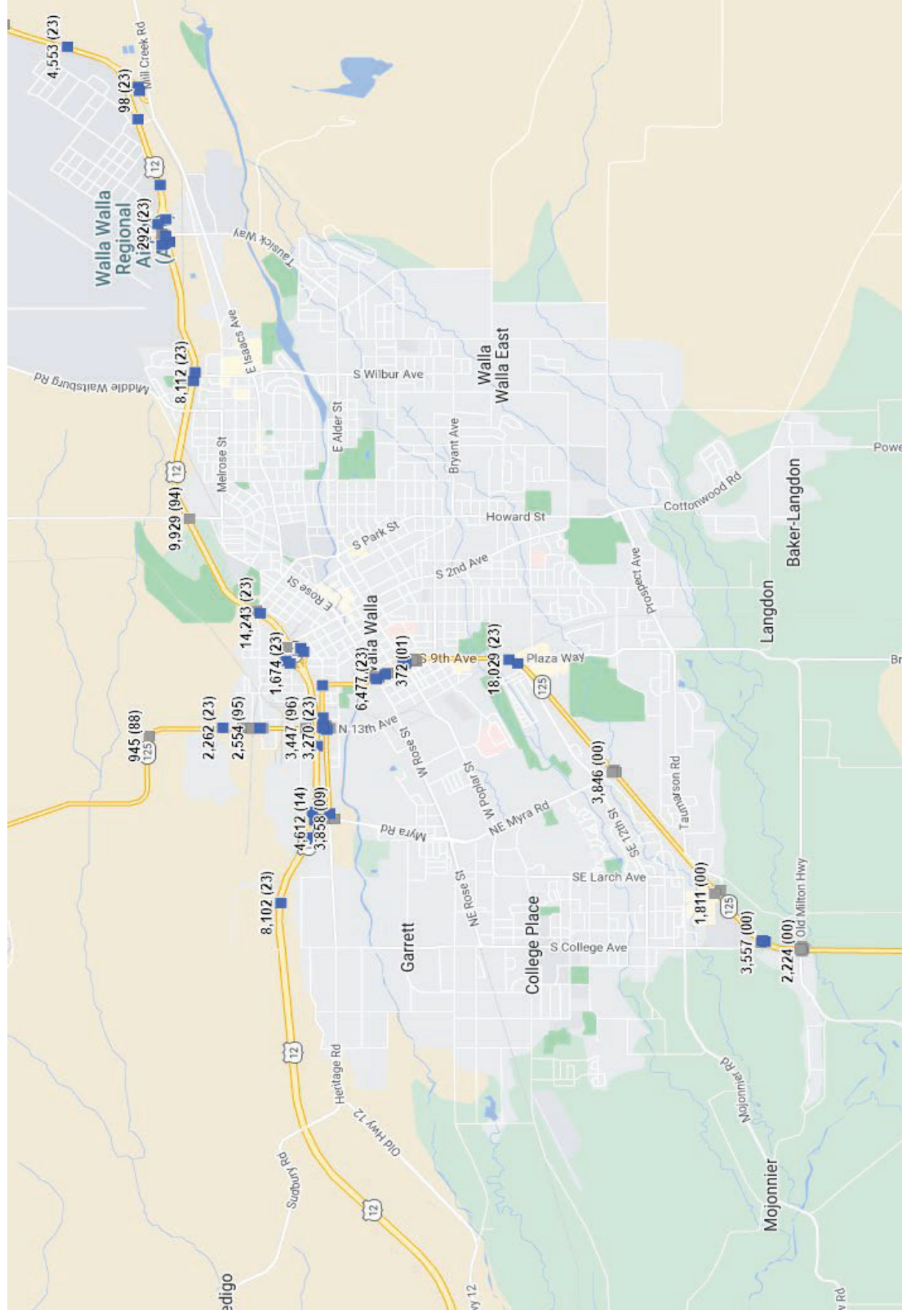


Vicinity of Walla Walla University Campus in College Place					
Visibility	1	2	3	4	5
Accessibility	1	2	3	4	5
Traffic Counts	1	2	3	4	5
Site Prep	1	2	3	4	5
Major Utilities	1	2	3	4	5
Zoning	1	2	3	4	5
Area Support Services	1	2	3	4	5
Demand Generator Position	1	2	3	4	5
Competition Position	1	2	3	4	5
Overall Result			82%	37	45
Location	Located in the vicinity of the Walla Walla University in College Place, Washington.				
Land Area	The recommended site size for proposed property is two to three acres.				
Frontage	This proposed should offer frontage or high visibility from Walla Walla University.				
Topography	The area offers many options with very little issues. The topography does not appear to have development issues at this time.				
Drainage	No drainage issues were observed at the time of visit and none were disclosed to Core Distinction Group at the time of Site Visit.				
Environmental Hazards	An environmental assessment report was not provided for review. However, these issues are out of Core Distinction Group's scope of work and expertise. It is assumed that property is not adversely affected by these				
Ground Stability	A soil report was not provided for review. However, these issues are out of Core Distinction Group's scope of work and expertise. It is assumed that property is not adversely affected by these hazards.				
Utilities	It is to the understanding of Core Distinction Group that water, electricity and sewer are available in the general area.				
Parking	This area is assumed to offer a site that will be able to accommodate the appropriate number of parking spaces.				
Easements, Encroachments and Restrictions	Core Distinction Group was not provided a title report on said site and was not made aware of any easements, encroachments or restrictions that would affects this site.				



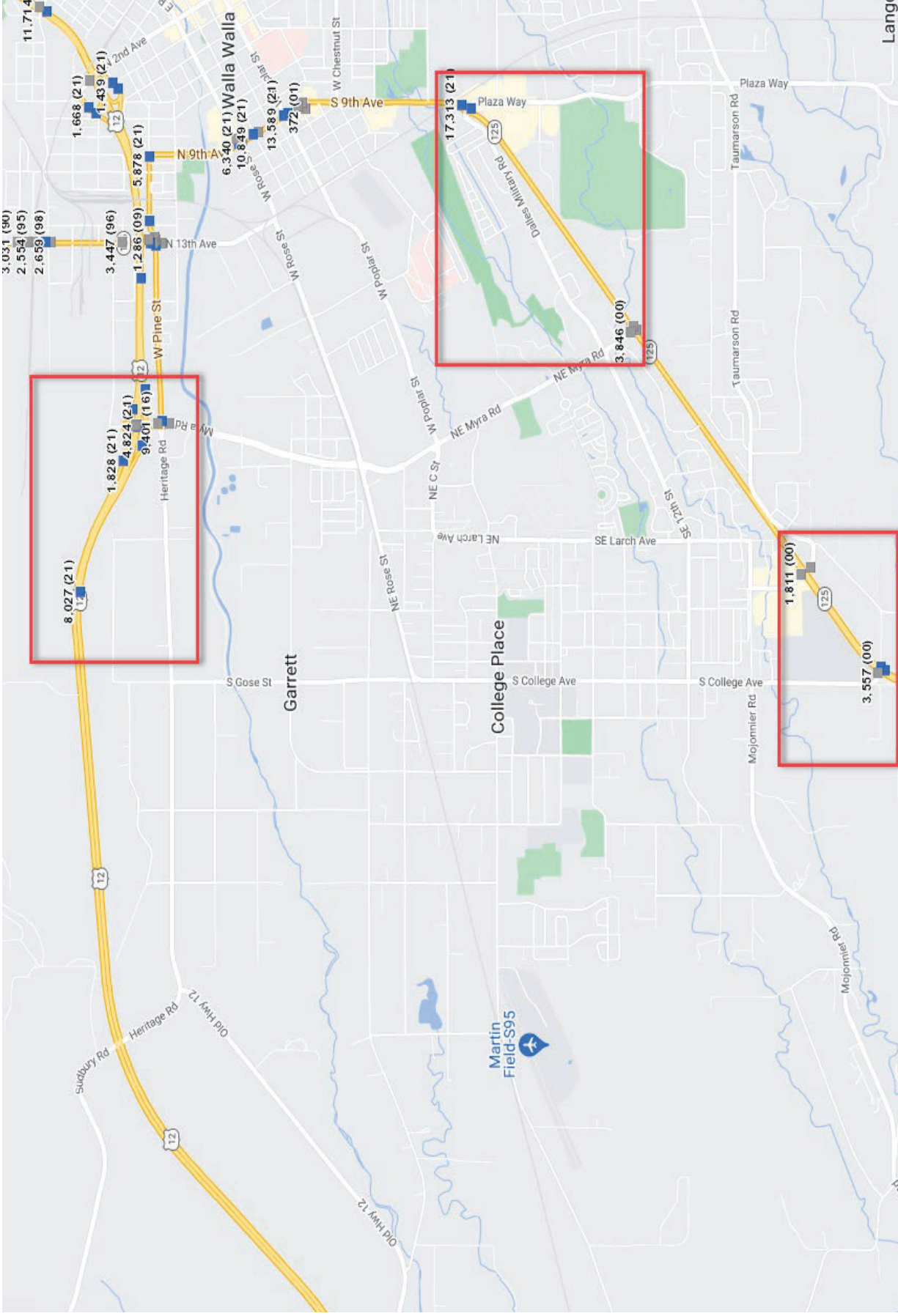


Traffic Counts



Source: WADOT

Traffic Counts



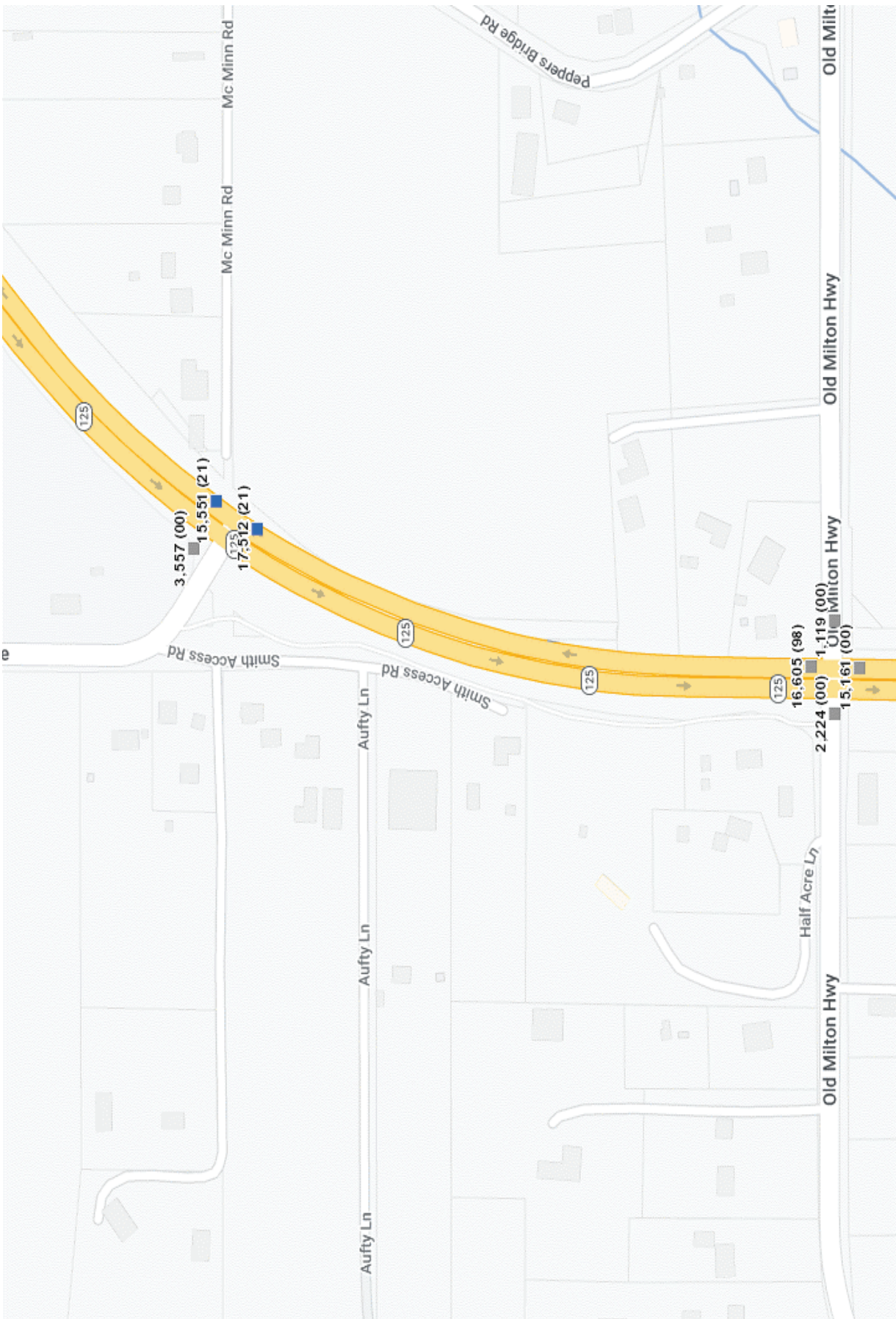
Source: WADOT

Traffic Counts



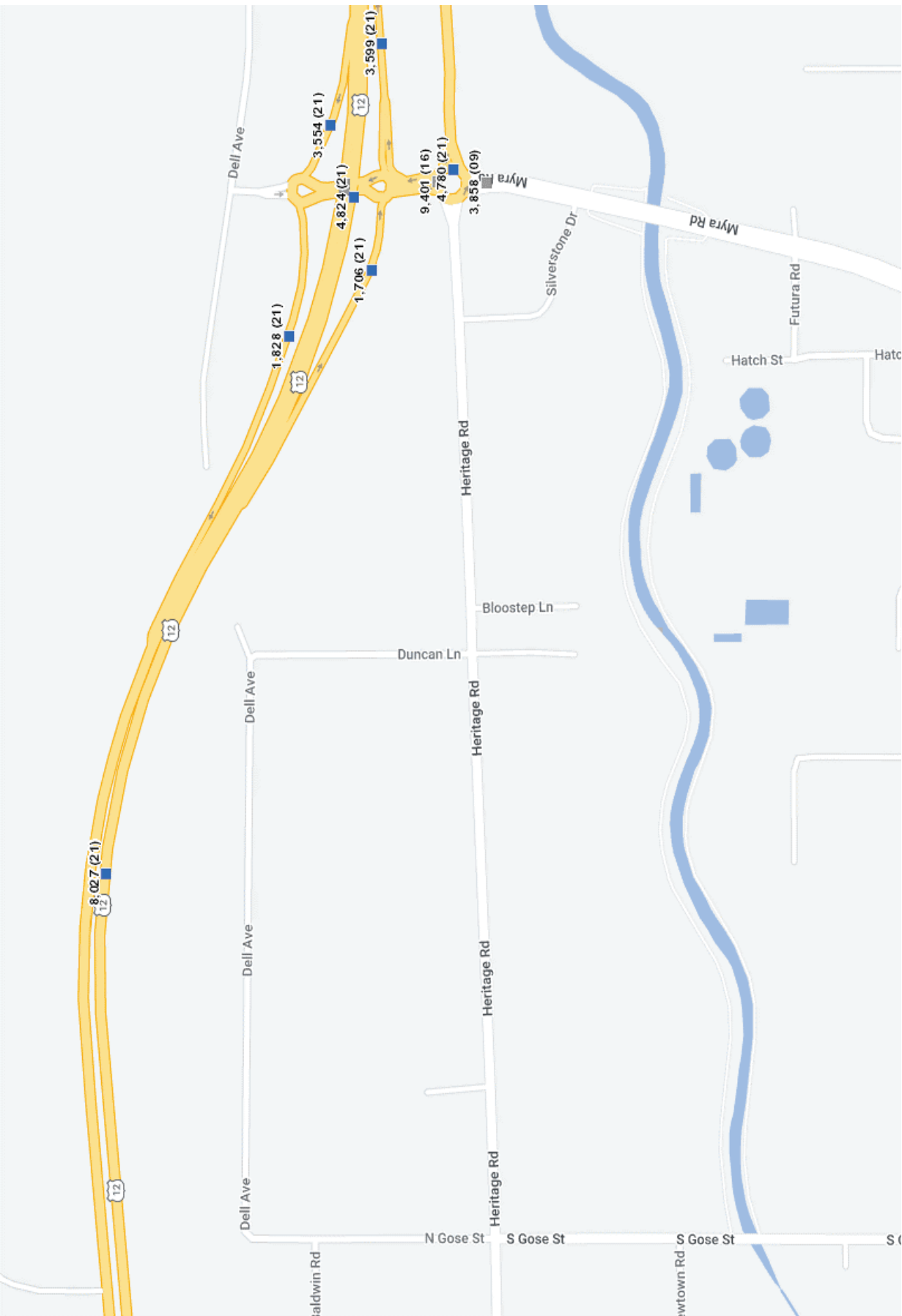
Source: WADOT

Traffic Counts



Source: WADOT

Traffic Counts



Source: WADOT

LODGING DEMAND OVERVIEW

For the purposes of this Comprehensive Hotel Market Feasibility Study, it is important to understand the overall demand of lodging in the market as well as surrounding markets. This section reviews need in the areas based on the following market segments:

- Market Segmentation Projections
 - SMERF Demand
 - Corporate Demand
 - Area Events & Attractions
 - Transient/Walk-In Demand
- Employer/Local Economy Overview
- Demand Generators and Attractions

In addition to a breakdown and overview of the market's lodging demand segmentation, this sections also details the sources of said lodging demand and in some cases, identifies when the demand peaks.

Employer/Economy Overview:

College Place, Washington, is a community with a diverse economy, anchored by a mix of education, healthcare, retail, and service industries. The largest employer in the area is Walla Walla University, a private Adventist institution that has been a cornerstone of the community since its founding in 1892. The university employs a significant number of faculty and staff, and its presence has a substantial economic impact on the city. The influx of students and staff generates demand for housing, retail, and various services, contributing to the local economy.

In addition to Walla Walla University, the healthcare sector plays a crucial role in the economy of College Place. Several clinics and medical facilities provide essential services to residents, and these institutions are among the largest employers in the community. Providence St. Mary Medical Center, located nearby in Walla Walla, also employs many residents of College Place. The demand for healthcare services continues to grow, driven by the aging population and the overall health needs of the community, ensuring that this sector remains robust.

Retail and service industries form another vital component of the College Place economy. Major retail establishments, including grocery stores, restaurants, and specialty shops, provide employment opportunities for many residents. The College Place Marketplace, a shopping center with various retail stores and dining options, is a key commercial hub in the city. These businesses not only serve the local population but also attract visitors from surrounding areas, boosting economic activity and supporting local entrepreneurs.

The education sector, beyond Walla Walla University, also contributes significantly to the local economy. College Place Public Schools, which include elementary, middle, and high schools, employ numerous teachers, administrators, and support staff. The school district is committed to providing quality education to the youth of the community, and its operations have a direct economic impact through employment and local spending.

Manufacturing and light industrial activities are present in College Place and the surrounding region, providing jobs and supporting the local economy. These industries produce goods ranging from agricultural products to machinery, benefiting from the area's strategic location and access to transportation networks. The industrial sector, though smaller compared to education and healthcare, plays a crucial role in diversifying the local economy and providing stable employment opportunities.



Employer/Economy Overview:

Agriculture remains a significant economic driver in the broader Walla Walla Valley, and College Place benefits from its proximity to this vibrant sector. The region is known for its wine production, and several vineyards and wineries operate nearby. These establishments not only contribute to the agricultural economy but also support tourism and hospitality industries. Local farmers and agribusinesses provide fresh produce to markets and restaurants, enhancing the community's culinary scene and supporting local food systems.

Finally, small businesses and entrepreneurial ventures are vital to the economic fabric of College Place. The city's supportive business environment encourages new enterprises, and many residents engage in various forms of entrepreneurship. From boutique shops and cafes to professional services and technology startups, small businesses add to the economic diversity and resilience of the community. These enterprises create jobs, foster innovation, and contribute to the unique character of College Place.

Overall, the economy of College Place, Washington, is multifaceted, with large employers in education, healthcare, retail, and other sectors playing essential roles. The community's economic health is bolstered by a mix of stable employment opportunities, a supportive business environment, and a strategic location that leverages both urban and rural advantages.



Attractions & Demand Generators:

Walla Walla University - A Seventh-day Adventist institution of higher education founded in 1892. On its five campuses throughout the Pacific Northwest, WWU cultivates environments of excellence, generosity, beauty, and Christian faith. The headquarters of WWU is located on an 83-acre campus in the Walla Walla Valley in Southeastern Washington state where cultural arts, vibrant dining, and recreational opportunities abound. The university also operates four satellite campuses, including a School of Nursing in Portland, Oregon, a marine biology station near Anacortes, Washington, and School of Social Work and Sociology campuses in Missoula and Billings, Montana.

Parks and Recreation - City of College Place maintains four parks comprising about fifteen acres. The two most popular parks is the seven acre Kiwanis Park located on the east side of the Walla Walla University campus near 3rd and Date streets as well as the seven acre Lions Park located near the center of the city at 8th and Larch Streets. Kiwanis Park offers 4 pickleball courts, one basketball court, restrooms, a playground, and a picnic shelter. Lions Park is located near the geographic center of the community on the southeast corner of Larch & 8 Streets. Garrison Creek meanders through the park. Other landmarks in the park include a picnic shelter, the Lions Club building, and a youth fishing pond located in the southeast corner of the park facility.

The Walla Walla County Fairgrounds - The ideal venue for reunions, picnics, company parties, wedding receptions, banquets and indoor or outdoor activities. The grounds have shady lawn areas, an outdoor stage, RV camping, picnic tables, benches and more. Families have been coming to the fairgrounds for generations enjoying community and private events experiencing something new on each visit and making memories worth repeating. Browse our website and discover information about upcoming events at the Fairgrounds, Walla Walla Frontier Days, facility rentals, auto events, equine events and a whole lot more!

Wine Valley Golf Club - This stunning Dan Hixson design unfolds on a grand scale, playing over rolling hills in the shadow of the Blue Mountains. Each hole affords multiple lines of play, ensuring a pleasant round for every golfer and a true challenge for those who seek it. Be among the first to experience one of America's most exciting new courses. Golf, Instruction, Tournaments and Golf Outings, Corporate Events, Weddings, Hard Goods, Soft Goods, Driving Range and Practice Facilities.



Attractions & Demand Generators:

Walla Walla Country Club - Founded in 1923 and designed by a local banker, W.W. Baker in 1923 then redesigned by world famous golf course architect A.W. Tillinghast in 1936. The overall length of the course looks as it should lend itself to low scores, but the trees, rough and smallish greens more than make up for the short length. Sitting nestled at the base of the Blue Mountains in Eastern Washington, the Walla Walla Country Club is “The Best Kept Secret in the State”! The Walla Walla Country Club currently has reciprocals with 10 other private country clubs. These reciprocals include complimentary use of the golf course and other recreational facilities along with charge privileges for food, beverages and pro shop purchases.

Veterans Memorial Golf Course - Set within the breathtaking tranquility of the foothills of the Blue Mountains, Veterans Memorial Golf Course captures the true essence of Southeastern Washington Golf more than any other. From the first tee, Veterans Memorial Golf Course serves up a visual and dynamic feast. Players are treated to an ever-changing landscape or 18 different golf holes, each with its own individual character and spectacular view. Each hole has been carefully designed to challenge the strategy of the expert golfer, at the same time, with 3 tees to choose from it keeps from intimidating the beginner.

Fort Walla Walla Museum - Offering a remarkable journey into Walla Walla’s rich heritage of Indian culture, military establishment, pioneer settlement, and horse-era agriculture. Visitors arrive at the Museum’s expansive new Entrance Hall and Galleries and go on to explore four more exhibit halls as well as a fascinating pioneer settlement.

Gesa Power House Theatre - A 300-seat performing arts venue, located in downtown Walla Walla. The 120-year-old building was once the Walla Walla Gas Plant, built to produce coal gas used to light the streets, businesses, and homes of Walla Walla. The Gesa Power House Theatre is on the Washington State Building Preservation Commission list of State historic buildings and on the National Register of Historic Places. The venue also hosts a variety of other cultural events, musical concerts, and private events (including weddings).

Red Star Barn - Nestled in the foothills of the beautiful Walla Walla Blue Mountains since 1907, Red Star Barn originally served as a shelter for wheat and livestock, during the hostile winter months. Owner Nat Small, whose family have resided in Walla Walla for four generations, has restored and renovated the barn, preserving the authenticity of the old, while incorporating elements of sustainability that align with the ecological backdrop of Eastern Washington’s natural landscape.



Attractions & Demand Generators:

Kontos Cellars - A winery that was born from the heart of Walla Walla. Second-generation winemakers and third-generation farmers, the Kontoses embody the spirit of the Walla Walla Valley and look to welcome you into the tasting room in an experience that emulates the warmth of this community and share wines representative of the Walla Walla Valley AVA.

Mansion Creek Cellars - A family owned winery dedicated to using Portuguese grapes such as Tinta Cão, Touriga Nacional, and Souzão as well as Spanish grapes like Grenache and Tempranillo.

Canoe Ridge Vineyard - Founded in 1994 in Walla Walla, Canoe Ridge Vineyard has established an iconic reputation for sourcing wines directly from its Horse Heaven Hills vineyard. Winemaker Bill Murray is focused on Bordeaux varietal production with emphasis on Merlot. A majority of the cooperage is French oak to add soft toasted notes as the wines age. The wines are made with structure and softness. The winery features small lot 1,000-6,000 fermenters, two presses and a cellar that can hold 3,000 barrels. Tanks in the winery were originally chosen to align with blocks off of Canoe Ridge Vineyard, skewing the winery toward red wine production. The automated barrel racking station allows for efficient and thorough racking and sanitation. Their winery software allows the winemaking team to hone their crafts efficiently and accurately. Their sophisticated in-house laboratory offers full-range tests.

Wl Corazon Winery - They are a small wine producer in the Walla Walla valley specializing in unique varietals such as Cabernet Franc, Petit Verdot, Malbec, and Carmenere.

House of Smith - Charles Smith had humble beginnings and intentions. From a migrant restaurant worker ('79-'89, California) to a rock band manager ('89-'99, Copenhagen, and London) to fledgling winemaker with \$5,000 and an Astro van ('99, Walla Walla, Washington), Charles is now the largest (and most-lauded) independent wine producer in Washington State. His portfolio includes K Vintners, Substance, SIXTO, ViNO CasaSmith, Golden West, POPUP, and B.Leighton.

Waterbrook Winery - Founded in 1984 in the heart of Walla Walla, Waterbrook is recognized for producing wines that truly exemplify the outstanding vineyard sources in the Columbia Valley. From vineyard to bottle, every detail of production is completed by a passionate team, led by winemaker John Freeman.



Attractions & Demand Generators:

Foundry Vineyards - Since 2003, Foundry Vineyards has focused its vision around a unique experience that highlights the creative processes of making both art and wine. There is a distinct aesthetic to each aspect of the winery, from the art-driven labels and the gallery-like tasting room to the modern feel of the contemporary sculpture garden and design store. Today, Foundry Vineyards is operated by Jay & Lisa Anderson (brother and sister duo and second-generation). The focus on art and wine has not wavered, as both children crafted their careers around the family's passion for art in all its forms. Jay has pushed the vision to also include interests in regenerative agriculture, organic farming, and low-intervention winemaking.

Bellaflora Farms - Home to Walla Walla's exclusive wedding experience, Bellaflora Farms offers a gorgeous pastoral setting perfect for any event. From weddings and anniversary parties to corporate events and private galas, the beautiful grounds create the ideal backdrop for any event. Tucked in amongst romantic vineyards and verdant woods our expansive grounds and lush gardens are heightened by the beauty and serenity of rambling Mill Creek.

Creekstone Gardens - A premier outdoor wedding venue in Walla Walla, nestled among our area's most beautiful wheat fields and popular vineyards. Our site has 3.5 acres featuring two beautiful wedding sites, picturesque Titus Creek, and a pond with "Mr. Pickles", our 1946 Ford flatbed, offering picture opportunities unique to our site! New for 2016, our 4300 square foot party barn to be finished in January! Located less than one mile from Walla Walla on Mill Creek Road, we are easy to find out of town guests.

Mackey Vineyards - Dedicated to French style production and winemaking methods to achieve uncompromising expression of terroir, that ineffable quality that links the wines to the unique land where the grapes are grown. Mackey Vineyards produces wines of restraint, balance and finesse, turning every meal and every day into a celebration.

Mark Ryan Winery - Founded in 1999 with the goal of making the best wines in Washington State. Largely self-taught, Mark honed the craft of winemaking through rigorous study and the welcomed advice of some of the area's most experienced producers. Over a decade later, Mark Ryan Winery has grown in size, earned acclaim from wine-lovers and critics alike, and garnered respect from the state's elite producers. The goal, however, remains the same. Make delicious wines that represent the vineyard from which they come, making every vintage better than the last.



Attractions & Demand Generators:

Walla Walla University Orientation is a comprehensive program designed to welcome new students to the campus and help them transition smoothly into university life. Held at the beginning of the academic year, this event includes a variety of activities such as campus tours, informational sessions, social gatherings, and workshops. New students and their families are introduced to university policies, academic programs, and support services.

Walla Walla University Parent Weekend is an annual event that invites the families of students to visit the campus and experience university life firsthand. Typically held in the fall, this weekend includes a series of activities such as classroom visits, campus tours, and special presentations. Parents have the chance to meet with faculty and administrators, attend chapel services, and participate in social events.

Walla Walla University Graduation is a significant event that marks the culmination of students' academic journeys. Held annually in June, the graduation ceremony celebrates the achievements of the graduating class with formal proceedings, including speeches, the conferring of degrees, and the traditional cap and gown procession. Family members, friends, and university staff gather to honor the graduates' hard work and dedication.

Whitman College Orientation is an extensive program designed to welcome new students to the campus and prepare them for their academic journey. Held at the start of the academic year, orientation includes campus tours, academic advising sessions, social activities, and workshops. New students are introduced to college life, meet their peers, and get to know faculty and staff.

Whitman College Parent Weekend is an annual event that invites parents and families to visit the campus and engage with the college community. Typically held in the fall, the weekend includes a variety of activities such as classroom visits, campus tours, and special presentations. Parents have the opportunity to meet with faculty and administrators, attend performances and lectures, and participate in social events.

Whitman College Graduation is a momentous occasion that celebrates the accomplishments of graduating students. Held annually in May, the ceremony includes speeches, the conferring of degrees, and traditional academic regalia. Families, friends, and college staff gather to honor the graduates' achievements and mark their transition to the next phase of their lives.



Attractions & Demand Generators:

Whitman College Tennis Camps offer a unique opportunity for young athletes to develop their tennis skills and learn from experienced coaches. Held during the summer, these camps provide intensive training sessions, drills, and match play for participants of various skill levels. The camps focus on improving technique, strategy, and overall fitness, while also promoting sportsmanship and teamwork. Whitman College Tennis Camps are popular among aspiring tennis players and provide a fun and educational experience.

Whitman College Wine Camps are immersive programs that explore the world of wine and winemaking. Held in the summer, these camps offer participants the chance to learn about viticulture, wine production, and tasting techniques from experts in the field. Camp activities include vineyard tours, wine tastings, seminars, and hands-on experiences in winemaking. The Wine Camps attract wine enthusiasts and industry professionals, providing a comprehensive and enjoyable education in the art and science of wine.

Celebrate Walla Walla Wine is an annual event that highlights the region's wine heritage and achievements. Held in June, this celebration includes a series of wine-related activities such as tastings, seminars, and panel discussions. Winemakers and wine experts from around the world gather to share their knowledge and passion for wine. The event provides an educational and entertaining experience for attendees, offering insights into the winemaking process, wine tasting techniques, and the unique characteristics of Walla Walla wines.

Fall Release Weekend is another major wine event in the Walla Walla Valley, occurring each November. This weekend marks the release of new vintages from local wineries, drawing wine enthusiasts to the area for exclusive tastings and events. Visitors can sample the latest wines, meet the winemakers, and learn about the winemaking process. Many wineries offer special promotions and unique experiences during this time, making it an exciting event for wine lovers.

Holiday Barrel Tasting is a festive event held in December, allowing wine enthusiasts to sample wines directly from the barrel. This unique experience gives visitors a sneak peek at future releases and the chance to purchase wines at a discount before they hit the market. Wineries across the Walla Walla Valley participate, offering barrel tastings, holiday-themed activities, and special promotions.



Attractions & Demand Generators:

Cayuse Release is a highly anticipated event for collectors and aficionados of Cayuse Vineyards wines. Held annually in the spring, this event celebrates the release of the vineyard's latest vintages. Cayuse Vineyards is renowned for its high-quality wines, and the release event attracts a dedicated following. Attendees have the opportunity to taste and purchase the new wines, meet the winemakers, and tour the vineyard. The event is exclusive and often requires advance reservations due to high demand and limited production.

Reveal Walla Walla is an annual event that showcases the best of the Walla Walla Valley's wine industry. Held in September, this event brings together winemakers, sommeliers, and wine enthusiasts for a series of tastings, seminars, and dinners. Attendees can explore a curated selection of wines, learn from industry experts, and enjoy gourmet food pairings.

The Walla Walla Balloon Stampede is a beloved annual event that fills the skies with colorful hot air balloons. Typically held in October, this event features balloon launches, night glows, and a variety of family-friendly activities. Visitors can watch the balloons take off, enjoy live entertainment, and participate in community events. The Balloon Stampede creates a festive atmosphere and attracts visitors from all over, celebrating the beauty of hot air balloons and the scenic Walla Walla Valley.

The Walla Walla Frontier Fair and Rodeo is a traditional event that showcases the region's agricultural heritage and cowboy culture. Held in September, this event includes rodeo competitions, livestock shows, carnival rides, and a variety of exhibits. Attendees can watch professional rodeo athletes compete, enjoy live music, and sample local food.

The Peach Basket Classic is a popular annual three-on-three basketball tournament held in Walla Walla, Washington, attracting participants from College Place and surrounding areas. Typically held in the summer, this event transforms downtown Walla Walla into a bustling hub of athletic activity. The tournament features multiple age divisions and skill levels, allowing players of all ages and abilities to compete.

The Walla Walla Dog Show is an eagerly anticipated event for dog enthusiasts in the College Place area. Hosted annually by the Walla Walla Kennel Club, the show typically takes place in the spring and features a variety of competitions, including conformation, obedience, and agility trials. Dog owners and breeders from across the region gather to showcase their dogs and compete for titles. The event also offers educational seminars, vendor booths selling pet-related products, and demonstrations of canine skills.



Attractions & Demand Generators:

Wheeling Walla Walla Weekend is an annual event that draws classic car enthusiasts to the College Place and Walla Walla area. Held in the fall, this weekend event features a spectacular display of vintage and classic cars, hot rods, and motorcycles. Car shows, parades, and cruise-ins are central to the festivities, allowing car owners to showcase their meticulously restored vehicles. The event also includes live music, food vendors, and awards for standout cars in various categories.

The Sweet Onion Festival is a beloved annual celebration that honors Walla Walla's famous sweet onions. Usually held in June, this festival takes place in downtown Walla Walla and attracts visitors from College Place and beyond. The event features a variety of activities, including cooking demonstrations, onion-eating contests, and a farmers market showcasing local produce. Live music, arts and crafts vendors, and family-friendly activities add to the festive atmosphere.

Winterfest is a festive annual event that brings holiday cheer to the College Place and Walla Walla community. Typically held in December, Winterfest features a variety of seasonal activities designed to celebrate the winter holidays. Highlights include a holiday parade, tree lighting ceremony, and visits with Santa Claus. The event also offers ice skating, live entertainment, and holiday-themed crafts and games for children. Local shops and vendors participate in a holiday market, providing opportunities for unique gift shopping.

The Freedom Festival is an annual Fourth of July celebration that takes place in the College Place and Walla Walla area. This patriotic event features a range of activities to commemorate Independence Day, including a parade, live music, and family-friendly games and contests. The festival culminates in a spectacular fireworks display that lights up the night sky. Food vendors and local businesses offer a variety of treats and refreshments, adding to the festive atmosphere. The Freedom Festival is a cherished tradition that brings the community together to celebrate America's independence with fun, entertainment, and a strong sense of national pride.



LODGING SUMMARY-PRIMARY

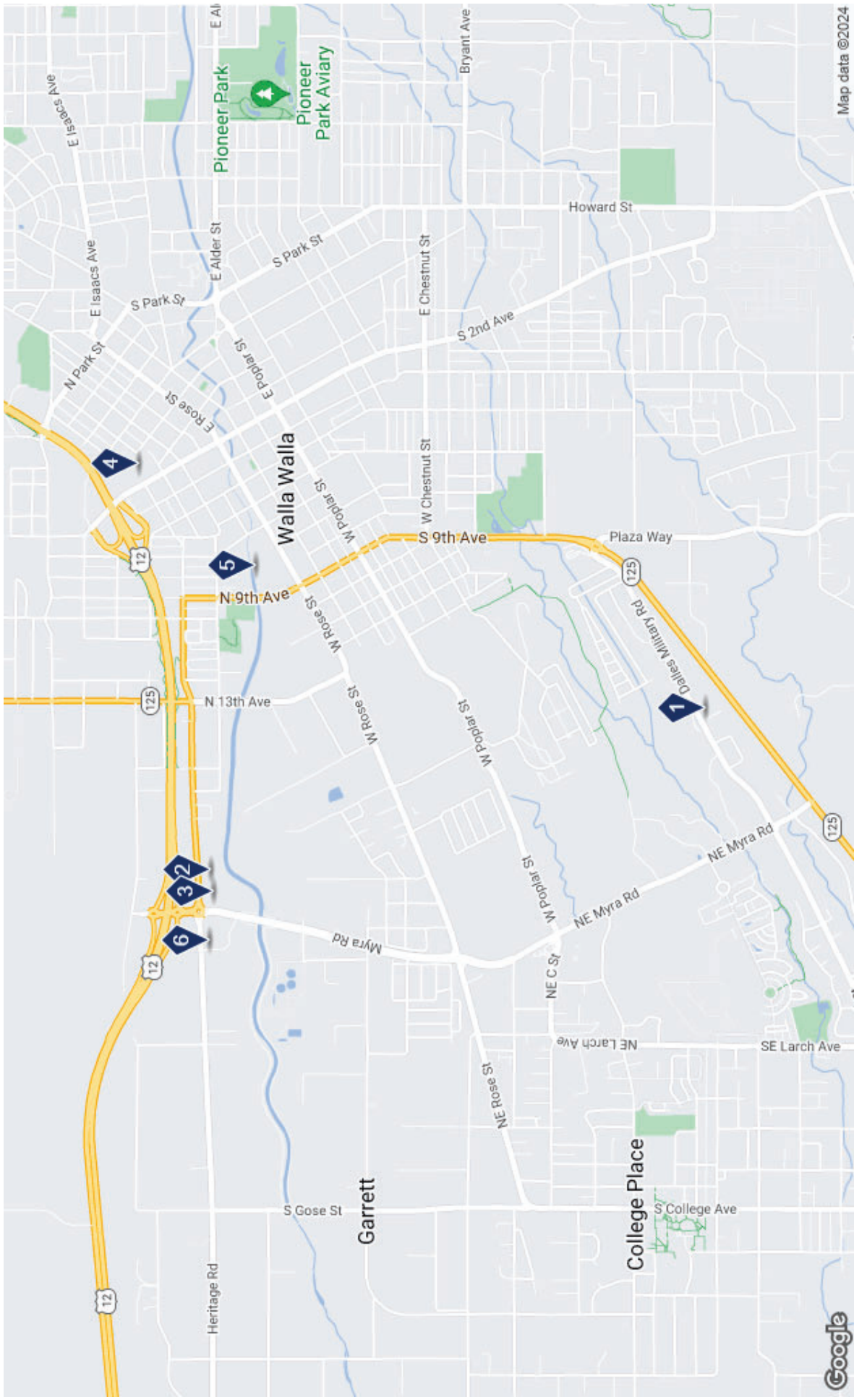
For the purposes of this Comprehensive Hotel Market Feasibility Study, the competitive set includes properties that were determined to be competitive with the proposed hotel based on either their location, brand affiliation, facilities and amenities offered, rate structure, community surveys, and/or market orientation. There are many instances where independent and/or economy hotels do not report to the reporting agency.

In some cases, Core Distinction Group must access data from surrounding or Secondary market hotels to obtain a Smith Travel Research (STR)/CoStar report. This can also include a Secondary Competitive Set. The following information will be presented in Lodging Supply:

- Competitive Set Property Map
- Smith Travel Research (STR)/CoStar Data by Measure
- Smith Travel Research (STR)/CoStar Data 12 Month Average
- Primary Competitive Set Listed Rates
- Primary Competitive Set Listed Hotel Trends and Projections

Data can be found in Appendix.

Property Map Overview



Property Summary Report

Hampton by Hilton Inn & Suites Walla Walla

1531 Kelly Pl
Walla Walla, WA 99362 - Washington State Area Submarket

Upper Midscale
Class



HOSPITALITY

Brand	Hampton by Hilton
Hotel Opened	Aug 2008
Operation Type	Franchise
Operation Status	Open

BUILDING

Type	Hotel
Year Built	Aug 2008
Rooms	102
Location	Suburban
Stories	4
Primary Corridors	Interior
Meeting Space	588 SF

LAND

Land Acres	2.21 AC
Zoning	General Commercial
Parcels	360731120060

EXPENSES

Taxes	\$737.60/Room (2022)
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BUILDING AMENITIES

- Business Center
- Meeting Event Space
- Pool
- Fitness Center
- On-Site Retail

FOR LEASE

Rent	Withheld
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SALE

Sold Price	\$9,010,000 (\$88,333/Room)
Date	Feb 2022
Sale Type	Investment
Financing	Down Payment of \$1,226,302 (13.61%) 1st Mortgage: Potlatch No.1 FCU (Acquisition & Development)

TRANSPORTATION

Airport	12 min drive to Walla Walla Regional
Walk Score	Car-Dependent (30)
Transit Score	Minimal Transit (22)



Property Summary Report

Comfort Inn & Suites Walla Walla

1419 W Pine St
Walla Walla, WA 99362 - Washington State Area Submarket

Upper Midscale
Class



HOSPITALITY

Brand	Comfort Inn
Hotel Opened	Apr 2007
Operation Type	Franchise
Operation Status	Open
Hotel Grade	3

BUILDING

Type	Hotel
Year Built	2006
Rooms	76
Location	Suburban
Stories	4
Primary Corridors	Interior

LAND

Land Acres	2.83 AC
Zoning	CH
Parcels	360719320046

EXPENSES

Taxes	\$479.21/Room (2022)
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PARKING

Spaces	63 Surface
Ratio	0.83/Room

BUILDING AMENITIES

- Business Center
- Hot Tub
- Pool
- Smoke-Free
- Fitness Center
- On-Site Bar
- Public Access Wifi

FOR LEASE

Rent	Withheld
------	----------

SALE

Sold Price	\$5,000,000 (\$65,789/Room)
Date	Jan 2019
Sale Type	Investment
Financing	Down Payment of \$1,437,681 (31%) 1st Mortgage: Umpqua Bank

TRANSPORTATION

Parking	63 available (Surface);Ratio of 0.83/Room
Airport	8 min drive to Walla Walla Regional
Walk Score	Car-Dependent (24)
Transit Score	Minimal Transit (22)



Property Summary Report

Holiday Inn Express Walla Walla

1433 W Pine St
Walla Walla, WA 99362 - Washington State Area Submarket

Upper Midscale
Class



HOSPITALITY

Brand	Holiday Inn Express
Hotel Opened	May 2001
Operation Type	Franchise
Operation Status	Open

BUILDING

Type	Hotel
Year Built	2000
Rooms	81
Location	Suburban
Stories	3
Primary Corridors	Interior
Meeting Space	700 SF

LAND

Land Acres	2.23 AC
Zoning	CH
Parcels	350724410060

EXPENSES

Taxes	\$500.07/Room (2022)
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PARKING

Spaces	65 Surface
Ratio	0.80/Room

BUILDING AMENITIES

- Business Center
- Meeting Event Space
- Pool
- Fitness Center
- On-Site Retail
- Spa

FOR LEASE

Rent	Withheld
------	----------

TRANSPORTATION

Parking	65 available (Surface);Ratio of 0.80/Room
Airport	8 min drive to Walla Walla Regional
Walk Score	Car-Dependent (23)
Transit Score	Minimal Transit (21)

PROPERTY CONTACTS

True Owner	Randy Grudzinski 3331 Panakres Ln Walla Walla, WA 99362 (509) 529-8099 (p)	Recorded Owner	Walla Walla Hie Llc 1433 W Pine St Walla Walla, WA 99362
Parent Company	IHG Hotels & Resorts		



Property Summary Report

Best Western Plus Walla Walla Suites Inn

7 E Oak St
Walla Walla, WA 99362 - Washington State Area Submarket

Upper Midscale
Class



HOSPITALITY

Brand	Best Western Plus
Hotel Opened	May 1995
Operation Type	Franchise
Operation Status	Open

BUILDING

Type	Hotel
Year Built	1994
Rooms	76
Location	Suburban
Stories	3
Primary Corridors	Interior
Meeting Space	500 SF

LAND

Land Acres	2.01 AC
Zoning	C
Parcels	360720730813

EXPENSES

Taxes	\$515.30/Room (2022)
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BUILDING AMENITIES

- Business Center
- Fitness Center
- Hot Tub
- Meeting Event Space
- Pool

FOR LEASE

Rent	Withheld
------	----------

TRANSPORTATION

Airport	8 min drive to Walla Walla Regional
Walk Score	Very Walkable (82)
Transit Score	Some Transit (32)



Property Summary Report

Courtyard Walla Walla

550 W Rose St
Walla Walla, WA 99362 - Washington State Area Submarket

Upscale
Class



HOSPITALITY

Brand	Courtyard
Hotel Opened	Jan 2015
Operation Type	Franchise
Operation Status	Open

BUILDING

Type	Hotel
Year Built	Jan 2015
Rooms	120
Location	Suburban
Stories	3
Primary Corridors	Interior
Meeting Space	2,576 SF

LAND

Land Acres	8.82 AC
Zoning	CH
Parcels	360719630228

EXPENSES

Taxes	\$646.72/Room (2022)
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BUILDING AMENITIES

- Fitness Center
- Meeting Event Space
- Pool
- Restaurant

FOR LEASE

Rent	Withheld
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TRANSPORTATION

Airport	9 min drive to Walla Walla Regional
Walk Score	Very Walkable (79)
Transit Score	Some Transit (33)



Property Summary Report

La Quinta Inns & Suites Walla Walla

776 Silverstone Dr
Walla Walla, WA 99362 - Washington State Area Submarket

Upper Midscale
Class



HOSPITALITY

Brand	La Quinta Inns & Suites
Hotel Opened	Sep 2017
Operation Type	Franchise
Operation Status	Open

BUILDING

Type	Hotel
Year Built	Sep 2017
Rooms	77
Location	Suburban
Stories	4
Primary Corridors	Interior
Meeting Space	750 SF

LAND

Land Acres	1.32 AC
Zoning	HC
Parcels	350724410074

EXPENSES

Taxes	\$1,038.65/Room (2022)
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BUILDING AMENITIES

- Business Center
- Fitness Center
- Hot Tub
- Meeting Event Space
- Pool
- Public Access Wifi

FOR LEASE

Rent	Withheld
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TRANSPORTATION

Airport	8 min drive to Walla Walla Regional
Walk Score	Car-Dependent (21)
Transit Score	Minimal Transit (20)

PROPERTY CONTACTS

True Owner	Nageshwar Motel, Inc. 7030 Cascade Ave SE Snoqualmie, WA 98065	Recorded Owner	Nageshwar Motel, Inc. 7030 Cascade Ave SE Snoqualmie, WA 98065
Parent Company	Wyndham Hotels & Resorts		



STR Global - CoStar - Data by Measure - Primary Comp Set

Occupancy (%)													
YR.	January	February	March	April	May	June	July	August	September	October	November	December	YTD
2020	45.5%	56.1%	32.0%	25.9%	35.5%	50.3%	58.4%	63.8%	62.3%	53.9%	39.7%	36.9%	46.7%
2021	41.0%	44.3%	52.5%	58.7%	62.5%	71.0%	77.4%	77.1%	66.7%	59.0%	51.2%	48.1%	59.2%
2022	43.2%	53.0%	58.0%	63.1%	67.5%	75.0%	75.2%	78.3%	75.4%	67.1%	52.3%	47.6%	63.0%
2023	47.0%	54.0%	58.7%	63.5%	69.8%	75.8%	75.8%	76.4%	73.2%	63.1%	51.9%	49.0%	63.2%
2024	42.8%	54.9%	56.0%	62.3%	66.5%								56.5%
Avg	43.2%	51.1%	47.5%	49.2%	55.2%	65.4%	70.3%	73.1%	68.1%	60.0%	47.7%	44.2%	56.3%

ADR (\$)													
YR.	January	February	March	April	May	June	July	August	September	October	November	December	YTD
2020	\$104.87	\$109.27	\$104.84	\$88.42	\$89.53	\$100.57	\$109.85	\$112.77	\$105.23	\$100.29	\$96.00	\$98.46	\$101.68
2021	\$96.39	\$97.81	\$100.14	\$108.83	\$118.04	\$126.00	\$137.26	\$140.10	\$134.70	\$128.15	\$113.52	\$122.01	\$121.16
2022	\$108.64	\$111.12	\$113.54	\$124.96	\$133.96	\$141.18	\$147.84	\$148.04	\$145.90	\$134.22	\$128.54	\$129.70	\$132.83
2023	\$117.14	\$118.90	\$123.60	\$130.70	\$140.45	\$150.44	\$153.09	\$151.57	\$152.25	\$140.65	\$131.66	\$137.52	\$139.20
2024	\$122.46	\$126.75	\$133.29	\$142.31	\$151.39								\$136.78
Avg	\$103.30	\$106.07	\$106.17	\$107.40	\$113.84	\$122.58	\$131.65	\$133.64	\$128.61	\$120.89	\$112.69	\$116.72	\$118.56

RevPAR (\$)													
YR.	January	February	March	April	May	June	July	August	September	October	November	December	YTD
2020	\$47.71	\$61.26	\$33.53	\$22.88	\$31.77	\$50.57	\$64.20	\$71.97	\$65.55	\$54.10	\$38.11	\$36.32	\$48.16
2021	\$39.54	\$43.33	\$52.55	\$63.93	\$73.79	\$89.45	\$106.28	\$108.01	\$89.88	\$75.56	\$58.16	\$58.73	\$73.00
2022	\$46.96	\$58.93	\$65.89	\$78.82	\$90.44	\$105.94	\$111.18	\$115.85	\$110.07	\$90.12	\$67.28	\$61.69	\$83.72
2023	\$55.11	\$64.23	\$72.58	\$82.99	\$98.00	\$114.01	\$116.04	\$115.78	\$111.42	\$88.72	\$68.35	\$67.42	\$88.01
2024	\$52.43	\$69.60	\$74.69	\$88.64	\$100.72								\$77.29
Avg	\$44.74	\$54.51	\$50.66	\$55.21	\$65.33	\$81.99	\$93.89	\$98.61	\$88.50	\$73.26	\$54.52	\$52.25	\$68.29

Revenue (\$)													
YR.	January	February	March	April	May	June	July	August	September	October	November	December	YTD
2020	\$786,812	\$912,503	\$552,925	\$282,848	\$405,734	\$807,039	\$1,058,819	\$1,186,909	\$1,046,131	\$892,281	\$608,273	\$598,915	\$9,139,189
2021	\$652,165	\$645,436	\$866,672	\$1,020,388	\$1,216,916	\$1,427,581	\$1,752,751	\$1,781,243	\$1,434,452	\$1,246,082	\$928,267	\$908,617	\$13,940,570
2022	\$774,500	\$877,837	\$1,086,610	\$1,257,893	\$1,491,604	\$1,690,818	\$1,833,523	\$1,910,633	\$1,756,649	\$1,486,236	\$1,073,860	\$1,017,360	\$16,257,523
2023	\$908,871	\$956,785	\$1,196,981	\$1,324,487	\$1,616,203	\$1,819,606	\$1,913,793	\$1,909,493	\$1,778,230	\$1,463,164	\$1,090,818	\$1,111,950	\$17,090,381
2024	\$864,715	\$1,036,718	\$1,231,738	\$1,414,686	\$1,661,098								\$6,208,955
Avg	\$719,489	\$778,970	\$709,799	\$651,618	\$811,325	\$1,117,310	\$1,405,785	\$1,484,076	\$1,240,292	\$1,069,182	\$768,270	\$783,766	\$11,539,880

STR Global - CoStar - 12 Month Moving Average - Primary Comp Set

Occupancy (%)												
YR.	January	February	March	April	May	June	July	August	September	October	November	December
2020	62.3%	62.9%	60.7%	58.2%	55.9%	53.8%	52.3%	51.1%	50.4%	49.4%	48.2%	47.3%
2021	46.9%	45.9%	47.7%	50.1%	52.1%	53.8%	55.4%	56.5%	56.9%	57.3%	58.3%	59.2%
2022	26.8%	60.1%	60.6%	60.9%	61.3%	61.7%	61.5%	61.6%	62.3%	63.0%	63.1%	63.0%
2023	63.4%	63.4%	63.5%	63.5%	63.7%	63.8%	63.8%	63.7%	63.5%	63.1%	63.1%	63.2%
2024	62.9%	62.9%	62.7%	62.6%	62.3%							
Avg	54.6%	54.4%	54.2%	54.2%	54.0%	53.8%	53.9%	53.8%	53.7%	53.4%	53.3%	53.3%

ADR (\$)												
YR.	January	February	March	April	May	June	July	August	September	October	November	December
2020	\$118.62	\$118.67	\$118.83	\$118.43	\$117.01	\$114.61	\$112.75	\$110.08	\$108.32	\$106.45	\$105.06	\$103.50
2021	\$102.83	\$101.82	\$101.47	\$102.64	\$104.79	\$107.42	\$110.74	\$113.95	\$116.73	\$119.04	\$119.93	\$121.21
2022	\$121.89	\$122.53	\$123.44	\$124.73	\$126.17	\$127.69	\$128.76	\$129.63	\$130.81	\$131.33	\$132.33	\$132.83
2023	\$133.24	\$133.72	\$134.49	\$134.96	\$135.56	\$136.47	\$137.01	\$137.34	\$137.92	\$138.48	\$138.70	\$139.20
2024	\$139.63	\$140.13	\$140.93	\$141.89	\$142.89							
Avg	\$110.73	\$110.25	\$110.15	\$110.54	\$110.90	\$111.02	\$111.75	\$112.02	\$112.53	\$112.75	\$112.50	\$112.36

RevPAR (\$)												
YR.	January	February	March	April	May	June	July	August	September	October	November	December
2020	\$73.94	\$74.62	\$72.12	\$68.97	\$65.43	\$61.61	\$58.92	\$56.24	\$54.60	\$52.58	\$50.64	\$48.91
2021	\$48.19	\$46.76	\$48.44	\$51.40	\$54.59	\$57.78	\$61.36	\$64.42	\$66.42	\$68.24	\$69.89	\$71.79
2022	\$72.42	\$73.62	\$74.75	\$75.97	\$77.39	\$78.74	\$79.16	\$79.83	\$81.49	\$82.72	\$83.47	\$83.72
2023	\$84.42	\$84.82	\$85.39	\$85.73	\$86.38	\$87.04	\$87.45	\$87.45	\$87.56	\$87.44	\$87.53	\$88.01
2024	\$87.79	\$88.20	\$88.38	\$88.84	\$89.07							
Avg	\$61.07	\$60.69	\$60.28	\$60.19	\$60.01	\$59.70	\$60.14	\$60.33	\$60.51	\$60.41	\$60.27	\$60.35

Revenue (\$)												
YR.	January	February	March	April	May	June	July	August	September	October	November	December
2020	\$14,357,492	\$14,490,059	\$14,004,322	\$13,144,159	\$12,226,050	\$11,512,950	\$11,010,568	\$10,508,920	\$10,202,512	\$9,824,322	\$9,462,002	\$9,139,189
2021	\$9,004,542	\$8,737,475	\$9,051,222	\$9,788,762	\$10,599,944	\$11,220,486	\$11,914,418	\$12,508,752	\$12,897,073	\$13,250,874	\$13,570,868	\$13,940,569
2022	\$14,062,905	\$14,295,305	\$14,515,243	\$14,752,748	\$15,027,436	\$15,290,673	\$15,371,444	\$15,500,835	\$15,823,033	\$16,063,186	\$16,208,780	\$16,257,523
2023	\$16,391,894	\$16,470,842	\$16,581,214	\$16,647,809	\$16,772,408	\$16,901,195	\$16,981,466	\$16,980,326	\$17,001,907	\$16,978,835	\$16,995,793	\$17,090,383
2024	\$17,046,228	\$17,126,161	\$17,160,917	\$17,251,116	\$17,296,010							
Avg	\$11,681,017	\$11,613,767	\$11,527,772	\$11,466,461	\$11,412,997	\$11,366,718	\$11,462,493	\$11,508,836	\$11,549,793	\$11,537,598	\$11,516,435	\$11,539,879

Primary Competitive Hotel Properties Data Summary

Primary Competitive Set			
Property Name	Industry Segment	Open Date	Room Count
Hampton Inn & Suites Walla Walla	Upper Midscale	2008	102
Comfort Inn & Suites Walla Walla	Upper Midscale	2007	76
Holiday Inn Express Walla Walla	Upper Midscale	2001	81
Best Western Plus Walla Walls Suites Inn	Upper Midscale	1995	76
Courtyard Walla Walla	Upscale	2015	120
La Quinta Inns & Suites Walla Walls	Upper Midscale	2017	77
Primary Competitive Set Room Count Average			89
Source: CoStar/STR Core Distinction Group, LLC			



Primary Competitive Hotel Properties Data Summary

Primary Competitive Set Current			
Time Frame	Occupancy	Average Daily Rate	Revenue Per Available Room
YTD	56.5%	\$136.78	\$77.29
3 Month Average	61.6%	\$142.85	\$88.01
12 Month Average	62.3%	\$142.89	\$89.07
Source: CoStar/STR Core Distinction Group, LLC			

Primary Competitive Set Prior Year			
Time Frame	Occupancy	Average Daily Rate	Revenue Per Available Room
12 Month Average	63.7%	\$135.00	\$86.00
Source: CoStar/STR Core Distinction Group, LLC			

Primary Competitive Set Year Over Year Percentage Change			
Time Frame	Occupancy	Average Daily Rate	Revenue Per Available Room
Percent of Change	-2.1%	5.5%	3.2%
Source: CoStar/STR Core Distinction Group, LLC			



Primary Competitive Hotel Rate Shops

Primary Competitive Set Listed Rates - Weekday				
Property Name	JUL	OCT	JAN	APR
Hampton Inn & Suites Walla Walla	\$120	\$100	\$110	\$125
Comfort Inn & Suites Walla Walla	\$100	\$105	\$120	\$120
Holiday Inn Express Walla Walla	\$130	\$110	\$115	\$135
Best Western Plus Walla Walls Suites Inn	\$105	\$115	\$130	\$130
Courtyard Walla Walla	\$165	\$145	\$145	\$160
La Quinta Inns & Suites Walla Walls	\$110	\$100	\$100	\$105
Primary Competitive Set Average	\$122	\$113	\$120	\$129
Primary Competitive Set Rate Average				\$121
Source: CoStar/STR Core Distinction Group, LLC				

Primary Competitive Set Listed Rates - Weekend				
Property Name	JUL	OCT	JAN	APR
Hampton Inn & Suites Walla Walla	\$200	\$175	\$130	\$175
Comfort Inn & Suites Walla Walla	\$165	\$145	\$120	\$150
Holiday Inn Express Walla Walla	\$185	\$180	\$135	\$190
Best Western Plus Walla Walls Suites Inn	\$200	\$210	\$150	\$150
Courtyard Walla Walla	\$300	\$225	\$155	\$245
La Quinta Inns & Suites Walla Walls	\$200	\$120	\$115	\$170
Primary Competitive Set Average	\$208	\$176	\$134	\$180
Primary Competitive Set Rate Average				\$175
Source: CoStar/STR Core Distinction Group, LLC				



Primary Competitive Hotel Trends & Projections

Primary Competitive Set Trend			
Time Frame	Occupancy	Average Daily Rate	Revenue Per Available Room
YTD	56.5%	\$136.78	\$77.29
3 Month Average	61.6%	\$142.85	\$88.01
12 Month Average	62.3%	\$142.89	\$89.07
Source: CoStar/STR Core Distinction Group, LLC			

Projected Primary Competitive Set Rates	
Time Frame	Average Daily Rate
3 Month Average	\$142.85
12 Month Average	\$142.89
Future Quoted Rate Average	\$143.87
Projected Average Daily Rates	\$143.20
Source: Google Travel/ CoStar/STR Core Distinction Group, LLC	



REGIONAL INDUSTRY DATA OVERVIEW

For the purposes of this Comprehensive Hotel Market Feasibility Study, Core Distinction Group reviewed Regional/Market/Submarket data to help gain knowledge of the market and surrounding areas. The following information will be analyzed in Regional Industry Overview Data:

- Regional Competitive Hotel Properties Data Summary
- Market Overview
- Performance Data
- Past Construction Data
- Under Construction Data
- Sales Data
- Economy Data
- Submarket Data

Data can be found in Appendix.

Regional Competitive Hotel Properties Data Summary Washington State Area

Regional Submarket Competitive Set Performance			
Time Frame	Occupancy	Average Daily Rate	Revenue Per Available Room
YTD	53.1%	\$123.11	\$65.37
3 Month Average	58.2%	\$127.53	\$74.18
12 Month Average	58.4%	\$131.52	\$76.79
Source: CoStar/STR Core Distinction Group, LLC			

Regional Submarket Performance by Class (Running 12 Months)			
Time Frame	Occupancy	Average Daily Rate	Revenue Per Available Room
Luxury & Upper Upscale	64.4%	\$247.40	\$159.30
Upscale & Upper Midscale	62.1%	\$143.97	\$89.45
Midscale & Economy	55.2%	\$96.75	\$53.36
Source: CoStar/STR Core Distinction Group, LLC			



ECONOMIC IMPACT SUMMARY

In this section of the report, Core Distinction Group has compiled a summary of what the potential direct and indirect economic impact could be for the proposed hotel development. This projection offers revenue and job creation information based on this hotel's recommendations stated throughout this report, as well as the occupancy and average rate projected.

- Direct Economic Impact
 - City Sales Tax Revenue
 - Lodging/Bed Tax Revenue
 - Real Estate Tax Revenue
- Indirect Economic Impact
 - Rooms Sold
 - Average Indirect Food Revenue and Jobs Needed
 - Average Indirect Entertainment/Activities Revenue and Jobs Needed
 - Average Indirect Alcoholic Beverages Revenue and Jobs Needed

Direct Economic Impact

When considering the potential Direct Economic Impact of a new hotel in the community, you look at the direct tax revenue the community is gaining from the project. This takes into consideration Lodging/Bed Taxes when applicable, Sales Taxes and Real Estate Taxes. Below you will find the estimated tax revenue of this project broken down in each category:

Sales Tax Revenue Per Year	
Year	Sales Tax
Year One	\$263,459
Year Two	\$279,226
Year Three	\$295,945
Year Four	\$310,628
Year Five	\$322,980
First Five Years Total:	\$1,472,237

Based on the minimum combined 2024 sales tax rate for College Place, Washington is 8.8%. This is the total of state, county, and city tax rates.

Lodging/Bed Tax Revenue Per Year	
Year	Lodging/Bed Tax
Year One	\$57,837
Year Two	\$61,359
Year Three	\$65,096
Year Four	\$68,390
Year Five	\$71,153
First Five Years Total:	\$323,834

Based on a current 2% Average Transient Lodging Tax in College Place, WA.

Real Estate Tax Revenue Per Year (Based on Estimates)	
Year	Real Estate Tax
Year One	\$93,282
Year Two	\$93,282
Year Three	\$93,282
Year Four	\$93,282
Year Five	\$93,282
First Five Years Total:	\$466,409

This information does not account for the collateral economic impact as well. There are many collateral economic impacts that can be accounted for. Additional revenue (and usage) from your sewer, water, trash disposal, utilities and so on all noted in the Pro Forma. The construction period can also promote additional economic growth. All of these add up and vary.



Indirect Economic Impact Estimates

When considering the potential Indirect Economic Impact of a new hotel in the community, you look at the spending of the guest within the community. For the purpose of this summary, we have identified the potential spending on food/dining. This does not take into consideration any taxes increased by said purchases. Below you will find the average rooms sold each year for the potential hotel project:

Rooms Sold Per Year Average		
Year	Occupancy	Rooms Sold
Year One	65.1%	18,546
Year Two	67.1%	19,103
Year Three	69.1%	19,676
Year Four	70.5%	20,069
Year Five	71.9%	20,471

Taking this into consideration, the estimates of rooms sold each day can be found below:

Average Rooms Per Night Sold	
Year One	51
Year Two	52
Year Three	54
Year Four	55
Year Five	56



Indirect Economic Impact Estimates (continued)

The average cost of food in the United States of America is \$58 per day. Based on the spending habits of previous travelers, when dining out an average meal in the United States of America should cost around \$23 per person. Breakfast prices are usually a little cheaper than lunch or dinner. The price of food in sit-down restaurants in the United States of America is often higher than fast food prices or street food prices. The total estimated indirect food revenue in your community is estimated* to be around:

Average Indirect Food Revenue Per Day	
Year One	\$2,947
Year Two	\$3,035
Year Three	\$3,127
Year Four	\$3,189
Year Five	\$3,253

Average Indirect Food Revenue Per Year	
Year One	\$1,075,678
Year Two	\$1,107,948
Year Three	\$1,141,187
Year Four	\$1,164,010
Year Five	\$1,187,291
First Five Years Total:	\$5,676,114

** Based on the assumption of one person per room night sold.*

Based on this information, it can be assumed this additional revenue will also create indirect food service jobs. When considering the additional food revenue into your community, industry standards states that around 30% of revenue goes towards labor. Based on the amount of additional revenue, this would bring in the following amount of full-time equivalent jobs*:

Average Indirect Food Service Jobs Needed	
Year One	14.9
Year Two	15.4
Year Three	15.8
Year Four	16.1
Year Five	16.5

** Based on 32 hours a week and the median average base hourly rate of Food Service Workers of \$13 per hour, at the time of this report according to www.payscale.com.*



Indirect Economic Impact Estimates (continued)

Entertainment and activities in the United States of America typically cost an average of \$55 per person, per day. This includes fees paid for admission tickets to museums and attractions, day tours, and other sightseeing expense.

Average Indirect Entertainment/Activities Revenue Per Day	
Year One	\$2,795
Year Two	\$2,878
Year Three	\$2,965
Year Four	\$3,024
Year Five	\$3,085

Average Indirect Entertainment/Activities Revenue Per Year	
Year One	\$1,020,039
Year Two	\$1,050,641
Year Three	\$1,082,160
Year Four	\$1,103,803
Year Five	\$1,125,879
First Five Years Total:	\$5,382,522

** Based on the assumption of one person per room night sold.*

Based on this information, it can be assumed this additional revenue will also create indirect tour guide or tourism industry jobs. When considering the additional food revenue into your community, industry standards states that around 25% of revenue goes towards labor. Based on the amount of additional revenue, this would bring in the following amount of full-time equivalent jobs*:

Average Indirect Entertainment/Activities Jobs Needed	
Year One	7.3
Year Two	7.6
Year Three	7.8
Year Four	7.9
Year Five	8.1

** Based on 32 hours a week and the median average base hourly rate of Tour Guide of \$20.89 per hour, at the time of this report according to www.salary.com.*



Indirect Economic Impact Estimates (continued)

The average person spends about \$27 on alcoholic beverages in the United States of America per day.

Average Indirect Alcoholic Beverages Revenue Per Day	
Year One	\$1,372
Year Two	\$1,413
Year Three	\$1,455
Year Four	\$1,485
Year Five	\$1,514

Average Indirect Alcoholic Beverages Revenue Per Year	
Year One	\$500,747
Year Two	\$515,769
Year Three	\$531,242
Year Four	\$541,867
Year Five	\$552,704
First Five Years Total:	\$2,642,329

** Based on the assumption of one person per room night sold.*

Based on this information, it can be assumed this additional revenue will also create indirect bartender jobs. When considering the additional alcoholic beverage revenue into your community, industry standards states that around 30% of revenue goes towards labor. Based on the amount of additional revenue, this would bring in the following amount of full-time equivalent jobs*:

Average Indirect Bartender Jobs Needed	
Year One	7.2
Year Two	7.4
Year Three	7.6
Year Four	7.8
Year Five	7.9

** Based on 32 hours a week and the median average base hourly rate of a bartender of \$12.55 per hour, at the time of this report according to www.salary.com.*



Indirect Economic Impact Estimates (continued)

The average price for Tips and Handouts in the United States of America is \$33 per day. The usual amount for a tip in the United States of America is 10% - 20%.

Average Indirect Tips/Handouts Revenue Per Day	
Year One	\$1,677
Year Two	\$1,727
Year Three	\$1,779
Year Four	\$1,814
Year Five	\$1,851

Average Indirect Tips/Handouts Revenue Per Year	
Year One	\$612,024
Year Two	\$630,384
Year Three	\$649,296
Year Four	\$662,282
Year Five	\$675,527
First Five Years Total:	\$3,229,513

** Based on the assumption of one person per room night sold.*

Based on this additional revenue being paid, the increase in both food, beverage, and entertainment/activity, service worker's hourly wage would increase substantially in the market.

Source: BudgetYourTravel.com



CONCLUSION

For the purposes of this Comprehensive Hotel Market Feasibility Study, Core Distinction Group LLC offers an overview and overall description of the conclusion and recommendations found through its research and analysis. This section will contain:

- Recommended Hotel Segment Recommendations for Market Studied
- Recommended Sleeping Room Configuration Recommendations for Market Studied
- Expected Economic Impact of Hotel in Market Studied

Conclusion and Recommendations

Property segment recommended for the potential development of a hotel is an Upper Midscale hotel. This type of hotel would allow the property to be positioned properly at the subject site. It is anticipated that a new hotel would capture displaced Lodging Demand currently staying in markets surrounding College Place, WA. Additionally, the newness of the hotel should be well received in the marketplace. It's location will be ideal to serve College Place and regional markets. This type of hotel would also be capable of adjusting rates to best fit the demand in the market and the seasonality of the area.

Property size recommendation of a newly developed hotel was researched to be between 70-80 guestrooms in this report. This would position it to be smaller in size to the average room size of 89 noted by the competitive set surveyed. The size would assist the property in achieving the Occupancy projections listed in this report. It is not advisable to over-build in this market at this time. Expansion of the hotel in future years could be considered as the market's Lodging Demand grows. Adjusting the room count will modify Performance.

The recommended Sleeping Room Configuration should be compatible with the overall Market Segmentation of the area. The property should offer a comparable selection of guestrooms with both single occupancy king bedded rooms to double occupancy double queen bedded guestrooms.

Economic Impact Potential: There are multiple economic impacts of building and developing a new hotel in a community. Some direct impact drivers include projected hotel revenue including all room revenues, meeting room revenue, as well as vending/bar revenue. On average, this size property will create 12-18 full time equivalent jobs. Indirect impact includes all jobs and income generated by businesses that supply goods and services to the hotel. Below you will find a summary of the total Estimated Economic Impact of the potential new hotel project over the first five years open:

Estimated Increase in Sales Tax	\$1,472,237
Estimated Increase in Lodging Tax	\$323,834
Estimated Increase in Real Estate Tax	\$466,409
Estimated Increase in Restaurant Sales Revenue	\$5,676,114
Estimated Increase in Entertainment Revenue	\$5,382,522
Estimated Increase in Alcohol Sales Revenue	\$2,642,329
Estimated Increase in Tips Revenue	\$3,229,513
Total Estimated Increase in Economic Impact	\$19,192,959



UNDERSTANDING THE TERMS

For the purposes of this Comprehensive Hotel Market Feasibility Study, Core Distinction Group, LLC has taken the time to offer detailed definitions of words and terms highlighted throughout this report. This section contains the information to help readers navigate industry terms.

Understanding Terms:

Below you will find definitions of industry terms used throughout this report to help the reader gain an understanding of certain phrases and indicators:

Average Daily Rate (ADR)

A measure of the average rate paid for rooms sold, calculated by dividing room revenue by rooms sold. $ADR = \text{Room Revenue} / \text{Rooms Sold}$

Chain Scale

Chain Scale segments are grouped primarily according to actual average room rates. An independent hotel, regardless of average room rate, is included as a separate Chain Scale category. The Chain Scale segments are: Luxury, Upper Upscale, Upscale, Upper Midscale, Midscale, Economy and Independent.

Competitive Set (Comp Set)

A peer group of hotels that competes for business and is selected to benchmark the subject property's performance.

Date-To-Date Comparison

Comparison of daily performance by actual calendar date (1st of January this year vs. 1st of January last year).

Day-To-Day Comparison

Comparison of daily performance by day of week (Monday this year vs. Monday last year).

Demand

The number of rooms sold in a specified time period (excludes complimentary rooms).

Group Rooms

Typically defined as 10 or more rooms per night sold, pursuant to a signed agreement. Refer to Data Reporting Guidelines for more specific application.



Understanding Terms (Continued):

Index

Measures a hotel's performance relative to an aggregated grouping of hotels (i.e., competitive set, market or submarket). We utilize indexes to measure performance in three key areas: Occupancy, ADR and RevPAR. An index of 100 means a hotel is capturing a fair share compared to the aggregated group of hotels. An index greater than 100 represents more than a fair share of the aggregated group's performance. Conversely, an index below 100 reflects less than a fair share of the aggregated group's performance.

Occupancy (OCC)

Percentage of available rooms sold during a specified time period.

Occupancy is calculated by dividing the number of rooms sold by rooms available. $\text{Occupancy} = \text{Rooms Sold} / \text{Rooms Available}$

Revenue Per Available Room (RevPAR)

Total room revenue divided by the total number of available rooms. $\text{Room Revenue} / \text{Rooms Available} = \text{RevPAR}$

Total Revenue

Revenue from all hotel operations - including rooms, Food and Beverage, other revenue departments (i.e., spa, golf, parking) and miscellaneous revenue (i.e., rentals, leases, resort fees and cancellation fees).

Year to Date

Period starting at the beginning of the current year and ending on the current date.



Understanding Terms (Continued):

Hotel Types - Hotel classifications are driven primarily by building structure and, secondarily, by service level. Hotel types include:



All-Inclusive: Property with rooms sold only as a complete package, bundling overnight accommodations and value-added amenities and services (i.e., food, beverage, activities and gratuities, etc.)



All-Suite: Property with guestroom inventory that exclusively consists of rooms offering more space and furniture than a typical hotel room, including a designated living area or multiple rooms.



B&B/Inn: Independently owned and operated properties that typically include breakfast in the room rates, 20 rooms or fewer and a resident/owner innkeeper.



Boutique: Hotel that appeals to guests because of its atypical amenity and room configurations. Boutiques are normally independent (with fewer than 200 rooms), have a high average rate and offer high levels of service. Boutique hotels often provide authentic cultural, historic experiences and interesting guest services.



Condo: Individually and wholly-owned condominium units. Inventory is included in a rental pool operated and serviced by a management company.



Conference Center: Lodging hotel with a major focus on conference facilities.



Convention Center: Property with a minimum of 300 rooms and large meeting facilities (minimum of 20,000 square feet).



Destination Resort: Property that appeals to leisure travelers, typically located in resort markets, and considered a destination in and of themselves with extensive amenity offerings. These properties are typically larger and full-service.



Extended Stay: Properties typically focused on attracting guests for extended periods. These properties quote weekly rates. The typical length of stay average for guests is four to seven nights.



Full Service Hotel: Typically Upscale, Upper Upscale and Luxury properties with a wide variety of onsite amenities, such as restaurants, meeting spaces, exercise rooms or spas.



Gaming/Casino: Property with a major focus on casino operations.



Understanding Terms (Continued):

Hotel Types - Hotel classifications are driven primarily by building structure and, secondarily, by service level. Hotel types include:



Golf: Property that includes a golf course amenity as part of its operations. A property does not qualify if it only has privileges on a nearby course.



Hotel/Motel: Standard hotel or motel operation.



Limited Service: Property that offers limited facilities and amenities, typically without a full-service restaurant. These hotels are often in the Economy, Midscale or Upper Midscale class.



Lifestyle Brand: Group of hotels operating under the same brand that is adapted to reflect current trends.



New Build: Property built from the ground up, not a conversion of a building that was not previously a hotel.



Ski: Property with onsite access to ski slopes.



Soft Brand: Collection of hotels that allows owners and operators to affiliate with a major chain while retaining their unique name, design and orientation.



Spa: Property with an onsite spa facility and full-time staff offering spa treatments.



Timeshare: Property that typically is a resort condominium unit, in which multiple parties hold property use rights, and each timeshare owner is allotted a period of time when the property may be used.



Waterpark: An indoor or outdoor waterpark resort with a lodging establishment containing an aquatic facility.



LEADERSHIP

LISA PENNAU

Mrs. Pennau offers more than 25 years of hospitality industry experience. She began in the industry as a rental car agent at the airport in Oshkosh, Wisconsin where she worked while completing her degrees in both hospitality management and sales & marketing at the local college. Lisa moved on to work as a manager in training for Super 8 hotels in Wichita, Kansas and quickly was promoted to general manager of a Super 8 in Omaha, Nebraska. She was recruited by Baymont to become a traveling manager and served several distressed Midwest properties until moving on to work for Hilton as a General Manager at a Hampton Inn Minnetonka, MN. When that hotel sold, Lisa was promoted by the new owners to Regional Director of Operations for Pillar Hotels overseeing 25+ Midwest hotels, in both both rural and metropolitan markets, including Minnesota, Wisconsin, Illinois, Iowa, North Dakota, and South Dakota. During her 10 years as Regional Director of Operations, Lisa oversaw multiple brands such as: Choice, Hilton, Hyatt, IHG, and Marriott. In her final year with Pillar she received the highest honor of Regional Director of the Year for Highest Performing Hotels in all capacities including, revenue, operations, guest service score, turnover, etc.



JESSICA JUNKER

Miss Junker offers more than 18 years of hospitality industry experience. From her beginning in the industry as a banquet server at a full-service hotel in downtown Green Bay, Wisconsin, to overseeing that very property as the manager in only a couple of years. Jessica moved on to work as a Director of Sales at a Residence Inn by Marriott, Area Director of Sales with Interstate Hotels, and Regional Director of Sales and Marketing with Pillar Hotels working on Sales, Marketing, and Revenue Management of anywhere between 15 and 52 hotels with every major and not so major brand in the country. After learning everything she needed about running a hotel, she set her sights on what happens before a hotel is built. She worked in many separate executive roles within an up-and-coming hotel franchise. Miss Junker offers hands-on expert knowledge in hotel operations, sales, marketing, training, contracting, development, construction, really all things hotels. She gained this knowledge from industry leaders like Marriott, Hilton, InterContinental Hotels Group, Choice Hotels, TMI Hospitality, Interstate Hotels, Pillar Hotels & Resorts, Cobblestone Hotels, Wyndham Hotels & Resorts, and many more.



SCOPE OF WORK

Core Distinction Group takes immense pride in the work we do. Throughout each phase of our projects we communicate with our clients regularly. This ensures everyone involved in the project is up-to-date on the progress. We also keep a very tight timeline on our projects. Each phase is well thoughtout and followed consistently. The objective of our studies are to identify and determine the need for lodging in the community, the loss of lodging to the area due to lack of quality or amount of lodging, as well as determine if there is enough need to justify a new hotel. A new hotel that makes good business sense. Below you will find each part and its timing in the process:

RESEARCH & COMMUNITY OUTREACH

This phase involves speaking with community leaders to compile a list of potential demand generators in the local and regional community. Research and Community Outreach is conducted within the first one to two weeks following receipt of the retainer.

SITE VISIT & COMMUNITY INTERVIEWS

This phase involves an in-depth local tour given by community leaders to help Core Distinction understand said community and need for lodging. The tour also includes a detailed analysis of potential sites for the project.

COMMUNITY INTERVIEWS

This phase involves conducting online and phone interviews with potential demand generators gathered during the Research and Community Outreach of the study process. This phase will take place in the first two weeks of the study process.

DATA COMPILATION

This phase of the process involves compiling all the data gathered during our visit to gain the overall picture of what is needed for the community. This phase is conducted in the two weeks following our community visit completion.

*DATA RECEIVING & REPORTING

Once all the demand generator information is gathered, Core Distinction Group begins pulling industry data for target market as well as industry trends to help us gain a better understanding of the local and regional opportunity areas.

COST GATHERING

This involves all things cost. Core Distinction Group gathers actual cost for the development, construction, financing, taxes, and all other ongoing costs associated with the specific project.

PROJECT PRO FORMA

Immediately following Development and Operational Cost Gathering, Core Distinction Group will construct a project, brand, market, and scale specific Pro Forma that is bank, investor, brand and developer friendly.

DRAFT COMPLETION/SUBMITTAL

After Core Distinction has conducted all previous phases, we complete a draft of the study and financial pro forma and submit it for review by the contracted entity. Changes to the study may be made at this point but are limited to spelling and grammar updates.

FINAL

After all requested changes are made and final payment is received, Core Distinction Group will submit a final draft of the Hotel Market Feasibility Study and Brand Specific Pro Forma to the community for distribution.

*If at this point, Core Distinction Group does not feel there is enough need for lodging to merit the costs of a new build hotel, we will stop the process, communicate with the community and offer alternative options for accommodations. If this happens, the contracted entity is not responsible for the remaining study costs highlighted in (Cost) and will receive a report indicating the reasoning behind the decision.



DISCLAIMER

Thank you for the opportunity to complete this market and feasibility study for the proposed hotel project located in College Place, WA. We have studied the market area for additional demand for a lodging facility and the results of our fieldwork and analysis are presented in this report. We have also made recommendations for the scope of the proposed project, including general site location, size of hotel, and brand segment.

We hereby certify that we have no undisclosed interest in the property and our employment and compensation are not contingent upon our findings. This study is subject to the comments made throughout this report and to all assumptions and limiting conditions set forth herein.

The conclusions presented in this report are based upon the information available and received at the time the report was filed. Core Distinction Group, LLC (CDG) has taken every possible precaution to evaluate this information for its complete accuracy and reliability. Parts of this report were prepared or arranged by third-party contributors, as indicated throughout the document. While third-party contributions have been reviewed by CDG for reasonableness and consistency to be included in this report, third-party information has not been fully audited or sought to be verified by CDG. CDG does not provide financial advice.

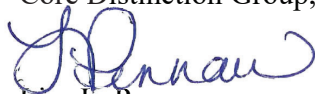
It should be understood that economic and marketplace conditions are in constant change. The results presented in this report are the professional opinion of CDG and are based on information available at the time of the report preparation. These opinions infer that market conditions do not change the information received upon which those opinions have been based. CDG assumes no responsibility for changes in the marketplace. CDG assumes no responsibility for information that becomes outdated once this report is written; nor are we responsible for keeping this information current after the date of the final document presentation.

CDG makes no express or implied representation or warranty that the contents of this report are verified, accurate, suitably qualified, reasonable or free from errors, omissions or other defects of any kind or nature. Those who rely on this report do so at their own risk and CDG disclaims all liability, damages or loss with respect to such reliance.

It is presumed that those reading this report understand the contents and recommendations. If this reader is unclear of understanding the contents, clarification can be received directly from a representative of CDG. While the terms of CDG's engagement do not require that revisions be made to this report to reflect events or conditions which occur subsequent to the date of completion of fieldwork, we are available to discuss the necessity for revisions in view of changes in the economic climate or market factors affecting the proposed hotel project.

Please do not hesitate to call should you have any comments or questions.

Sincerely,
Core Distinction Group, LLC



Lisa L. Pennau
Owner



APPENDICES

For the purpose of this Comprehensive Hotel Market Feasibility Study, large amounts of data was collected. The Appendices hold the detailed information of each data set collected. This section contains the following information:

- Detailed Community Survey Responses
- Primary Competitive Set Analytics
- Secondary Competitive Set Analytics
- Regional Lodging Industry Submarket Report

APPENDIX TWO

PRIMARY COMPETITIVE SET ANALYTICS

Search Analytics

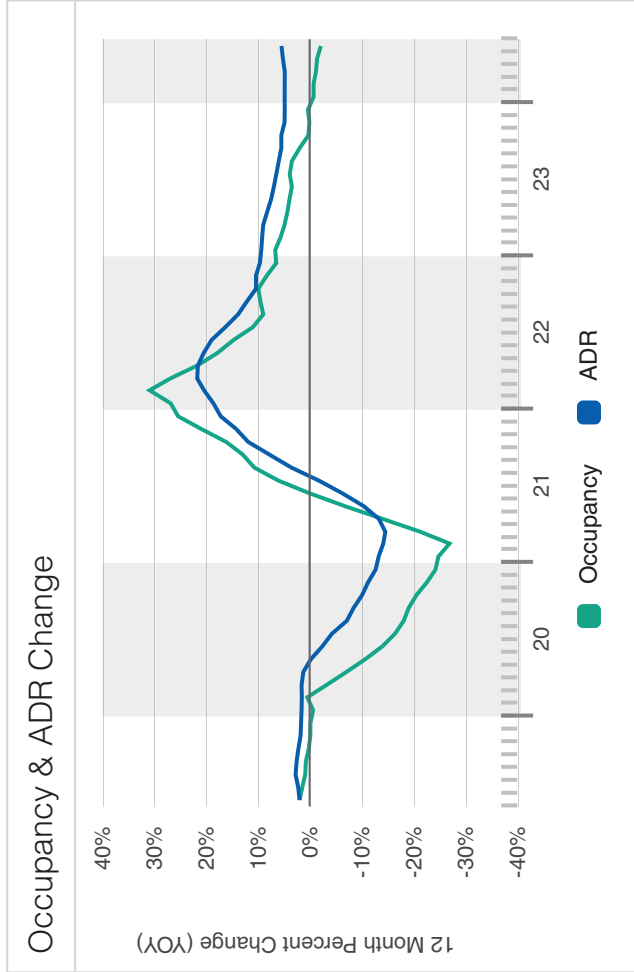
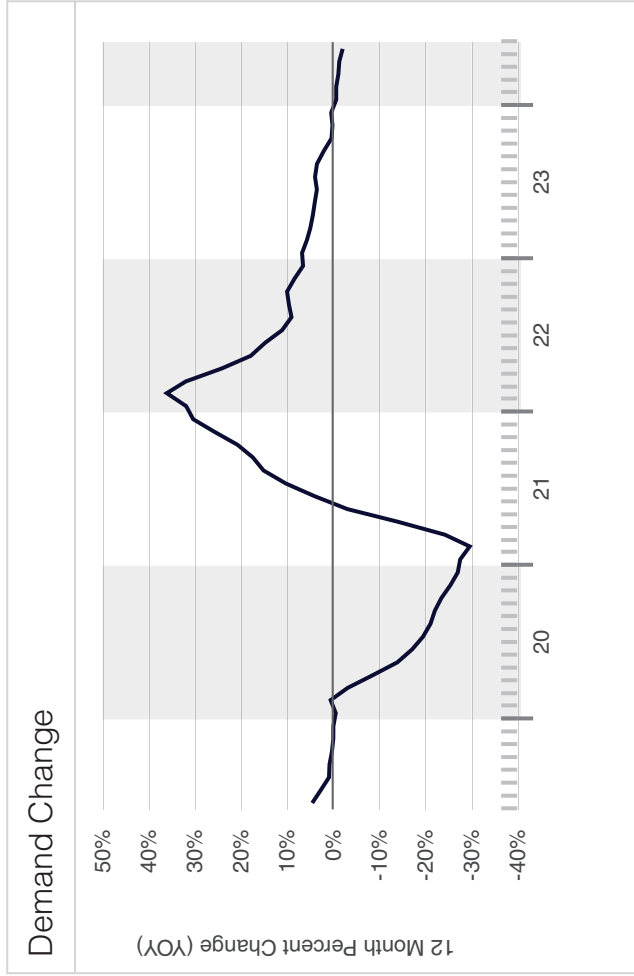
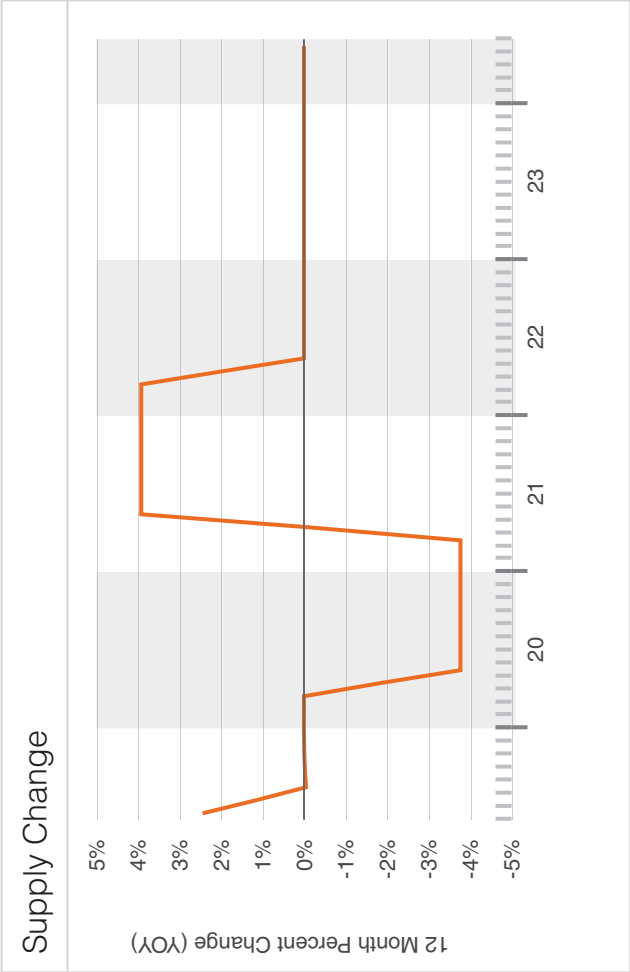
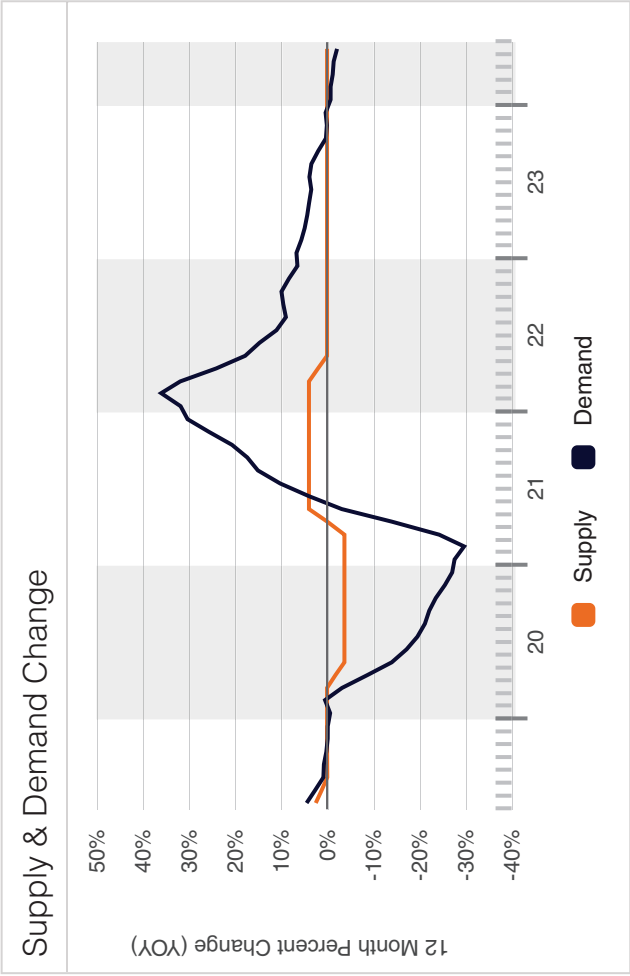
INVENTORY ROOMS	UNDER CONSTRUCTION ROOMS	12 MO OCC RATE	12 MO ADR	12 MO REVPAR	MARKET SALE PRICE/ROOM	MARKET CAP RATE
532 Prior Period 532	0 Prior Period 0	62.3% Prior Period 63.7%	\$143 Prior Period \$135	\$89 Prior Period \$86	\$142K Prior Period \$130K	8.3% Prior Period 8.0%
+0%	-	-2.1%	+5.5%	+3.2%	+9.5%	+0.3%

Key Metrics

Inventory	Sales Past Year
Existing Properties	Sales Volume \$0 ↕
12 Mo Delivered Rooms	Properties Sold 0 ↕
12 Mo Delivered Properties	Months to Sale -
12 Mo Recently Opened Rooms	Average Price Per Building -
12 Mo Recently Opened Properties	Market Price Per Room \$142K ↗
Under Construction Properties	Market Cap Rate 8.2% ↗

Performance Trend
Occupancy Rate 66.5% ▼
Average Daily Rate \$151.39 ↗
Revenue Per Available Room \$100.72 ↗
YTD Occupancy Rate 56.5% ▼
YTD Average Daily Rate \$136.78 ↗
YTD RevPAR \$77.29 ↗
3 Mo Occupancy Rate 61.6% ▼
3 Mo Average Daily Rate \$142.85 ↗
3 Mo RevPAR \$88.01 ↗
12 Mo Occupancy Rate 62.3% ▼
12 Mo Average Daily Rate \$142.89 ↗
12 Mo RevPAR \$89.07 ↗

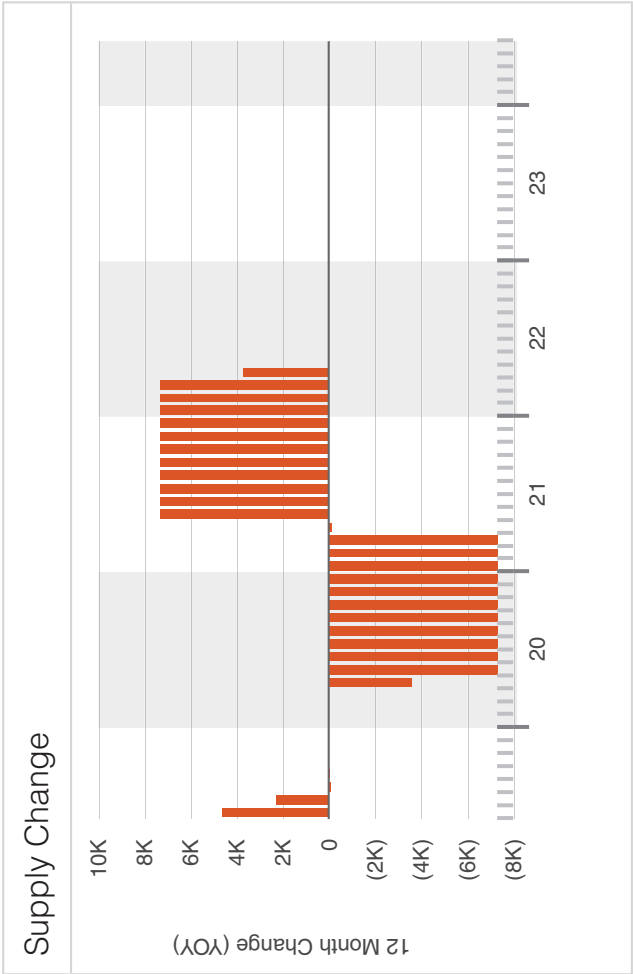
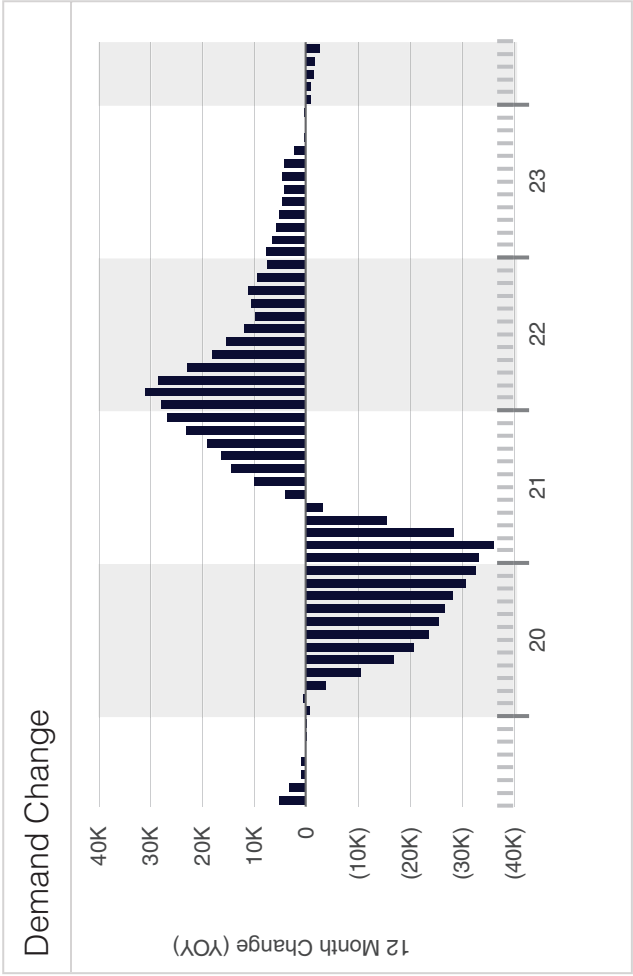
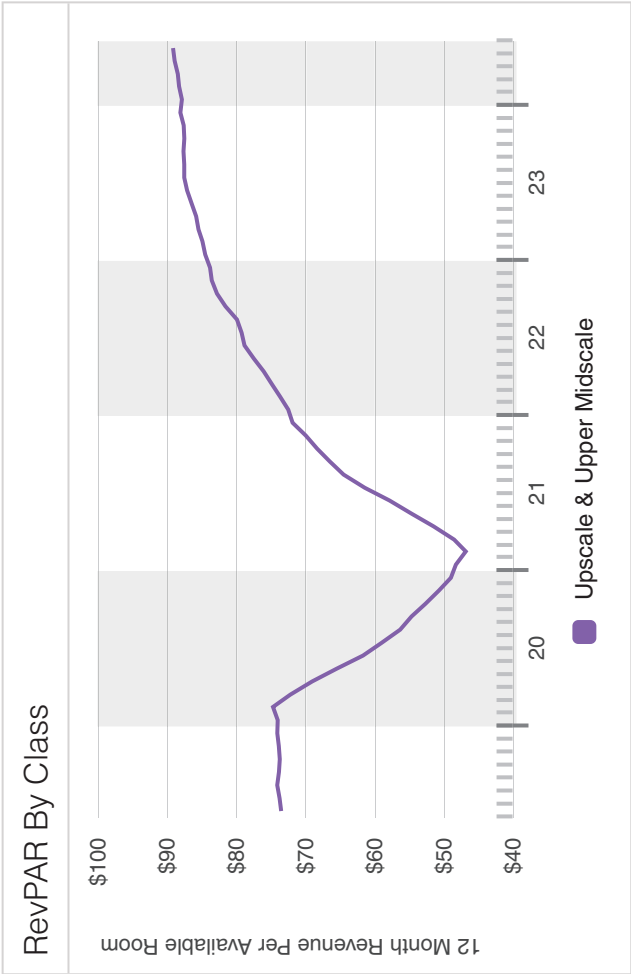
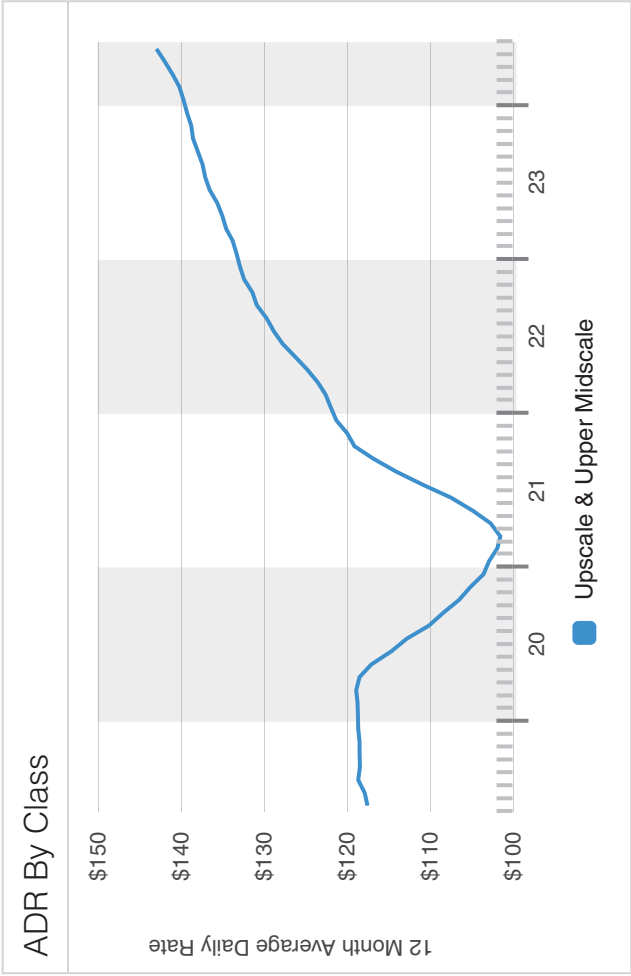
Search Analytics



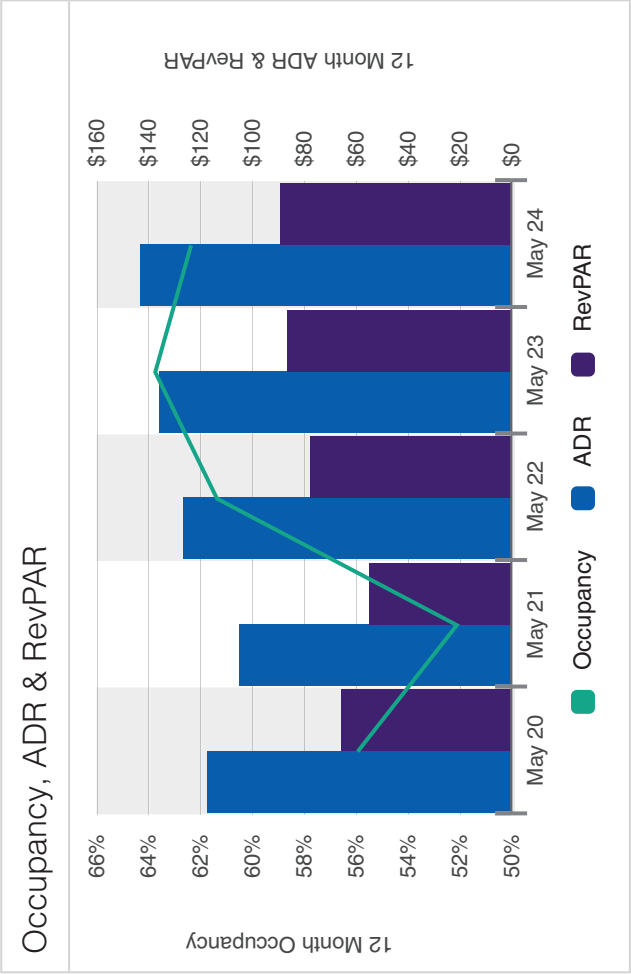
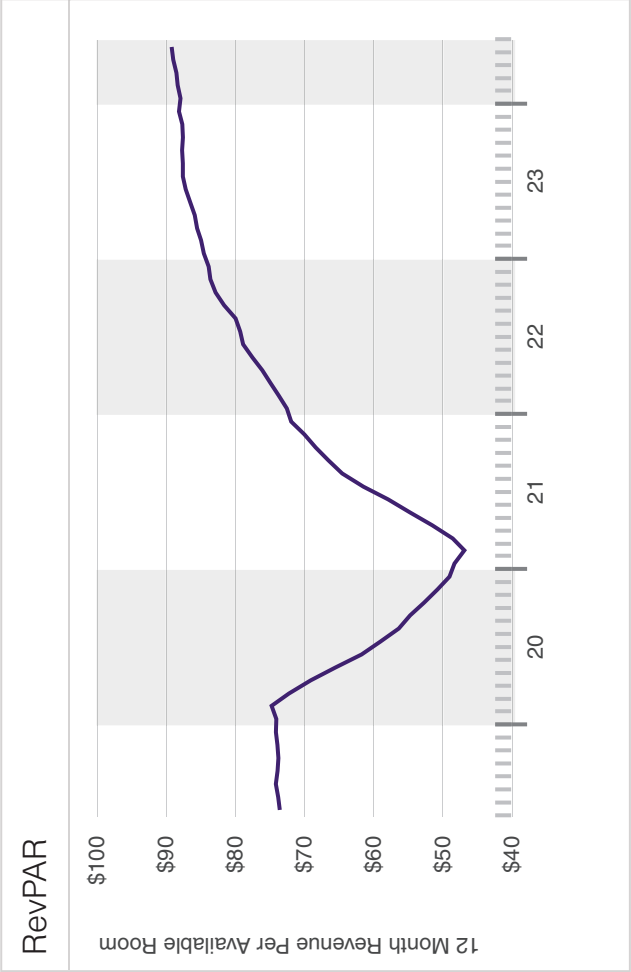
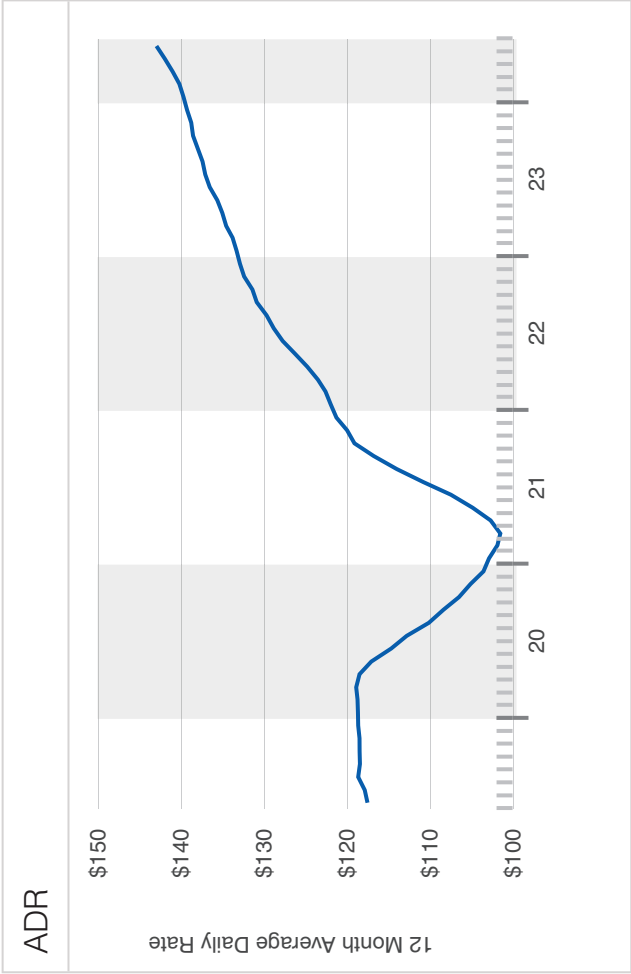
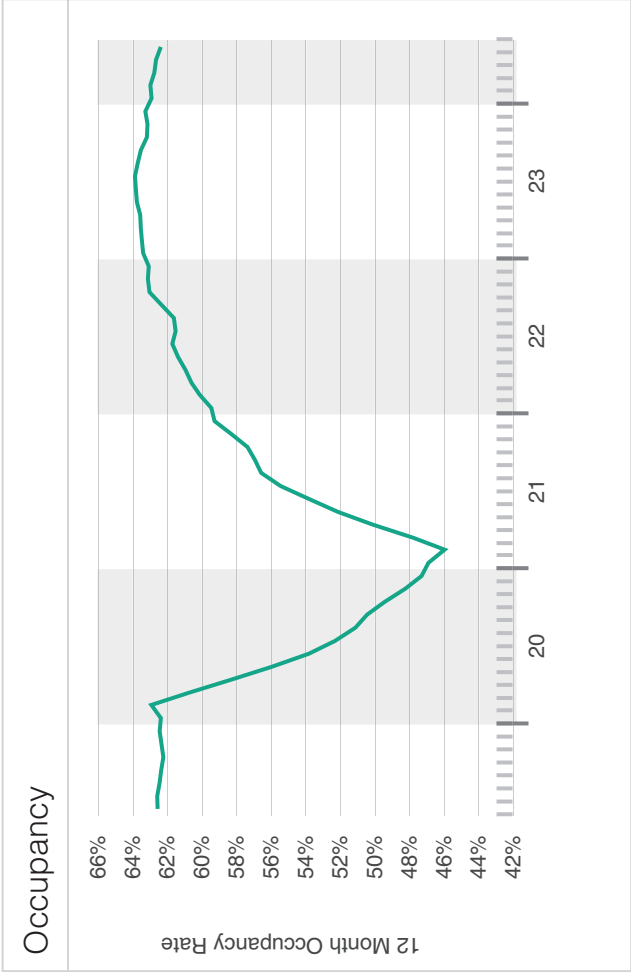
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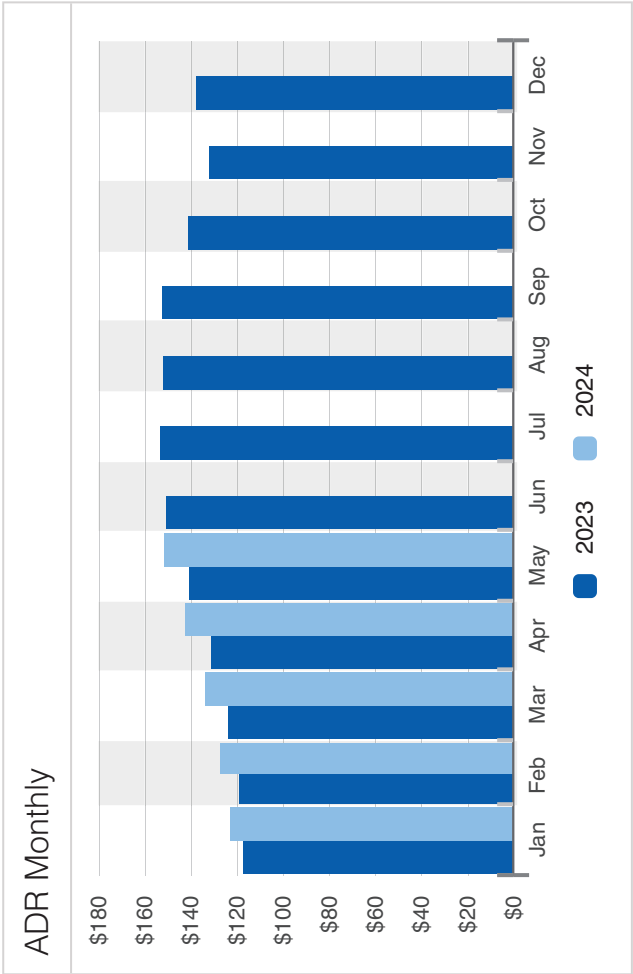
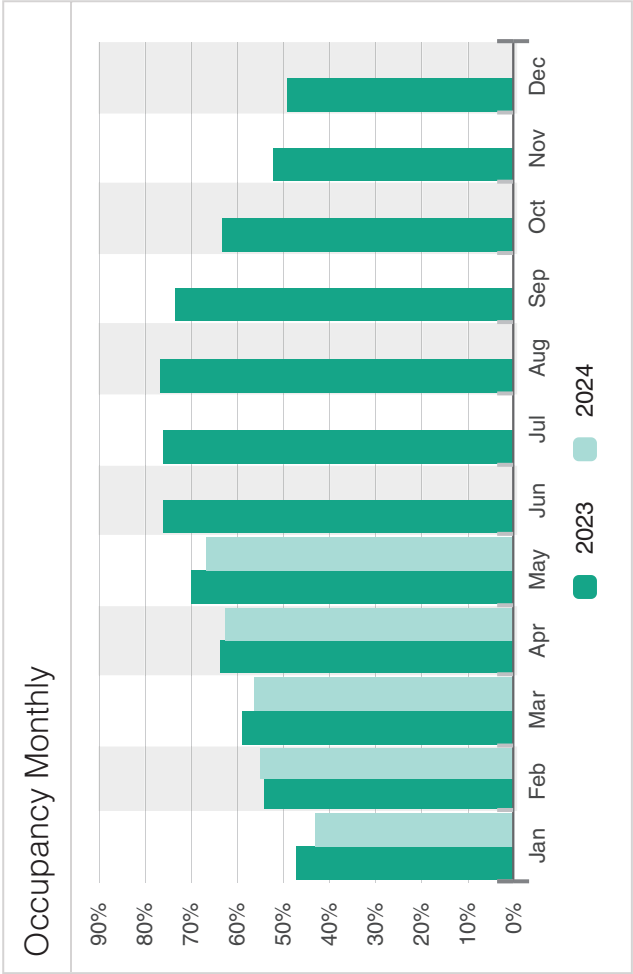
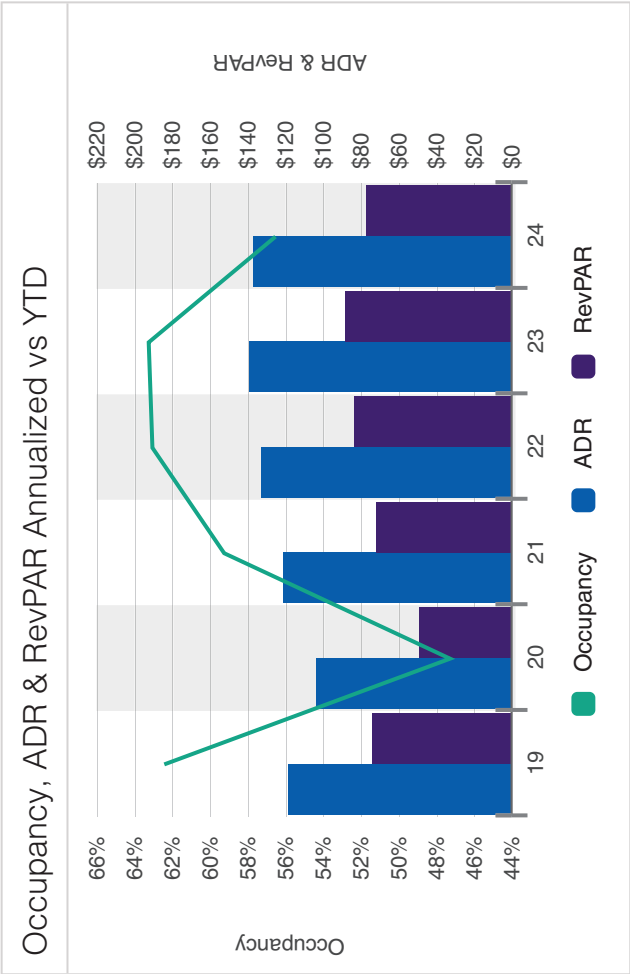
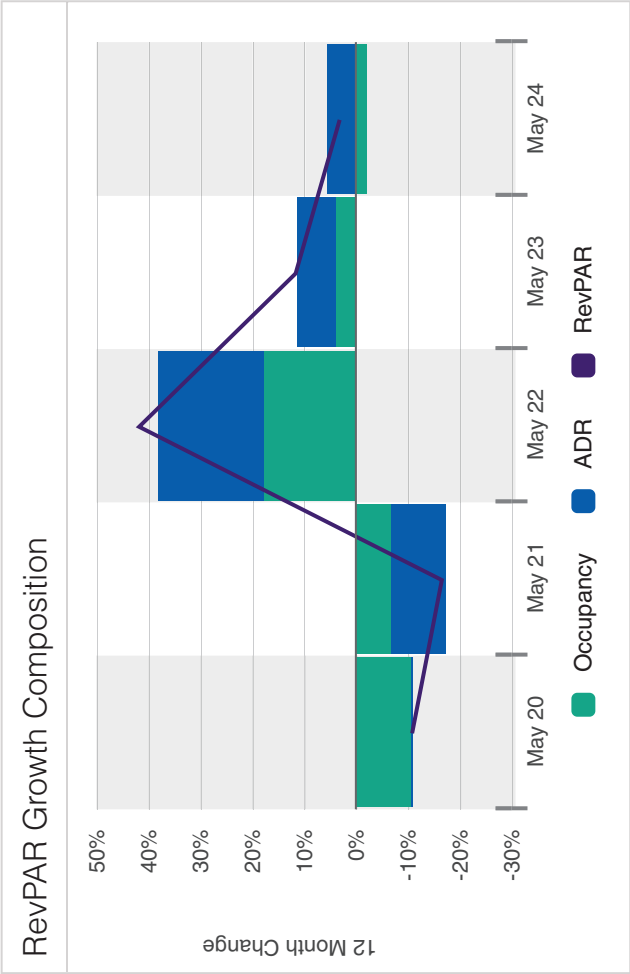


Search Analytics



Search Analytics

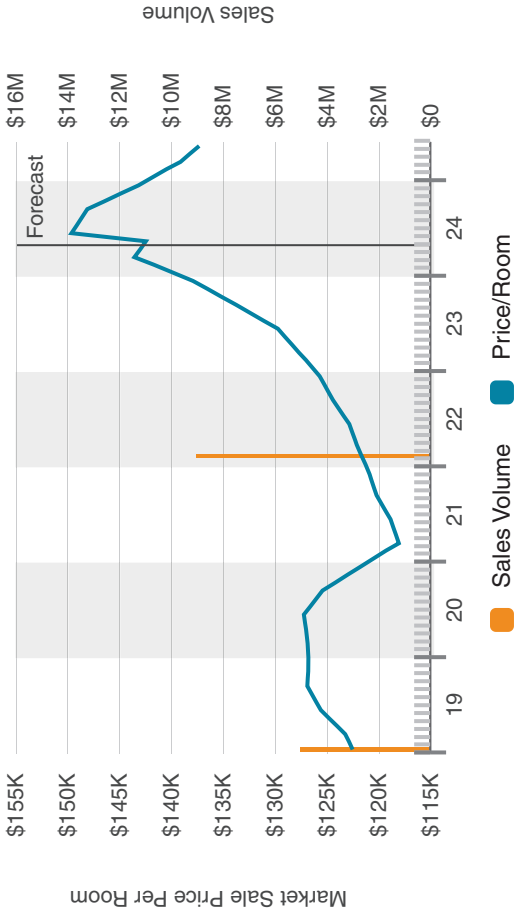




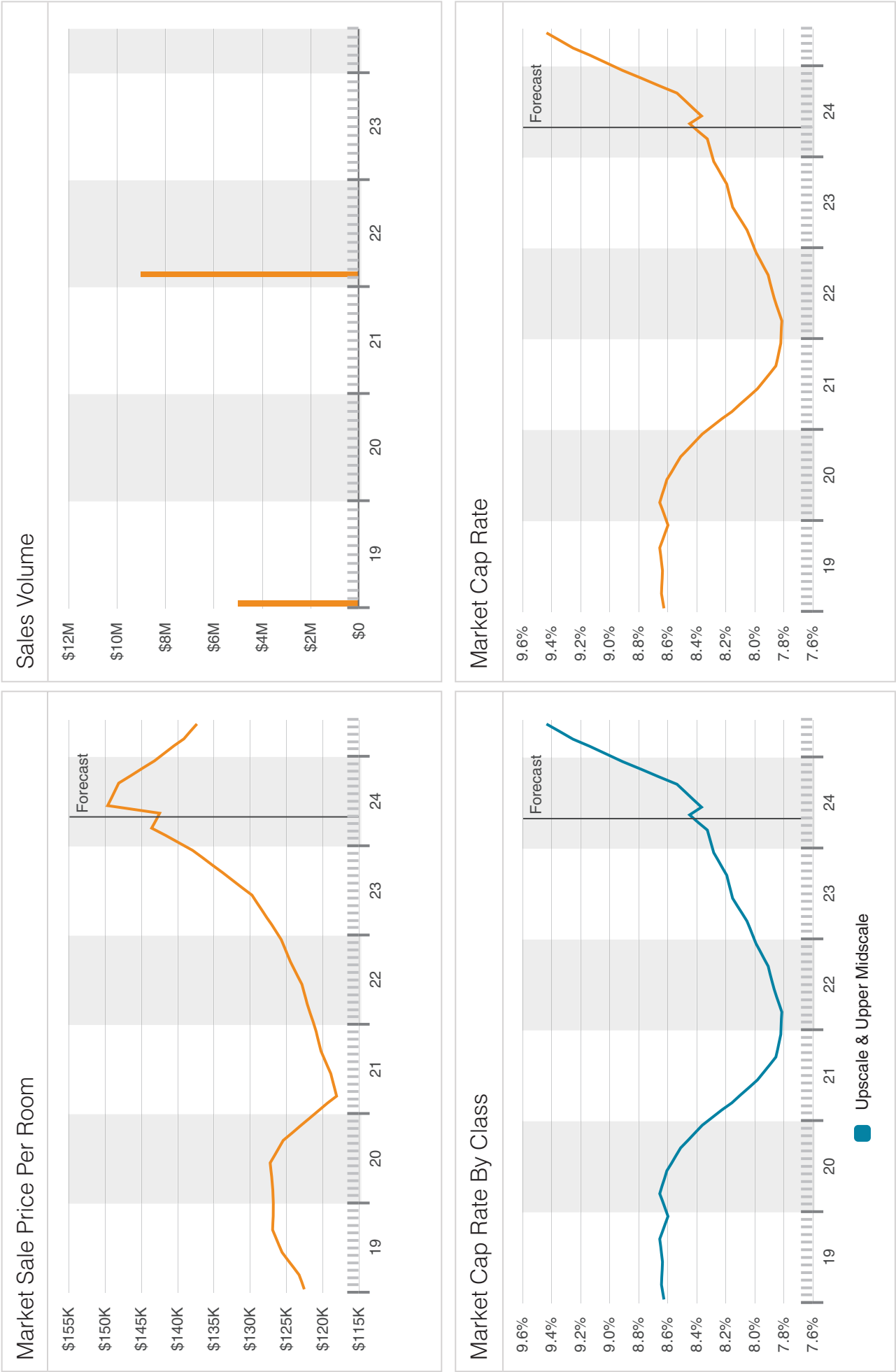
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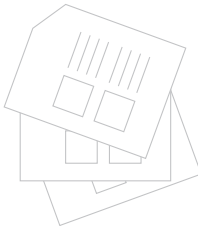
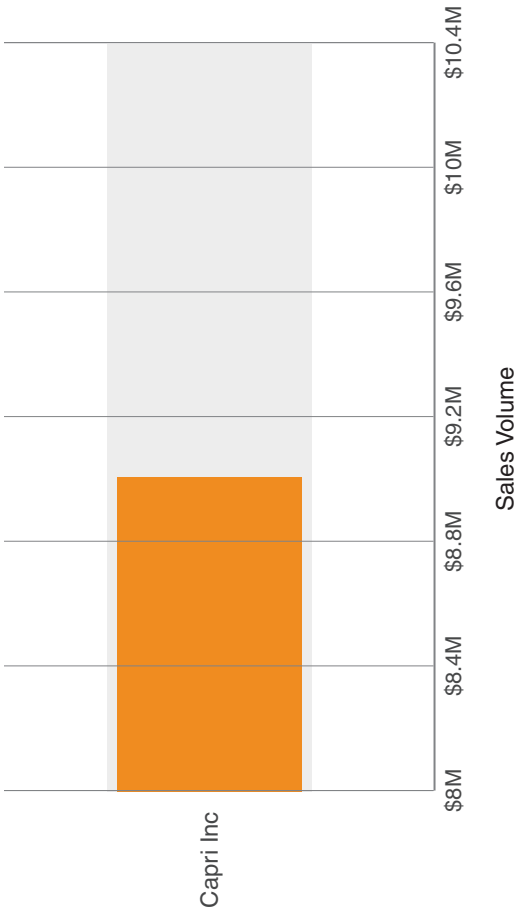
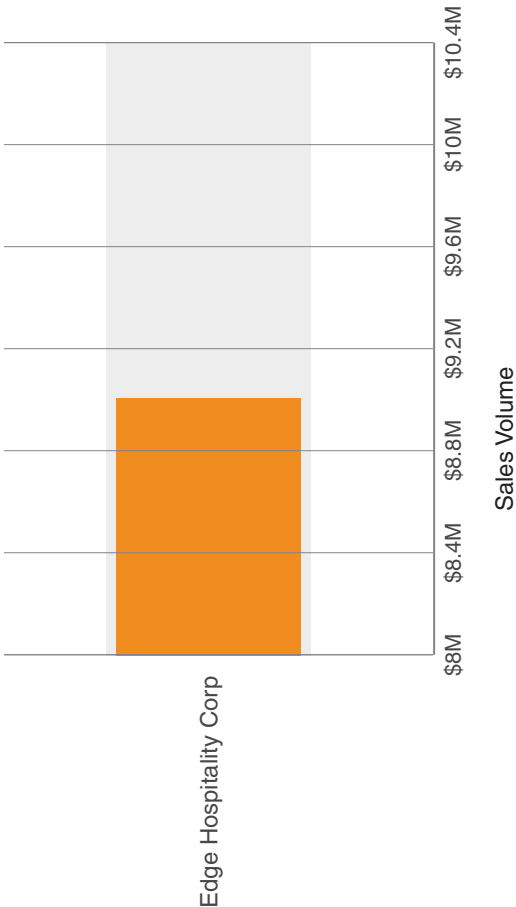
RevPAR Monthly	<table><tr><th>Month</th><th>2023</th><th>2024</th></tr><tr><td>Jan</td><td>\$50</td><td></td></tr><tr><td>Feb</td><td>\$60</td><td></td></tr><tr><td>Mar</td><td>\$70</td><td></td></tr><tr><td>Apr</td><td>\$80</td><td></td></tr><tr><td>May</td><td>\$90</td><td></td></tr><tr><td>Jun</td><td>\$100</td><td></td></tr><tr><td>Jul</td><td>\$110</td><td></td></tr><tr><td>Aug</td><td>\$115</td><td></td></tr><tr><td>Sep</td><td>\$110</td><td></td></tr><tr><td>Oct</td><td>\$100</td><td></td></tr><tr><td>Nov</td><td>\$90</td><td></td></tr><tr><td>Dec</td><td>\$80</td><td></td></tr></table>	Month	2023	2024	Jan	\$50		Feb	\$60		Mar	\$70		Apr	\$80		May	\$90		Jun	\$100		Jul	\$110		Aug	\$115		Sep	\$110		Oct	\$100		Nov	\$90		Dec	\$80	
Month	2023	2024																																						
Jan	\$50																																							
Feb	\$60																																							
Mar	\$70																																							
Apr	\$80																																							
May	\$90																																							
Jun	\$100																																							
Jul	\$110																																							
Aug	\$115																																							
Sep	\$110																																							
Oct	\$100																																							
Nov	\$90																																							
Dec	\$80																																							
Rooms Under Construction	No Data Available																																							
Rooms Delivered	No Data Available																																							
Delivered, Demolished & Net Delivered Rooms	No Data Available																																							

Rooms Delivered By Class	Demolished Rooms No Data Available No data available for the past 5 years
Rooms Under Construction % of Inventory	Sales Volume & Market Sale Price Per Room No Data Available No data available for the past 5 years



Search Analytics



Top Brand Delivered	No Data Available  No data available for the current selection	Top Sellers <table><caption>Top Sellers Data</caption><tr><th>Seller</th><th>Sales Volume</th></tr><tr><td>Capri Inc</td><td>\$8.8M</td></tr></table>	Seller	Sales Volume	Capri Inc	\$8.8M
Seller	Sales Volume					
Capri Inc	\$8.8M					
Top Seller Brokers	No Data Available  No data available for the current selection	Top Buyers <table><caption>Top Buyers Data</caption><tr><th>Buyer</th><th>Sales Volume</th></tr><tr><td>Edge Hospitality Corp</td><td>\$8.8M</td></tr></table>	Buyer	Sales Volume	Edge Hospitality Corp	\$8.8M
Buyer	Sales Volume					
Edge Hospitality Corp	\$8.8M					

APPENDIX FOUR

REGIONAL LODGING INDUSTRY SUBMARKET REPORT

Overview

Washington State Area Hospitality

12 Mo Occupancy	12 Mo ADR	12 Mo RevPAR	12 Mo Supply	12 Mo Demand
58.4%	\$131.52	\$76.79	6.1M	3.6M

Washington State Area is a large hotel submarket, and has about 17,000 rooms spread across some 340 properties. That adds up to about a third of the Washington State USA market's hotel inventory. Washington State Area is characterized by very small hotels, with an average property size of 50 rooms. That's even lower than the 65 room per building market average, and both are well below the national norm of about 90 rooms per building.

In the past 12 months, monthly occupancy has averaged 58.4%, moderately below the market average of 60.9% for the same period.

As of May, 12-month average RevPAR in the Washington State Area hotel submarket was climbing at an annual rate of 1.7%, essentially in line with the

Washington State USA average.

The Washington State Area submarket isn't exposed to supply-side pressures in the near-term: Nothing is underway in the submarket itself, and only a modest amount of development is ongoing in the entire Washington State USA market. While nothing is currently under construction, there has been recent development. Within the past three years, several projects delivered containing around 510 rooms in total. That development was moderately offset by demolition activity, which took around 300 rooms off the market over the same timeframe.

Washington State Area is an actively traded submarket. But deal volume over the past year (21 trades) did fall a bit short of what is typical in the area.

KEY INDICATORS

Class	Rooms	12 Mo Occ	12 Mo ADR	12 Mo RevPAR	12 Mo Delivered	Under Construction
Luxury & Upper Upscale	1,946	64.4%	\$247.40	\$159.30	0	0
Upscale & Upper Midscale	5,255	62.1%	\$143.97	\$89.45	88	0
Midscale & Economy	9,678	55.2%	\$96.75	\$53.36	0	0
Total	16,879	58.4%	\$131.52	\$76.79	88	0

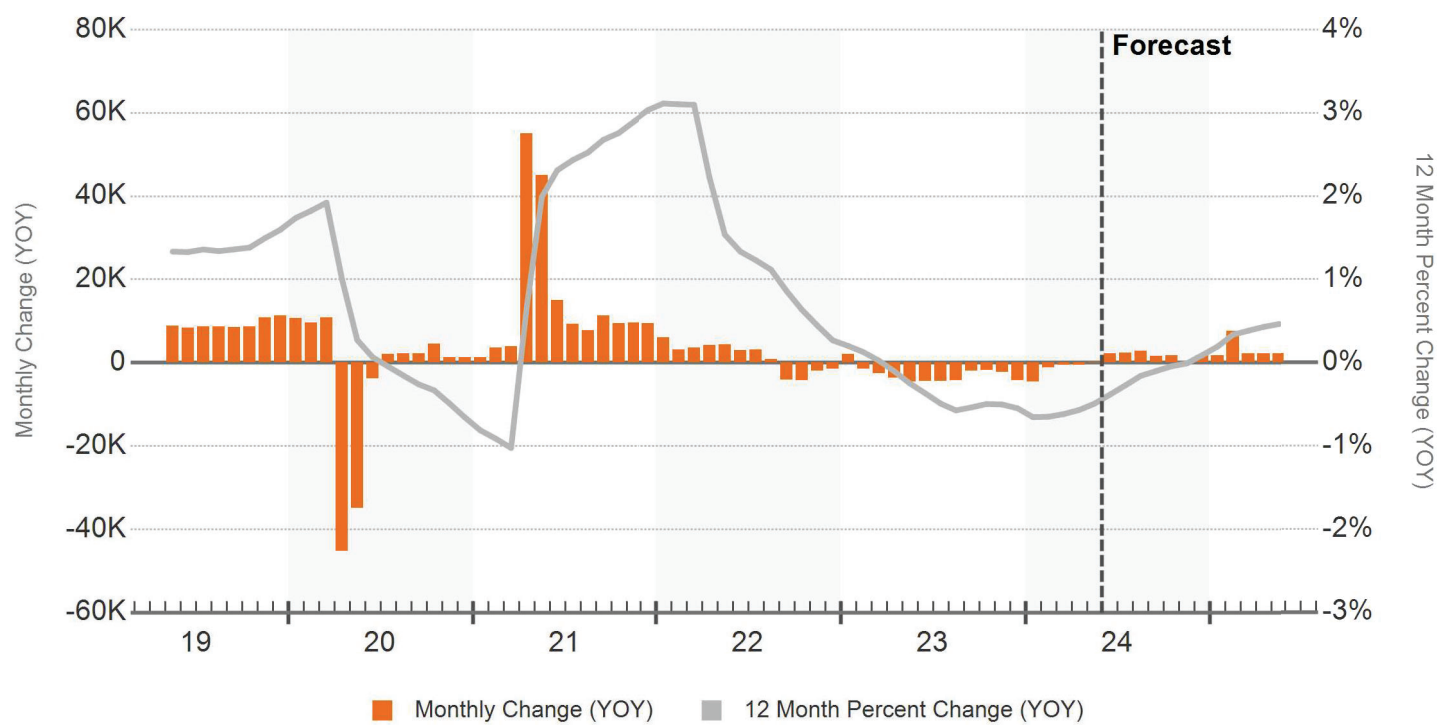
Average Trend	Current	3 Mo	YTD	12 Mo	Historical Average	Forecast Average
Occupancy	63.6%	58.2%	53.1%	58.4%	56.4%	58.7%
Occupancy Change	1.9%	-0.6%	-0.7%	-1.3%	-0.2%	0.2%
ADR	\$133.33	\$127.53	\$123.11	\$131.52	\$115.77	\$138.30
ADR Change	3.7%	3.7%	3.2%	3.1%	4.7%	1.8%
RevPAR	\$84.75	\$74.18	\$65.37	\$76.79	\$65.23	\$81.22
RevPAR Change	5.6%	3.2%	2.5%	1.7%	4.4%	2.0%



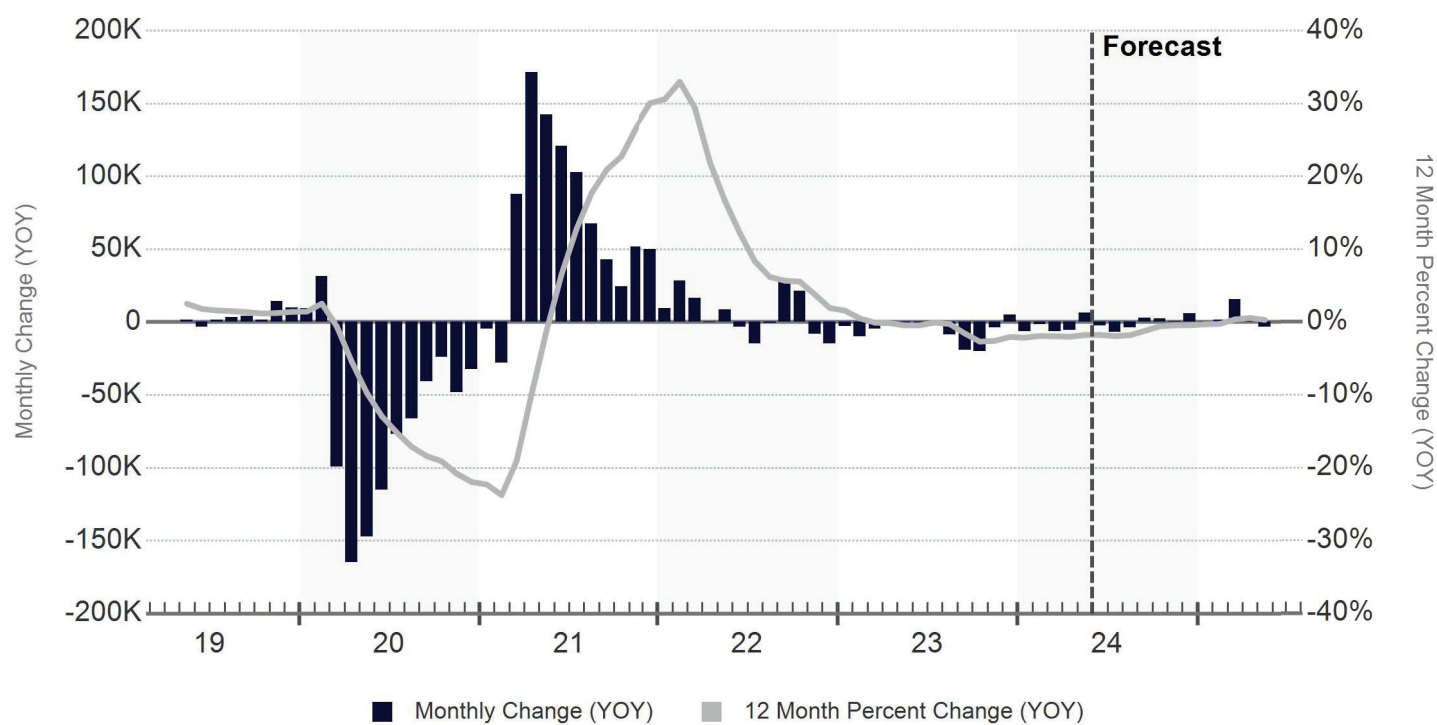
Performance

Washington State Area Hospitality

SUPPLY CHANGE



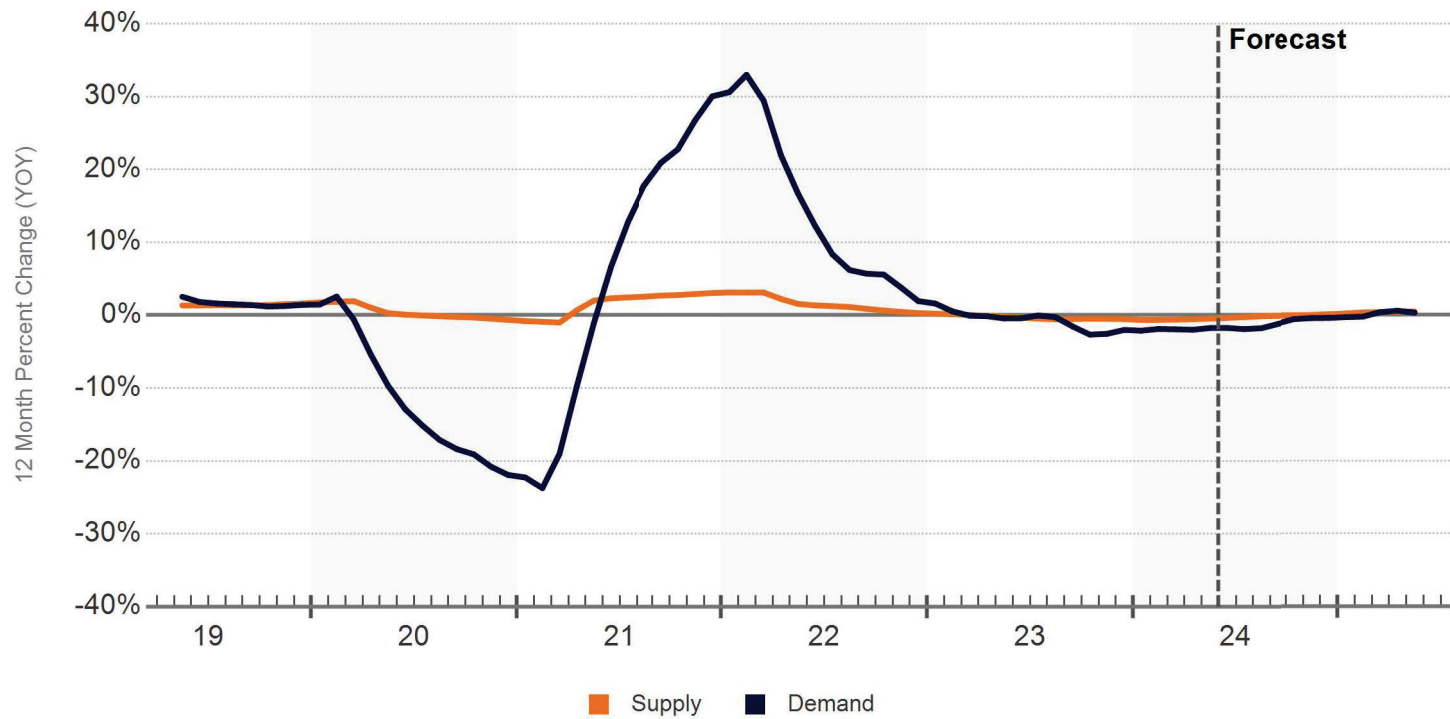
DEMAND CHANGE



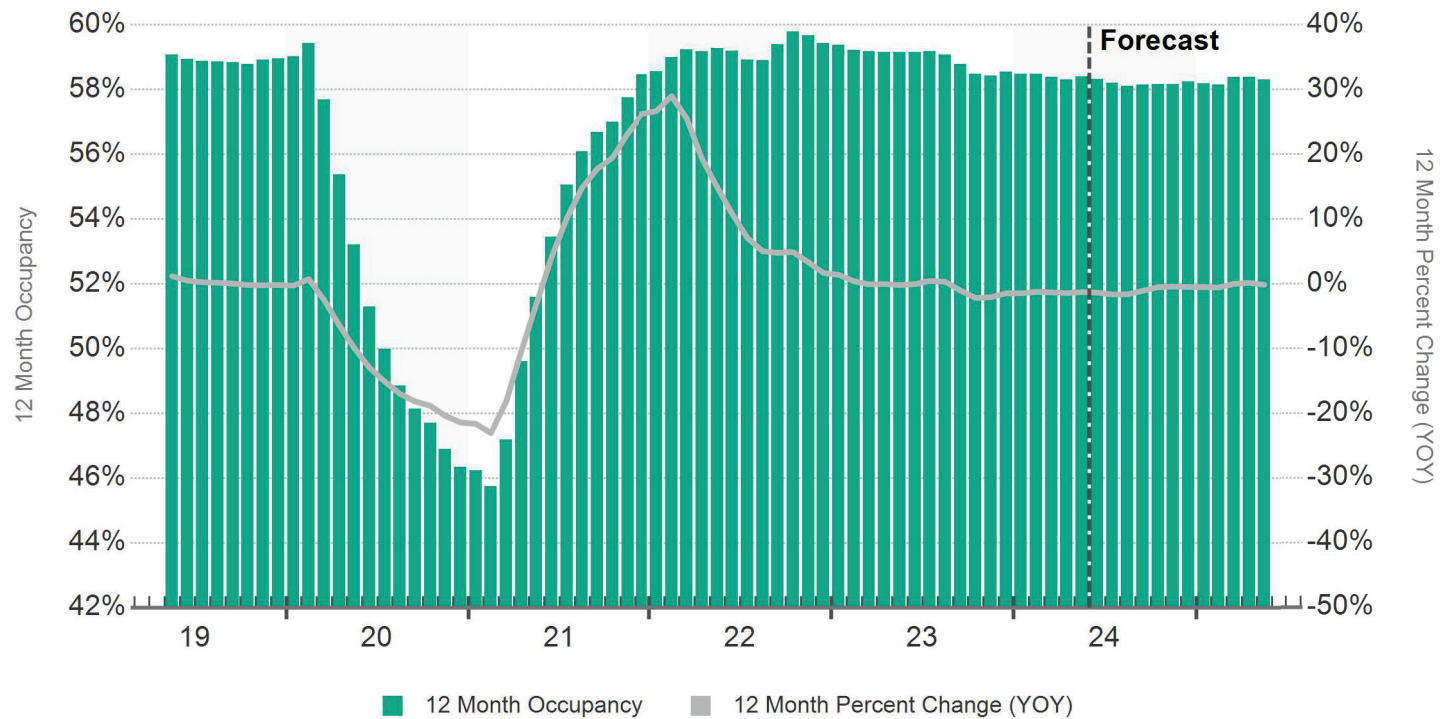
Performance

Washington State Area Hospitality

SUPPLY & DEMAND CHANGE



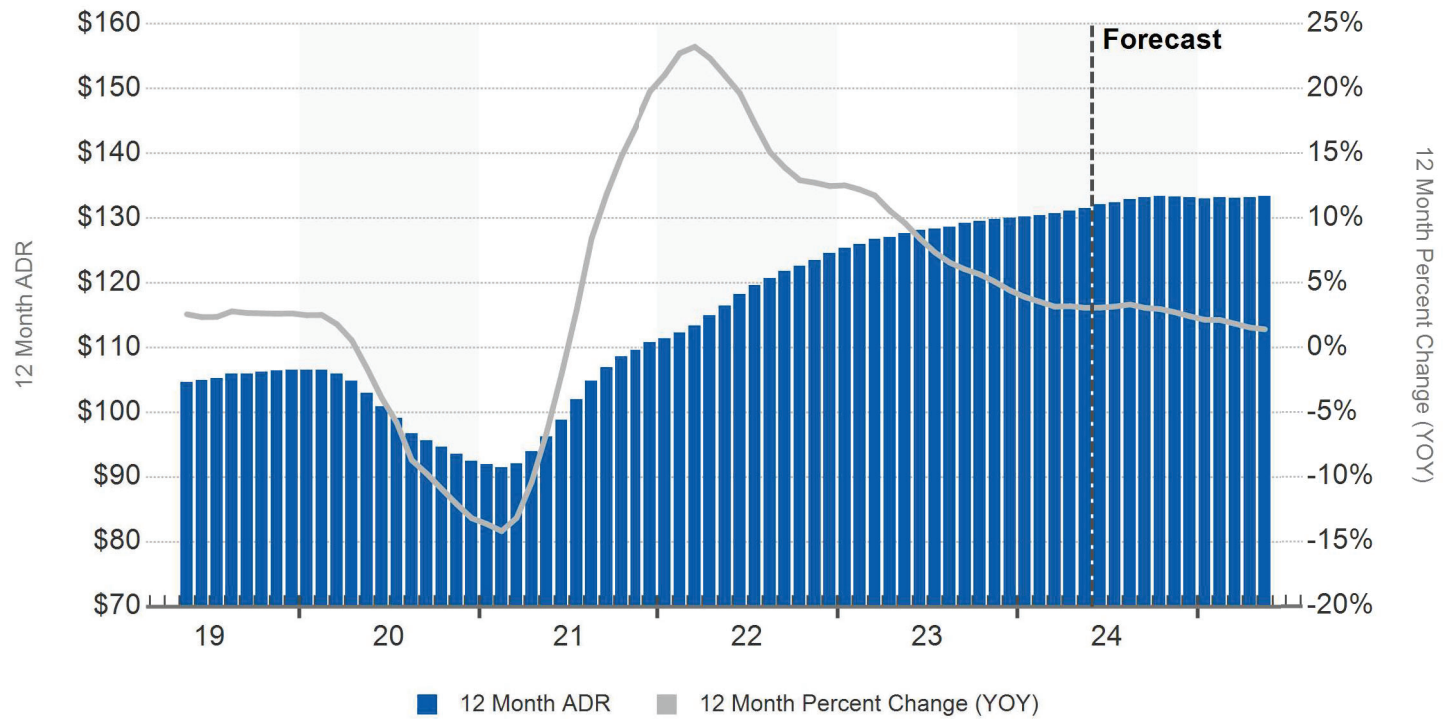
OCCUPANCY



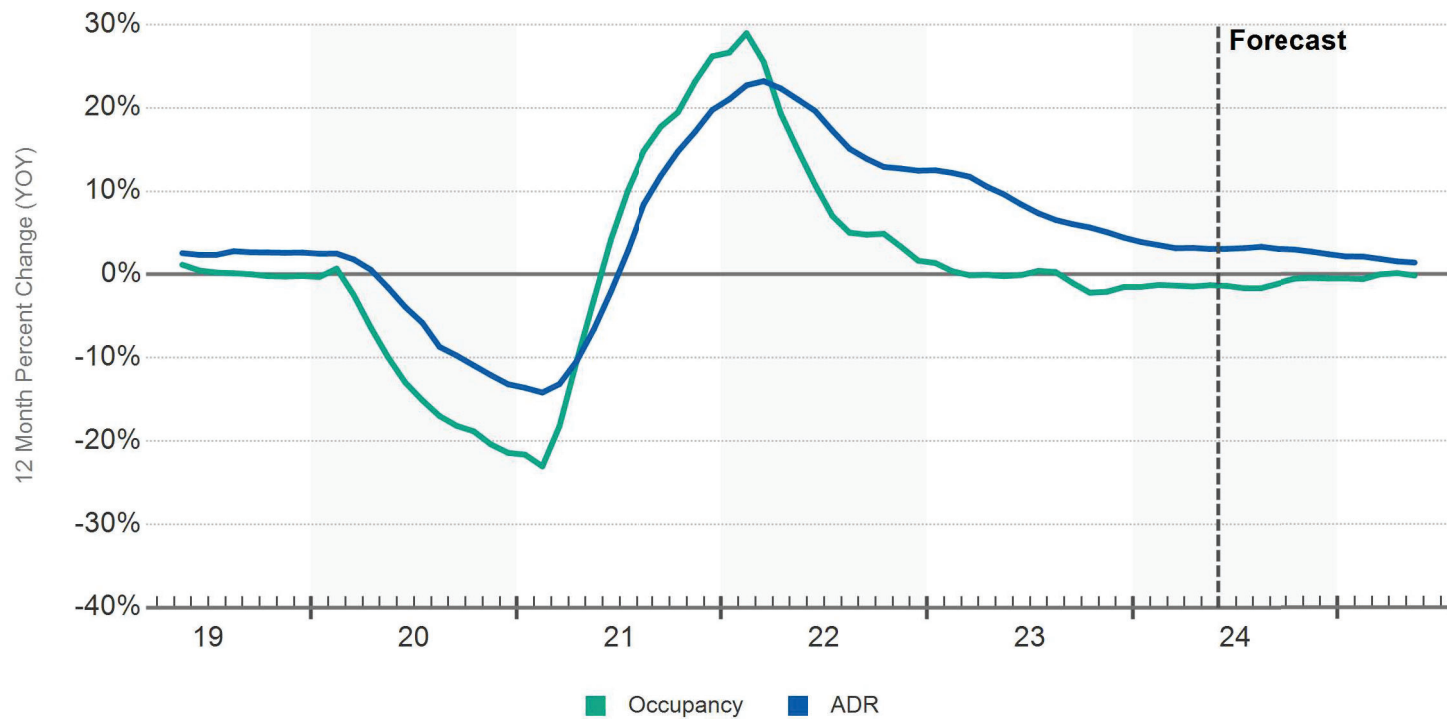
Performance

Washington State Area Hospitality

ADR



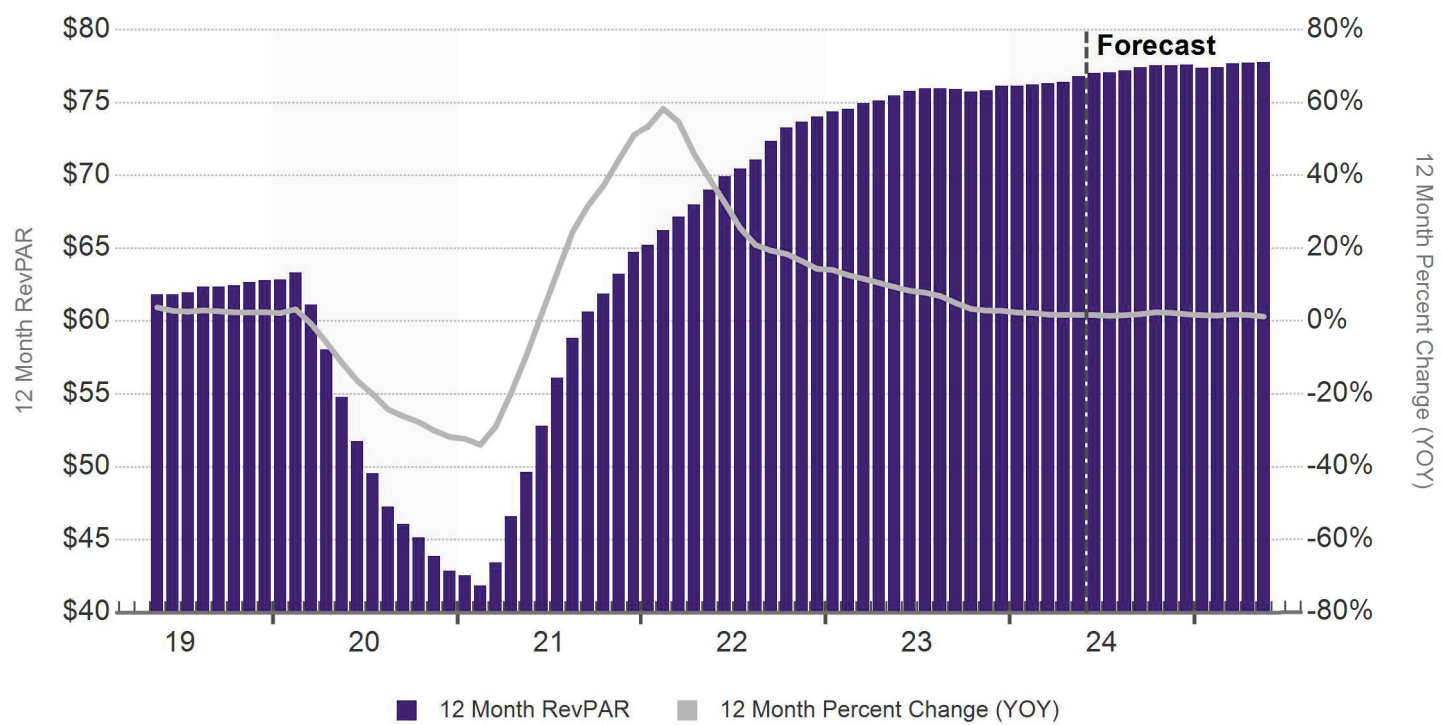
OCCUPANCY & ADR CHANGE



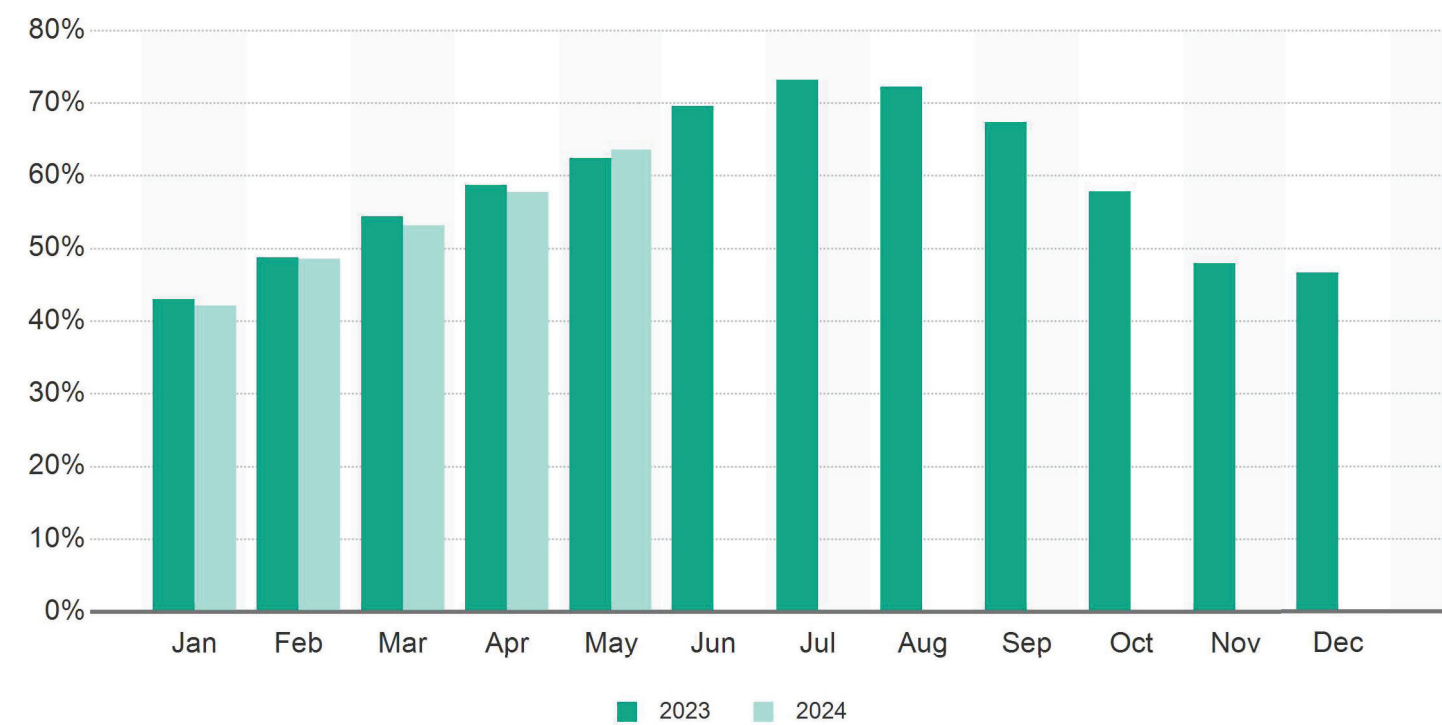
Performance

Washington State Area Hospitality

REVPAR



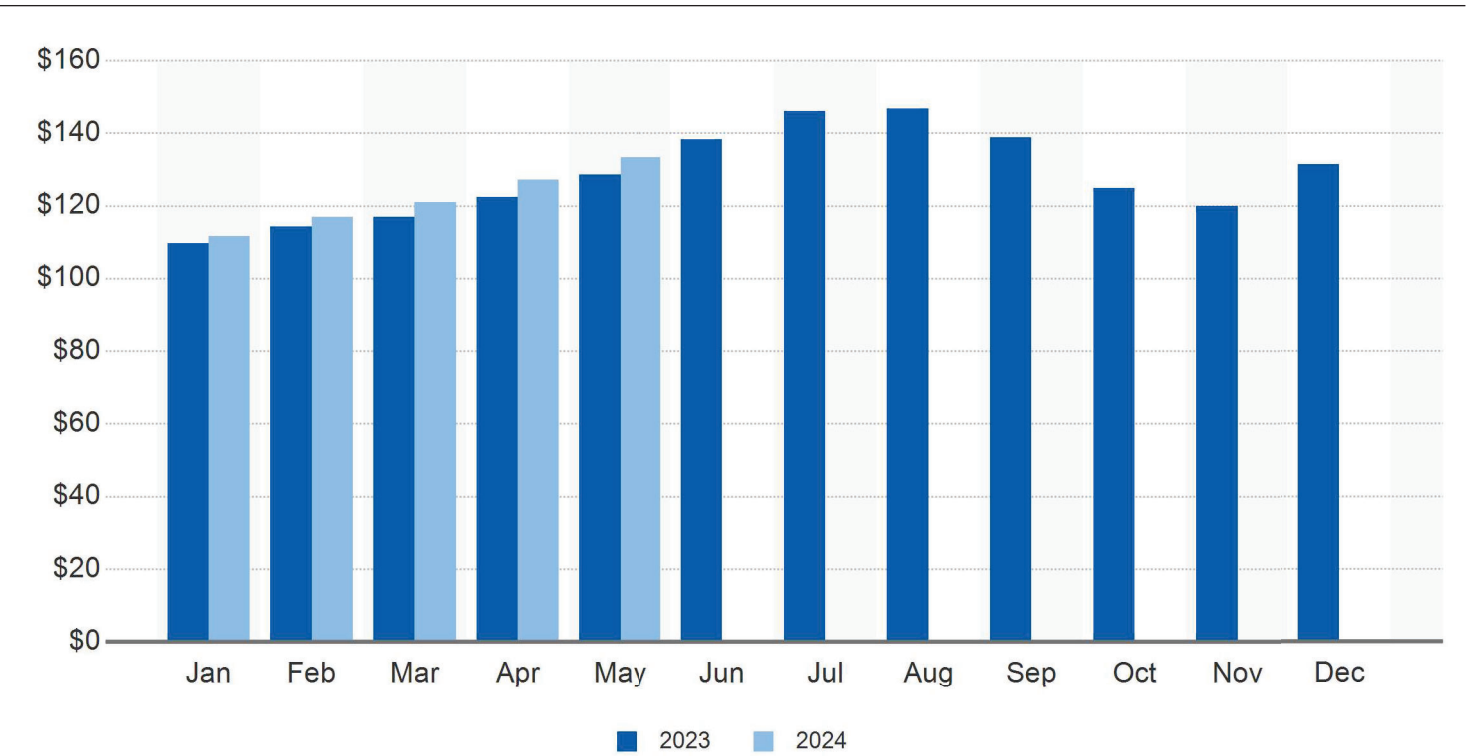
OCCUPANCY MONTHLY



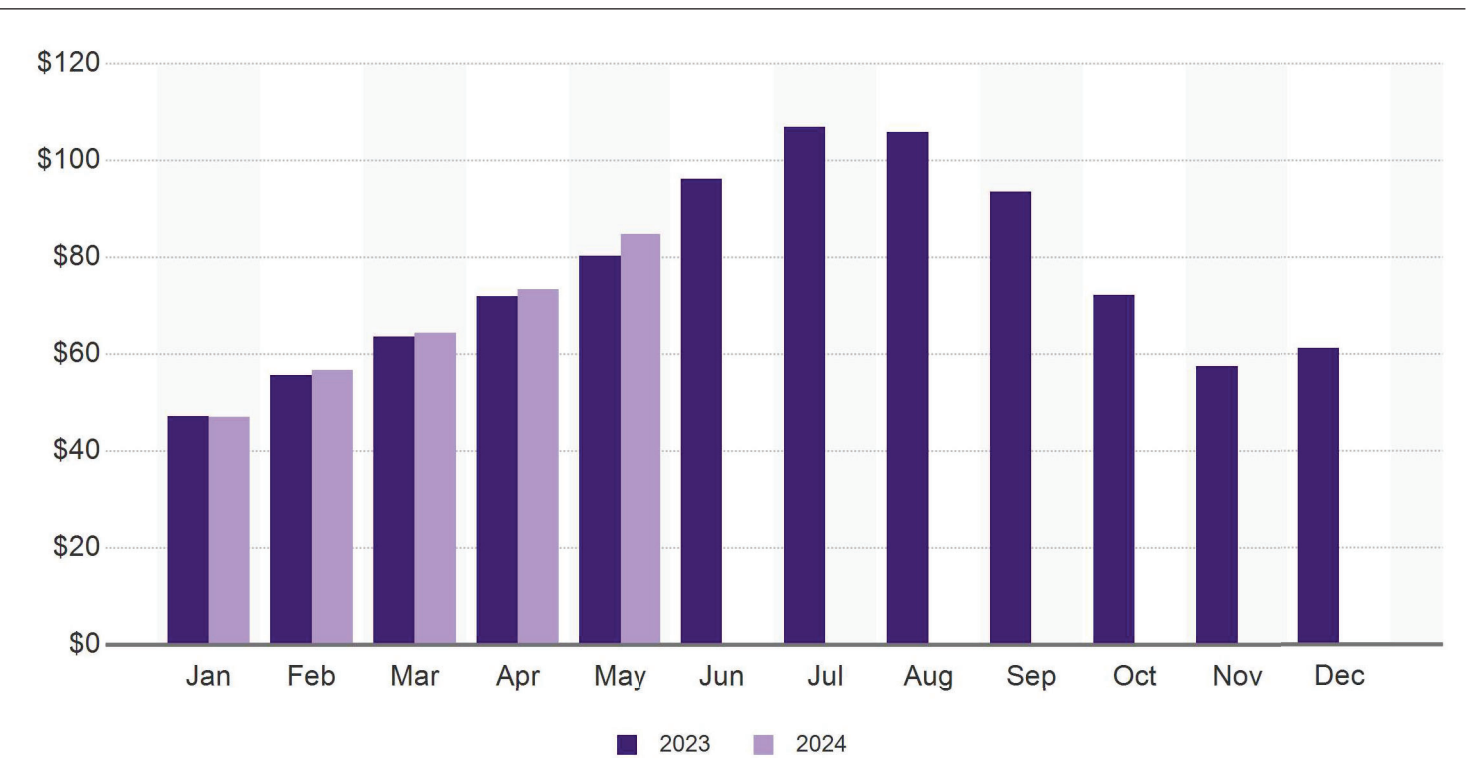
Performance

Washington State Area Hospitality

ADR MONTHLY



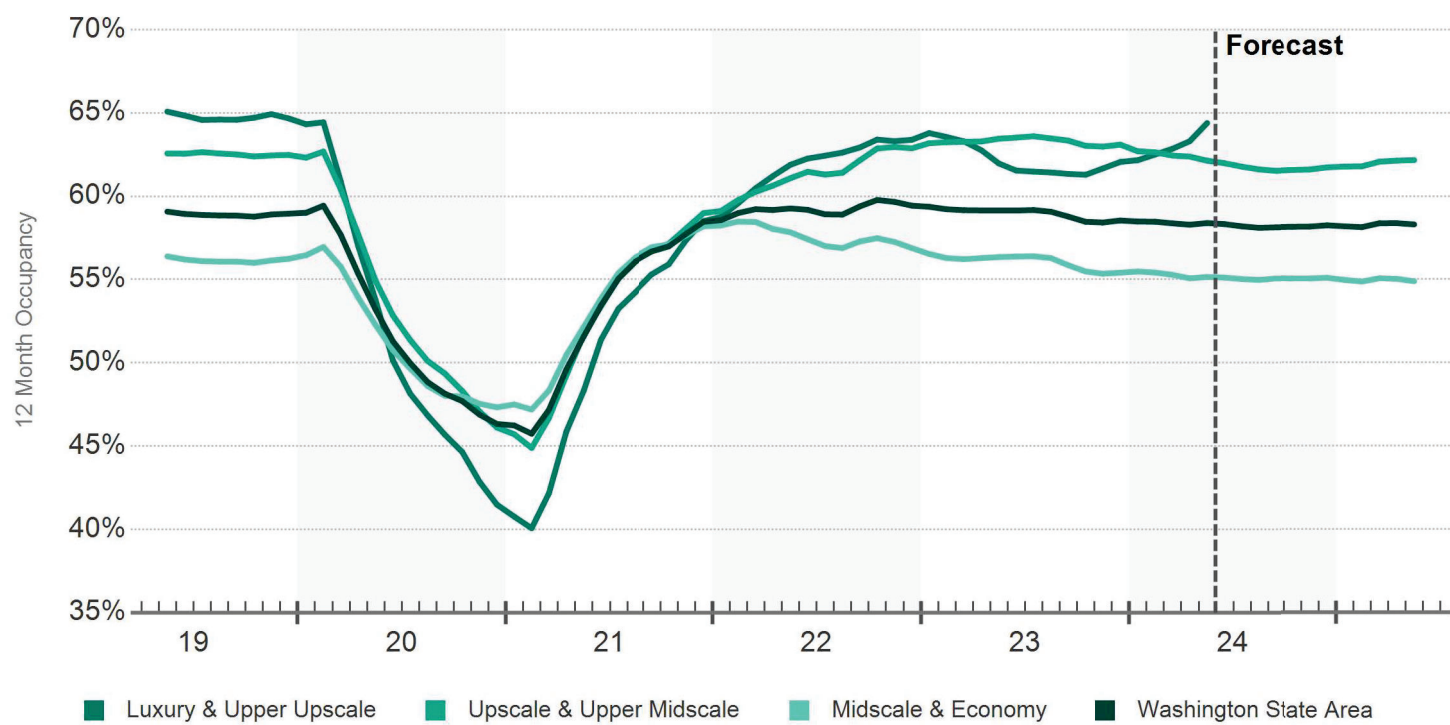
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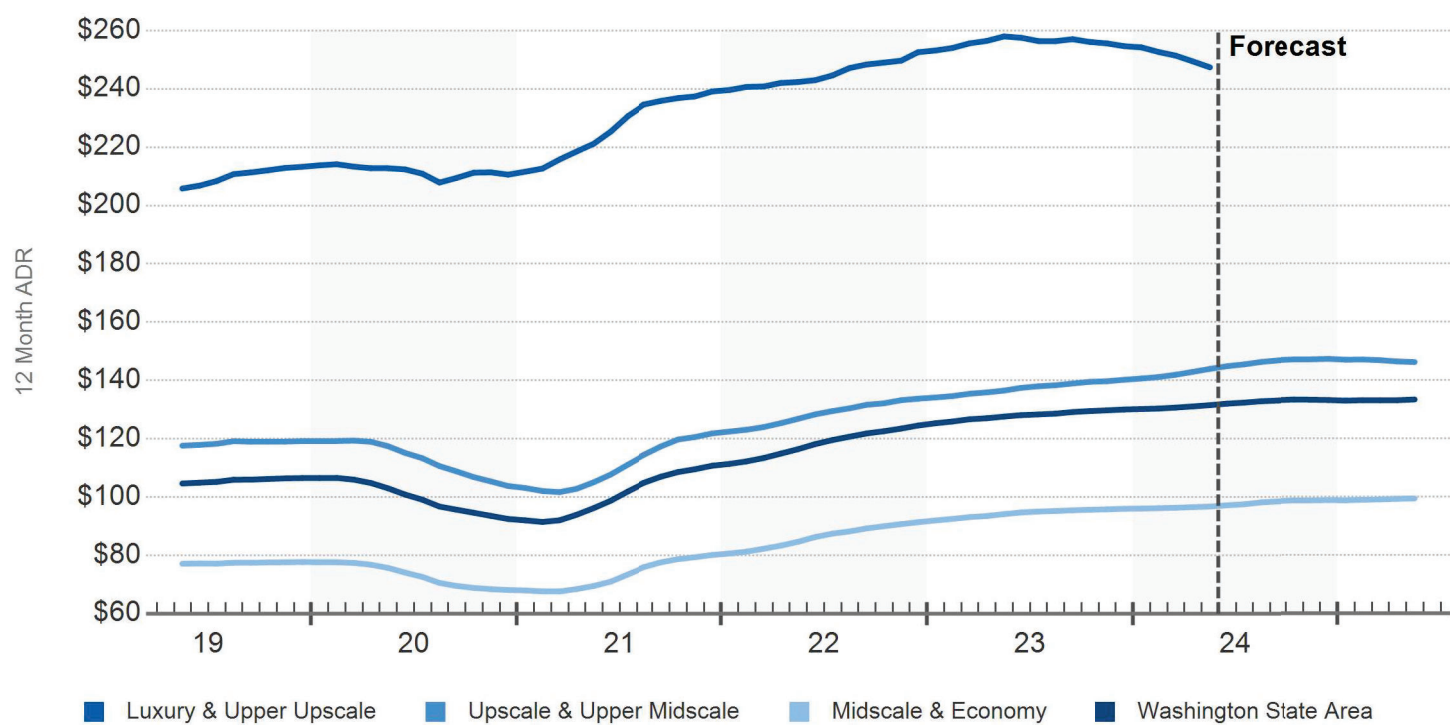
Performance

Washington State Area Hospitality

OCCUPANCY BY CLASS



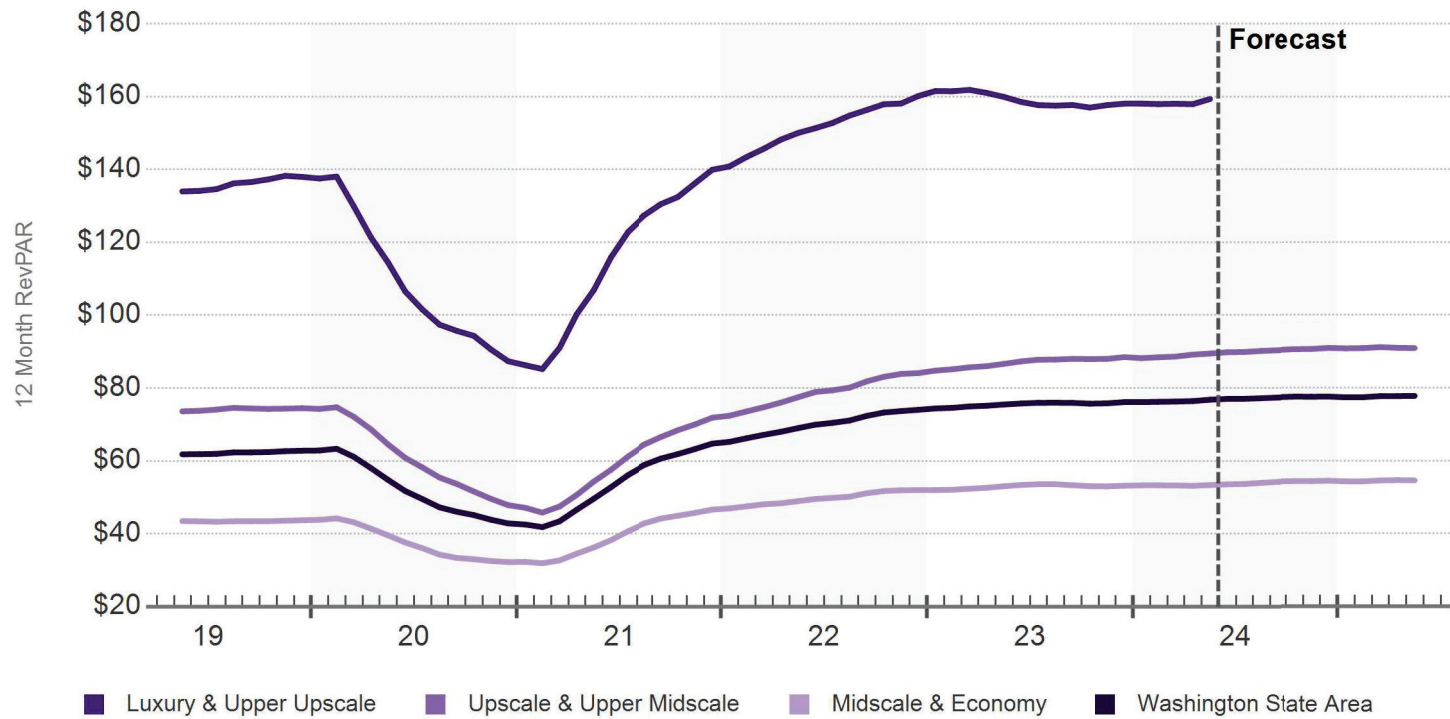
ADR BY CLASS



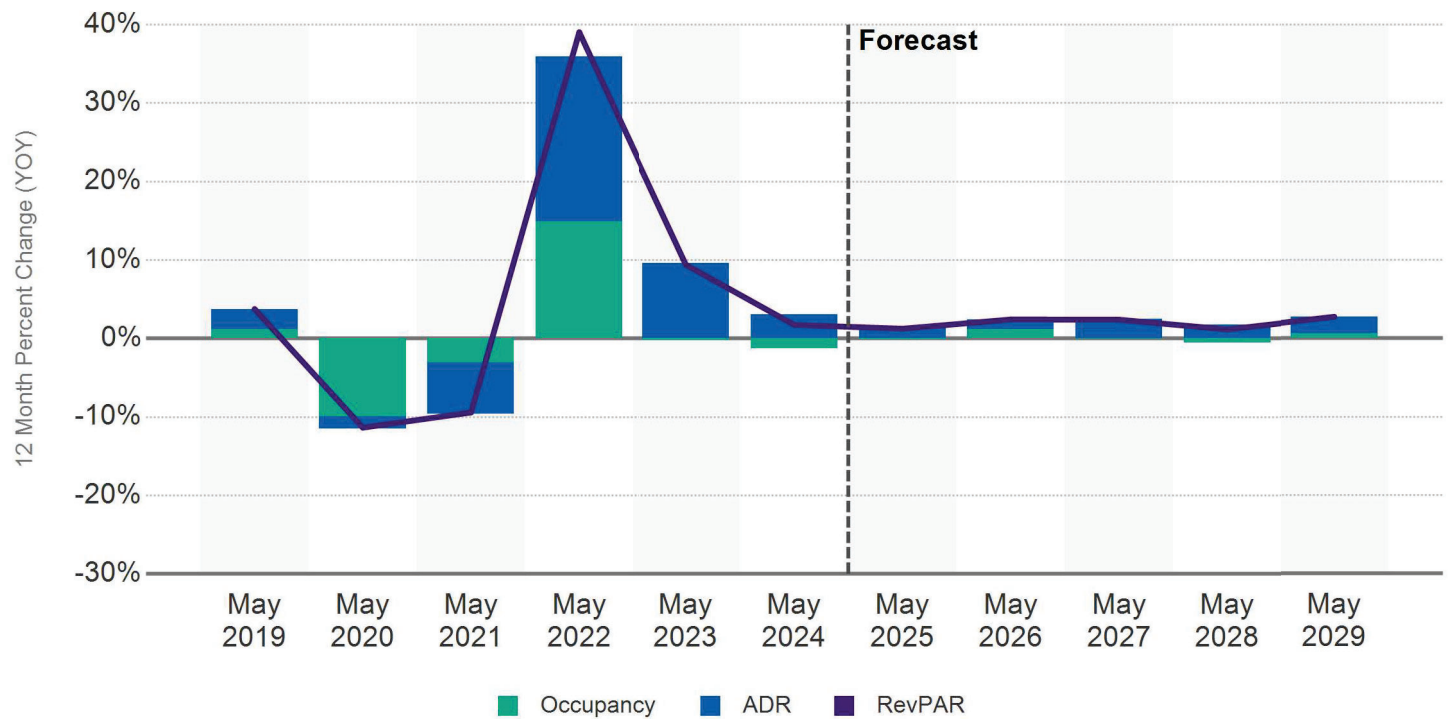
Performance

Washington State Area Hospitality

REVPAR BY CLASS



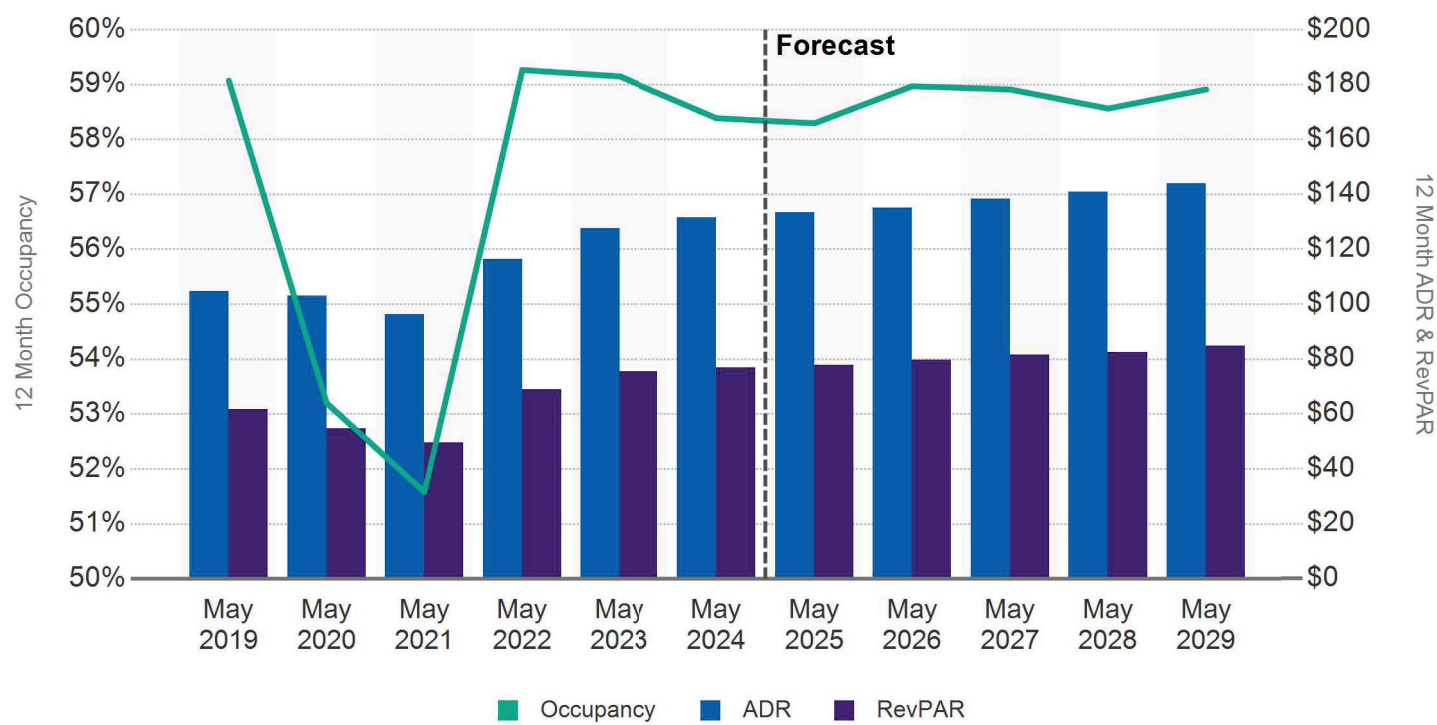
REVPAR GROWTH COMPOSITION



Performance

Washington State Area Hospitality

OCCUPANCY, ADR & REVPAR



Performance

Washington State Area Hospitality

FULL-SERVICE HOTELS PROFITABILITY (ANNUAL)

Market	2022			2021-2022 % Change	
	% of Revenues	PAR	POR	PAR	POR
Revenue					
Rooms					
Food					
Beverage					
Other F&B					
Other Departments					
Miscellaneous Income					
Total Revenue					
Operating Expenses					
Rooms					
Food & Beverage					
Other Departments					
Administrative & General					
Information & Telecommunication Systems					
Sales & Marketing					
Property Operations & Maintenance					
Utilities					
Gross Operating Profit					
Management Fees					
Rent					
Property Taxes					
Insurance					
EBITDA					
Total Labor Costs					

(1) For Annual P&L, the current year exchange rate is used for each year going back in time. This current year exchange rate is the average of all 12 monthly rates for that year.

(2) Percentage of Revenues for departmental expenses (Rooms, Food & Beverage, and Other Departments) are based on their respective departmental revenues. All other expense percentages are based on Total Revenue.

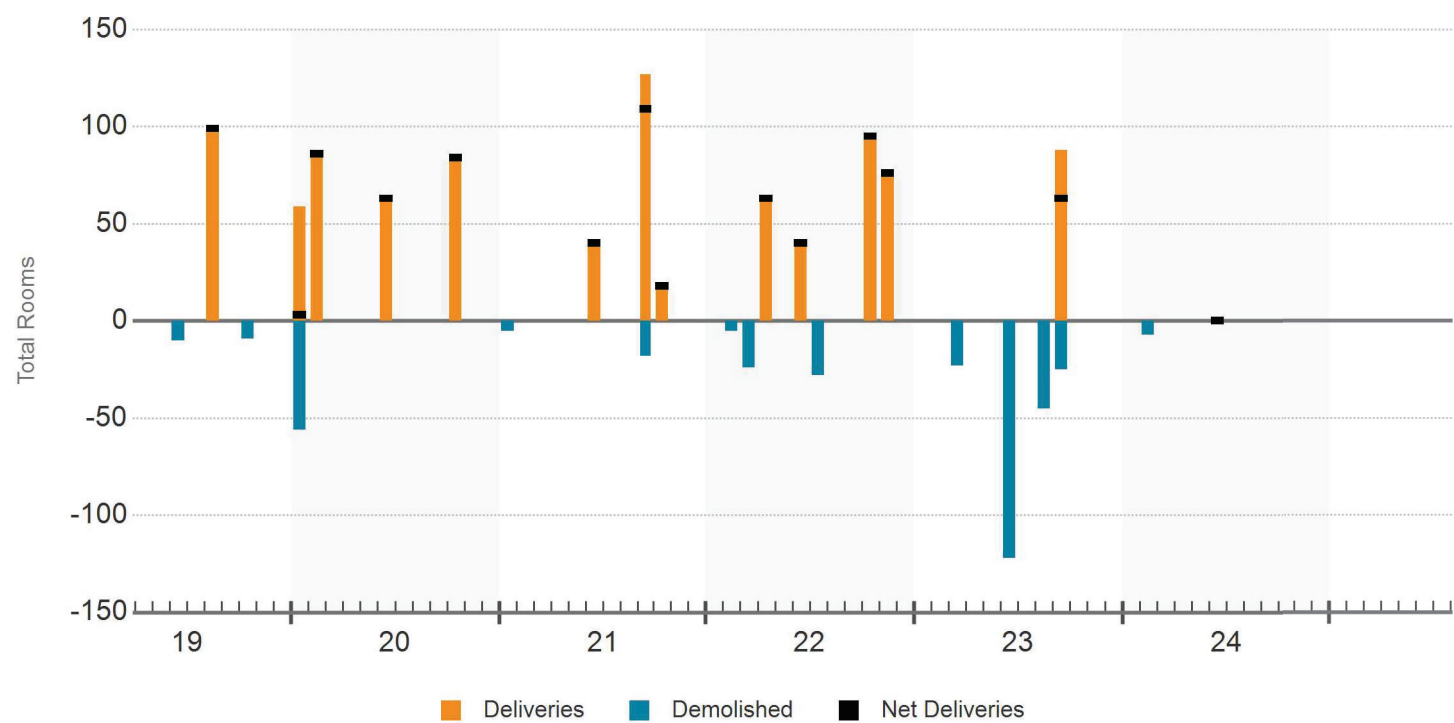
(3) Labor costs are already included in the operating expenses above. Amounts shown in Total Labor Costs are for additional detail only.



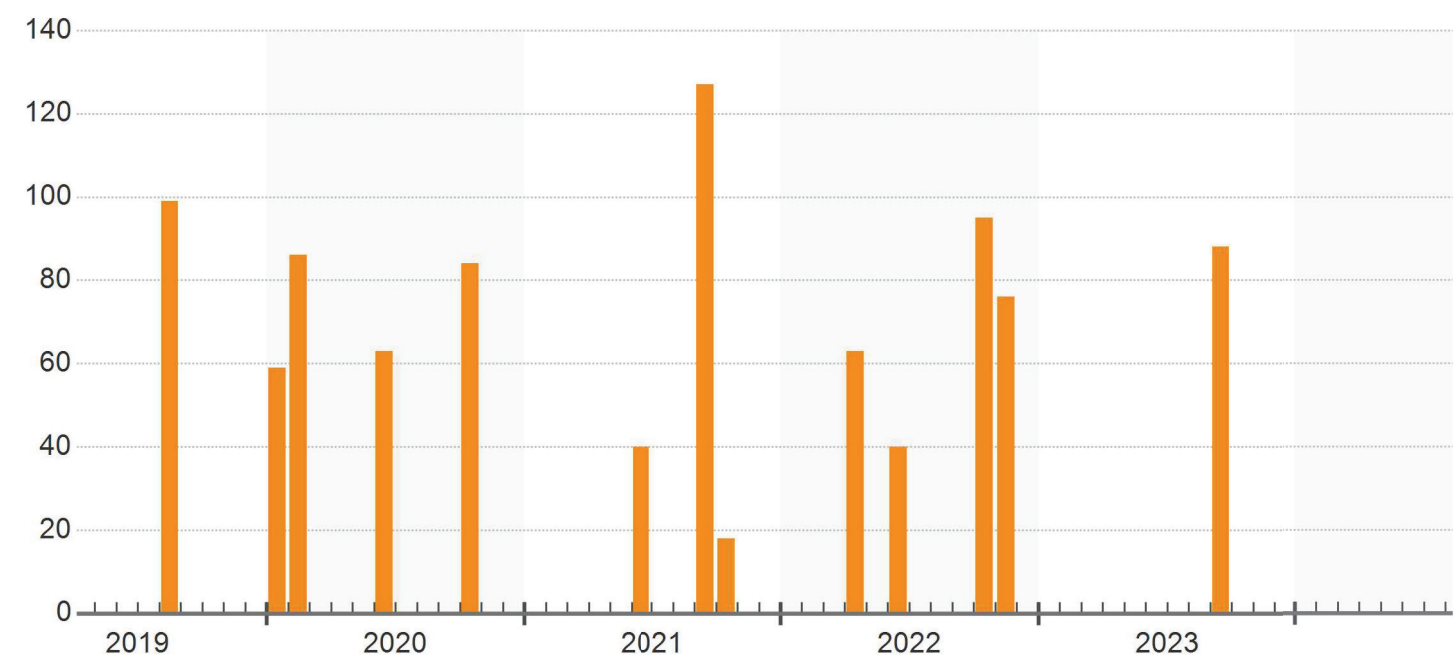
Construction

Washington State Area Hospitality

DELIVERIES & DEMOLITIONS



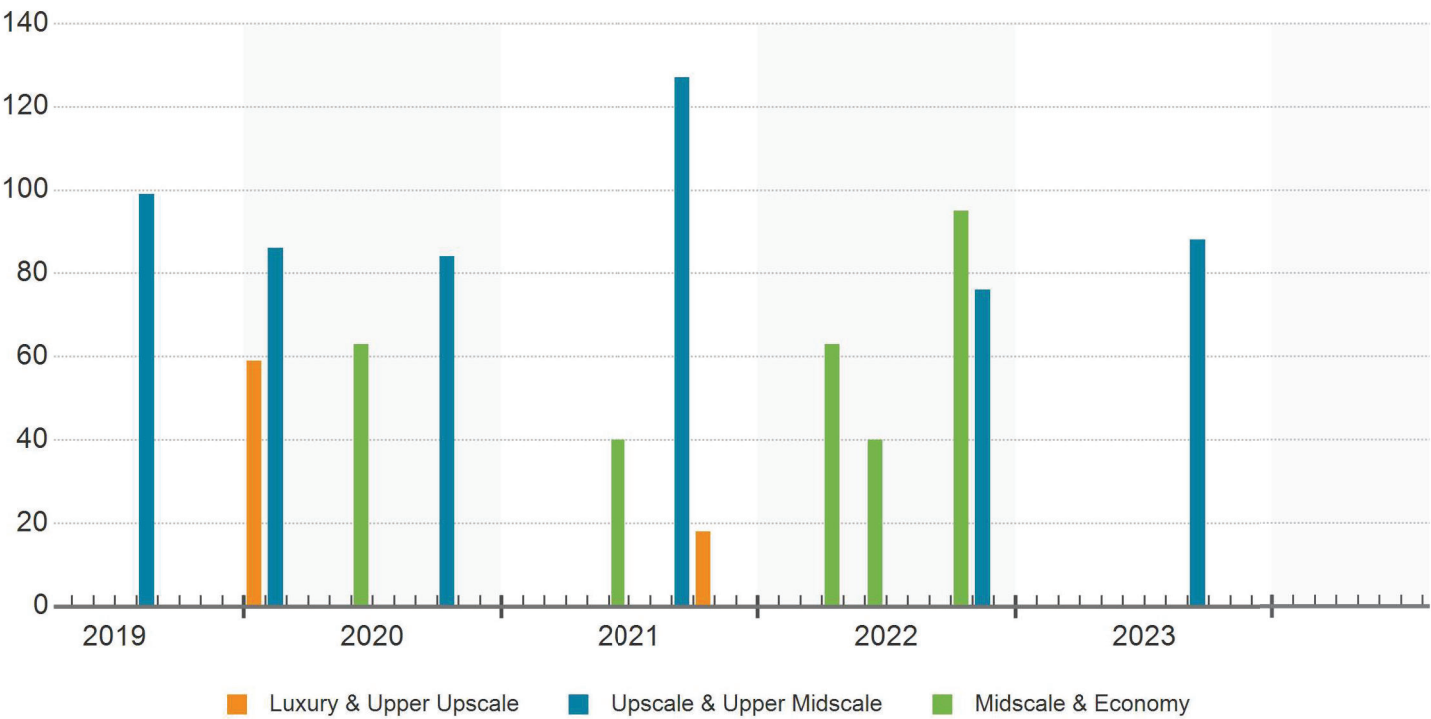
ROOMS DELIVERED



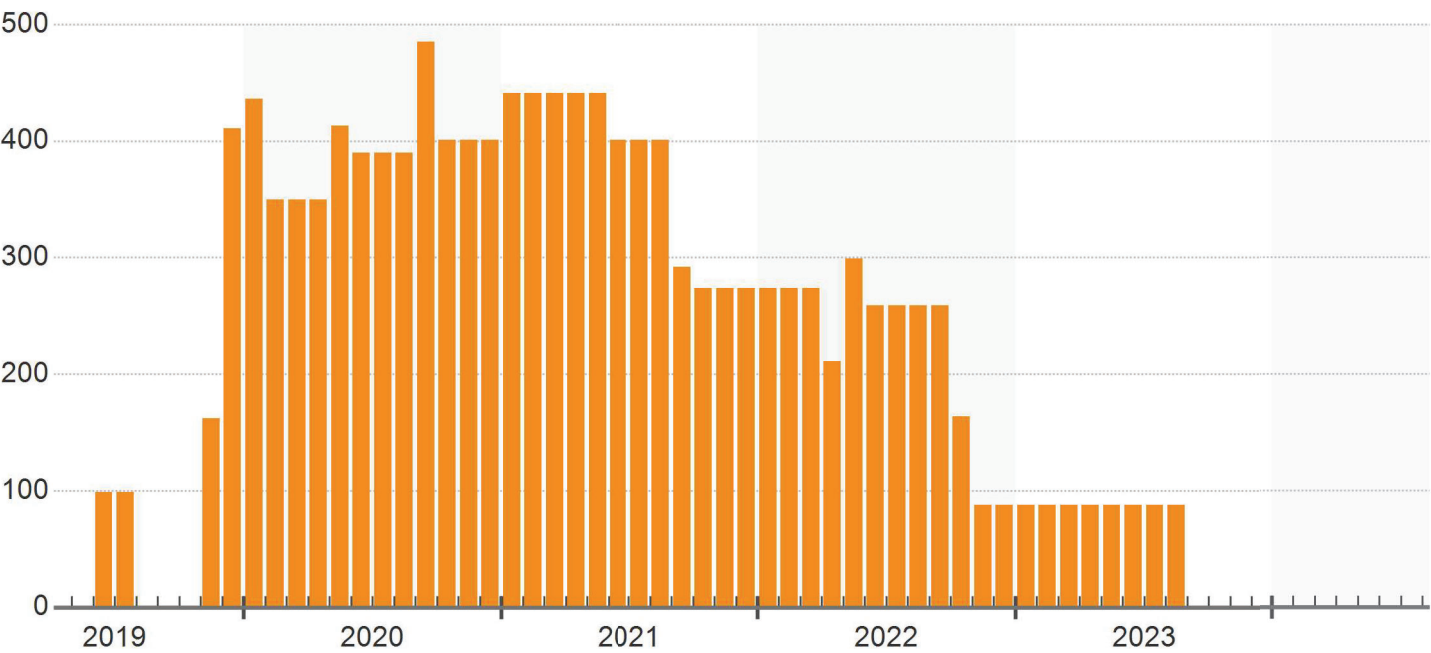
Construction

Washington State Area Hospitality

ROOMS DELIVERED BY CLASS



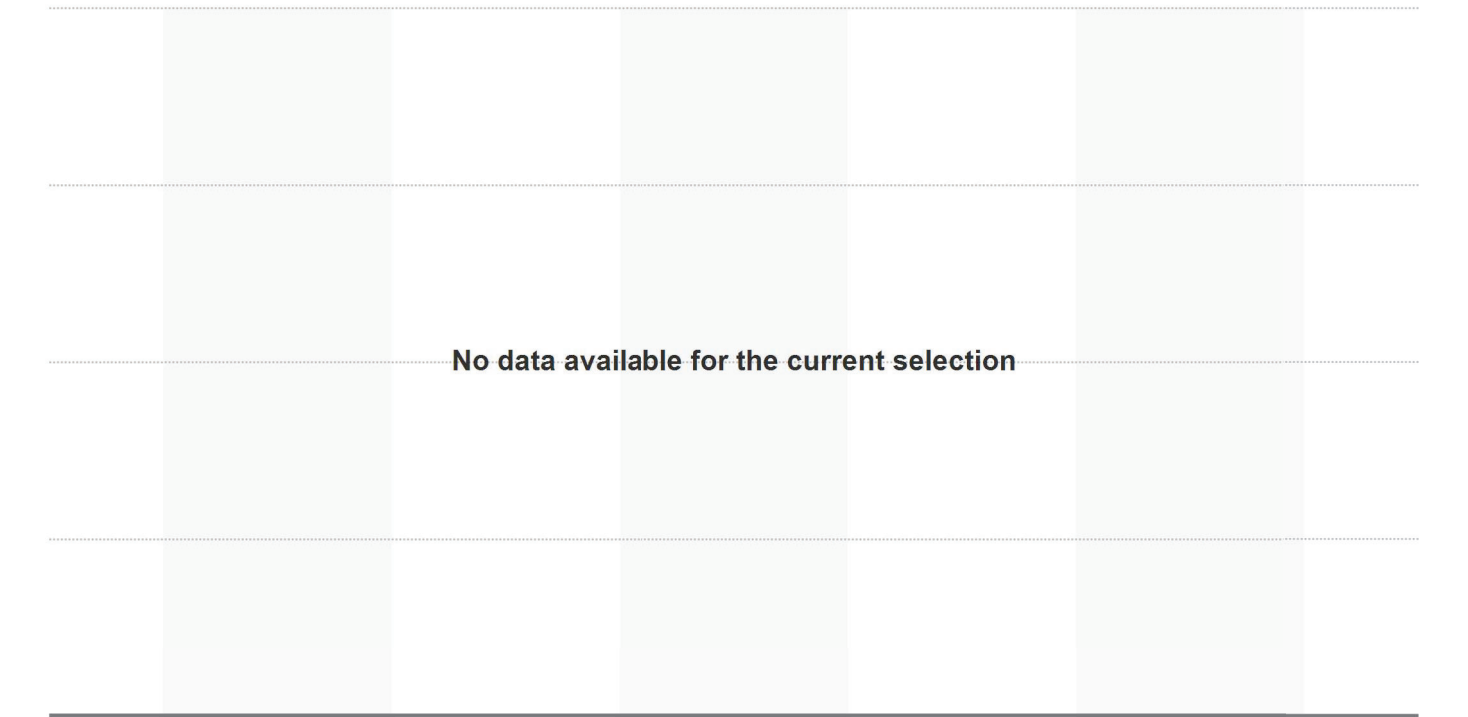
ROOMS UNDER CONSTRUCTION



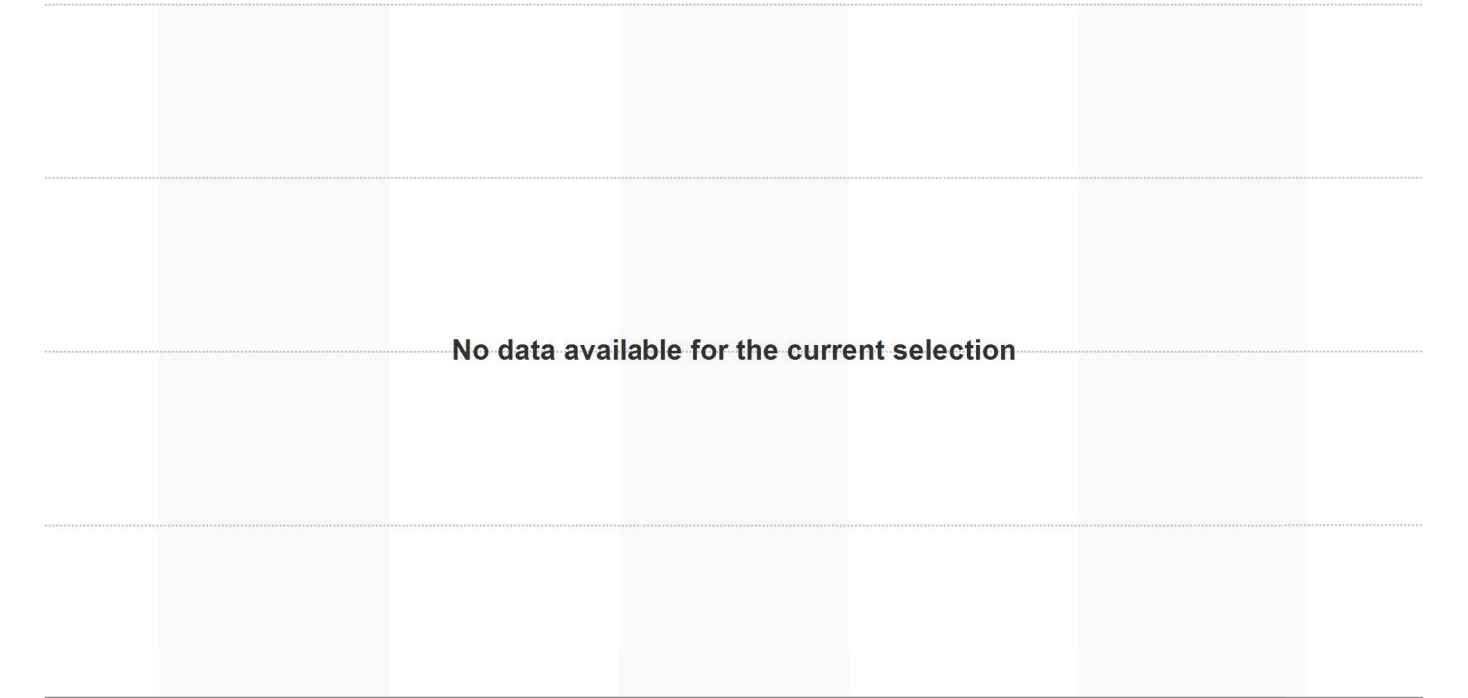
Construction

Washington State Area Hospitality

TOTAL ROOMS UNDER CONSTRUCTION BY SCALE



ROOMS UNDER CONSTRUCTION BY SCALE

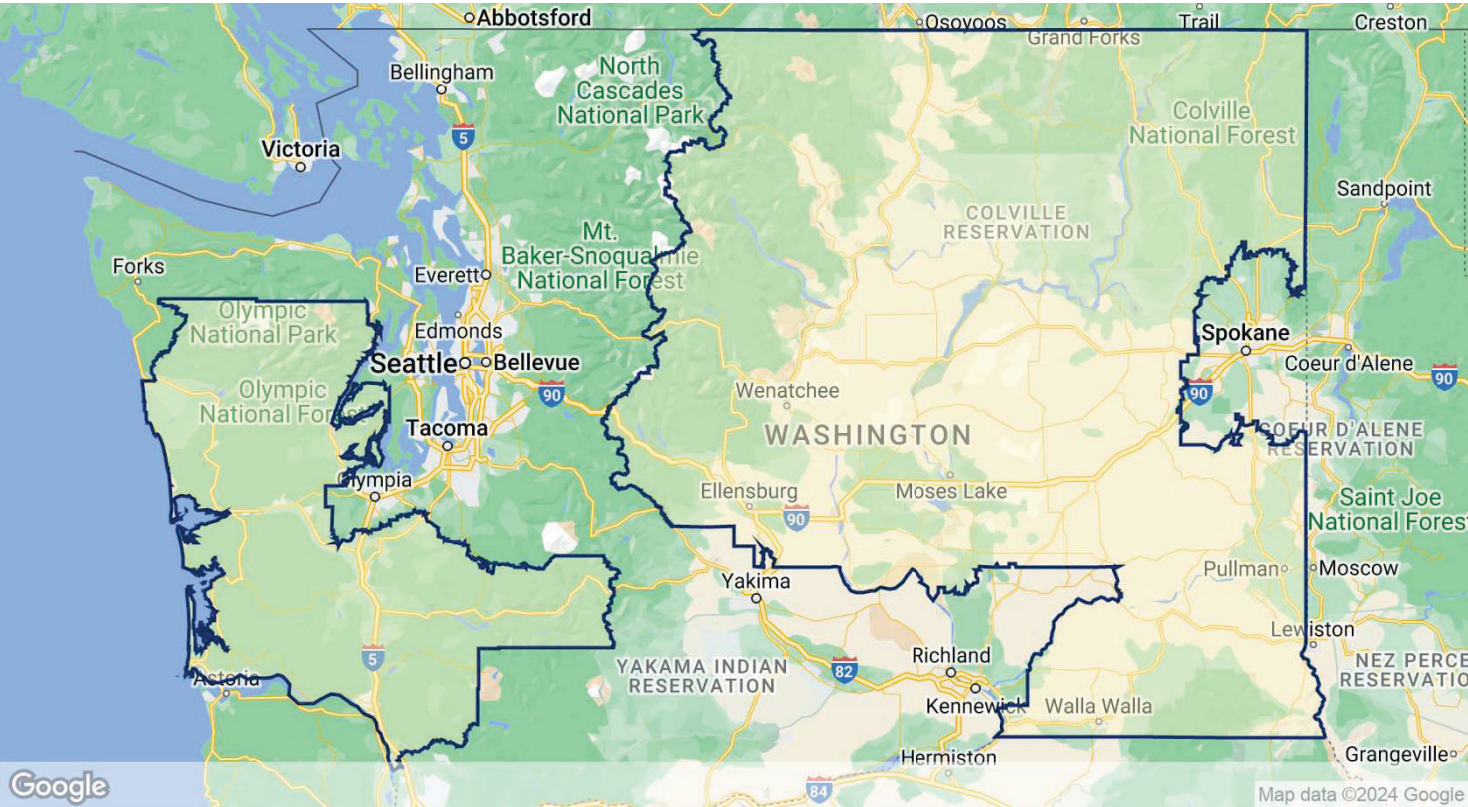


Under Construction Properties

Washington State Area Hospitality

Properties	Rooms	Percent of Inventory	Average Rooms
0	0	-	-

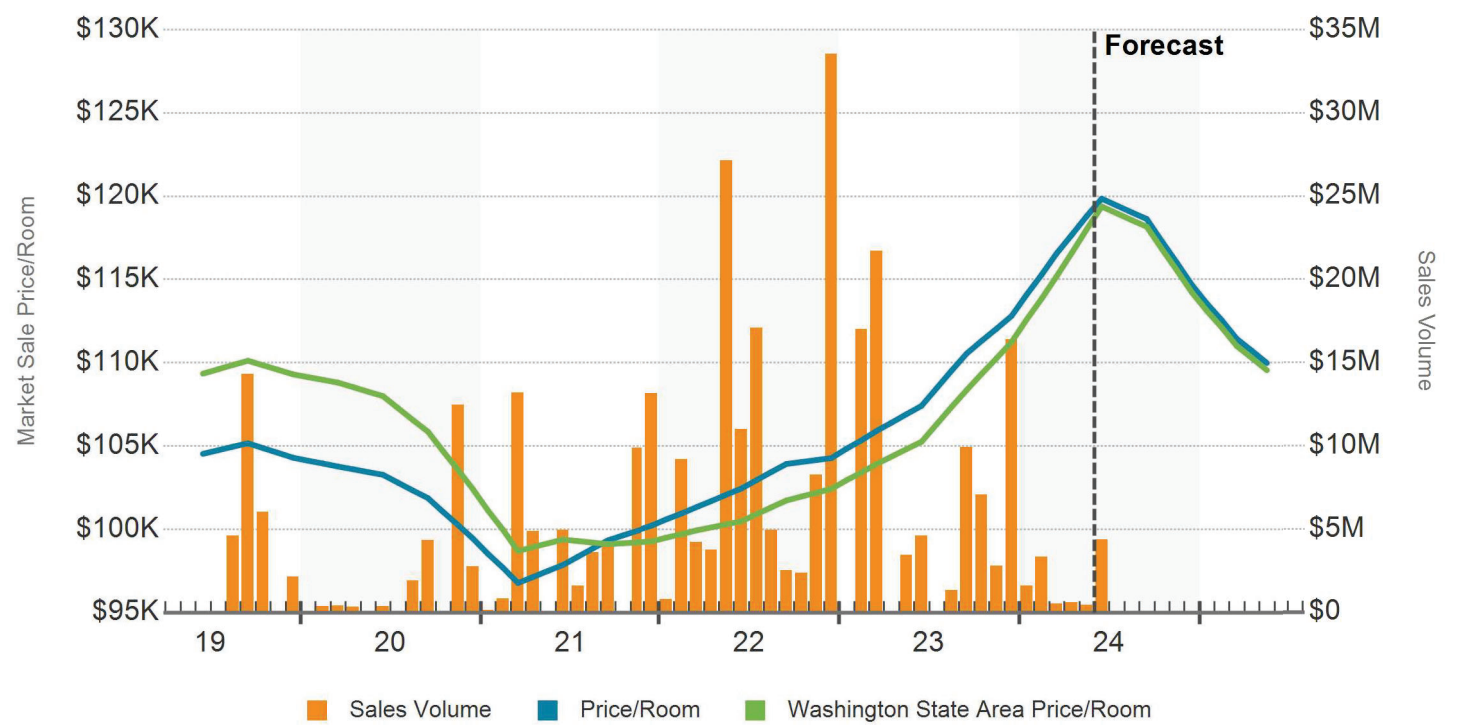
UNDER CONSTRUCTION PROPERTIES



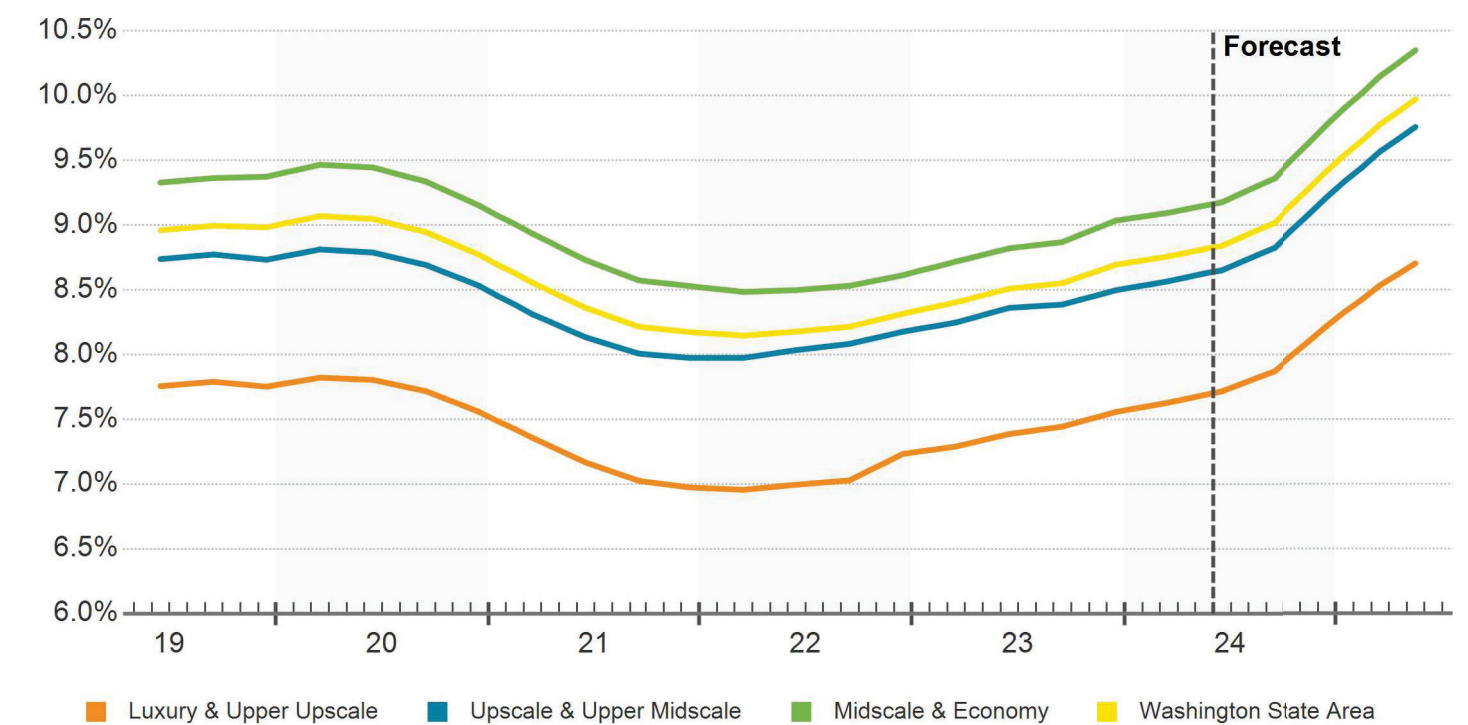
Sales

Washington State Area Hospitality

SALES VOLUME & MARKET SALE PRICE PER ROOM



MARKET CAP RATE

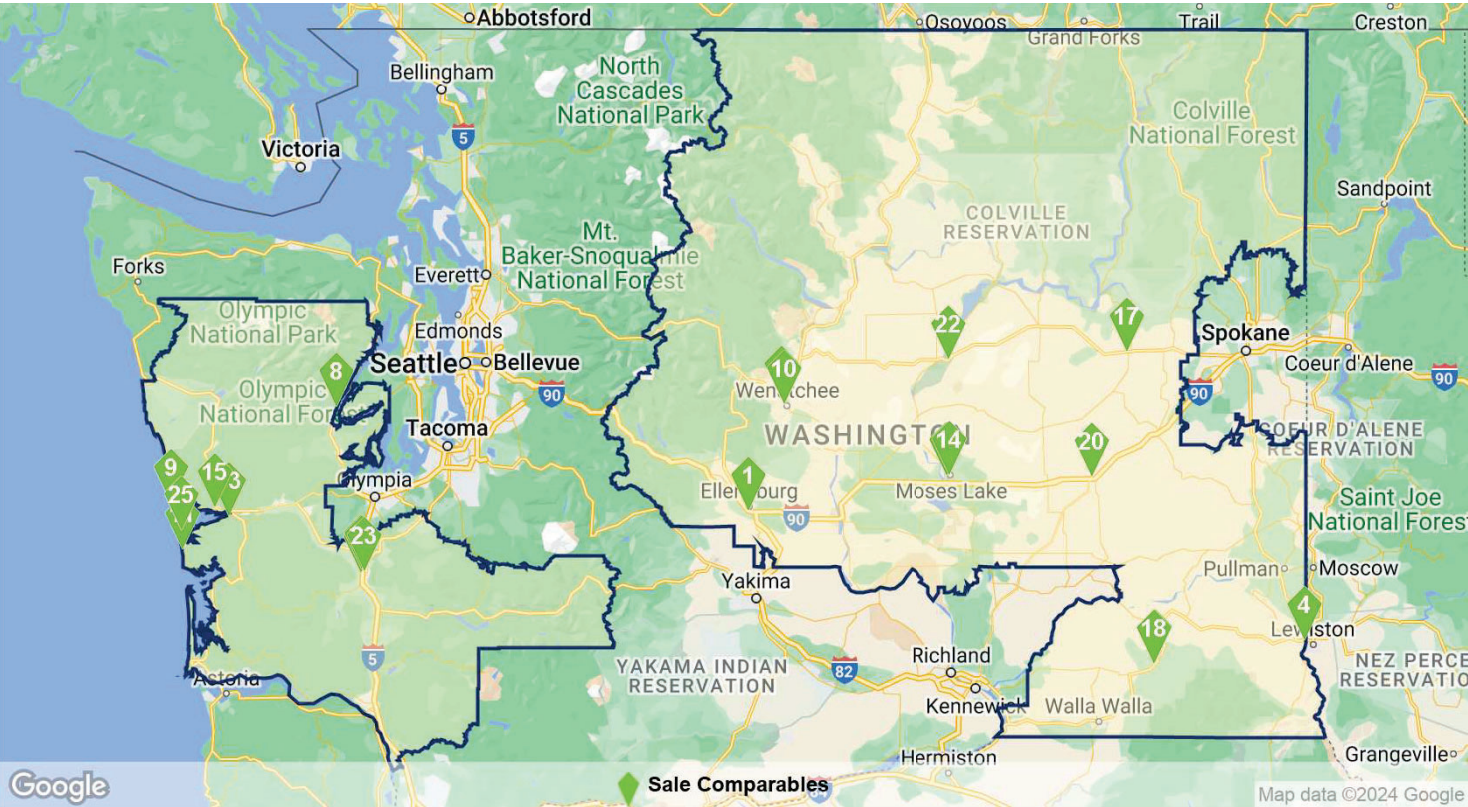


Sales Past 12 Months

Washington State Area Hospitality

Sale Comparables	Average Price/Room	Average Price	Average Cap Rate
25	\$58K	\$2.3M	11.3%

SALE COMPARABLE LOCATIONS



SALE COMPARABLES SUMMARY STATISTICS

Sale Attributes	Low	Average	Median	High
Sale Price	\$450,100	\$2,321,339	\$1,600,000	\$8,280,000
Price/Room	\$7,184	\$57,836	\$52,533	\$176,500
Cap Rate	8.2%	11.3%	11.7%	14.7%
Time Since Sale in Months	0.5	6.5	6.8	12.0
Property Attributes	Low	Average	Median	High
Property Size in Rooms	10	37	25	94
Number of Floors	1	1	2	3
Total Meeting Space	0	990	990	3,990
Year Built	1890	1962	1961	2000
Class	Economy	Midscale	Economy	Upper Midscale



Sales Past 12 Months

Washington State Area Hospitality

RECENT SIGNIFICANT SALES

	Property Name/Address	Property Information				Sale Information		
		Class	Yr Built	Rooms	Brand	Sale Date	Price	Price/Room
1	Holiday Inn Express Ellensburg 1620 S Canyon Rd	Upper Midscale	2000	66	Holiday Inn Express	9/7/2023	\$8,280,000	\$125,455
2	King Oscar Motel 1049 Eckerson Rd	Economy	1994	94	-	12/4/2023	\$6,875,000	\$73,138
3	Wenatchee Inn 1905 N Wenatchee Ave	Midscale	1993	65	-	10/12/2023	\$6,450,000	\$99,231
4	Motel 6 Clarkston 222 Bridge St	Economy	1979	85	Motel 6	12/17/2023	\$4,250,000	\$50,000
5	Ocean Paradise Hotel & Resort 773 Ocean Shores Blvd NW	Economy	1998	62	-	12/27/2023	\$3,499,985	\$56,451
6	Peppertree West Motor Inn 1208 Alder St	Economy	1970	25	-	6/29/2023	\$2,577,035	\$103,081
7	Downtown Inn Wenatchee 232 N Wenatchee Ave	Economy	1961	40	-	6/10/2024	\$2,287,000	\$57,175
8	Glen Ayr Canal Resort 25381 N US Highway 101	Economy	1976	17	-	6/11/2024	\$2,098,128	\$123,419
9	801 Ocean Shores Blvd NW	Midscale	1976	79	-	11/17/2023	\$2,008,500	\$25,424
10	Economy Inn 700 N Wenatchee Ave	Economy	1958	42	-	2/2/2024	\$1,800,000	\$42,857
11	Ocean Spray Resort 1757 St Rt 105	Midscale	1943	10	-	12/11/2023	\$1,765,000	\$176,500
12	Imperial Inn 905 W Broadway Ave	Economy	1961	29	-	1/31/2024	\$1,600,000	\$55,172
13	Grays Harbor Inn & Suites 1700 Boone St	Economy	1967	66	-	2/20/2024	\$1,550,000	\$23,485
14	Sunland Motor Inn 309 E 3rd Ave	Economy	1980	22	-	9/12/2023	\$1,000,000	\$45,455
15	Shiny Motel 504 Perry Ave	Economy	1954	13	-	8/10/2023	\$828,718	\$63,748
16	Hotel Hardware 235 E Main St	Midscale	1890	15	-	11/6/2023	\$788,000	\$52,533
17	Davenport Motel 1205 Morgan St	Economy	1962	10	-	9/1/2023	\$657,000	\$65,700
18	Blue Mountain Motel 414 W Main St	Economy	1950	22	-	10/2/2023	\$640,000	\$29,091
19	OYO Hotel Centralia 702 Harrison Ave	Economy	1971	87	OYO	4/26/2024	\$625,000	\$7,184
20	Westside Motor Inn 407 W 1st Ave	Economy	1950	11	-	3/8/2024	\$545,000	\$49,545



Appendix

Washington State Area Hospitality

OVERALL SUPPLY & DEMAND

Year	Supply			Demand		
	Available Rooms	Change	% Change	Occupied Rooms	Change	% Change
2028	6,138,632	0	0%	3,600,891	(2,191)	-0.1%
2027	6,138,632	0	0%	3,603,082	(27,876)	-0.8%
2026	6,138,632	0	0%	3,630,958	27,193	0.8%
2025	6,138,632	16,029	0.3%	3,603,765	37,925	1.1%
2024	6,122,603	5,592	0.1%	3,565,840	(15,219)	-0.4%
YTD	2,520,951	(6,826)	-0.3%	1,338,602	(13,509)	-1.0%
2023	6,117,011	(33,594)	-0.5%	3,581,059	(74,335)	-2.0%
2022	6,150,605	16,553	0.3%	3,655,394	69,278	1.9%
2021	6,134,052	180,602	3.0%	3,586,116	828,056	30.0%
2020	5,953,450	(39,351)	-0.7%	2,758,060	(774,836)	-21.9%
2019	5,992,801	94,199	1.6%	3,532,896	49,151	1.4%
2018	5,898,602	103,248	1.8%	3,483,745	63,850	1.9%
2017	5,795,354	57,059	1.0%	3,419,895	118,025	3.6%
2016	5,738,295	3,301	0.1%	3,301,870	42,161	1.3%
2015	5,734,994	69,926	1.2%	3,259,709	94,928	3.0%
2014	5,665,068	35,396	0.6%	3,164,781	143,173	4.7%

LUXURY & UPPER UPSCALE SUPPLY & DEMAND

Year	Supply			Demand		
	Available Rooms	Change	% Change	Occupied Rooms	Change	% Change
2028	702,438	0	0%			
2027	702,438	0	0%			
2026	702,438	0	0%			
2025	702,438	18	0%			
2024	702,420	(1,080)	-0.2%			
YTD	287,850	0	0%	170,991	16,415	10.6%
2023	703,500	0	0%	436,575	(9,338)	-2.1%
2022	703,500	4,518	0.6%	445,913	36,997	9.0%
2021	698,982	36,284	5.5%	408,916	134,009	48.7%
2020	662,698	11,988	1.8%	274,907	(145,899)	-34.7%
2019	650,710	5,876	0.9%	420,806	293	0.1%
2018	644,834	(5,231)	-0.8%	420,513	6,584	1.6%
2017	650,065	0	0%	413,929	(128)	0%
2016	650,065	663	0.1%	414,057	13,580	3.4%
2015	649,402	4,984	0.8%	400,477	12,079	3.1%
2014	644,418	1,288	0.2%	388,398	13,993	3.7%



Appendix

Washington State Area Hospitality

UPSCALE & UPPER MIDSACLE SUPPLY & DEMAND

Year	Supply			Demand		
	Available Rooms	Change	% Change	Occupied Rooms	Change	% Change
2028	1,911,862	0	0%	1,158,308	(826)	-0.1%
2027	1,911,862	0	0%	1,159,134	(12,352)	-1.1%
2026	1,911,862	0	0%	1,171,486	(14,220)	-1.2%
2025	1,911,862	1,721	0.1%	1,185,706	6,693	0.6%
2024	1,910,141	23,814	1.3%	1,179,013	(11,144)	-0.9%
YTD	789,005	14,798	1.9%	443,463	(8,954)	-2.0%
2023	1,886,327	34,758	1.9%	1,190,157	26,015	2.2%
2022	1,851,569	31,695	1.7%	1,164,142	90,739	8.5%
2021	1,819,874	114,995	6.7%	1,073,403	287,241	36.5%
2020	1,704,879	(21,339)	-1.2%	786,162	(292,270)	-27.1%
2019	1,726,218	83,809	5.1%	1,078,432	50,623	4.9%
2018	1,642,409	127,712	8.4%	1,027,809	85,235	9.0%
2017	1,514,697	57,901	4.0%	942,574	10,220	1.1%
2016	1,456,796	2,380	0.2%	932,354	14,453	1.6%
2015	1,454,416	63,997	4.6%	917,901	41,036	4.7%
2014	1,390,419	40,947	3.0%	876,865	56,964	6.9%

MIDSCALE & ECONOMY SUPPLY & DEMAND

Year	Supply			Demand		
	Available Rooms	Change	% Change	Occupied Rooms	Change	% Change
2028	3,524,332	0	0%	1,994,705	(1,014)	-0.1%
2027	3,524,332	0	0%	1,995,719	(11,887)	-0.6%
2026	3,524,332	0	0%	2,007,606	45,326	2.3%
2025	3,524,332	14,290	0.4%	1,962,280	28,595	1.5%
2024	3,510,042	(17,142)	-0.5%	1,933,685	(20,642)	-1.1%
YTD	1,444,096	(21,624)	-1.5%	724,148	(20,970)	-2.8%
2023	3,527,184	(68,352)	-1.9%	1,954,327	(91,012)	-4.4%
2022	3,595,536	(19,660)	-0.5%	2,045,339	(58,458)	-2.8%
2021	3,615,196	29,323	0.8%	2,103,797	406,807	24.0%
2020	3,585,873	(30,000)	-0.8%	1,696,990	(336,668)	-16.6%
2019	3,615,873	4,514	0.1%	2,033,658	(1,765)	-0.1%
2018	3,611,359	(19,233)	-0.5%	2,035,423	(27,969)	-1.4%
2017	3,630,592	(842)	0%	2,063,392	107,933	5.5%
2016	3,631,434	258	0%	1,955,459	14,128	0.7%
2015	3,631,176	945	0%	1,941,331	41,813	2.2%
2014	3,630,231	(6,839)	-0.2%	1,899,518	72,216	4.0%



Appendix

Washington State Area Hospitality

OVERALL PERFORMANCE

Year	Occupancy		ADR		RevPAR	
	Percent	% Change	Per Room	% Change	Per Room	% Change
2028	58.7%	-0.1%	\$142.83	2.0%	\$83.78	1.9%
2027	58.7%	-0.8%	\$140.01	1.9%	\$82.18	1.1%
2026	59.1%	0.8%	\$137.46	2.4%	\$81.31	3.2%
2025	58.7%	0.8%	\$134.18	0.8%	\$78.77	1.6%
2024	58.2%	-0.5%	\$133.16	2.4%	\$77.56	1.9%
YTD	53.1%	-0.7%	\$123.11	3.2%	\$65.37	2.5%
2023	58.5%	-1.5%	\$130.03	4.4%	\$76.12	2.8%
2022	59.4%	1.7%	\$124.54	12.5%	\$74.02	14.3%
2021	58.5%	26.2%	\$110.74	19.8%	\$64.74	51.1%
2020	46.3%	-21.4%	\$92.47	-13.2%	\$42.84	-31.8%
2019	59.0%	-0.2%	\$106.51	2.6%	\$62.79	2.4%
2018	59.1%	0.1%	\$103.78	2.7%	\$61.29	2.8%
2017	59.0%	2.6%	\$101.03	2.2%	\$59.62	4.8%
2016	57.5%	1.2%	\$98.86	2.9%	\$56.88	4.2%
2015	56.8%	1.7%	\$96.04	3.6%	\$54.59	5.4%
2014	55.9%	4.1%	\$92.70	7.1%	\$51.79	11.5%

LUXURY & UPPER UPSCALE PERFORMANCE

Year	Occupancy		ADR		RevPAR	
	Percent	% Change	Per Room	% Change	Per Room	% Change
2028						
2027						
2026						
2025						
2024						
YTD	59.4%	10.6%	\$229.30	-7.5%	\$136.21	2.3%
2023	62.1%	-2.1%	\$254.66	0.8%	\$158.04	-1.3%
2022	63.4%	8.3%	\$252.61	5.6%	\$160.12	14.5%
2021	58.5%	41.0%	\$239.12	13.6%	\$139.89	60.1%
2020	41.5%	-35.9%	\$210.59	-1.3%	\$87.36	-36.7%
2019	64.7%	-0.8%	\$213.28	5.1%	\$137.93	4.2%
2018	65.2%	2.4%	\$202.91	2.2%	\$132.32	4.7%
2017	63.7%	0%	\$198.51	2.2%	\$126.40	2.2%
2016	63.7%	3.3%	\$194.23	0.1%	\$123.71	3.3%
2015	61.7%	2.3%	\$194.12	2.6%	\$119.71	5.0%
2014	60.3%	3.5%	\$189.18	25.9%	\$114.02	30.4%



Appendix

Washington State Area Hospitality

UPSCALE & UPPER MIDSACLE PERFORMANCE

Year	Occupancy		ADR		RevPAR	
	Percent	% Change	Per Room	% Change	Per Room	% Change
2028	60.6%	-0.1%	\$155.33	2.0%	\$94.11	1.9%
2027	60.6%	-1.1%	\$152.27	1.8%	\$92.32	0.7%
2026	61.3%	-1.2%	\$149.61	2.7%	\$91.67	1.5%
2025	62.0%	0.5%	\$145.65	-1.1%	\$90.33	-0.7%
2024	61.7%	-2.2%	\$147.30	5.0%	\$90.92	2.8%
YTD	56.2%	-3.8%	\$138.04	7.6%	\$77.59	3.5%
2023	63.1%	0.4%	\$140.23	4.8%	\$88.48	5.2%
2022	62.9%	6.6%	\$133.75	9.8%	\$84.09	17.0%
2021	59.0%	27.9%	\$121.83	17.4%	\$71.86	50.2%
2020	46.1%	-26.2%	\$103.78	-12.9%	\$47.86	-35.7%
2019	62.5%	-0.2%	\$119.19	1.8%	\$74.46	1.6%
2018	62.6%	0.6%	\$117.10	2.1%	\$73.28	2.7%
2017	62.2%	-2.8%	\$114.68	4.7%	\$71.36	1.8%
2016	64.0%	1.4%	\$109.53	3.8%	\$70.10	5.2%
2015	63.1%	0.1%	\$105.54	4.0%	\$66.61	4.1%
2014	63.1%	3.8%	\$101.48	1.7%	\$64	5.6%

MIDSCALE & ECONOMY PERFORMANCE

Year	Occupancy		ADR		RevPAR	
	Percent	% Change	Per Room	% Change	Per Room	% Change
2028	56.6%	-0.1%	\$108.94	2.1%	\$61.66	2.0%
2027	56.6%	-0.6%	\$106.74	2.7%	\$60.44	2.1%
2026	57.0%	2.3%	\$103.96	3.7%	\$59.22	6.1%
2025	55.7%	1.1%	\$100.25	1.4%	\$55.82	2.5%
2024	55.1%	-0.6%	\$98.83	3.0%	\$54.44	2.4%
YTD	50.1%	-1.4%	\$88.90	2.1%	\$44.58	0.7%
2023	55.4%	-2.6%	\$95.98	5.0%	\$53.18	2.3%
2022	56.9%	-2.2%	\$91.38	14.0%	\$51.98	11.5%
2021	58.2%	23.0%	\$80.12	17.7%	\$46.63	44.7%
2020	47.3%	-15.9%	\$68.10	-12.3%	\$32.23	-26.2%
2019	56.2%	-0.2%	\$77.69	1.5%	\$43.70	1.3%
2018	56.4%	-0.8%	\$76.57	1.8%	\$43.16	0.9%
2017	56.8%	5.5%	\$75.24	2.3%	\$42.76	7.9%
2016	53.8%	0.7%	\$73.57	3.2%	\$39.62	3.9%
2015	53.5%	2.2%	\$71.31	3.5%	\$38.13	5.7%
2014	52.3%	4.1%	\$68.91	2.1%	\$36.06	6.3%



Appendix

Washington State Area Hospitality

OVERALL SALES

Year	Completed Transactions (1)						Market Pricing Trends (2)		
	Deals	Volume	Turnover	Avg Price	Avg Price/Room	Avg Cap Rate	Price/Room	Price Index	Cap Rate
2028	-	-	-	-	-	-	\$128,946	273	9.6%
2027	-	-	-	-	-	-	\$122,057	258	9.8%
2026	-	-	-	-	-	-	\$113,366	240	10.2%
2025	-	-	-	-	-	-	\$108,125	229	10.3%
2024	-	-	-	-	-	-	\$114,683	243	9.4%
YTD	8	\$11M	1.8%	\$1,369,404	\$36,276	12.3%	\$119,580	253	8.8%
2023	24	\$84.3M	6.5%	\$3,513,477	\$77,219	9.8%	\$112,810	239	8.7%
2022	35	\$124.9M	9.1%	\$3,567,221	\$80,863	10.3%	\$104,278	221	8.3%
2021	21	\$56.4M	5.1%	\$2,686,492	\$64,550	11.4%	\$100,219	212	8.2%
2020	15	\$23M	2.2%	\$1,531,455	\$61,919	12.9%	\$99,444	210	8.8%
2019	12	\$39M	3.8%	\$3,251,237	\$61,635	10.2%	\$104,302	221	9.0%
2018	22	\$43.5M	5.8%	\$1,975,082	\$45,404	10.1%	\$102,873	218	8.9%
2017	18	\$33.3M	4.5%	\$1,851,489	\$45,716	10.4%	\$98,005	207	9.0%
2016	13	\$28.4M	3.3%	\$2,187,012	\$54,675	11.0%	\$91,619	194	9.0%
2015	16	\$27.3M	4.5%	\$1,704,989	\$38,314	10.2%	\$87,371	185	8.8%
2014	14	\$23.1M	4.7%	\$1,648,630	\$31,317	11.9%	\$81,494	172	8.6%

(1) Completed transaction data is based on actual arms-length sales transactions and levels are dependent on the mix of what happened to sell in the period.

(2) Market price trends data is based on the estimated price movement of all properties in the market, informed by actual transactions that have occurred.

LUXURY & UPPER UPSCALE SALES

Year	Completed Transactions (1)						Market Pricing Trends (2)		
	Deals	Volume	Turnover	Avg Price	Avg Price/Room	Avg Cap Rate	Price/Room	Price Index	Cap Rate
2028	-	-	-	-	-	-	\$377,926	325	8.3%
2027	-	-	-	-	-	-	\$357,736	308	8.6%
2026	-	-	-	-	-	-	\$332,265	286	8.9%
2025	-	-	-	-	-	-	\$316,902	273	9.0%
2024	-	-	-	-	-	-	\$336,123	289	8.2%
YTD	-	-	-	-	-	-	\$350,478	302	7.7%
2023	-	-	-	-	-	-	\$331,921	286	7.6%
2022	2	\$31.3M	12.6%	\$15,639,459	\$127,669	-	\$307,486	265	7.2%
2021	-	-	-	-	-	-	\$299,362	258	7.0%
2020	1	\$9.1M	1.2%	\$9,114,000	\$379,750	-	\$292,171	251	7.6%
2019	-	-	-	-	-	-	\$304,762	262	7.8%
2018	-	-	-	-	-	-	\$299,807	258	7.7%
2017	1	\$6.3M	1.3%	\$6,325,000	\$263,542	-	\$286,706	247	7.7%
2016	-	-	-	-	-	-	\$267,311	230	7.7%
2015	-	-	-	-	-	-	\$249,617	215	7.6%
2014	-	-	-	-	-	-	\$228,900	197	7.6%

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(2) Market price trends data is based on the estimated price movement of all properties in the market, informed by actual transactions that have occurred.



Appendix

Washington State Area Hospitality

UPSCALE & UPPER MIDSACLE SALES

Year	Completed Transactions (1)						Market Pricing Trends (2)		
	Deals	Volume	Turnover	Avg Price	Avg Price/Room	Avg Cap Rate	Price/Room	Price Index	Cap Rate
2028	-	-	-	-	-	-	\$129,926	250	9.4%
2027	-	-	-	-	-	-	\$122,985	237	9.6%
2026	-	-	-	-	-	-	\$114,229	220	10.0%
2025	-	-	-	-	-	-	\$108,947	210	10.1%
2024	-	-	-	-	-	-	\$115,555	223	9.2%
YTD	-	-	-	-	-	-	\$120,490	232	8.6%
2023	2	\$20M	2.9%	\$10,015,000	\$133,533	-	\$113,199	218	8.5%
2022	2	\$15.3M	2.2%	\$7,630,000	\$133,860	-	\$103,782	200	8.2%
2021	4	\$19.1M	4.2%	\$4,783,750	\$90,259	-	\$100,624	194	8.0%
2020	2	\$1.2M	1.2%	\$622,500	\$21,466	-	\$101,237	195	8.5%
2019	2	\$16.5M	3.2%	\$8,250,000	\$105,769	10.6%	\$106,553	205	8.7%
2018	1	\$4.5M	2.3%	\$4,487,500	\$41,939	9.6%	\$104,603	202	8.7%
2017	1	\$3.6M	2.4%	\$3,600,000	\$33,962	-	\$99,644	192	8.7%
2016	3	\$17M	4.8%	\$5,680,000	\$88,750	11.1%	\$93,180	180	8.8%
2015	3	\$12.8M	7.6%	\$4,250,000	\$41,803	6.9%	\$89,936	173	8.5%
2014	2	\$7.5M	6.9%	\$3,732,550	\$27,959	-	\$84,849	163	8.4%

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(2) Market price trends data is based on the estimated price movement of all properties in the market, informed by actual transactions that have occurred.

MIDSCALE & ECONOMY SALES

Year	Completed Transactions (1)						Market Pricing Trends (2)		
	Deals	Volume	Turnover	Avg Price	Avg Price/Room	Avg Cap Rate	Price/Room	Price Index	Cap Rate
2028	-	-	-	-	-	-	\$77,755	254	9.9%
2027	-	-	-	-	-	-	\$73,601	240	10.2%
2026	-	-	-	-	-	-	\$68,360	223	10.6%
2025	-	-	-	-	-	-	\$65,200	213	10.7%
2024	-	-	-	-	-	-	\$69,154	226	9.8%
YTD	8	\$11M	3.1%	\$1,369,404	\$36,276	12.3%	\$72,108	235	9.2%
2023	22	\$64.3M	9.7%	\$2,922,429	\$68,252	9.8%	\$67,689	221	9.0%
2022	31	\$78.3M	12.0%	\$2,526,252	\$66,088	10.3%	\$62,901	205	8.6%
2021	17	\$37.3M	6.6%	\$2,193,019	\$56,316	11.4%	\$59,180	193	8.5%
2020	12	\$12.6M	2.9%	\$1,051,069	\$43,643	12.9%	\$58,962	192	9.1%
2019	10	\$22.5M	4.8%	\$2,251,484	\$47,201	10.0%	\$61,984	202	9.4%
2018	21	\$39M	8.6%	\$1,855,443	\$45,840	10.3%	\$61,562	201	9.3%
2017	16	\$23.4M	6.0%	\$1,462,613	\$39,068	10.4%	\$58,431	191	9.3%
2016	10	\$11.4M	3.3%	\$1,139,115	\$34,729	10.9%	\$54,754	179	9.4%
2015	13	\$14.5M	4.1%	\$1,117,679	\$35,700	11.3%	\$52,713	172	9.1%
2014	12	\$15.6M	4.7%	\$1,301,310	\$33,225	11.9%	\$49,444	161	9.0%

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Appendix

Washington State Area Hospitality

DELIVERIES & UNDER CONSTRUCTION

Year	Inventory			Deliveries		Net Deliveries		Under Construction	
	Bldgs	Rooms	% Change	Bldgs	Rooms	Bldgs	Rooms	Bldgs	Rooms
YTD	336	16,881	0%	0	0	(1)	(7)	0	0
2023	336	16,885	-0.5%	1	88	(4)	(127)	-	-
2022	339	16,970	-0.2%	4	274	0	217	1	88
2021	343	17,007	1.7%	3	185	0	162	4	274
2020	339	16,727	0.4%	4	292	2	236	5	401
2019	338	16,662	1.7%	5	309	3	290	5	411
2018	336	16,380	1.6%	3	224	0	183	5	309
2017	333	16,125	2.2%	5	438	5	438	3	224
2016	330	15,772	0%	2	12	2	12	4	338
2015	330	15,775	0.9%	2	142	(1)	117	2	85
2014	330	15,630	0.7%	2	139	2	139	2	142



City of College Place: Development Activity - August 2024				
Project Name	Use	Location	Status	Lead Generated
Commercial/Industrial				
Jersey Mike's	Fast Food Restaurant	Meadowbrook	- Sept 2023 Another fast food sandwich tenant will go in space next to Chipotle. - Dec 2023 Awaiting building permit app. - May 2024 Getting building plan submittals. - June 2024 Filed Sign Permit. - August 2024 Aiming for Thanksgiving opening. - July 2024 Filed permits to repave parking lot, renovate store, and do generate site improvements. - August 2024 Renovations in process.	ICSC Las Vegas
WalMart	BigBox	Meadowbrook		Walmart
Project Beyond	Gas Station & Food Mart	Rose Corridor or Meadowbrook	- June 2024 Met at Retail Convention. Interested in serving community. - August 2024 Continuing due diligence.	ICSC Las Vegas
Project Tom	Car Wash	Meadowbrook	- June 2024 Interested in Meadowbrook sites. - August 2024 Pursuing option argreement for a site.	ICSC Las Vegas

Project Murph	Gas Station		Meadowbrook	- June 2024 Interested in establishing gas station in outlot of Walmart. - August 2024 Getting permission from corporate.	ICSC Las Vegas	
Project Boise	Grocer		Myra Rd	- June 2024 Interested in establishing a facility either at 12th Myra or Garrison Myra. Will start due diligence. - August 2024 No update.	ICSC Las Vegas	
Project Palouse	Commercial Developer		South College Avenue	- June 2024 Interested in partnering with Lakeside and buying properties along South College (south of Mojonnier) - August 2024 Continuing due diligence.	ICSC Las Vegas	
Project Cobble	Hotel		Whitman & Myra	- November 2023 Hotelier working out development agreement with property owner. Still trying to hammer out road access. - February 2024 Still working out development agreement. - May 2024 Purchase and Sale agreement in place. Dependent upon roundabout. - August 2024 Gave them new Hotel STudy. Going after TIB roundabout grant.	ICSC Las Vegas	

Project Hammer	Big Box Hardware		South College Avenue	- June 2024 Big Box hardware store interested in serving area. -August 2024 Doing due diligence on a site.	ICSC Las Vegas	
Project Bullseye	Big Box		Whitman & Myra	- November 2023 Option purchased on site by a big box retailer. - March 2024 Option agreement exists. - August 2024 Tied to project Cobble and its success.	ICSC Las Vegas	
Project OPH	Breakfast Restaurant		Whitman & Myra	- November 2023 Option for breakfast restaurant. Dependent upon hotel. -March 2024 Signed agreement based on hotel coming in adjacent. -August 2024 Tied to Project Cobble.	Property Owner.	
Project FH	Sandwich Fast Food		Whitman & Myra	- August 2024 Negotiating option agreement with land owner.	Property Owner.	
Project DE	Brunch Restaurant		Meadowbrook	- June 2024 Interested in serving market. - August 2024 Doing site evaluations.	ICSC Las Vegas	
Project Q	Fast Food Restaurant		WWU Area	- November 2023 National mexican fast food franchise is looking at entering area adjacent to WWU Campus. -August 2024 No Update	WWU Contact	

Project Y	Grocer	Whitman & Myra	December 2023 Option for regional grocer at play. - June 2024 Is going to Board of Company for site approval. - August 2024 On back burner for now. Operator is trying to sell store up in Spokane area and use funds to do new store here. In	Cold Call	
Project MP	Hotel	Meadowbrook	- August 2024 Doing due diligence.	ICSC Las Vegas	
Project Bed	Hotel	Meadowbrook or Near University	-August 2024 National hotel brand looking at putting medium end extended stay chain in City.	ICSC Las Vegas	
Project FM	Medium sized grocery and general merchandise store.	College Avenue, across from College Place High School.	- Jan 2019 This site is shortlisted with another site at end of Myra Rd in Walla Walla. User would like to open up by 2021/2022. -Dec 2022 Awaiting if Feds will approve merger of Kroger/Safeway. Will have impact on viability of this deal. - June 2024 Continue monitoring progress of Lakeside development before making decision. - August 2024 Evaluating property near SR 125 and College.	ICSC Las Vegas	

Project Flight	Aerospace			- Nov 2023 Project is now annexed into the City. Working with property owner on future planning. - Dec 2023 No Update. - August 2024 Working with developer via State CERB Grant for infrastructure planning.	Property owner.	
Project Lawn	Lawncare		Commercial Drive	- August 2024 Headquarters for a small lawn care business. Working through submission issues with site engineer.	Property owner.	
Residential						
Homestead Subdivision Phase 3C, 3D, and 3E.	Residential subdivision constructed by Hayden Homes.		Homestead and Doans Street south of Fourth Street.	- Dec 2022 Wise size development got moved to next Spring. - August 2024 Will start to develop wise size once done with Avery Estates in WW. - June 2024 Developing cottages. - August 2024 Still building out cottages.	Hayden Homes has owned property for the last decade.	
Dawson Cottages	6 cottages		Birch between 4th and 6th	- June 2024 Going through entitlement process. - July 2024 Company decided to buy eight homes on market in town to rehab and will be putting site with plans up for sale. - August 2024 Now group is looking at reengaging on development likely early next year.	Ben Dawson	
NW Residential	20 Apartments		SW Oakwood Pl off of SW 6th		NW Residential Properties	

Villages at Fort Walla Walla	180 multi-family apartment units.	South side of Whitman Drive/Deccion intersection.	- Jan 2019 Plan submittal is being reviewed by development staff. Spring 2019 construction. - Nov 2022 Revizing development plans. Likely will develop in 2023. - Feb 2023 Developer paid us bill due. Will turn in new, different plans. Likely will petition for MFTE. - May 2023 Continue going through permitting. Getting near end. - buildings. - June 2024 Getting last minute additional financing to make reality. - August 2024 Likely going to break up project and do first three buildings first.	Port of Walla Walla was approached by Farran Group about property and was directed to Bob Price and the City.
Sirmon Development	Multi-family apartments.	942 NE Spitzenburg St	- Jan 2019 Plan submittal is being reviewed by development staff. - April 2021 Awaiting final engineering drawings. - Dec 2022 Project appears to be on ice for now. Tad asked about vesting rights. - Feb 2024 Talked to developer. Expecting dirt to be turned this year. - August 2024 Buildings are being built.	Property owner.

Lakeside/College Holdings Development	Single & Multi-Family	197 Mojonnier Rd	-August 2024 Expecting Master Planned Development application is planned for July 2024. Engineering on East-West Rd has started.	Property owner.
Villages at Garrison Creek Phase 11 and 13	Single Family	Villages at Garrison Creek development.	- December 2021 Received submittal for 72 lot single family in vacant middle donut hole to finish up development. - Sept 2023 Engineer for developer is working on site issues. - Dec 2023 Expecting infrastructure to go in soon. - May 2024 Infrastructure being installed. -August 2024 Still working on site infrastructure.	Property developer.
Deer Meadows Subdivision	Townhome	SW 12th	- December 2021 Developer Jeff Kelly out of Tri Cities is planning townhomes for site purchased from Marc Maiuri - Sept 2022 SEPA out now. 13 lot subdivision proposed by Jeff Kelly out of Pasco. - October 2022 Hearing Examiner meeting held. - December 2022 Going through final entitlements. - February 2023 Planning for a Summer start. - May 2024 Have turned in plans for grading permits. - August 2024 Getting close to grading.	Developer

Martin Airfield/Tarragon Development	Airfield Update, Flex Facilities, Residential	West Whitman Drive	- Feb 2024 Project is now annexed into the City. Working with property owner on future planning. - May 2024 Martin Airfield study is starting. - July 2024 Working with City on area study. Also, Tarragon bought Hinshaw Ranch property. - August 2024 Property owner is in negotiations on surrounding lands.	Developer
Project Dairy	Residential	West Whitman Drive	- August 2024 Discussions with land owner about possible inclusion into UGA next time it opens for residential.	Land Owner
Project Sod	Residential	Wallua Avenue	- August 2024 Property owners wants to do affordable housing. Wants into UGA next time it opens up.	Land Owner

Salerno Estates	Single Family Homes	359 SW 12th	- May 2023 Had public comment period for this development. 8 homes on approximately half acres. Reviewing comments and finalizing conditions of approval. - June 2023 Site plans approved. Past appeal period. - Dec 2023 Working with developer on issues. - Feb 2024 Infrastructure plans getting turned in. - March 2024 Expecting construction to start soon. - May 2024 Working on site utilities. - June 2024 Getting ready to record plat. -August 2024 Working on area utilities.	Developer
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