



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, January 25, 2024
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

I. STUDY SESSION - 5:30 P.M.

- 1. Comprehensive Plan Community Engagement - Council Kickoff - Claire Lust, Community Development Director**

II. GENERAL SESSION CALL TO ORDER - 6:30 PM

- 1. Flag Salute**
- 2. Roll Call**
- 3. Late changes to the agenda**

III. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

IV. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the January 11, 2024 Meeting**

V. PRESENTATION

- 1. Clark Regional Wastewater District Update - John Peterson, CRWWD General Manager**
- 2. Presentation - Food Cart Pod Code - Claire Lust, Community Development Director**

VI. BUSINESS

- 1. Motion - Approval of the 2024 Planning Commission Work Plan - Claire Lust, Community Development Director**

2. **Motion - Approval of the 2024 Parks Board Work Plan - Corey Crownhart, Park Manager**
3. **Motion - Approval of Sanderling Park Phase 2A/2B Final Plat - Claire Lust, Community Development Director**
4. **Motion - Contract Award for Design and Environmental Services for the Gee Creek North Trail Project, Heron to Main - Chuck Green, Public Works Director**
5. **Motion - Approval of Interlocal Agreement with Northwest Natural for Placement of Telemetry Equipment on City-Owned Property at 1202 S Great Blue Road - Chuck Green, Public Works Director**
6. **Motion - Approval of 2024 Federal Legislative Agenda - Steve Stuart, City Manager**

VII. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. **Council**
2. **Mayor**
3. **City Manager**

IX. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 25, 2024

AGENDA ITEM NAME: Comprehensive Plan Community Engagement - Council Kickoff

GOVERNING LEGISLATION

RCW 36.70A - Growth Management

PREVIOUS COUNCIL ACTION TAKEN:

N/A

SUMMARY/BACKGROUND:

In this study session, we will kick off community engagement for the 2025-2045 Comprehensive Plan Update. Following an overview of the public participation plan, staff and our lead consultants will give Councilors the tools to take an active role in Ridgefield's visioning and goal-setting process using a community conversation kit. Councilors are encouraged to share which community organizations and topics they are passionate about engaging with during the comprehensive planning process, and to ask questions throughout this kickoff session.

BUDGET/FINANCIAL IMPACTS:

N/A

RECOMMENDED ACTION OR MOTION:

N/A

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Study Session Agenda_Final
2. Public Engagement Plan
3. Community Conversations Kit



Agenda

Meeting: Ridgefield Comprehensive Plan and Public Facility Plan Updates;
City Council Work Session

Date: January 25, 2024

Time: 5:30 PM – 6:30 PM

Location: Ridgefield Administrative and Civic Center (RACC), 510 Pioneer Street,
Ridgefield, WA 98642

LIST OF ATTENDEES

City of Ridgefield Council	Project Team
Jennifer Lindsay, Mayor Pro Tem Clyde Burkle, Councilor Lee Wells, Councilor Matt Cole, Councilor Rob Aichele, Councilor Judy Chipman, Councilor	Claire Lust, Community Development Director Chuck Green, Public Works Director Steve Stuart, City Manager Scott Keillor, Project Manager, WSP Ethan Spoo, Deputy Project Manager, WSP Steve Faust, Public Involvement Lead, 3J Brian Landau, Public Facility Plans Lead, WSP

AGENDA

Discussion Topic	Time	Lead
Introductions – Project and Team	5:30	Claire
Work Scope and Schedule overview	5:35	Ethan
Community Engagement Plan	5:40	Steve F
Community Conversation Kits	5:55	Steve F
Community Conversation Sign-Up	6:10	Claire/Steve F
Questions	6:15	Councilors
Next Steps: Plan Updates	6:20	Scott/Claire/team
Adjourn City Council Work Session	6:25	All



Ridgefield Comprehensive Plan Update

Community Engagement Plan December 2023

Project Overview

The City of Ridgefield seeks to update its comprehensive plan and five public facilities plans to account for 20 years of growth and remain consistent with the requirements of the Growth Management Act (GMA). Per the GMA, comprehensive plans are required to contain certain elements including land use, housing, capital facilities, utilities, transportation, economic development, and parks. New considerations stemming from recent state mandates in the GMA include housing, critical areas, and the recently released guidance on climate change.

In order to ensure the Comprehensive Plan reflects the needs of community members, a robust public involvement process that reaches a large segment of Ridgefield's population is essential. The purpose of this document is to outline an array of tools that will be employed to reach a diverse set of Ridgefield stakeholders who will help guide the development of the Comprehensive Plan Update.

Community Engagement Objectives

The public involvement process aims to meet the following objectives:

- **Inform** the community with timely, transparent, and accurate information.
- **Educate** community members about planning, the Growth Management Act, and decision-making processes.
- **Consult** and involve the community in the identification, refinement and prioritization of policy updates needed to guide growth and development in Ridgefield over the next 20 years. Ensure community members understand how decisions are made, that their concerns are heard and how their feedback can influence decisions.
- **Partner** with city and agency representatives to ensure officials are engaged in the planning process and key decisions.
- **Reach** a diversity of stakeholders who reflect Ridgefield's greater community.

Key Messages

- Washington state law requires that all cities and counties plan for 20 years of growth while keeping consistent with Growth Management Act requirements.
- The Comprehensive Plan is Ridgefield's primary planning document. It articulates the city's

vision for future land use, housing, capital facilities, utilities, transportation, economic development, and parks.

- The Comprehensive Plan is supported by Ridgefield's public facilities plans, which plan for facilities and costs of facilities needed to serve the growing community.
- The City of Ridgefield is committed to an inclusive and transparent planning process. Community engagement is crucial to unearth the community's core values and guide the development of a representative, sustainable plan.
- There will be opportunities for community participation at multiple points throughout the planning process, with a focus on accessible opportunities to provide feedback.
- Community members can stay engaged by visiting the project website:
<https://ridgefieldroundtable.org/>

Community Demographics

The following demographic profile helps specify the priority populations to engage in this process. Demographic data is derived primarily from the U.S. Census American Community Survey 5-Year Data 2017-2021 Data Profile.

According to Census Bureau Population Estimates, Ridgefield's population reached 14,251 as of July 1, 2022.

Race and Ethnicity

According to 2017-2021 American Community Survey data, 87 percent of Ridgefield residents identify as White. The remainder of residents identify as African American (1.9%), American Indian/Alaska Native (1.9%), and Asian (1.2%). 6.4 percent identify with two or more races. 8.5 percent of Ridgefield residents identify as Hispanic or Latino.

Race/Ethnicity	City of Ridgefield	Washington
White	87.0%	71.7%
African American	1.9%	3.9%
Asian	1.2%	9.0%
Native Hawaiian and other Pacific Islander	0.0%	0.7%
American Indian or Alaskan Native	1.9%	1.2%
Two or more races	6.4%	8.6%
Hispanic or Latino (any race)	8.5%	13.2%

Languages Spoken at Home

93.8 percent of Ridgefield residents are English speakers. The language spoken most commonly other than English is Spanish (4.5%). Smaller portions of the population speak Indo-European Languages (1.1%) and Asian and Pacific Island Languages (0.5%).

Age

The City of Ridgefield has a larger share of residents 19 and under (34.0%) than the State of Washington (24.4%). Consequently, there are smaller shares of residents who are between the ages of 20-34 (17.2%) and those who are 75 years and older (1.6%) than Washington (21.4% and 5.8%). Ridgefield's other age group sizes are roughly on par with State averages.

Age	City of Ridgefield	Washington
19 years and under	34.0%	24.4%
20 – 34 years	17.2%	21.4%
35 – 54 years	26.6%	26.0%
55 – 64 years	11.0%	12.7%
65 – 74 years	9.6%	9.6%
75 years +	1.6%	5.8%

Income

From 2017-2021, the median household income in Ridgefield was \$107,861, which is 30 percent higher than the state median (\$82,400). More than half of Ridgefield households earn more than \$100,000 annually, compared to the State average of 40.9%.

Income	City of Ridgefield	Washington
<\$15,000	3.2%	7.1%
\$15,000-\$25,000	0.4%	5.9%
\$25,000-\$50,000	8.8%	16.5%
\$50,000-\$75,000	17.8%	16.3%
\$75,000-\$100,000	18.1%	13.4%
\$100,000+	51.6%	40.9%

People with Disabilities

Census data indicates that 13.1 percent of Ridgefield residents live with a disability. This is lower than the Washington state average of 25.4 percent. The highest percentages of those with disabilities have a cognitive (3.8%) or ambulatory (3.1%) disability.

Housing

Census data indicates that more than 81 percent of Ridgefield residents live in a single-family detached home, which is nearly 20 percent greater than the State of Washington (63.0%). Around 14.7 percent of Ridgefield residents live in middle housing (1 to 4 attached units), 2.4 percent occupy multi-family homes (5 or more attached units), and about 1.2 percent live in a mobile home. 78.9 percent of Ridgefield residents are homeowners and 21.1 percent are renters. ACS 2017-2021 shows that median gross rent in Ridgefield was \$2,048.

Housing Type	City of Ridgefield	Washington
Single-family home	81.7%	63.0%
Middle housing	14.7%	10.0%
Multi-family home	2.4%	20.9%
Mobile home	1.2%	5.9%
Homeowners	78.9%	63.6%
Renters	21.1%	36.4%

Underserved Populations

The City of Ridgefield is committed to facilitating extensive and equitable community engagement for the Comprehensive Plan Update. In order to ensure full and fair participation by all potentially affected community members in the decision-making process, engagement activities and tools will focus on meeting underserved groups where they are. The following paragraphs describe priority populations for this process.

Census demographic information indicates that second most spoken language besides English is Spanish (4.5%) in Ridgefield. About 8.5 percent of the community also identified as Hispanic or Latino. This indicates that the City should consider translating engagement materials into Spanish and holding some engagement activities in spaces where the Hispanic/Latino community feel comfortable.

The City of Ridgefield is also shown to have significantly higher proportions of youth (19 and under). In order to reach the youth of Ridgefield, engagement activities should be centered around youth-oriented events and activities. Local schools, after school programs, and youth groups should be engaged.

While the City of Ridgefield does have a lower proportion (13.1%) of those with disabilities than Washington (25.4%), engagement activities should be made accessible and include accommodations for people of all abilities. Accessibility in engagement will consider vision and hearing impairment accommodations, physical accessibility to engagement spaces, and transportation access to these locations.

Although Ridgefield's median household income is higher than Washington, approximately 12.4 percent of Ridgefield households still earn less than \$50,000 a year. Access to technology to participate in engagement activities, as well as access to transportation and childcare during engagement activities should be considered when taking an equitable approach. While the City of Ridgefield has a lower percentage of renters and people living in multifamily housing, citywide mailings should be used to make sure that these groups are informed and engaged.

Stakeholders and Partners

Community members and stakeholders will have multiple opportunities to participate in the Comprehensive Plan Update process. This Engagement Plan describes ways in which the City will engage with key stakeholders and the community in the process.

Interests	Specific Organizations
Schools	Ridgefield School District South Ridge Elementary School PTA Union Ridge Elementary School PTO Sunset Ridge-View Ridge Intermediate School Association Ridgefield High School- student groups Ridgefield Family Resource Center ESD 112 Ridgefield Boosters Clark College Ridgefield Teachers Union Ridgefield Family Resource Center

Interests	Specific Organizations
	Clark College Foundation
Parks and Nature	Ridgefield Parks & Rec Parks Board National Parks Service Ridgefield Wildlife Refuge / Friends of the Refuge
Industry and Businesses	Port of Ridgefield Costco Dollar Tree UNFI PepsiCo U-Haul Ridgefield Amphitheater (RV Inn Style Resort Amphitheater) Wineries (many in Ridgefield), breweries, etc. Ridgefield Chamber of Commerce Ridgefield Main Street
Public Safety	Ridgefield Police Department Clark-Cowlitz Fire Rescue Station 21 Fairgrounds Station 151
Utilities	Waste Connections NW Natural Gas Clark Public Utilities Clark Regional Wastewater District Internet/TV services (broadband fiber optic)
Developers/Property Owners	Ridgefield Junction Neighborhood Association Four Creeks Neighborhood Association Residential HOAs Habitat for Humanity Clark County Housing Authority Specht Developers FDM Development Hurley Development Hinton Development Robertson and Olsen Pac Trust Homebuilders: Urban Homes NW, Pacific Lifestyle Homes, Pahlisch Homes, Holt, Cascade West, New Tradition, etc. Evergreen AG Builders Building Industry Association of Clark County

Interests	Specific Organizations
	HSPRE HSR PeachHealth Franz Bakery
Health	Vancouver Clinic Ridgefield Living Center The Recovery Village- Ridgefield Mental Health Services in Ridgefield
Transportation	C-Tran Clark County Transportation Alliance WSDOT Clark County
Service Non-profits	American Legion- Post 44 Garden Club Meaningful Movies in Ridgefield Neighbors Helping Neighbors Ridgefield Community Gleaners Association Ridgefield Food Project Friends of Ridgefield Community Library Ridgefield Lions Club Soroptimist International of SW Washington
Non-native English Speakers	
Arts and Culture	Clark County Arts Commission Ridgefield Art Association Clark County Historical Museum
State Agencies	Washington State Fish and Wildlife – SW Region Ecology DNR
Faith Based Organizations	Christ Community Church Ridgefield Church of the Nazarene Mountain View Christian Center Go Church-Ridgefield Sparrow City Church Bethel Church at Ridgefield Ridgefield United Methodist Church Messiah Lutheran Church St Mary of Guadalupe Mission

Interests	Specific Organizations
	LDS Church
Elected and Appointed Officials	City Council Planning Commission Civil Service Commission Port of Ridgefield Board of Commissioners CCFR Commissioners State legislators County Commissioners Ridgefield School Board Council for the Homeless Clark County Committee on Aging
Tribes	Cowlitz Indian Tribe Chinook Indian Tribe CRITFC (for anything related to the Columbia River)
Others	Ridgefield Raptors Local Disability Groups Basketball Clubs of Ridgefield Youth Sports organizations: - Ridgefield Little League - Pacific Soccer Club - Wrestling - Football

Engagement Activities

The following table summarizes primary community engagement activities, their intended audience, and partners needed to carry out the activities while using the IAP2 engagement spectrum.

The IAP2 Spectrum is an internationally recognized model developed to help clarify the role of the public in planning and decision making, and how much influence the community has over planning or decision-making processes. The model identifies 5 levels of community engagement, ordered as follows by increasing impact on decision-making: (1) inform; (2) consult; (3) involve; (4) collaborate; and (5) empower.

Engagement Tool/Activity	IAP2 Spectrum	Description	Audience
City Council Meetings	Inform Consult Involve	The City Council will meet up to six (6) times to advise on the Comprehensive Plan Update process. They will review and comment on work products, guide public outreach and engagement efforts, act as liaisons to specific constituencies or interest groups, host public forums, encourage community members to participate in the process, and act as champions of the Comprehensive Plan.	General Public Interest Groups
Stakeholder Interviews	Inform Consult Involve Collaborate	Up to ten (10) interviews or focus group discussions through utilizing key community stakeholders from a list provided by the City. Conversations will be about Comprehensive Plan issues and priorities. Interviews with water supply collaborating agencies will be included for the Water System Plan update.	Stakeholders General Public
Community Events	Inform Consult Involve Collaborate	Community events will be utilized to share project information and gain public input. Events may include, but are not limited to: Ridgefield Raptors Farmers Market Dragon Boat Paddles Meals on Wheels People-Ridgefield Dining First Saturday events Main Street Day Experience Ridgefield (hosted through school district)	

Engagement Tool/Activity	IAP2 Spectrum	Description	Audience
		<i>*See appendix for example community events</i>	
Open Houses & Questionnaires	Inform Consult Involve	Two (2) in-person and virtual public open houses will be used to gain information from the community about plan processes and the overall vision. The City Council, Planning Commission, and the Parks Board members will share information on meeting dates, locations, and times of all Open Houses. Open House No. 1 will cover the project purpose, existing conditions, community engagement results, and community vision. Open House No. 2 will review major policies to inform the final comprehensive plan update. <i>*See appendix for example open houses and questionnaires</i>	General Public
Community Conversations	Inform Consult Involve	Community conversations will be primarily led and performed by the City Council. Consultant staff and City staff will perform some community conversations to supplement the process. A Conversation Kit will be available to the public to conduct their own conversations if they would like to do so.	General Public

Communication Tools

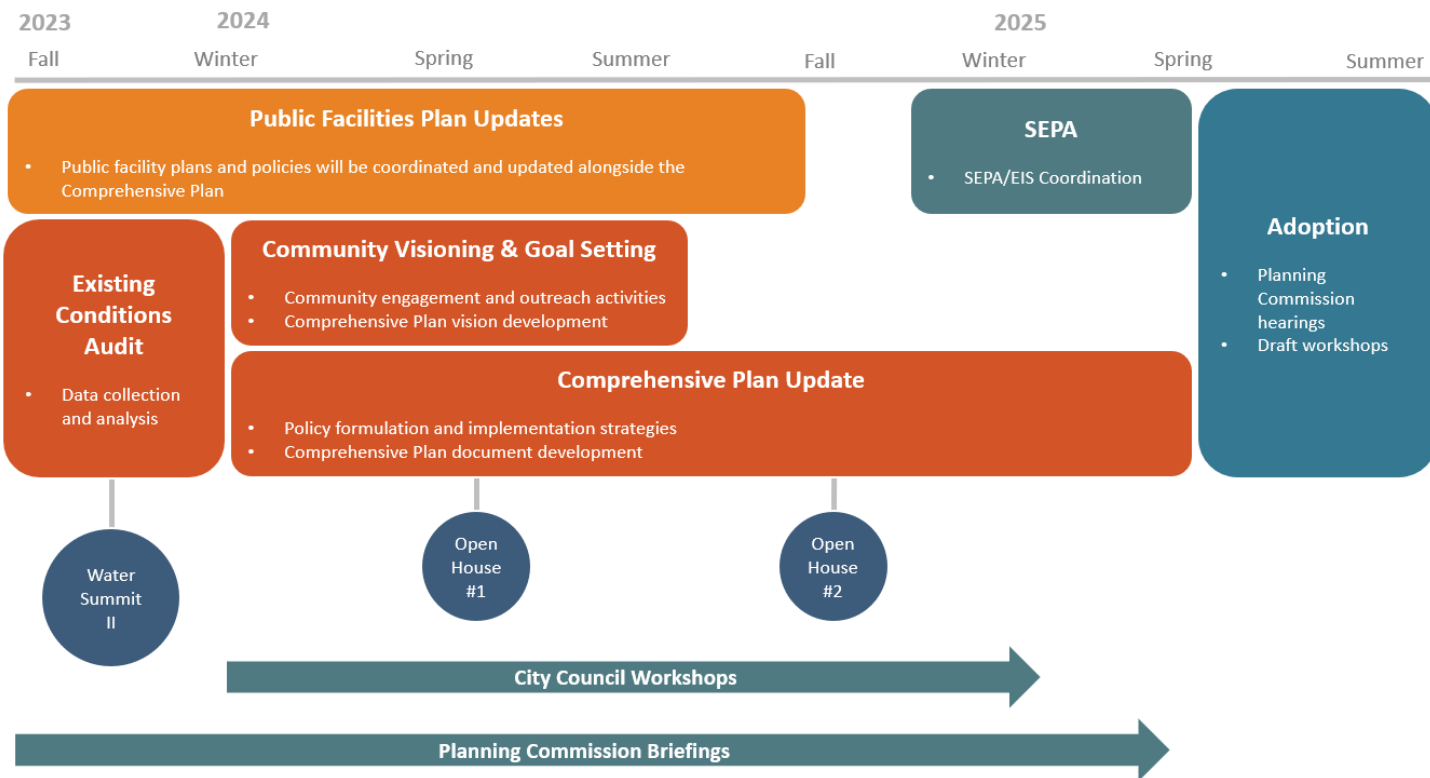
In addition to the above activities, the following communication tools will provide information about events, activities, and opportunities to be involved in developing the Comprehensive Plan Updates.

Communication Tools	Description
Project Website	The website page will utilize Ridgefield Roundtable and will function as an information and engagement hub for the project. It will be used for outreach activities such as online surveys and virtual meetings as well. A project overview, access to draft work products, upcoming engagement activities, results of engagement, and other project information will be available on this webpage. <i>*See appendix for example project websites</i>

Communication Tools	Description
Project Branding	The project brand package will include a project logo, color scheme, font and heading hierarchy based on any existing City standards to aim for quick identification of this project's communications, accessibility, and flexibility of use.
Media Releases	The City will prepare media releases to announce the project kickoff and advertise key opportunities for public participation. Communication venues may include local newspapers, City newsletters, utility bills, and other local publications.
Informational Materials	The City will prepare general information materials to be utilized to inform people about the Comprehensive Plan. Initial materials could include a Project Overview handout and media package to create awareness and educate the public about the plan and process. <i>*See appendix for example informational materials</i>
Project Email List	The City will maintain a database of e-mail addresses of people who express interest in the planning process and used when the City sends e-blasts to notify people about events and activities. E-blasts may also be shared with project partners. Interested parties will have several opportunities to join the mailing list, such as on the project website.

Project Schedule

This schedule outlines engagement activities and key milestones throughout the project.





COMMUNITY CONVERSATION KIT

City of Ridgefield

January 2023

ENVISION
RIDGEFIELD
2045

Welcome, Discussion Leader!

In your hands, you hold the power to shape the future of our city. This kit is your go-to resource for organizing and leading impactful community discussions. Inside, you'll find everything you need to facilitate conversations that capture the voices and visions of our community.

Your commitment to being part of this community engagement effort is invaluable, and together, we are laying the foundation for a vibrant future. Thank you for helping us gain an understanding the community's vision for Ridgefield.

Your Tools

	Preparation Checklist.....	3
	Discussion Leader's Guide.....	4
	Community Visioning Questions	7
	Discussion Notes.....	8
	Ridgefield Community Conversation Sign-in Sheet.....	9

Preparation Checklist

Before the Event

Familiarize yourself with the items in this guide. If you have any questions, contact Journie Gering journie.gering@3j-consulting.com, 503.946.9365 x256

For In-Person Community Conversations

If you are able, print fresh copies of the materials, including:

- ☐ Sign-in sheet
- ☐ Discussion Questions (enough copies to share with participants)
- ☐ Notes page(s) for small groups
- ☐ This Community Conversations Kit as your quick reference guide

For Virtual Community Conversations

Have the following materials handy (paper copies or on a computer) for note-taking:

- ☐ Sign-in sheet (*Tip: Kick off your virtual meeting by having attendees share their name and email address with you in the chat.*)
- ☐ Discussion Questions
- ☐ Notes page(s)
- ☐ This Community Conversations Kit as your quick reference guide

Ask yourself the following questions:

1. Have you confirmed the meeting location or video conference information?
2. If this Community Conversation is part of another meeting, have you confirmed a place on the agenda? How much time do you have?
3. Do you have enough materials to share with expected participants?

After the Event - Submitting your Feedback

Option 1

- ☐ Email the sign in sheet and your notes directly to Journie Gering within one week of your community conversation.

Journie Gering
journie.gering@3j-consulting.com

Option 2

- ☐ Enter via the online survey form. For the online survey form, go to [\[Insert Survey Link\]](#)

When prompted at the end of the survey, enter your name, email, and the name of your group into the Community Conversation prompt.

Please send additional email addresses for the project mailing list to Journie Gering.

Discussion Leader's Guide

Please review this guide prior to leading your discussion. Prompts and explanatory text are included in bullets below. *Examples of "actions" are shown in the italicized print.*

Remember: It is OK if people disagree! There is no need for consensus or agreement.

Guiding Principles

When leading a community conversation, your role is to help create an open and shared environment so that all participants have the opportunity for discussion. Use your time wisely and try to follow along with your agenda. Time flies when you're having fun, so make sure you have time to hear from everyone within the time allotted.

- Stick to the agenda and move the conversation forward.
- If a point is made that is off topic, write it down, then guide the discussion back to the question at hand.
- Encourage everyone to participate but do not allow anyone to dominate.
- Keep the discussion moving by summarizing and combining similar thoughts.
- Resist the temptation to voice your own opinions or to be the "expert" on the subject.
- Be punctual! Make sure to start and end each meeting on time.
- Have fun!

Community Conversations are designed to be flexible, adapting to the unique dynamics of your group and the time available on your agenda. While these discussions typically take around 20-40 minutes, the beauty of these discussions lies in their adaptability. Whether you have a brief 15-minute window or a more leisurely 60 minutes, feel free to customize the duration based on your participants' availability and enthusiasm. Use the graphic below as a guide to gauge how much time you might allocate to each section, ensuring a meaningful and tailored experience for all involved.

COMMUNITY CONVERSATION

Introductions

5-10 Minutes

Discussion

15-45 Minutes

Next Steps

5 Minutes

Introductions

Group Sign-In and Overview

- 1. Distribute sign-in sheet.** Invite participants to sign up for the project email list.
 - For Virtual or Phone Community Conversations, identify the name and email address of participants expected prior to the meeting. At the beginning of the meeting, have everyone confirm their name and email addresses, and whether they would like to be signed up for the project email list (or follow up via email or in a video-conferencing chatroom).
- 2. Introduce yourself and your role in the project.**
- 3. Provide a brief contextual overview of the project and your role.** A sample is provided below:

"The City of Ridgefield is launching a citywide effort to update the Ridgefield Comprehensive Plan that will help guide land use decisions over the next 20 years. The first step in the process is to create a community vision that reflects what community members enjoy and want to preserve about Ridgefield, and what they would like to see changed in the future. The Comprehensive Plan will consist of broad goals and policies to implement the vision and guide future growth and development in accordance with the Growth Management Act.

The purpose of these Community Conversations is to engage with a broad cross-section of Ridgefield residents, business owners, and partners around a Community Vision. These Community Conversations are anticipated through the fall 2023 and winter of 2024. The creation and adoption of the Community Vision will occur in the spring, which will inform the development of policy recommendations in the update to the Comprehensive Plan throughout 2024 and 2025. Thank you for talking with us!"

Conversation

Listening and Discussion

- 1. Lead the group discussion** around the Community Visioning Questions provided in this kit.
 - Emphasize that there are no "right" or "wrong" answers. Everyone's opinion is valid.
 - Give credence to differences, but do not dwell on them. *It's important that we have an open discussion.*
 - Follow the meeting flow. *That's a good question/idea/issue, I'll write it down to make sure we don't forget that point.*
- 2. Have participants affirm your understanding of the discussion** by repeating back any major themes or ideas.
 - Summarize the discussion as you go along, validating it with participants. *Have I captured all key points?*

~5 Minutes

- Do not hesitate to say you do not know the answers to a specific question. Make note of the question and let the individual know that you will follow up with them later. Don't be afraid to not have answers to all their questions. You can be the messenger of their questions and follow up later.

3. Highlight frequently mentioned themes, ideas, or topics by placing a check mark for each mention in your notes.

- If you are running up against time, move the group along politely but firmly. *I see we have only a few minutes left and we want to make sure we have time to hear from everyone before our time is up [or] thank you for your suggestion.*
- Make sure each participant has a chance to speak. *Who else has something to add?*
- Five minutes before the discussion ends, summarize the discussion. Ask participants for any final thoughts. *Is there anything we have missed?*

Next Steps

Continuing Engagement

- 1. Thank everyone for participating!**
- 2. Point participants to the project website** [\[insert link to website\]](#) for access to materials and updates on meetings, events, and surveys.
- 3. Invite members to the next community event or survey.**

After the meeting

Within a week: Scan or email the discussion notes and sign-in sheet to Journie Gering.

Planner Contact: Journie Gering

Email Address: journie.gering@3j-consulting.com

Ridgefield Community Visioning Questions

Citizen participation and coordination is an important precursor to local planning and a tool to help communities better manage complex change and involve citizens in the planning process.

A comprehensive approach to visioning can be framed by the following **bolded** questions. Some of these questions include a list of bullets, which provide a menu of similar questions that get at the same idea. Based on your audience, choose the question type that feels most appropriate and resonates with the group. Feel free to use additional questions as follow-up, or if there is a need to frame the question differently.

What makes Ridgefield special today? What should we strive to preserve or enhance? [OR]:

- Why do you choose to live/work in Ridgefield?
- What are some of Ridgefield's most cherished attributes?
- Where do you spend time in Ridgefield? Specific parks, stores, restaurants, etc.
- What is being done well in Ridgefield?
- What about Ridgefield makes you proud?

What about Ridgefield would you like to change in the future? What can improve? [OR]:

- As the community develops this project, what is on the horizon that we should be sure to consider?
- What, if anything, causes you concern about the future of Ridgefield?
- How has Ridgefield changed over the last 5 years? 10 years? 20 years?
- What changes have you seen in Ridgefield that you like? What are changes you don't like?
- Describe your ideal Ridgefield in 2045. What has changed?

If you have additional time, wrap up the conversation with these last questions:

What people, groups, or communities should we contact to make this an inclusive process?

In what ways would you like to participate in this process? [Provide all potential examples below]

- Attend public meetings
- Complete online surveys
- Follow on the City's Facebook page or other social media
- Through my school, place of worship or other group
- Stay informed by email
- Read through the Project Website
- Other

Discussion Notes

Remember to place a check mark (✓) next to frequently mentioned themes, ideas, or topics. Feel free to use this provided note-taking sheet or your preferred method to capture your notes during the conversation. Just ensure that your notes find their way to Journie Gering once the discussion concludes.

INTRODUCTIONS

What makes Ridgefield special today? What should we strive to preserve or enhance? [OR similar question]

What about Ridgefield would you like to change in the future? What can improve? [OR similar question]

What people, groups, or communities should we contact to make this an inclusive process?

In what ways would you like to participate in this process? [Share all potential examples]

Ridgefield Community Conversation Sign-in Sheet

Organization: _____

Date: _____

Discussion Leader: _____

[illegible]

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 25, 2024

AGENDA ITEM NAME: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

The City Council approves claims and/or payroll of the City on a regular basis

SUMMARY/BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor details attached

RECOMMENDED ACTION OR MOTION:

Approve the claims and/or payroll by making the following motion:

"I move to approve the consent agenda as presented"

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. January 25, 2024 Claims Report - Updated

City of Ridgefield

Claims Payment Report

For Approval on:

January 25th, 2024

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ADRENALINE ARMORY LLC	3772	1299	Public Safety	3 Patrol Rifles with Optics	5,641.53
ADRENALINE ARMORY LLC Total					5,641.53
ADVANCED EXCAVATING SPECIALISTS LLC	2066	P21001-2066-8	Public Works	12.2023 S Pioneer Extension/Roundabout	229,954.17
ADVANCED EXCAVATING SPECIALISTS LLC Total					229,954.17
ADVENTIST HEALTH/OCCUPATIONAL MC	0865	98587	Public Safety	Pre Hire Medical Exam	2,117.00
ADVENTIST HEALTH/OCCUPATIONAL MC Total					2,117.00
AETTA ARCHITECTS PC	3569	21001-33	Public Works	12.2023 YMCA Site Plan	11,130.97
AETTA ARCHITECTS PC Total					11,130.97
AKS ENGINEERING & FORESTRY LLC	3908	10462-03	Public Works	12.2023 Abrams Park Master Plan	7,388.75
		10210-05	Community Development	12.2023 Development Engineering Review Services	2,821.25
AKS ENGINEERING & FORESTRY LLC Total					10,210.00
ARCHAEOLOGICAL INVESTIGATIONS NW INC	1563	10423	Public Works	12.2023 Overlook Park Archaeological Monitoring	9,659.37
ARCHAEOLOGICAL INVESTIGATIONS NW INC Total					9,659.37
ASSOCIATED CONSULTANTS INC.	1030	23-193-02	Community Development	Dollar Tree Refrig. Skid \$ Cond. Paltform	1,282.50
ASSOCIATED CONSULTANTS INC. Total					1,282.50
ASSOCIATION OF WASHINGTON CITIES	0041	121357	Genl Govt/Facilities	2024 AWC City Membership	12,095.00
		122767	Genl Govt/Facilities	2024 AWC Retro Safety Alliance Membership	4,087.87
		122107	Genl Govt/Facilities	2024 AWC Retro Safety Alliance Membership	2,066.62
ASSOCIATION OF WASHINGTON CITIES Total					18,249.49
BAMBOOHR LLC	3751	QU426724-02	Genl Govt/Facilities	2024 Annual BambooHR Subscription-Use/Sales Tax Difference	(54.20)
			Information Technology	2024 Annual BambooHR Subscription	6,061.91
BAMBOOHR LLC Total					6,007.71
BRITTANI FREIMUTH	3418	3418-20240125	Human Resources	Jim Stickler Anniversary gift - Feimuth	23.71
BRITTANI FREIMUTH Total					23.71
BUXTON COMPANY	2460	055709	Community Development	2024 Economic Development Package	25,000.00
BUXTON COMPANY Total					25,000.00
CASEY J EVANS	3310	002-COR-2023	Genl Govt/Facilities	2023 Utilities Online & How Gov Videos	1,902.25
			Public Works	2023 Utilities Online & How Gov Videos	1,902.25
CASEY J EVANS Total					3,804.50
CERTIFIED LANGUAGES INTERNATIONAL LLC	2862	39568123123	Judicial	12.27.2023 Interpreter Services	63.80
CERTIFIED LANGUAGES INTERNATIONAL LLC Total					63.80
CFM STRATEGIC COMMUNICATIONS INC.	2551	27803	Genl Govt/Facilities	12.2023 Lobbyist	5,200.00
CFM STRATEGIC COMMUNICATIONS INC. Total					5,200.00
CINTAS CORPORATION NO 2	3497	5182814216	Genl Govt/Facilities	PW Handwarmers and Gloves	11.99
			Public Works	PW Handwarmers and Gloves	198.39
CINTAS CORPORATION NO 2 Total					210.38
CITY OF BATTLE GROUND	0092	INV00454	Judicial	12.2023 Court Costs & Public Defender	3,495.00
		INV00452	Judicial	12.2023 Court Costs & Public Defender	22,383.83
CITY OF BATTLE GROUND Total					25,878.83
CITY OF RIDGEFIELD - EPAY PERMITS	0095	PERM-24-0001	Public Works	Permanent Irrigation Meter - S Royal Rd & Wells Drive	11,775.65
CITY OF RIDGEFIELD - EPAY PERMITS Total					11,775.65
CITY OF RIDGEFIELD WATER & STORM - EPAY	0096	008428-000-2023	Public Works	Cedar Ridge Park - Storm	21.00
		005815-000-2023	Genl Govt/Facilities	109 W Division - WWTP - Water/ CRWWD Portion	110.16

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CITY OF RIDGEFIELD WATER & STORM - EPAY	0096	005815-000-2023	Genl Govt/Facilities Public Works	109 W Division WWTP-Storm / CRWWD Portion 109 W Division WWTP-Storm 109 W Division - WWTP - Water	441.00 441.00 110.16
		009787-009-2023	Genl Govt/Facilities	487 S 56th Pl. - Storm	41.82
				487 S 56th Pl. - Water	6.32
			Public Works	487 S 56th Pl. - Storm	691.80
		006398-000-2023		487 S 56th Pl. - Water	104.61
			Community Development	487 S 56th Pl. - Storm	85.39
				487 S 56th Pl. - Water	12.91
		006398-000-2023	Public Safety	116 N Main Ave PD - Storm	84.00
				116 N Main Ave PD - Water	49.06
		005807-000-2023	Public Works	Abrams Park Restrooms - Water	108.24
		007097-000-2023		Abrams Park Restrooms - Storm	21.00
			Public Works	2311 N 5th Way Crow's Nest Park - Water	6.73
		005812-001-2023		2311 N 5th Way Crow's Nest Park - Storm	42.00
			Public Works	Abrams Park Chlorine Injector - Storm	21.00
		006404-000-2023	Genl Govt/Facilities	230 Pioneer St City Hall - Storm	147.00
				230 Pioneer St City Hall - Water	91.80
		009787-010-2023	Genl Govt/Facilities	IRR 487 S 56th Pl.	0.19
			Public Works	IRR 487 S 56th Pl.	3.10
			Community Development	IRR 487 S 56th Pl.	0.38
		005804-000-2023	Public Works	535 N Abrams Park Rd - Water	48.88
				535 N Abrams Park Rd - Storm	21.00
		006405-000-2023	Public Works	119 N 3rd Ave Community Park - Storm	42.00
				119 N 3rd Ave Community Park - Water	2.05
		005207-000-2023	Public Works	Blue Heron Community Garden	0.86
		009272-000-2023	Public Works	1308 N Heron Dr Hayden Park - Storm	21.00
				1308 N Heron Dr Hayden Park - Water	7.11
		009787-007-2023	Public Works	1101 S Hillhurst Rd - Storm	21.00
				1101 S Hillhurst Rd - Water	2.81
		009787-011-2023	Public Works	IRR SW Corner of Roundabout Union Ridge Pkwy	21.15
				8004 S 5th St	13.10
				IRR Horns Corner Park - Storm	21.00
				IRR Horns Corner Park - Water	7.00
			Public Works	Junction Well & Reservoir	147.00
		006420-000-2023	Public Works	315 N 3rd Ave Davis Park	2.73
		005032-000-2023	Genl Govt/Facilities	101 S Main - Water	70.88
				101 S Main -Storm	21.00
		005811-000-2023	Public Works	Abrams Park Kitchen & Irrigation - Water	48.93
				Abrams Park Kitchen - Storm	441.00
		010821-000-2023	Public Works	Water Tower (Cemetery)	63.00
		006419-000-2023	Public Works	301 N 3rd Ave CDD - Storm	42.00
		005810-000-2023	Public Works	Abrams Park Standpipe - Water	1.57
		009457-000-2023	Public Works	Columbia Hills Irrigation Tract D Cispus Way	1.63
		007183-000-2023	Public Works	618 Lark Dr Lark Park - Storm	21.00
		010935-000-2023	Public Works	Cedar Creek Irrigation Tract-B	120.13
		009787-005-2023	Public Works	Park & Ride Lot - Storm	231.00

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CITY OF RIDGEFIELD WATER & STORM - EPAY Total					4,081.50
CITY OF WOODLAND	2708	2023-153-PW	Genl Govt/Facilities	2022 Ford Explorer 76429 D Sirennet - Melroy	48.80
			Public Works	2022 Ford Explorer 76429 D Sirennet - Melroy	2,199.98
CITY OF WOODLAND Total					2,248.78
CITYGATE ASSOCIATES LLC	3913	31439	Public Works	12.2023 Public Works Staff Study	2,195.69
CITYGATE ASSOCIATES LLC Total					2,195.69
CLARK COUNTY	0102	CI059651	Judicial	12.2023 Pretrial Supervision & Investigations	1,747.57
		CI059559	Judicial	11.2023 Pretrial Supervision & Investigations	1,431.12
CLARK COUNTY Total					3,178.69
CLARK COUNTY FIRE DISTRICT #5	0104	11031	Genl Govt/Facilities	Q1.2024 Safety Consortium	52.73
			Public Works	Q1.2024 Safety Consortium	872.27
CLARK COUNTY FIRE DISTRICT #5 Total					925.00
CLARK COUNTY TREASURERS OFFICE	554	SIF202312	Genl Govt/Facilities	Monthly School Impact Fees	230,442.35
CLARK COUNTY TREASURERS OFFICE Total					230,442.35
CLARK PUBLIC UTILITIES - EPAY	0110	7559-485-202312	Genl Govt/Facilities	12.2023 487 S 56th Pl.	86.46
				12.2023 230 Pioneer St	189.74
			Public Safety	12.2023 101 Mill St Ste B	271.12
				12.2023 116 N Main Ave	41.35
			Public Works	12.2023 Municipal lighting lease	9,426.65
				12.2023 N 1st Cir & N 65th Ave - Park & Ride	71.96
				12.2023 512 N Allen Dr	26.83
				12.2023 109 W Division St - Shop -Electricity	65.68
				12.2023 487 S 56th Pl.	1,408.70
				12.2023 Overlook Park	113.59
				12.2023 N.Abrams Park/E Division	166.89
				12.2023 800 NE 264 St Intertie 1 - Water	607.17
				12.2023 Traffic Signal - Hillhurst/Royal Rd.	57.11
				12.2023 SR/Pioneerst & S 65th Ave	69.67
				12.2023 101 S Main	50.41
				12.2023 3701 N 3rd Cir	26.99
				12.2023 911 N 65 Av Intertie 2 - Water	99.38
				12.2023 City Park/Water Well	2,658.44
				12.2023 N 35th Ave and Pioneer St	72.45
				12.2023 SR/Pioneerst & S 56 PL	156.60
				12.2023 255 S 56th Pl-Electricity	2,568.39
				12.2023 214 S Riverview Dr	97.18
				12.2023 Pioneer St. & Gee Creek Loop	27.16
				12.2023 2300 N 3rd Way Bellwood Trail Lights	40.95
				12.2023 400 N Abrams Park Rd	1,330.26
				12.2023 337 S Royal Rd	188.84
				12.2023 535 N Abrams Park Rd	13.84
				12.2023 301 N 3rd Ave	202.80
				12.2023 1504 NW 289 St Intertie 3 - Water	716.50
			Community Development	12.2023 487 S 56th Pl.	176.54
			Public Works	12.2023 487 S 56th Pl.	21.62
CLARK PUBLIC UTILITIES - EPAY Total					21,051.27
CLARK REGIONAL WASTEWATER DISTRICT - EPAY	0741	0741-202312	Genl Govt/Facilities	487 S 56th Pl - Sewer	3.37

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CLARK REGIONAL WASTEWATER DISTRICT - EPAY	0741	0741-202312	Genl Govt/Facilities	109 W Division WWTP - CRWWD Portion - Sewer	88.86
				230 Pioneer St City Hall - Sewer	266.00
			Public Safety	116 N Main Ave PD - Sewer	52.38
			Public Works	487 S 56th Pl - Sewer	54.83
				109 W Division WWTP - Sewer	88.87
				255 S 56th Pl Well & Reservoir - Sewer	38.26
				Abrams Park Kitchen - Sewer	38.26
				Abrams Park Concessions Sewer	42.97
				101 S Main Ave - Overlook Park	213.63
				Abrams Park Restrooms - Sewer	89.45
			Community Development	487 S 56th Pl - Sewer	6.87
			Public Works	487 S 56th Pl - Sewer	0.84
CLARK REGIONAL WASTEWATER DISTRICT - EPAY Total					984.59
CLEARGOV INC.	3109	2023-14282	Information Technology	2024 Budgeting Software Subscription	29,077.25
CLEARGOV INC. Total					29,077.25
COLUMBIA RESOURCE COMPANY	0114	41886	Public Works	Roadside Garbage Disposal	55.64
COLUMBIA RESOURCE COMPANY Total					55.64
COLUMBIAN PUBLISHING	0116	45516	Community Development	Parcels 215865000 & 986047335 Zoning	41.40
COLUMBIAN PUBLISHING Total					41.40
COMCAST - EPAY	2271	2271-202401	Genl Govt/Facilities	PW OPS Internet Services	10.24
				PW Ops Communications	21.34
				RACC Internet Services	52.85
				CH Internet Services	409.07
				CH Communicatons	66.59
			Public Safety	PD Communications-101	406.90
			Public Works	PW OPS Internet Services	169.60
				PW Ops Communications	210.48
			Community Development	PW OPS Internet Services	20.96
				PW Ops Communications	33.54
				RACC Internet Services	147.94
COMCAST - EPAY Total					1,549.51
COMCAST BUSINESS - EPAY	1666	191521544	Genl Govt/Facilities	PW Ops - Communications	99.26
			Public Works	PW Ops - Communications	1,640.67
			Community Development	PW Ops - Communications	202.61
COMCAST BUSINESS - EPAY Total					1,942.54
CONSOR NORTH AMERICA INC.	3949	C232644WA.00-4	Public Works	12.2023 S Royle S 15th to 5th - Construction Mgmt	43,470.25
CONSOR NORTH AMERICA INC. Total					43,470.25
CREDC	1771	012024-28	Genl Govt/Facilities	2024 CREDC Annual Investment	5,000.00
CREDC Total					5,000.00
CSD ATTORNEYS AT LAW P.S.	3294	120347	Genl Govt/Facilities	12.2023 Park Laundry	1,036.00
CSD ATTORNEYS AT LAW P.S. Total					1,036.00
DEPARTMENT OF LICENSING - EPAY	0154	RG0001528-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001529-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001530-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001541-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001538-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001536-2024	Genl Govt/Facilities	CPL Fees	18.00

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DEPARTMENT OF LICENSING - EPAY	0154	RG0001527-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001539-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001532-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001537-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001535-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001531-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001534-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001540-2024	Genl Govt/Facilities	CPL Fees	18.00
DEPARTMENT OF LICENSING - EPAY Total					252.00
DKS ASSOCIATES	1565	0088564	Community Development	12.2023 On Call Review Services	587.50
DKS ASSOCIATES Total					587.50
DOOLEY ENTERPRISES INC.	2747	66989	Public Safety	2024 Ammunition	12,845.31
DOOLEY ENTERPRISES INC. Total					12,845.31
EASTSIDE STEEL INC.	3134	2-295866	Public Works	PWUTIL 12" Base Plates	30.44
EASTSIDE STEEL INC. Total					30.44
EFFICIENT COMMUNICATION SOLUTIONS INC.	2126	30716	Public Safety	New Phone System Programming & Troubleshooting	267.61
			Public Works	New Phone System Programming & Troubleshooting	248.52
			Community Development	New Phone System Programming & Troubleshooting	210.59
			Information Technology	New Phone System Programming & Troubleshooting	333.11
EFFICIENT COMMUNICATION SOLUTIONS INC. Total					1,059.83
EMPIRE EWP LLC	3977	1778	Genl Govt/Facilities	12.2023 Kennedy Test Well	(2,283.75)
			Public Works	12.2023 Kennedy Test Well	50,176.90
		1768	Genl Govt/Facilities	11.2023 Kennedy Test Well	(5,081.00)
			Public Works	11.2023 Kennedy Test Well	110,460.94
EMPIRE EWP LLC Total					153,273.09
ENCORE ONE LLC	3890	224986	Genl Govt/Facilities	PW Ops Strip/Wax Hard Floors	178.50
			Public Works	PW Ops Strip/Wax Hard Floors	2,956.45
			Community Development	PW Ops Strip/Wax Hard Floors	365.05
		225020	Genl Govt/Facilities	12.2023 Janitorial Services - PW Ops	34.93
				12.2023 Janitorial Services - CH	278.69
			Public Safety	12.2023 Janitorial Services - PD	687.71
			Public Works	12.2023 Janitorial Services - PW Ops	436.49
			Community Development	12.2023 Janitorial Services - PW Ops	71.29
			Public Works	12.2023 Janitorial Services - PW Ops	141.13
ENCORE ONE LLC Total					5,150.24
ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC.	2967	94627140	Community Development	12.18.23-12.17.2024 ArcGIS Online Viewer Annual Subscription	121.74
ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC. Total					121.74
FERGUSON ENTERPRISES INC # 8423	0181	1241059	Genl Govt/Facilities	PWUTIL 1" Meters	(678.60)
			Public Works	PWUTIL 1" Meters	8,478.60
FERGUSON ENTERPRISES INC # 8423 Total					7,800.00
FIRM FOUNDATION POLE BUILDINGS LLC	3979	503276874	Genl Govt/Facilities	Business License Refund 503276874	50.00
FIRM FOUNDATION POLE BUILDINGS LLC Total					50.00
GOVWELL TECHNOLOGIES INC.	3955	D3FFFEBO-002	Genl Govt/Facilities	2024 GovWell Subscription - Remaining 50%	(1,087.50)
			Community Development	2024 GovWell Subscription - Remaining 50%	13,587.50
GOVWELL TECHNOLOGIES INC. Total					12,500.00
GRAY AND OSBORNE INC	0207	23231.13-1	Community Development	12.2023 Sanderling Park Ph 4 Eng-23-0111	162.03
		23231.12-1	Community Development	12.2023 Allied Pipe Yard Expansion PLZ-23-0102	81.02

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GRAY AND OSBORNE INC	0207	23231.08-3	Community Development	12.2023 Chevron Expansion	162.03
		23231.11-2	Community Development	12.2023 Quail Ridge Subdivision	81.02
		23231.00-5	Community Development	12.2023 On-Call Development Review	162.03
		23231.02-5	Community Development	12.2023 Nye PUD PLZ-22-0054-0057	1,769.59
		23231.05-2	Community Development	12.2023 Panda Express PLS-23-0056	81.02
		23231.09-4	Community Development	12.2023 Senderling Park Ph 2A & 2B PLZ-23-0065	81.02
GRAY AND OSBORNE INC Total					2,579.76
HARPER HOUF PETERSON RIGHELLIS INC.	1678	57944	Community Development	12.2023 51st Ave Roundabout & Pioneer Widening	120,229.49
HARPER HOUF PETERSON RIGHELLIS INC. Total					120,229.49
HD SUPPLY INC.	3886	INV00226391	Genl Govt/Facilities	PW Catch Basing Insert Oil & Sediment	2.05
			Public Works	PW Catch Basing Insert Oil & Sediment	33.76
		INV00232999	Public Works	PWUTIL Male Elbow	106.47
		INV00240091	Public Works	PWSTW Rain Gear	319.92
HD SUPPLY INC. Total					462.20
HOME DEPOT VISA - EPAY	1805	3041899	Public Works	PW Ops Wall Build	101.32
		4194908	Genl Govt/Facilities	Hometown Decor Storage	83.55
HOME DEPOT VISA - EPAY Total					184.87
HONEY BUCKETS	0223	0553943255	Genl Govt/Facilities	01.09.24-02.05.24 PW Shop Port-a-Potty	59.80
			Public Works	01.09.24-02.05.24 PW Shop Port-a-Potty	989.20
		0553925044	Public Works	12.29.23-01.25.24 Davis Park Port-a-Potty	373.00
HONEY BUCKETS Total					1,422.00
HUMANE SOCIETY FOR SW WASHINGTON	0526	5496	Public Safety	Q4.2023 Animal Control	1,593.75
HUMANE SOCIETY FOR SW WASHINGTON Total					1,593.75
HYDRAULIC SERVICE INC	3286	1355	Genl Govt/Facilities	PW Backhoe Repair	54.09
			Public Works	PW Backhoe Repair	894.80
HYDRAULIC SERVICE INC Total					948.89
INTERMEDIA.NET INC.	3804	2401111485	Information Technology	12.2023 Voice Service Charges	88.89
INTERMEDIA.NET INC. Total					88.89
J2 BLUE PRINT SUPPLY	0243	AP146889	Public Works	Abrams Park Master Plan	93.48
J2 BLUE PRINT SUPPLY Total					93.48
JACOBS ENGINEERING GROUP INC.	3349	W3X87401-17	Public Works	12.2023 Screen Design/Engineering Services	6,454.37
JACOBS ENGINEERING GROUP INC. Total					6,454.37
JANEAN Z PARKER	2199	222	Community Development	12.2023 Legal Services	1,993.75
			Legal	12.2023 Legal Services	5,568.75
JANEAN Z PARKER Total					7,562.50
JOE TURNER P.C.	1437	00001362	Community Development	12.19.2023 Hearing Examiner PLZ-22-0054 - 22-0057	946.00
JOE TURNER P.C. Total					946.00
KEITH'S SPORTING GOODS INC.	3049	01102024RPD	Public Safety	Glock Optics	922.23
KEITH'S SPORTING GOODS INC. Total					922.23
KILLA BITES	3727	2698	Public Works	East Side Elevated Water Reservoir Interviews	91.31
KILLA BITES Total					91.31
L.N. CURTIS AND SONS	3075	INV778296	Public Safety	PD Uniforms - Leon	317.89
		INV777278	Public Safety	PD Uniforms - Jensen	67.39
		INV780716	Public Safety	PD Uniforms - Leon	82.34
		INV777790	Public Safety	PD Uniforms - Leon	665.07
		INV781897	Public Safety	PD Uniforms - Leon	154.90
		INV778306	Public Safety	PD Uniforms - Triber	422.30

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L.N. CURTIS AND SONS	3075	INV782057	Public Safety	PD Uniforms - Triber	1,063.79
		INV780341	Public Safety	PD Uniforms - Leon	47.83
		INV780712	Public Safety	PD Uniforms - Triber	82.34
		INV780359	Public Safety	PD Uniforms - Triber	47.83
L.N. CURTIS AND SONS Total					2,951.68
LANGUAGE LINE SERVICES INC.	3122	11194457	Judicial	12.2023 Interpreting Services - PD	68.62
LANGUAGE LINE SERVICES INC. Total					68.62
LEPS-PSS PLLC	3896	4163	Public Safety	Post-COE Psychological Evaluation	1,350.00
LEPS-PSS PLLC Total					1,350.00
LES SCHWAB TIRES WOODLAND	0272	36900867379	Public Works	2023 Ford F150 76404D Chains Tightener - Brunson	26.04
		42600573031	Public Works	2023 Ford E350 74574D & F350 57232D Chains	444.94
		36900867377	Public Works	2023 Ford F150 76404D Chains - Brunson	223.71
LES SCHWAB TIRES WOODLAND Total					694.69
MACKAY AND SPOSITO INC.	0899	049306	Public Works	12.2023 Skate Prk Alternatives Study	8,280.00
MACKAY AND SPOSITO INC. Total					8,280.00
Martin Jerud & AnnaKate	UB*00969	(blank)	Genl Govt/Facilities	Refund Check 015502-000 920 S 88th Ave	12.95
Martin Jerud & AnnaKate Total					12.95
MATHER & SONS PUMP SERVICE INC	2907	0000040416	Public Works	Well 10 Pump Install	1,215.05
MATHER & SONS PUMP SERVICE INC Total					1,215.05
MAUL FOSTER ALONGI INC.	0834	58140	Genl Govt/Facilities	12.2023 On-Call Services - Park Laundry	673.75
MAUL FOSTER ALONGI INC. Total					673.75
Mayhew Andrea & Jon	UB*00972	(blank)	Genl Govt/Facilities	Refund Check 008461-000 2933 S Cedar Ridge Dr	64.46
Mayhew Andrea & Jon Total					64.46
MILL PLAIN ELECTRIC	3308	18654	Public Works	Hillhurst Pole Top Repairs	7,198.96
MILL PLAIN ELECTRIC Total					7,198.96
MINERT AND ASSOCIATES INC.	0981	329069	Genl Govt/Facilities	12.2023 Testing & Annual Fees	29.58
			Public Works	12.2023 Testing & Annual Fees	489.42
MINERT AND ASSOCIATES INC. Total					519.00
MOTOROLA SOLUTIONS INC.	0301	8281772152	Public Safety	Two Portable Radio Accessory Kits Wireless RMS	514.19
MOTOROLA SOLUTIONS INC. Total					514.19
MUNICIPAL EMERGENCY SERVICES INC	2235	IN1989226	Public Safety	Ballistic Armor & External Carrier - Wattson	1,487.54
MUNICIPAL EMERGENCY SERVICES INC Total					1,487.54
NAPA AUTO PARTS	0498	404854	Genl Govt/Facilities	PWFAC Vehicle Bettereis & Rain-X	38.45
			Public Works	PWFAC Vehicle Bettereis & Rain-X	330.02
		404613	Public Works	2023 Ford F150 76404D Wipers - PWUTIL	34.53
		404989	Genl Govt/Facilities	PWFAC Wrenches & Ratchet	13.14
			Public Works	PWFAC Wrenches & Ratchet	112.83
		405044	Genl Govt/Facilities	PWFAC Blades Refund	(5.93)
			Public Works	PWFAC Blades Refud	(1.48)
				PWFAC Blades Refund	(49.42)
				Streets Ice Melt	43.80
				Street Plow Wipers	74.45
		405047	Public Works	Street Plow Chain Straps	21.06
NAPA AUTO PARTS Total					611.45
NORTHWEST NATURAL GAS - EPAY	0315	0315-202312	Genl Govt/Facilities	487 S 56th PW Ops #B - Natural Gas	207.02
				109 Division PW Shop - Natural Gas	32.66
				487 S 56th PW Ops #A - Natural Gas	4.49

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NORTHWEST NATURAL GAS - EPAY	0315	0315-202312	Genl Govt/Facilities	230 Pioneer St City Hall - Natural Gas	405.13
			Public Safety	116 N Main Police Department - Natural Gas	134.04
				101 Mill St Police Department - Natural Gas	245.37
				Public Works	487 S 56th PW Ops #B - Natural Gas
			109 Division PW Shop - Natural Gas		532.18
			487 S 56th PW Ops #A - Natural Gas		73.04
			Community Development	487 S 56th PW Ops #A - Natural Gas	9.16
				Public Works	487 S 56th PW Ops #B - Natural Gas
			109 Division PW Shop - Natural Gas		8.20
			487 S 56th PW Ops #A - Natural Gas		1.12
NORTHWEST NATURAL GAS - EPAY Total					5,077.26
NW Construction General Contracting	UB*00970	(blank)	Genl Govt/Facilities	Refund Check 011346-001 Hydrant Meter S 15th & Royle Rd on West Side	146.43
NW Construction General Contracting Total					146.43
Olsen Adriane	UB*00971	(blank)	Genl Govt/Facilities	Refund Check 015524-000 2508 S White Salmon Dr	0.10
Olsen Adriane Total					0.10
ONE CALL CONCEPTS	0326	3129097	Public Works	12.2023 Excavation Notification/Modern Ticket Delivery	97.68
ONE CALL CONCEPTS Total					97.68
PACIFIC OFFICE AUTOMATION - LEASE	1564	81736304	Genl Govt/Facilities	01.2024 Copier Lease - CH	637.92
				01.2024 Copier Lease - RACC	167.87
			Public Safety	01.2024 Copier Lease - PD	590.60
			Public Works	01.2024 Copier Lease - PWUTIL	44.21
			Community Development	01.2024 Copier Lease - RACC	470.04
PACIFIC OFFICE AUTOMATION - LEASE Total					1,910.64
PATRICK HILDRETH BRAND AND DESIGN	2372	2722	Genl Govt/Facilities	12.2023 Web Design/Maintenance	865.00
PATRICK HILDRETH BRAND AND DESIGN Total					865.00
PBS ENGINEERING AND ENVIRONMENTAL	0342	0071069.009-24	Public Works	12.2023 Royle Road Corridor Completion	4,829.75
		0071543.000-32	Public Works	11.2023 Pioneer Street Extension	90,956.07
		0071272.001-10	Community Development	12.2023 Development Plan Review	17,764.00
		0071543.000-33	Public Works	12.2023 Pioneer Street Extension	35,851.51
		0078103.000-6	Public Works	12.2023 Hillhurst Street Light & School Flasher	127.50
		0071402.000-7	Public Works	12.2023 S 35th Alternatives Analysis	16,438.05
		0078071.000-7	Public Works	12.2023 S 5th Street Roadway Repairs	318.75
PBS ENGINEERING AND ENVIRONMENTAL Total					166,285.63
Reinhart Steve & Kimberly	UB*00968	(blank)	Genl Govt/Facilities	Refund Check 011589-000 116 S 4th Ave	51.82
Reinhart Steve & Kimberly Total					51.82
RICK BUCKNER POLYGRAPH	1092	20231115	Public Safety	11.15.2023 Polygraph Services	350.00
		20231129	Public Safety	11.29.2023 Polygraph Services	350.00
RICK BUCKNER POLYGRAPH Total					700.00
RIDGEFIELD HARDWARE	0376	0376-202312	Genl Govt/Facilities	12.2023 Operational Supplies Tools & Vehicle Maint.	53.80
				12.2023 Event Supplies	10.76
			Public Safety	12.2023 Operational Supplies Tools & Vehicle Maint.	14.67
			Public Works	12.2023 Operational Supplies Tools & Vehicle Maint.	606.08
			Community Development	12.2023 Operational Supplies Tools & Vehicle Maint.	3.69
RIDGEFIELD HARDWARE Total					689.00
RIDGEFIELD SCHOOL DISTRICT	0378	1002300049	Genl Govt/Facilities	11.2023 RACC Operating Expense - Garbage	29.95
				11.2023 RACC Operating Expense - Security Monitoring	17.86
				11.2023 RACC Operating Expense - Wastewater	15.47

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RIDGEFIELD SCHOOL DISTRICT	0378	1002300049	Genl Govt/Facilities	11.2023 RACC Operating Expense - Janitorial	510.07
				11.2023 RACC Operating Expense - Electricity	250.51
			Community Development	11.2023 RACC Operating Expense - Garbage	83.84
				11.2023 RACC Operating Expense - Security Monitoring	49.99
			11.2023 RACC Operating Expense - Wastewater	43.30	
			11.2023 RACC Operating Expense - Janitorial	1,427.90	
		1002300050	Genl Govt/Facilities	11.2023 RACC Operating Expense - Electricity	701.28
				12.2023 RACC Operating Expense - Electricity	291.40
				12.2023 RACC Operating Expense - Janitorial	463.93
				12.2023 RACC Operating Expense - Garbage	29.95
			12.2023 RACC Operating Expense - Wastewater	15.47	
			12.2023 RACC Operating Expense - Water	121.53	
		Community Development	12.2023 RACC Operating Expense - Electricity	815.74	
			12.2023 RACC Operating Expense - Janitorial	1,298.71	
			12.2023 RACC Operating Expense - Garbage	83.84	
			12.2023 RACC Operating Expense - Wastewater	43.30	
			12.2023 RACC Operating Expense - Water	340.22	
RIDGEFIELD SCHOOL DISTRICT Total					6,634.26
ROBERT AICHELE	3449	3449-20240125	Council	05.2023-12.2023 Parking Reimb. - R. Aichele	19.00
ROBERT AICHELE Total					19.00
SAFIRE LLC	3415	RPD-2023-12-001	Public Safety	Range Use - Training	760.20
SAFIRE LLC Total					760.20
SEATTLE DAILY JOURNAL OF COMMERCE	3980	3394692	Public Works	Water Storage Reservoir East Advertising	1,180.80
SEATTLE DAILY JOURNAL OF COMMERCE Total					1,180.80
SIMPLIFILE - EPAY	2962	E6160005	Community Development	Recording Fees - Quit Claim Deed - Block 13 Greeleys Addn 2023	237.37
		E6161257	Genl Govt/Facilities	eRecording-Interlocal Agmt Joint Rep of C-TRAN Brd of Dir	316.37
SIMPLIFILE - EPAY Total					553.74
SKAMANIA COUNTY SHERIFF'S OFFICE	1554	1554-202312	Public Safety	12.2023 Jail Beds	1,140.00
SKAMANIA COUNTY SHERIFF'S OFFICE Total					1,140.00
SPRINGBROOK - GROUP EPAY	3544	240121926	Public Works	12.2023 UB Web Payments	129.73
SPRINGBROOK - GROUP EPAY Total					129.73
SPRINGBROOK SOFTWARE LLC	3444	INV-015699	Public Works	12.2023 Customer Web Payments	702.92
SPRINGBROOK SOFTWARE LLC Total					702.92
STATE OF WA DEPARTMENT OF REVENUE - EPAY	0156	0-037-782-287	Genl Govt/Facilities	12.2023 B&O and Exices Tax	2,146.86
			Public Works	12.2023 B&O and Exices Tax	5,146.03
STATE OF WA DEPARTMENT OF REVENUE - EPAY Total					7,292.89
TAMMI NEBLOCK	3735	3.7352E+11	Genl Govt/Facilities	2024 AACE Membership Dues Reimb. - Neblock	75.00
TAMMI NEBLOCK Total					75.00
THE MASTERS TOUCH LLC	1786	P89332	Public Works	12.2023 UB Final Bills - Postage	21.42
		P89339	Public Works	12.2023 UB Statements - Postage	1,854.63
		89332	Public Works	12.2023 UB Final Bills	87.28
		89339	Public Works	12.2023 UB Statements	1,024.07
THE MASTERS TOUCH LLC Total					2,987.40
THE PARR COMPANY	0964	26681282	Public Works	PW Shop Office Wall Build-Out	(28.27)
		26683041	Public Works	Parks Vandalism Repair Supplies	75.48
		26682321	Genl Govt/Facilities	Parks Cement & PWFAC Level	1.80
			Public Works	Parks Cement & PWFAC Level	46.64

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THE PARR COMPANY	0964	26682662	Public Works	Street Sign Cement	9.76
		26683512	Public Works	Streets Ice Melt	393.28
		26682368	Community Development	CDD Thermal Gloves	7.71
		26683696	Public Works	PWUTIL Grinding Wheel	5.63
THE PARR COMPANY Total					512.03
TRAFFIC SAFETY SUPPLY	0432	INV066338	Genl Govt/Facilities	Street Signs	(23.77)
			Public Works	Street Signs	297.02
		INV066578	Genl Govt/Facilities	Street Sign Poles	(195.10)
			Public Works	Street Sign Poles	2,437.60
TRAFFIC SAFETY SUPPLY Total					2,515.75
TRI MOUNTAIN INVESTORS LLC	3866	2024-37	Administration	01.24.2024 ADMIN Meeting Space Renal	250.00
TRI MOUNTAIN INVESTORS LLC Total					250.00
UNIFIRST CORPORATION	3904	2240063209	Genl Govt/Facilities	01.09.2024 Floor Mats - RACC	2.76
			Community Development	01.09.2024 Floor Mats - RACC	7.73
		2240063214	Genl Govt/Facilities	01.09.2024 PWFAC Uniforms	10.25
				01.09.2024 PW Ops Floor Mats	2.70
			Public Works	01.09.2024 PWFAC Uniforms	74.86
				01.09.2024 PW Ops Floor Mats	44.68
				01.09.2024 PWUTIL Uniforms	40.37
				01.09.2024 PWSTW Uniforms	58.64
			Community Development	01.09.2024 PW Ops Floor Mats	5.51
		2240063212	Public Safety	01.09.2024 Floor Mats - PD	39.52
		2240063210	Genl Govt/Facilities	01.02.2024 Floor Mats - CH	16.46
UNIFIRST CORPORATION Total					303.48
VAIRKKO TECHNOLOGIES LLC	3699	25697	Genl Govt/Facilities	01.2024 PD Scheduling Software	(12.39)
			Public Safety	01.2024 PD Scheduling Software	154.79
VAIRKKO TECHNOLOGIES LLC Total					142.40
VERIZON WIRELESS	0452	9952889704	Genl Govt/Facilities	PW iPad and Cellphones	31.64
				General iPad and Cellphones	46.09
			Public Safety	PD iPad and Cellphones	738.16
			Public Works	PW iPad and Cellphones	522.15
				UTIL iPad	869.59
				STW iPad	869.59
			Community Development	CDD iPad and Cellphones	276.78
			Finance	Finance iPad and Cellphones	46.09
			Council	Council iPad and Cellphones	507.47
			Executive	Executive iPad and Cellphones	46.09
		9952889706	Administration	Admin iPad and Cellphones	276.77
			Genl Govt/Facilities	PW iPad and Cellphones	77.24
				General iPad and Cellphones	130.72
			Public Safety	PD iPad and Cellphones	611.41
			Public Works	PW iPad and Cellphones	1,278.98
			Community Development	CDD iPad and Cellphones	567.74
			Council	Council iPad and Cellphones	43.38
			Administration	Admin iPad and Cellphones	261.44
			Public Works	Hillhurst Ped Crossing	145.17
VERIZON WIRELESS Total					7,346.50

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W.W.GRAINGER INC.	0206	9954940285	Genl Govt/Facilities Public Works	PWUTIL Drill Sets/ Grinder/Wheel Brush PWUTIL Drill Sets/ Grinder/Wheel Brush	(62.30) 778.44
W.W.GRAINGER INC. Total					716.14
WALLIS ENGINEERING PLLC	0464	17292	Public Works	12.2023 Gee Creek Loop Improvements	23,730.36
WALLIS ENGINEERING PLLC Total					23,730.36
WAPITI NW LLC	2545	40891	Genl Govt/Facilities Public Works	2015 Ford F-550D - PW 2015 Ford F-550D - PW	79.38 1,312.96
		40890	Genl Govt/Facilities Public Works	2006 Ford F-350 42809D - PWFAC 2006 Ford F-350 42809D - PWFAC	291.33 2,500.56
WAPITI NW LLC Total					4,184.23
WATERSHED ALLIANCE OF SOUTHWEST WASHINGT	3284	RID-4THQTR2023	Genl Govt/Facilities	Q4.2023 Horns Corner Park Design	8,372.69
WATERSHED ALLIANCE OF SOUTHWEST WASHINGTON Total					8,372.69
WELLS FARGO - EPAY	1681	202312-3035	Genl Govt/Facilities	Giles Amazon Marker Holder-PWFAC Giles Amazon PW Ops K Cup Holder Giles Amazon Cutlery & Coffee-RACC Giles Amazon Coffee-RACC Giles Amazon File Folder Labels-PW Ops Giles Amazon Cabinet Organizer-PW Ops Giles Amazon Scotchgard Spray-PW Ops Giles Amazon Drill Bits-PWFAC Giles Amazon Jumper Cables-PWFAC Giles Amazon Rain Pants-J. Nathan Giles Amazon Drill Bits & Jumper Cables-PWFAC Giles Amazon PW Ops Rubber Bands Giles Amazon Standoff Screws-PW Ops Giles Amazon Command Hooks-RACC Giles Amazon Compressed Air-PW Ops Giles Amazon Extra Rain Pants-PWFAC Giles Amazon PW Ops Office Supplies Giles Amazon Napkins-RACC Giles Amazon 35yr Service Award-Strickler Giles Amazon Window Cleaning Supplies-RACC Giles Amazon Benefits Shindig Supplies Giles Amazon Phone Case-Melroy Giles Amazon Poster Board-PW Ops Giles Amazon Post It Notes-City Hall Giles Amazon Christmas Decor-RACC Giles Amazon Jar Opener RACC Giles Amazon Batteries-RACC Giles Amazon Toner-City Hall Giles Amazon Returned Events Cooler Giles Amazon Will Refund-Batteries-RACC Giles Amazon Paper Towels-RACC Giles Amazon Card Reader-Code Enforcement Giles Amazon Rain Pants-N. Johnson Giles Amazon Tool Bag-Jefferies Giles Amazon Legal Pads-City Hall	3.62 0.83 9.21 15.78 1.03 2.22 6.65 26.75 19.38 17.94 15.08 0.53 1.00 1.88 5.87 17.01 5.94 4.01 31.02 9.70 15.21 1.29 1.66 54.32 15.17 3.15 4.73 54.33 (46.76) 4.11 5.72 13.03 3.08 3.21 35.44

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WELLS FARGO - EPAY

1681

202312-3035

Genl Govt/Facilities

Giles Amazon Returned Air Filter Replacement-City Hall

(386.96)

Giles Amazon City Hall Coffee

40.00

Giles Amazon RACC Decalcifier

6.10

Public Safety

Giles Amazon Phone Case-PD

14.34

Giles Amazon Battery Stick-PD

26.01

Giles Amazon Phone Case PD

11.95

Giles Amazon Single Magazine Pouch-PD

41.31

Giles Amazon Holster Attachment-PD

20.60

Giles Amazon Range Finder-PD

56.51

Giles Amazon Batteries & Keychains-PD

62.04

Giles Amazon Optics Rail Mount-PD

28.25

Giles Amazon Winter Hats-PD

61.62

Public Works

Giles Amazon Leadership Books-Parks Mgr

50.49

Giles Amazon Marker Holder-PWFAC

31.04

Giles Amazon PW Ops K Cup Holder

13.76

Giles Amazon File Folder Labels-PW Ops

17.07

Giles Amazon Cabinet Organizer-PW Ops

36.71

Giles Amazon Scotchgard Spray-PW Ops

110.19

Giles Amazon Drill Bits-PWFAC

229.73

Giles Amazon Jumper Cables-PWFAC

166.44

Giles Amazon Rain Pants-J. Nathan

101.63

Giles Amazon Drill Bits & Jumper Cables-PWFAC

129.46

Giles Amazon PW Ops Rubber Bands

8.72

Giles Amazon Standoff Screws-PW Ops

16.52

Giles Amazon Compressed Air-PW Ops

97.17

Giles Amazon Toner-Blake

254.12

Giles Amazon Extra Rain Pants-PWFAC

146.04

Giles Amazon PW Ops Office Supplies

98.30

Giles Amazon Phone Case-Melroy

11.62

Giles Amazon Poster Board-PW Ops

27.54

Giles Amazon Urban & Regional Planning Book-Parks Mgr.

29.53

Giles Amazon Boot Dryer-PWSTW

54.34

Giles Amazon Printer-PWSTW New Hire

381.53

Giles Amazon Parks Mgr HDMI Adapter

8.63

Giles Amazon Backflow Preventer-Hayden Park

579.91

Giles Amazon Parks Mgr Cable

10.53

Giles Amazon Printer Toner-PWSTW

284.56

Giles Amazon Printer Toner-Blake

142.28

Giles Amazon STW New Hire Supplies

48.35

Giles Amazon Rain Pants-N. Johnson

58.54

Giles Amazon Tool Bag-Jefferies

28.92

Giles Amazon White Board-Blake

32.60

Giles Amazon Parks Water Pump

190.62

Giles Amazon Screen Protector-PWSTW

7.49

Giles Amazon Tie Downs - Streets

78.50

Giles Amazon Post it Flags-Parks Mgr

11.94

Giles Amazon Supplies for STW New Hire

302.35

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WELLS FARGO - EPAY

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202312-3035

Community Development

Giles Amazon Carbon Monoxide Detectors-CDD	215.70
Giles Amazon Refund for Missing Item CDD	(13.03)
Giles Amazon PW Ops K Cup Holder	1.70
Giles Amazon Cutlery & Coffee-RACC	25.77
Giles Amazon Coffee-RACC	44.19
Giles Amazon File Folder Labels-PW Ops	2.11
Giles Amazon Cabinet Organizer-PW Ops	4.53
Giles Amazon Scotchgard Spray-PW Ops	13.60
Giles Amazon PW Ops Rubber Bands	1.08
Giles Amazon Standoff Screws-PW Ops	2.04
Giles Amazon Command Hooks-RACC	5.26
Giles Amazon Compressed Air-PW Ops	12.00
Giles Amazon PW Ops Office Supplies	12.14
Giles Amazon Napkins-RACC	11.23
Giles Amazon Water Pressure Test Gauges-CDD	26.06
Giles Amazon Window Cleaning Supplies-RACC	27.15
Giles Amazon Water Pressure Test Gauge-CDD	13.03
Giles Amazon Inspectors Printer Toner	239.95
Giles Amazon Poster Board-PW Ops	3.40
Giles Amazon Christmas Decor-RACC	42.44
Giles Amazon Jar Opener RACC	8.80
Giles Amazon Batteries-RACC	13.23
Giles Amazon Will Refund-Batteries-RACC	11.50
Giles Amazon Inspectors Laptop Mounts	1,595.10
Giles Amazon Paper Towels-RACC	16.01
Giles Amazon Empty Package will be Refunded-CDD	13.03
Giles Amazon RACC Decalcifier	17.09
Finance	
Giles WFOA Intermediate Accounting Webinar-Giles	75.00
Giles Amazon Foot Rests-FIN	47.80
Giles Amazon FIN Sticky Notes	7.60
Council	
Giles Amazon Council Rndbt Comm. Binders	49.96
Administration	
Giles Amazon Planner-DeMoss	32.60
Giles Amazon Certificate Holders-Admin	18.47
Giles Amazon Spiral Notebooks-Admin	60.80
Human Resources	
Giles Amazon 35yr Service Award-Strickler	22.82
Giles Amazon Wellness Gift Basket Supplies	168.32
Giles Amazon Employee Holiday Luncheon Decor	60.53
202312-7051 Genl Govt/Facilities	
Blehm Laborlawcenter 2024 Labor Law Posters	172.23
Public Works	
Blehm Grc Epay 2024 Water Works Cert-Swarts	42.00
Blehm Grc Epay 2024 Water Works Cert-Brunson	42.00
Blehm WSU Pesticide Ed Pesticide Classes-Webberley	120.00
Blehm Grc Epay 2024 Water Works Cert-K. Johnson	42.00
Blehm Grc Epay 2024 Water Works Cert-Strickler	42.00
Blehm Instacart Council Study Session Food	32.90
Council	
Blehm Walmart Employee Holiday Luncheon Decor	166.59
Human Resources	
Blehm Ridgefield Hardware Employee Recognition Gift	10.87
Blehm Costco-IC Wellness Snacks	1,231.58

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WELLS FARGO - EPAY

1681

202312-7051

Human Resources

Blehm Instacart Wellness Snacks (30.81)

Blehm Costco Benefits/Wellness Shindig 29.97

Blehm Bevridge Public Employee Recognition Gift 50.00

Blehm Starbucks Holiday Luncheon 65.22

Blehm Ridgefield Floral Employee Recognition Gift 19.57

202312-5756

Genl Govt/Facilities

Rubioromero Primo Water RACC Water Delivery Service 41.88

SALES TAX Rubioromero Amazon Web Svcs Web Audio Backup (0.05)

Rubioromero Primo Water PW Ops Water Delivery Service 7.00

SALES TAX Rubioromero Eclinchier Social Media Publishing/Analytic (4.79)

ADDITIONAL TAX Rubioromero Mailchimp Social Media/Email Mrktg So (0.35)

SALES TAX Rubioromero Happy Car Wash Sup. Vehicle Wash Subs. (1.65)

Public Safety

Rubioromero Siptrunk PD Telephone Service 229.35

Public Works

Rubioromero Primo Water PW Ops Water Delivery Service 115.88

Rubioromero Happy Car WashPWUTIL Sup. Vehicle Wash Subs. 20.64

Community Development

Rubioromero Primo Water RACC Water Delivery Service 117.23

Rubioromero Primo Water PW Ops Water Delivery Service 14.31

Finance

Rubioromero WFOA 2024 Membership-Her 75.00

Rubioromero Attorney & Notary Supply Notary Supplies-Schneider 115.77

Rubioromero WFOA Intermediate Acct Webinar-Her 75.00

Rubioromero WFOA Intermediate Acct Webinar-Brodowski 75.00

Information Technology

Rubioromero Amazon Web Svcs Web Audio Backup 0.64

Rubioromero Spotify CH Monthly Music 11.95

Rubioromero Zoom Meeting Platform 60.86

Rubioromero Adobe creative Cloud Software-DeMoss 59.77

Rubioromero Eclinchier Social Media Publishing/Analytics 59.79

Rubioromero Mailchimp Social Media/Email Mrktg Software 42.66

Rubioromero Dropbox File Sharing-Public Records 13.03

202312-9437

Genl Govt/Facilities

SALES TAX Steele-Hoots City Liquidators Locker Room Benches (26.08)

Public Safety

Steele-Hoots Tlo Transunion Background Investigations 81.53

Steele-Hoots Costco Batteries/Paper Towels 110.27

Steele-Hoots USPS Postage-Pink Patch 1.35

Steele-Hoots USPS Mail To Prosecutor 3.18

Steele-Hoots On Inc Boots-Debiak 239.13

Steele-Hoots Grainger Batteries-PD 71.05

Steele-Hoots Galls Uniform Pins-Jensen 45.10

Steele-Hoots Rosauers Civil Service Lunch-Sergeants Testing 66.78

Steele-Hoots City Liquidators Locker Room Benches 325.88

Steele-Hoots Wa Assoc 2024 WAPRO Membership 25.00

202312-7002

Public Works

Thamert Tractor Supply Lighting-PW STW 342.34

Thamert Tractor Supply Price Adjustment For Lights (48.91)

Thamert Tractor Supply Tarps-PW STW 65.15

202312-0311

Public Safety

Freimuth Best Western Public Safety Leadership Lodging-Marvitz 543.90

Council

Freimuth Alaska Air Lobbying In DC Trip-Lindsay 557.80

Freimuth Alaska Air Lobbying In DC Trip-Aichele 557.80

Administration

Freimuth Little Conejo Admin/HR Working Lunch 69.75

Freimuth Center Market Admin Lunch-Demoss/Sennett/Allen/Ferriss 10.76

Human Resources

Freimuth Crown Awards Wellness Trophy Plaque 4.88

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WELLS FARGO - EPAY

1681

202312-0311	Human Resources	Freimuth Rosauers Holiday Luncheon Water	10.82
		Freimuth Little Conejo Admin/HR Working Lunch	39.75
		Freimuth Center Market Admin Lunch Drink-Blehm	2.69
202312-7036	Executive	Stuart Cov Parking Parking-South I-5 Access Project Mtg	8.25
		Stuart Kennedy School Lodge Personal Charge-Reversed	359.60
		Stuart Sushi Kato Professional Certification Training	18.26
		Stuart WSBA Professional Certification Training Trans. Fee	15.70
		Stuart Smokin Oak Lunch-South I-5 Access Project Mtg	47.38
		Stuart Nest Restaurant Professional Certification Training	40.45
		Stuart WSBA Professional Certification Training	628.00
		Stuart Little Conejo Mtg W/Federal Lobbyists Re:City Legislative	76.57
		Stuart Theseминаrgroup Professional Certification Training	649.00
		Stuart WSBA Professional License Renewal	473.00
		Stuart Nest Restaurant Professional Certification Training	41.78
		Stuart Alaska Air Airfare- DC Trip To Advocate For City Issues	497.79
		Stuart Kennedy School Lodge Personal Charge Correction	(359.60)
		Stuart Nest Restaurant Deposition For Sinclair V Ridgefield	20.88
		Stuart The Columbian Monthly Subscription	9.99
		Stuart WSBA Professional License Renewal Trans. Fee	11.83
		Stuart Rosauers Mtg W/Councilors Re:City Issues/Agendas	28.51
202312-0745	Public Safety	Doriot Alien Gear Holsters Duty Holsters-Siem/Leon	371.36
		Doriot Excel Designs Dept. Baseball Hats For PD	89.11
		Doriot LN Curtis Tigard 40mm Training Rounds	340.45
		Doriot Starbucks Coffee-Assessment Panel For Sgt. Testing	21.74
		Doriot Excel Designs Beanie Embroidery-PD	132.91
202312-0187	Genl Govt/Facilities	Melroy Lowes PW Shop Wall Supplies	19.60
		Melroy Rosauers PW Ops Water	20.85
		Melroy Curlys Lock & Key Pad Lock-Ops Center Gate	2.54
		Melroy Tractor Supply Overalls-Urbina	12.47
		SALES TAX-Melroy Lowes PW Shop Wall Supplies	(27.51)
	Public Works	Melroy Lowes PW Shop Wall Supplies	324.13
		Melroy Rosauers PW Ops Water	345.35
		Melroy Curlys Lock & Key Pad Lock-Ops Center Gate	42.11
		Melroy Tractor Supply Overalls-Urbina	70.67
		Melroy Mutual Materials Overlook Park Wall Blocks	211.88
		Melroy Harbor Freight Tool Boxes-Splashpad	195.63
	Community Development	Melroy Rosauers PW Ops Water	42.64
		Melroy Curlys Lock & Key Pad Lock-Ops Center Gate	5.20
202312-4252	Genl Govt/Facilities	Blake Rodda Paint PW Ops Paint	2.79
	Public Works	Blake Rodda Paint PW Ops Paint	46.14
		Blake Usps Postage-Nw Construction Re:Royle Rndbt	8.80
		Blake 7-Eleven Flood Alert Dinner	11.68
		Blake Papa Petes Pizza Flood Alert Dinner	43.38
	Community Development	Blake Rodda Paint PW Ops Paint	5.70
202312-7069	Council	Ferriss AWC City Action Days-6 Council Mbrs	1,200.00
		Ferriss AWC Mayor's Exchange-Mayor	125.00
	Executive	Ferriss AWC City Action Days-Stuart.	200.00

City of Ridgefield

Claims Payment Report

For Approval on:

January 25th, 2024

WELLS FARGO - EPAY	1681	202312-7069	Executive	Ferriss AWC Mayor's Exchange-Stuart.	125.00
		202312-6996	Genl Govt/Facilities	Demoss Usps Postage-Santa Letters	66.00
				Demoss Facebook Marketing Ad-Hometown Celebration	11.64
			Administration	Demoss The Columbian Newspaper Subscription-Demoss	9.99
				Demoss Lap Usa Engagement Practices Training Reg-Demoss	650.00
		202312-4870	Finance	Johnson The Columbian Columbian Monthly Subscription	18.00
		202312-0794	Genl Govt/Facilities	Knottnerus Ridgefield Chamber Big Paddle Services	273.00
			Administration	Knottnerus Ridgefield Chamber Chamber Membership	90.00
				Knottnerus Pelra Annual Membership Dues	135.00
				Knottnerus ICMA Professional Membership Dues	653.40
			Human Resources	Knottnerus Ridgefield Chamber Chamber Membership	60.00
				Knottnerus Pelra Annual Membership Dues	90.00
				Knottnerus ICMA Professional Membership Dues	435.60
		202312-9102	Council	Allen Bunnies Pizza Council Study Session Dinner	167.45
		202312-7028	Public Works	Brunson Weathertech Window Rain Guards-Brunson	86.91
WELLS FARGO - EPAY Total					22,620.05
WELLWORKS FOR YOU	3414	28736	Human Resources	01.2024 Wellness Program	793.51
WELLWORKS FOR YOU Total					793.51
WESTERN EQUIPMENT	2363	8083409-00	Public Works	Ventruc Mower Repair & Oil Change	824.19
WESTERN EQUIPMENT Total					824.19
WEX BANK - EPAY	3552	94167400	Genl Govt/Facilities	PW Fuel	379.65
			Public Safety	PD Fuel	2,891.43
			Public Works	PW Fuel	6,280.77
			Community Development	CDD Fuel	657.55
WEX BANK - EPAY Total					10,209.40
WSP USA INC.	3338	1389605	Community Development	12.2023 Comprehensive Plan and System Plan Updates	15,269.13
WSP USA INC. Total					15,269.13
Grand Total					1,371,471.66

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 25, 2024

AGENDA ITEM NAME: Approval of Minutes from the January 11, 2024 Meeting

GOVERNING LEGISLATION

N/A

PREVIOUS COUNCIL ACTION TAKEN:

N/A

SUMMARY/BACKGROUND:

Staff has prepared the minutes for Council consideration of adoption for the Council meeting(s).

BUDGET/FINANCIAL IMPACTS:

N/A

RECOMMENDED ACTION OR MOTION:

Approve the minutes by making the following motion: 1. "I move to approve the consent agenda"

STAFF CONTACT:

ATTACHMENTS:

1. 01-11-2024



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
JANUARY 11, 2024**

Regular Meeting - 6:30 PM

I. GENERAL SESSION CALL TO ORDER - 6:30 PM

- 1. Flag Salute**
- 2. Roll Call**

Present:

Mayor Jennifer Lindsay
Mayor Pro Tem Rob Aichele
Council Member Matt Cole
Council Member Lee Wells
Council Member Ron Onslow
Council Member Judy Chipman
Council Member Clyde Burkle

- 3. City Council Members Oath of Office - Judge Suzan L. Clark**
- 4. Late changes to the agenda**

II. MAYOR AND MAYOR PRO TEM SELECTION

- 1. Selection of Mayor and Mayor Pro Tem**

The Mayor's election was conducted by City Clerk, Julie Ferriss.

Council Member Onslow nominated current Mayor Pro Tem Aichele.

Council Member Judy Chipman nominated current Mayor Lindsay.

Current Mayor Pro Tem Aichele declined his nomination and nominated Ron Onslow.

The City Council conducted a discussion.

Vote results: 4-3 in favor of Ron Onslow.

NAME:	VOTED FOR:
Ron Onslow	Ron Onslow
Clyde Burkle	Ron Onslow
Rob Aichele	Ron Onslow
Lee Wells	Ron Onslow
Jennifer Lindsay	Jennifer Lindsay
Matt Cole	Jennifer Lindsay
Judy Chipman	Jennifer Lindsay

The Mayor Pro Tem election was conducted by Mayor Ron Onslow.

Council Member Burkle nominated current Mayor Pro Tem Aichele.

Council Member Lindsay nominated Council Member Cole.

Council Member Chipman nominated Council Member Lindsay.

The City Council conducted a discussion. Council Member Cole declined his nomination.

Vote results: 4-3 in favor of Jennifer Lindsay.

NAME:	VOTED FOR:
Jennifer Lindsay	Jennifer Lindsay
Matt Cole	Jennifer Lindsay
Judy Chipman	Jennifer Lindsay
Lee Wells	Jennifer Lindsay
Ron Onslow	Rob Aichele
Clyde Burkle	Rob Aichele
Rob Aichele	Rob Aichele

III. PROCLAMATION - BLOOD DONOR MONTH

IV. APPOINTMENTS TO ROUNABOUT COMMITTEE

1. Confirm Mayor's Appointment to Position No. 1

MOTION: MOVED TO CONFIRM HEATHER GORDON TO POSITION NO. 1.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Judy Chipman

SECONDER:	Council Member Clyde Burkle
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Cole, Council Member Wells, Council Member Aichele, Council Member Chipman, Council Member Burkle

2. Confirm Mayor's Appointment to Position No. 2

MOTION: MOVED TO CONFIRM TIM SHELL TO POSITION NO. 2.

RESULT:	(UNANIMOUS)
MOVER:	Mayor Ron Onslow
SECONDER:	Council Member Rob Aichele
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

3. Confirm Mayor's Appointment to Position No. 3

MOTION: MOVED TO CONFIRM KENTON ERWIN TO POSITION NO. 3.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Rob Aichele
SECONDER:	Council Member Judy Chipman
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

4. Confirm Mayor's Appointment to Position No. 4

MOTION: MOVED TO CONFIRM KELLEY MCMORRIS TO POSITION NO. 4.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Matt Cole
SECONDER:	Council Member Rob Aichele
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

5. Confirm Mayor's Appointment to Position No. 5

MOTION: MOVED TO CONFIRM TIFFANY COHEN TO POSITION NO. 5.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Clyde Burkle
SECONDER:	Council Member Lee Wells
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

V. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

Comments received during public testimony can be heard on the City's website under <https://ridgfieldwa.us/165/City-Council-Meeting-Audio-Files>.

VI. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Lee Wells
SECONDER:	Council Member Clyde Burkle
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the December 21st and December 28th Meeting**

VII. PRESENTATION

1. **Pink Lemonade Patch Check - Cathy Doriot, Police Chief**

VIII. BUSINESS

1. **Approval of Resolution No. 635 - Financial Policy #15: Grant Management - Kirk Johnson, Finance Director**

City staff requested a new full-time grant writer in the 2023 budget to seek more opportunities for state and federal funding for city projects. One of the initial goals for the grant writer was to work with the Finance Director to implement a detailed grant management policy. Grant applications have become more competitive and complex to win awards for local projects. Implementation of a detailed grant policy will help city staff to be more strategic and targeted in the grant applications submitted to support both council and community goals. The purpose of the policy is to ensure sound, strategic, and effective grant application, management, and reporting for the benefit of the City of Ridgefield and its residents.

MOTION: MOVED TO ADOPT RESOLUTION NO. 635 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Rob Aichele
SECONDER:	Mayor Pro Tem Jennifer Lindsay
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

2. **Approval of Resolution No. 636 - Financial Policy #12: Small and Attractive Assets - Kirk Johnson, Finance Director**

The City of Ridgefield has a formal policy of the capitalization of assets - Financial Policy #09 that was implemented administratively in 2015. Staff will present this policy for formal adoption on January 11, 2024, for council consideration. One of the areas the policy addresses is "Small and Attractive Assets". These types of assets are valued at \$500 to under \$5,000 and considered to be at greater risk of being damaged, lost or stolen due to portability. An example of these assets are weed trimmers, leaf blowers, computers, etc. During the 2022 financial and accountability audit, the State Auditor recommended the city add more detail to our policy to identify responsibilities and procedures for this category of assets. The Finance Department reviewed best practices from the State Auditor, policies at other municipalities, MRSC AND GFOA guidance. The main area of focus in the policy is to identify what is a small and attractive

asset, define departmental responsibility for tracking assets, and to complete an annual random audit city wide to verify assets are tracked and able to be located.

MOTION: MOVED TO ADOPT RESOLUTION NO. 636 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Clyde Burkle
SECONDER:	Council Member Lee Wells
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

3. Approval of Resolution No. 637 - Financial Policy #09: Capitalization of Assets - Kirk Johnson, Finance Director

The capitalization of assets policy is established to provide guidelines to ensure adequate stewardship over City of Ridgefield resources through control and accountability of capital assets, and to collect and maintain complete and accurate capital asset information. City staff implemented the capitalization policy administratively in 2015 to provide detailed policies and procedures for the stewardship of the city's capital assets. The policy meets requirements identified in Governmental Accountings Standards Board pronouncements and the State of Washington BARS manual. The policy has been updated in 2017 and again in 2023 to meet current needs identified by staff to ensure proper asset tracking. The policy is being brought to council for review as a companion to the small and attractive asset policy presented earlier in the January 11, 2024 meeting. The main changes to the policy include some clean up of terminology and reference to the small and attractive policy and a future surplus policy that will be brought to council in a later meeting. Staff are asking council to review and formally adopt the capitalization policy as a companion to prior policies and has a significant financial impact on the City's net financial position.

MOTION: MOVED TO ADOPT RESOLUTION NO. 637 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Lee Wells
SECONDER:	Council Member Judy Chipman
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

4. Motion - Approval of Interlocal Agreement with Clark County for Whatley Decant and/or Street Sweeping Processing and Disposal Services - Chuck Green, Public Works Director

As part of regular street sweeping activities, the City has used Clark County's Whatley Facility to dispose of materials collected by street sweeping as well as treatment and disposal of storm water liquids and solids (decanting) generated by the City's street sweeping operations. The current five-year agreement with Clark County expired at the end of 2023. This Interlocal Agreement would cover these services for the period of January 1, 2024 through December 31, 2028. The county is in the process of renewing separate interlocal agreements with the Washington State Department of Transportation and the cities of Vancouver, Camas, La Center, Battle Ground and Washougal. The 2024-2028 fee/rate structure has not yet been set by the county.

MOTION: MOVED TO APPROVE THE INTERLOCAL AGREEMENT AS PRESENTED BETWEEN THE CITY OF RIDGEFIELD AND CLARK COUNTY, FOR DECANT AND/OR STREET SWEEPING PROCESSING AND DISPOSAL SERVICES COVERING THE PERIOD FROM JANUARY 1, 2024 THROUGH DECEMBER 31, 2028.

RESULT:	(UNANIMOUS)
MOVER:	Mayor Pro Tem Jennifer Lindsay
SECONDER:	Council Member Matt Cole
AYES:	Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Mayor Onslow, Council Member Chipman, Council Member Burkle

5. Motion - Approval of change orders for stormwater construction improvements on the South Junction Project. - Chuck Green, Public Works Director

Storm pipe and catch basin repairs on S. 56th Place were programmed in 2023 as part of a joint project with the Clark Regional Wastewater District (CRWWD), called the "South Junction Project". The work included repairs to a 30-inch storm pipe underneath S. 56th Place and replacement of or repairs to failed catch basins at that location. During construction, a series of construction issues and challenges were identified that involved a leaking city culvert and the need to dewater the site (increased costs shared with CRWWD), an increased amount of effort to identify the appropriate pipe repair fix, and removing soil from the west storm pond to allow stormwater to appropriately drain away from the roadway. After construction was completed, the contractor tracked costs and submitted change order requests totaling \$51,762.44, which results in the total stormwater repair component of the project to be \$103,317.44. Because the total project cost has exceeded \$100,000, under City procurement policy, council approval is necessary to execute the change orders with CRWWD and the contractor.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER TO SIGN CHANGE ORDERS FOR THE SOUTH JUNCTION 56TH PLACE STORMWATER REPAIR PROJECT TOTALING \$51,762.44.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Matt Cole
SECONDER:	Council Member Rob Aichele
AYES:	Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Mayor Onslow, Council Member Chipman, Council Member Burkle

6. Motion - approval of conveying a sanitary sewer easement to Clark Regional Wastewater District across City property - Chuck Green, Public Works Director

In order to provide sanitary sewer service for Phase 6 of the Seven Wells subdivision, known as "The Reserve at Seven Wells", a sanitary sewer extension needs to be built. The alignment would cross open space land owned by the City of Ridgefield (Parcels 986048-977, 986044-329; Open Space Tracts 'B' and 'N' for the Seven Wells Estates Planned Unit Development). The sanitary sewer line would be owned and operated by Clark Regional Wastewater District (CRWWD). An easement through the City-owned open space property is necessary for the purpose of "constructing, installing, reconstructing, repairing, operating and maintaining a sanitary sewer and the grantee and its agents and contractors shall have the right to enter upon the premises for such purposes." As this is an interagency transaction, Council approval is needed to grant and execute the easement.

MOTION: MOVE TO APPROVE THE GRANTING OF A SANITARY SEWER EASEMENT ACROSS CITY OPEN SPACE PROPERTY TO CLARK REGIONAL WASTEWATER DISTRICT FOR THE PURPOSE OF PROVIDING A SANITARY SEWER EXTENSION TO SERVE THE RESERVE AT SEVEN WELLS SUBDIVISION.

RESULT:	(UNANIMOUS)
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MOVER:	Council Member Judy Chipman
SECONDER:	Mayor Pro Tem Jennifer Lindsay
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

7. Approval of Resolution No. 638 - Marrett Hills Estates Intent to Annex - Claire Lust, Community Development Director

The Intent to Annex includes one parcel off of NW Carty Road. The parcel is in the Ridgefield Urban Growth Area (UGA) and is contiguous with the existing Ridgefield City limits to the east. Therefore, the parcel is eligible for annexation, parcel # 216698000. The comprehensive plan designation on the site is Urban Low (UL). The current Clark County zoning is Single Family Residential (R1-10), with the Urban Holding – 10 (UH-10) overlay. RDC 18.210.015, states that the city shall designate all newly annexed lands designated for urban low density residential as Residential Low Density 4, 6, or 8. Under the adopted Carty Road Subarea Plan, the zoning designation is RLD-4. Per the applicant’s introductory statement: “We would like to request to annexation into the city of Ridgefield, as neighboring properties already are for future development potential.” The adopting ordinance for annexation would limit the ability to subdivide the parcel and lift Urban Holding until development code provisions implementing the goals of the Carty Road Subarea Plan are adopted.

City Council conducted a discussion on the proposed intent to annex. After discussion and consultation with the legal council, council decided to deny the intent to annex and requested the applicant to work with staff to resubmit the application.

MOTION: MOVE TO DENY RESOLUTION NO. 638 AT THIS TIME.

RESULT:	(6-1)
MOVER:	Council Member Wells
SECONDER:	Council Member Burkle
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Wells, Council Member Chipman, Council Member Burkle
NAYS:	Council Member Cole
ABSTAIN:	None

8. Motion - Approval of the 2023-2025 Department of Commerce Climate Planning Grant in the Amount of \$173,002.62 - Claire Lust, Community Development Director

HB 1181 requires jurisdictions planning under the Growth Management Act to include a climate element in their periodic comprehensive plan amendments. The climate element must include climate resiliency and greenhouse gas reduction subelements. Commerce made grant funding available to jurisdictions for climate planning performed from July 1, 2023 through June 30, 2029. Under the grant program, \$500,000.00 is available to Ridgefield across this six-year period. Staff submitted a scope and budget for \$173,002.62 for the 2023-2025 biennium. This amount is to cover coordinated baseline climate data collection and analysis with Clark County and its constituent jurisdictions, and the development of climate goals, policies, and implementation tailored to Ridgefield's needs. Staff will be able to apply to Commerce for the remainder of the \$500,000.00 at the 2025-2027 biennium and the 2027-2029 biennium.

MOTION: MOVE TO APPROVE 2023-2025 DEPARTMENT OF COMMERCE CLIMATE PLANNING GRANT IN THE AMOUNT OF \$173,002.62.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Lee Wells
SECONDER:	Council Member Clyde Burkle
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

9. Motion - Selection of Art for Ridgefield Roundabout Red and Roundabout Rosé Wine Label - Lee Knottnerus, Deputy City Manager

In 2015, the City launched a campaign in support of the growing wine scene. Marechal Foch grapes were planted in the roundabouts leading into Ridgefield. In 2018, the first bottles of Ridgefield Roundabout Red™ wine were produced. It is the intent that each batch of wine produced from the grapes in the roundabouts will showcase unique artwork created by a local artist specifically and solely for the wine label. In 2018 and again in 2022, the City partnered with the Ridgefield Art Association on a Call to Artists for artwork, and City Council selected artwork for each batch. Currently, 14 Acres Vineyard and Winery is in the final stages for two batches of wine: a red and the first Ridgefield Roundabout Rose. So, it is time to select artwork for each batch. A Call to Artists opened on November 1, 2023. Nineteen pieces of artwork were submitted by 13 artists. Artists were asked to submit original artwork that invokes a sense of place for what it means to be in Ridgefield and does not include the name of the wine. The artwork has been reviewed and narrowed to three finalists for each the red and rose wines. Council now has the opportunity to select and approve the artwork for both the Ridgefield Roundabout Red and Ridgefield Roundabout Rose. To protect the integrity of the selection process and assure no bias, or perception of bias, the names of the artists will not be available to City Councilmembers until following the final selection.

For the Ridgefield Roundabout Red, City Council reviewed the options and selected artist #3.

MOTION: MOVED TO APPROVE THE ARTWORK SUBMITTED BY ARTIST #3, FOR THE RIDGEFIELD ROUNDABOUT RED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Matt Cole
SECONDER:	Council Member Clyde Burkle
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

MOTION: MOVED TO APPROVE THE ARTWORK SUBMITTED BY ARTIST #A, FOR THE RIDGEFIELD ROUNDABOUT ROSE.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Rob Aichele
SECONDER:	Council Member Chipman
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Council Member Chipman, Council Member Burkle

IX. PUBLIC HEARING/BUSINESS

1. Public Hearing and First Reading of Ordinance No. 1418 - Amendment to Development

Agreement with Costco Wholesale Corporation - Steve Stuart, City Manager

A development agreement ("DA") was adopted through ordinance No. 1376 by the Ridgefield City Council in November of 2022. The DA assured that a proposed Costco retail warehouse in Ridgefield provided necessary infrastructure to the site and enhanced the design of the site and building to provide a more iconic and context sensitive site and building design. In return for these provisions, the developer received a reduction in fees associated with the development to account for the economic value created by a Costco retail warehouse and increased expense to Costco of providing such improvements. Those reductions in fees were contemplated as part of a separately passed Economic Catalyst Program application. Since adoption of the DA, Costco developers have submitted site plan and building applications, and conducted significant site work to prepare the site for a Ridgefield retail warehouse. However, contained within the adopted DA was a Termination Clause (Section 7). The termination clause stated that "if Developer has not closed on the acquisition of the Property by 5:00 p.m. Pacific time on Friday, December 29, 2023, this Agreement shall automatically terminate." On December 8, 2023, City Staff were contacted by Costco Wholesale Corporation to seek a 60-day extension to the DA, for Costco to complete the acquisition of property necessary for their retail warehouse. The delay was due to Costco's property acquisition being tied to acquiring all necessary permits assuring successful completion of the project. Due to the 14-day notification requirement prior to holding a public hearing on this request, AND the fact that the City Council's regular meetings in December were the 7th and 21st, action could not be taken on the request before the automatic termination clause took effect. Thus, the action being requested of the City Council is to consider a "new" Development Agreement with the only term differing from previously adopted DA being a revised Section 7 Termination date of February 29, 2024.

Mayor Onslow Opened Public Hearing: 8:48PM

No testimony was received.

Mayor Onslow Closed Public Hearing: 8:48PM

MOTION: MOVED TO WAIVE SECOND READING AND ADOPT ORDINANCE NO. 1418 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Mayor Pro Tem Jennifer Lindsay
SECONDER:	Council Member Matt Cole
AYES:	Mayor Pro Tem Lindsay, Council Member Aichele, Council Member Cole, Council Member Wells, Mayor Onslow, Council Member Chipman, Council Member Burkle

X. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

Comments received during public testimony can be heard on the City's website under <https://ridgefieldwa.us/165/City-Council-Meeting-Audio-Files>.

XI. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Cole - Attended WSCJTC Southwest Regional Training Academy Grand Opening.

Council Member Chipman - No report.

Council Member Wells - Attended WSCJTC Southwest Regional Training Academy Grand Opening.

Council Member Aichele - Attended School District Town Hall Meeting, Chamber Board of Directors Meeting, School District Board Meeting, Port of Ridgefield Meeting, Main Street Meeting.

Council Member Burkle - Attended School District Town Hall Meeting, City Manager Briefing, Port of Ridgefield Meeting, Neighbors Helping Neighbors Board Meeting, Main Street Meeting.

Mayor Pro Tem Lindsay - Attended School District Town Hall Meeting, WSCJTC Southwest Regional Training Academy Grand Opening, Main Street Meeting, Clark Cowlitz Fire & Rescue Meeting.

2. Mayor

Attended WSCJTC Southwest Regional Training Academy Grand Opening, CDBG Meeting and C-TRAN Meeting.

3. City Manager

Public Works Director Chuck Green - Inclement weather updates.

Police Chief Cathy Doriot - 2 new recruits are starting the academy on Tuesday, January 16th.

XII. ADJOURN

9:08PM

Julie Ferriss, City Clerk

Ron Onslow, Mayor

Clark Regional Wastewater District

Wastewater Program Update

District Mission: Providing customer-focused, professional wastewater services in an environmentally and financially responsible manner.

John M. Peterson, P.E.
General Manager
January 25, 2024



Agenda

- Wastewater Collection System - District
- Wastewater Treatment System - Alliance
- Finance Update

Wastewater Collection System - District

Wastewater Collection System - District

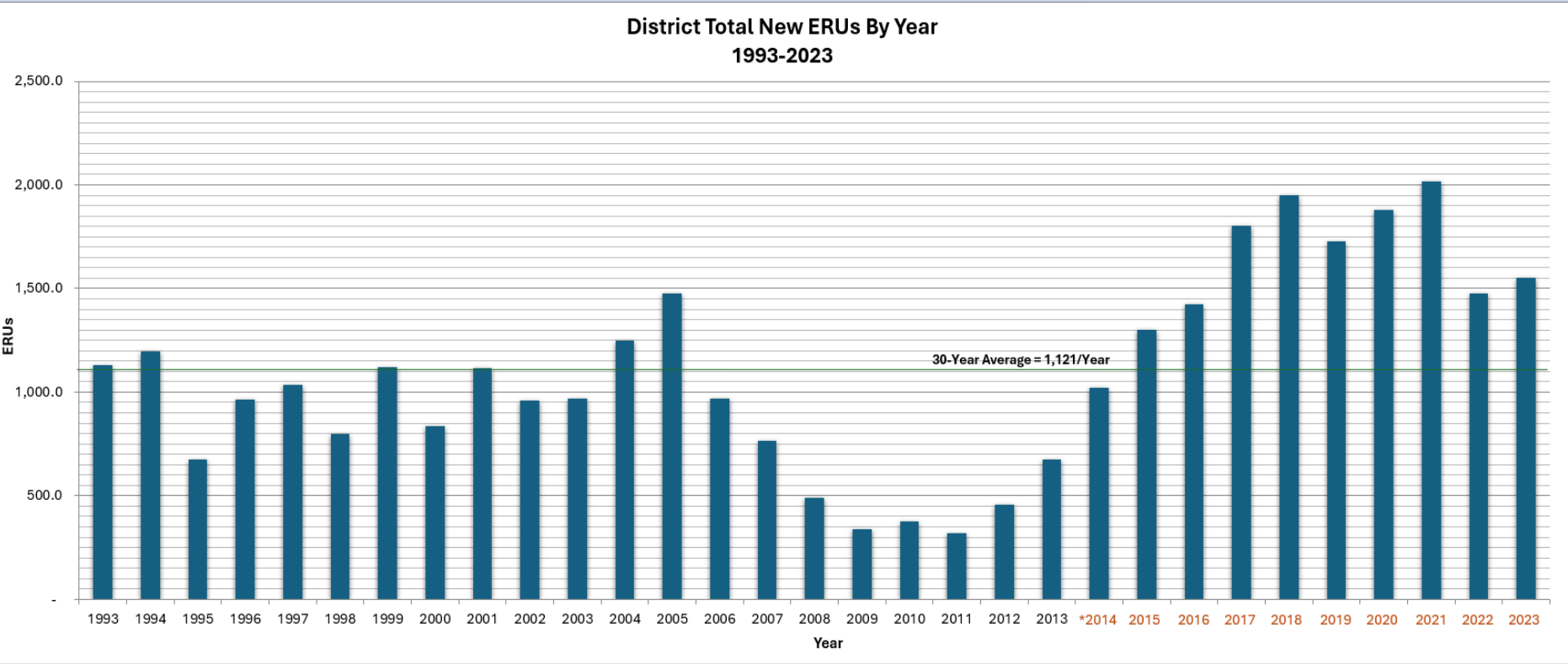
District Service Areas

- 25% of County Population
- 50% of Growth Areas



Wastewater Collection System - District

Development Trends thru 2023



*Years 2014 and after include Ridgefield Service Area ERUs

Wastewater Collection System - District

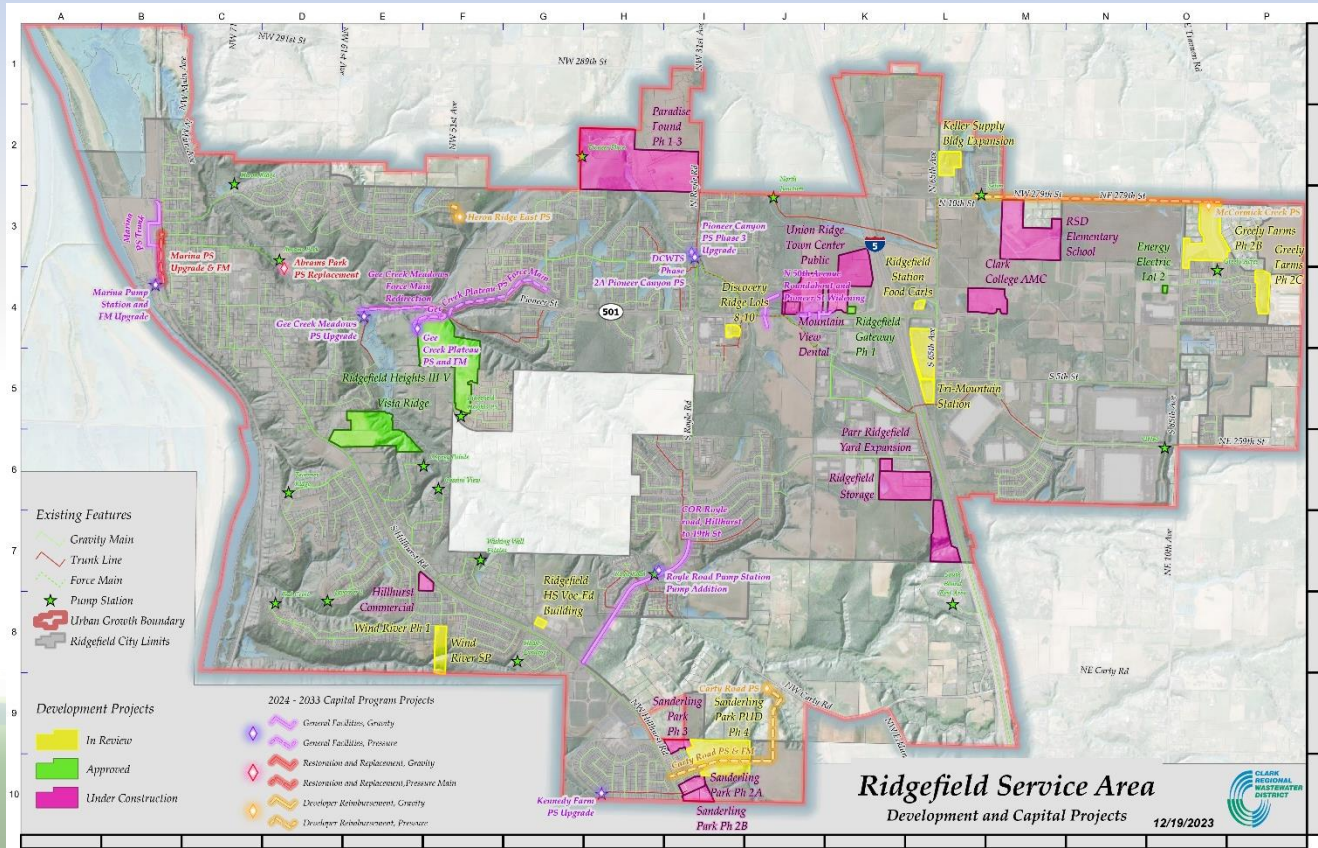
Summary of 10-year CIP (2024-2033)

- Ridgefield Investments:
 - 20 projects
 - \$58.4M
- System-Wide Investment:
 - 55 projects
 - \$150M



Wastewater Collection System - District

Active Projects Map – Staying Coordinated



Wastewater Treatment System - Alliance

Wastewater Treatment System - Alliance

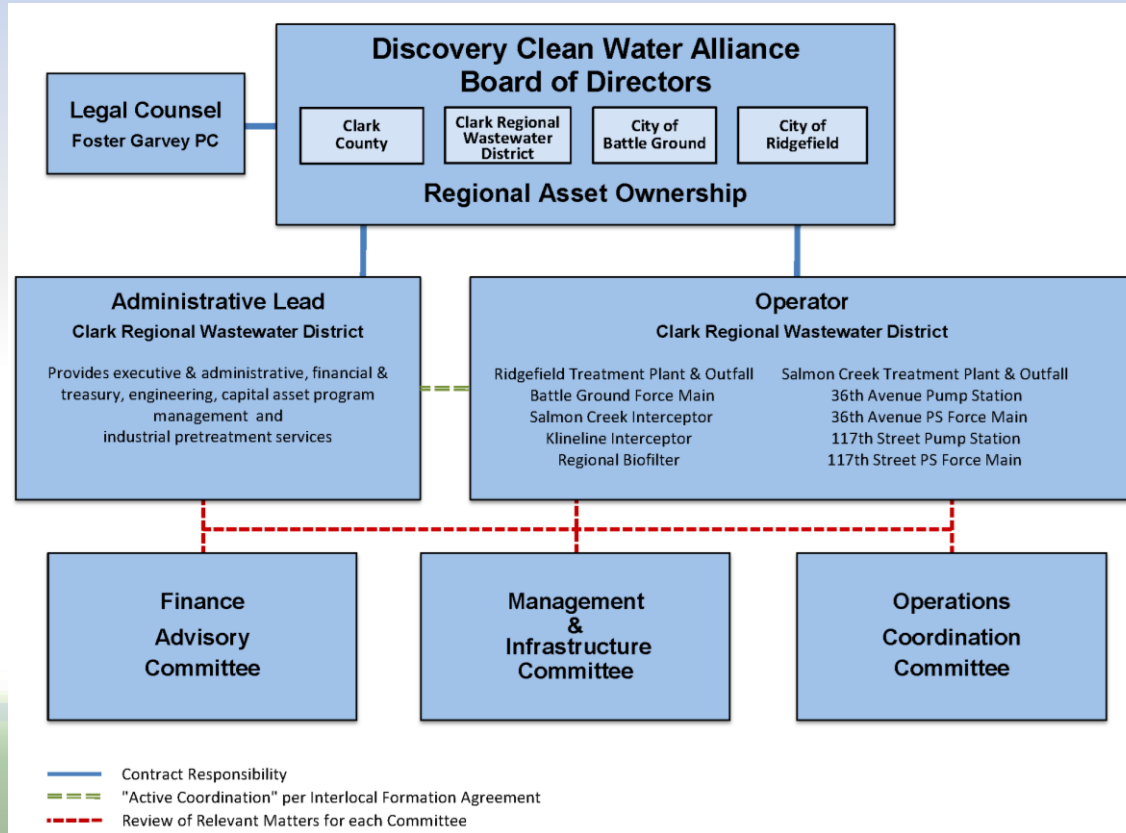
Alliance 101 – Reminders In Tenth Year of Operation

- Alliance only owns “Regional Assets” – primarily SCTP and RTP
- Treatment facilities are a major cost center with important growth and environmental compliance implications
- Alliance structure provides:
 - Regional “voice and vote” for affected stakeholders
 - Better alignment of authority and responsibility
 - Detailed cost allocation model for fairness
 - Professional program management – District staff



Wastewater Treatment System - Alliance

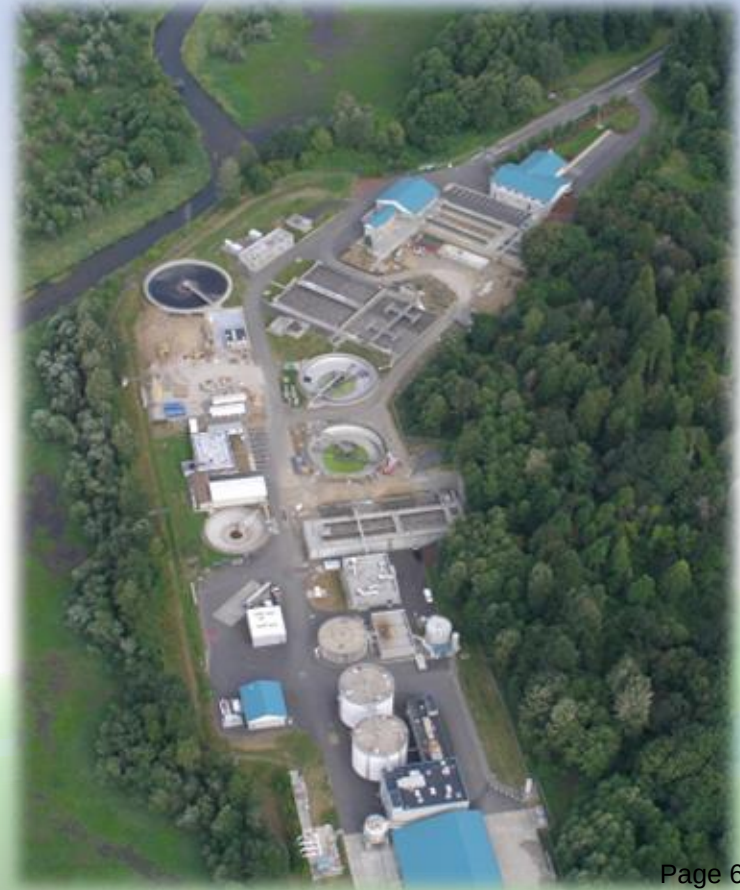
Alliance 101...Functional Organizational Structure



Wastewater Treatment System - Alliance

Summary of 10-Year CIP (2024-2033)

- Ridgefield Investments:
 - 3 projects
 - \$4.1M
- System-Wide Investment:
 - 22 projects
 - \$219.6M



Wastewater Treatment System - Alliance

Columbia River Outfall and Effluent Pipeline Project



Wastewater Treatment System - Alliance

Columbia River Outfall and Effluent Pipeline Project



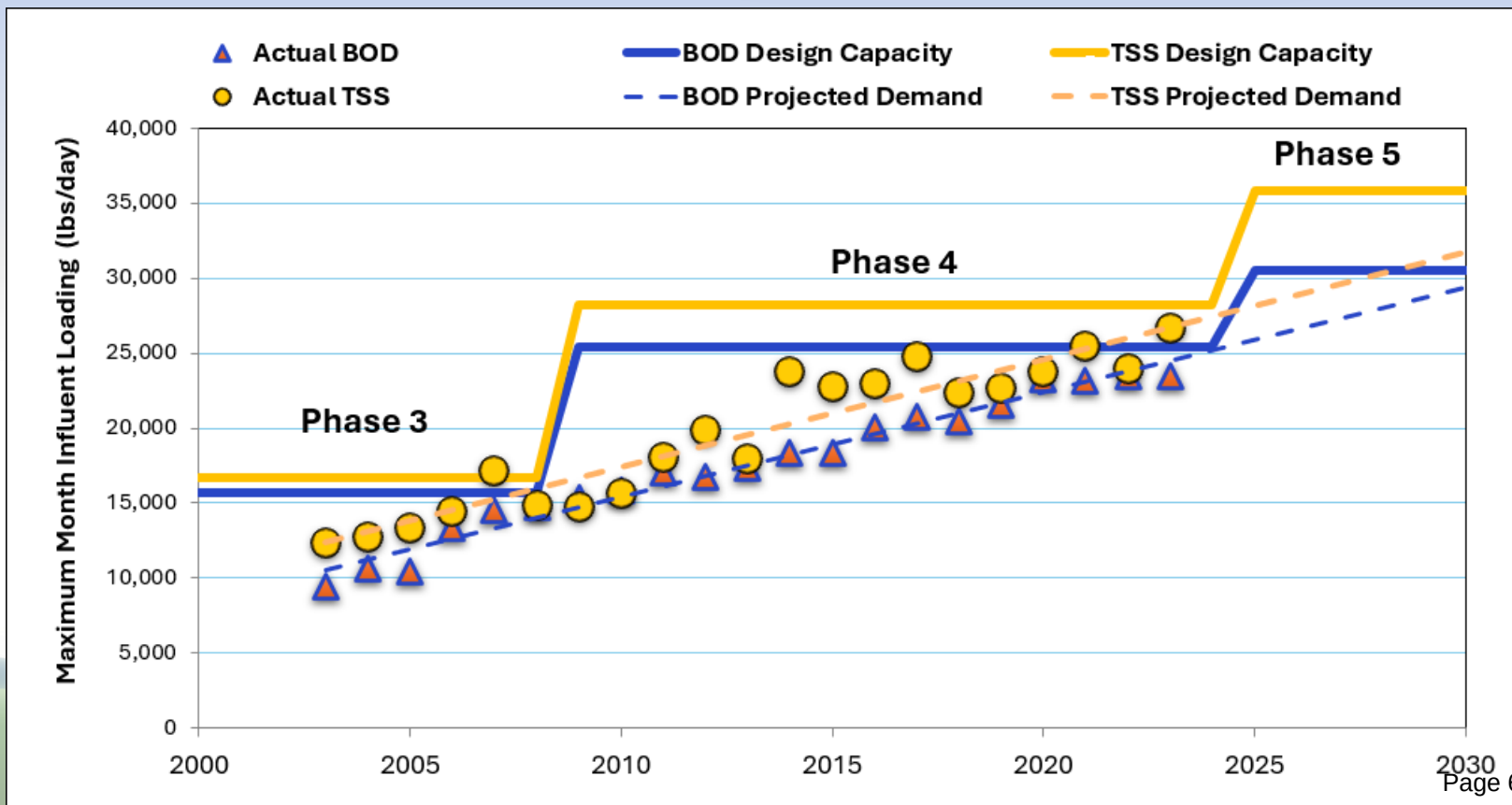
Wastewater Treatment System - Alliance

Treatment Plant Expansion Project



Wastewater Treatment System - Alliance

Capacity Being Actively Managed at SCTP



Wastewater Treatment System - Alliance

- SCTP Operational Transition
 - Notice 2021
 - Transition effective mid 2022
 - Now fully staffed
 - Developing sustaining O&M Program



Wastewater Treatment System - Alliance

Advocacy Efforts



- Pending Congressionally Directed Spending request for \$3M

Finance Update

Finance Update

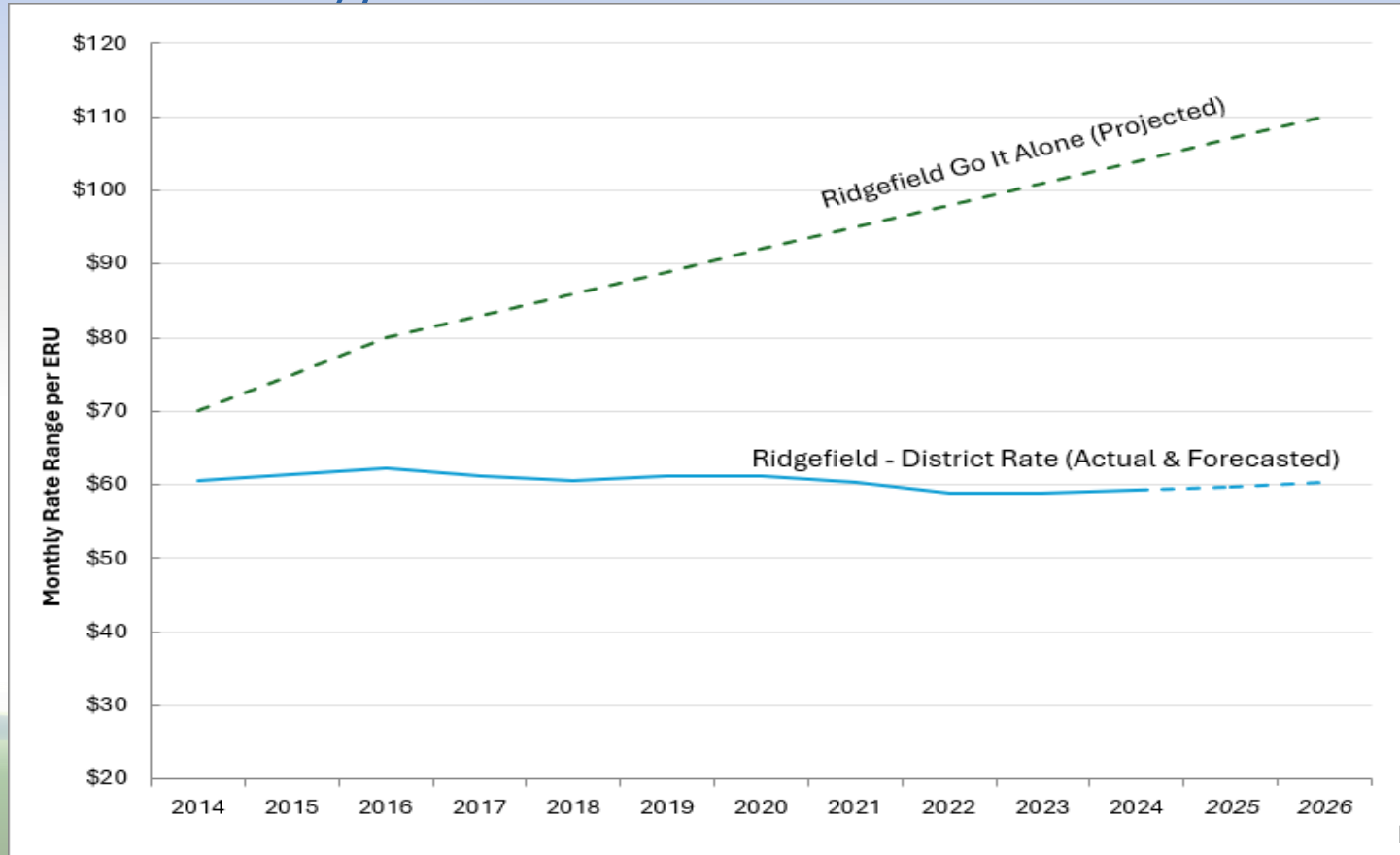
Retail Rate History/Forecast

- City transferred collection system to District January 1, 2014
- Previous rate estimates for City residents showed likelihood of rates rising consistently to levels well above \$100/month/home
- District analysis showed it could provide lower and more stable rates. Rates are based on two factors
 - Base rate – goes up with inflation
 - System integration charge – goes down with growth



Finance Update

Retail Rate History/Forecast



Questions?



THANK YOU!

**John M. Peterson, PE
General Manager**



**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 25, 2024

AGENDA ITEM NAME: Presentation - Food Cart Pod Code

GOVERNING LEGISLATION

RCW 36.70A - Growth Management
RMC Title 18 - Development Code

PREVIOUS COUNCIL ACTION TAKEN:

No previous action taken. On August 10, 2023 Council held a study session on food cart pods.

SUMMARY/BACKGROUND:

On August 10, 2023, Council held a study session on food cart pods during which Councilors discussed what food cart pods should look like in Ridgefield. Based on priorities indicated and questions asked during the study session, staff compiled options for food cart pod code language (see attached document). The purpose of this presentation is to share those options with Council and gather feedback on how they should be refined. Then staff will draft updates to RMC Title 18 regulating food cart pods which will go before Planning Commission and Council for public hearings prior to Council's vote on adoption.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

No action requested.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Food Cart Pod Code

Food Cart Pod Code Discussion Points

The following are based on priorities indicated and questions asked during Council's food cart pod study session, held at Carts by the Park on August 10, 2023.

- **Durable, easy to clean ground surface**
 - Per ADA, hardened materials such as concrete, asphalt, tile, and wood are sufficiently firm and stable for accessibility.
 - Surfaces will have to comply with stormwater regulations in effect.
- **Comply with Health Code**
 - Facilities are already subject to Clark County Public Health (CCPH) review and evidence that an applicant has applied for CCPH permits may be required at site plan submittal in the new code.
 - CCPH requirements for food carts are extensive and can be found here: https://clark.wa.gov/sites/default/files/media/document/2023-08/MobileFoodUnit-Plan_Review_Checklist.pdf. Note the additional links within the document may be opened to learn more about specific requirements.
 - Per CCPH, food carts must provide restroom facilities for employees if operating for more than one hour at a single location. A restroom must be accessible for customers if seating is provided. Restrooms must be within 500 feet of the food cart. The restroom must provide handwashing facilities stocked with soap, paper towels and running water that is 100°F or above. A clearly visible sign/poster is required to be posted in the restroom notifying food employees to wash their hands. Key accessibility to restrooms is required (if applicable).
 - Example of additional requirements (Happy Valley): *For four carts or fewer, portable toilets and hand-washing facilities are permitted but may not drain to the surface. For five carts or more, existing restrooms within an existing building may be used, or permanent restrooms shall be constructed.*
- **Screen/gate trash in visible areas**
 - Per Council's preference, trash enclosures may be required to meet existing screening requirements of the base zone.
 - Example of additional requirements (Battle Ground): *The property shall be responsible for the cleanliness of the food cart pod. The area shall be kept clean of tripping hazards, rubbish, garbage, junk, wastepaper, plastic, styrofoam cups, sacks, food and other waste. The area to be kept clean shall include the area immediately surrounding sidewalks and public streets. Each business shall carry a suitable container for placement of such litter by customers or other persons. Any spills must promptly be cleaned up.*
- **Include some matching design standards but be sensitive to cost and maximize flexibility.**

- Other codes are silent on specific design elements (Battle Ground) or exempt food cart pods from design review (Gresham).
- Per Council's preference, the new code may require new or repurposed permanent commercial buildings on a site (e.g., and indoor bar/common seating area) to comply with the base zone architectural design standards per RDC 18.230.055.A.
- Per Council's preference, the new code may require other permanent structures (e.g., seating area covers) to have exposed wood or wood-appearance beams in compliance with RDC 18.230.055.B, or another specific design element favored by Council.
- Per Council's preference, the new code could require either shared design elements or shared landscape screening features where carts abut a public right-of-way.
 - Staff note: Shared design features on carts may be difficult to require since carts are independently owned, whereas shared site features such as landscaping
- **Define space by fencing in some way so pods are identifiable and not haphazard.**
 - Per Council's preference, perimeter site landscaping may be required based on the landscape buffer requirements per zone in [RDC 18.725.050](#), either for all food cart pods or for those with permanent structures only.
 - For Central Mixed Use, no landscape buffer is required between the site and the street. A 5' buffer is required between the site and residential or park uses. A 5' buffer is required for any on-site parking area.
 - For Commercial zones, 5'-10' buffers are required along a street and 5'-20' buffers are required along other site boundaries.
 - Could require fencing in addition to or instead of landscaping abutting certain uses (e.g., residential). Fencing would need to meet the requirements provided elsewhere in code – maximum height of 6 feet, weather resistant wood, etc.
 - Example (Happy Valley): *If the mobile food unit site is located less than twenty (20) feet from a residential zoning district, the residential property shall be screened from the mobile food unit site, which may be a portion of a property including the mobile food unit, seating, queuing, etc., abutting the residential zoning district and may not necessarily extend to the shared property line. Required screening:*
 - a. *May be provided by an existing, continuous, sight-obscuring structure, fence, or hedge;*
 - b. *If new, shall be a continuous, sight-obscuring vegetative screen; or if fencing is utilized as screening, shall be stained cedar or ornate metal. Chain-link fencing with slats shall not qualify as acceptable screening material;*

- Alternate example of defining/designing space (Battle Ground): *Food pods should be designed as community gathering spaces with high level of accessibility for pedestrians and create a welcoming streetscape. Food pods shall meet one of the design options below:*
 - a. Food pods shall be oriented along rear and side property lines. Food carts should avoid being placed along the street to create an open and inviting plaza. Outdoor seating shall be communal and oriented towards the street. If the food pod is located on a corner lot, then seating should be oriented at the street corner to provide focus to the area; or*
 - b. Food pods shall be oriented along the street to create a sense of storefronts. Outdoor seating shall be communal and oriented internally in the center of the site.*
- **Design standards focused on those parts visible from the road**
 - Addressed above.
- **Level ground**
 - If grading is proposed, engineering will review per existing City requirements.
 - Example (Battle Ground): *Mobile food units shall have a paved path for persons to access their unit via a sidewalk or from an existing parking lot.*
 - Compliance with ADA standards pertaining to slope may be required for walking paths: The running slope of walking surfaces shall not be steeper than 1:20.
- **Make parking standards consistent with other developments in that zone.**
 - Code may simply require parking to be consistent with existing RDC 18.720 – Off-street parking.
 - CMU zone: No off-street parking required per RDC 18.720.020.I
 - Other zones: Off-street parking required per RDC 18.720.030, number of spaces required. If off-street parking is required, may add a metric specific to food carts pods (xx spaces per cart).
 - This could include a requirement to accommodate employee parking.
Example (Happy Valley): *Vendor parking shall be provided in addition to the off-street parking requirements of Section 16.43.030 (Automobile parking standards) at the rate of one parking stall per mobile food unit.*
 - Example (Happy Valley): Code could have an allowance for off-street parking requirements to be satisfied by the provision of off-site shared parking agreements, when the offsite parking space used is surplus parking and not required parking for an existing use.

- **Covered Garbage**
 - Stormwater and public health requirements already address covered garbage. New could be silent or cross-reference.
- **Lighting, noise consistent with current standards**
 - Both concerns are currently addressed in the Ridgefield Development Code and could be cross-referenced in the new code.
- **Define “Pod” by permanency on site, rather than by number of carts.**
 - Per Council’s preference a food cart pod could be defined as a site designed to accommodate one or more permanent food carts. For example, Happy Valley defines a food cart pod as a site where food carts can be parked on a long-term basis.
 - Happy Valley defines long-term as two hours or more in any 24-hour period. A simpler definition of a permanent food cart may simply be one that remains on the site overnight.
 - Staff note: If a permanent cart is not on wheels, it may require a building permit.
 - Non-permanent (mobile) food carts are already permitted via the City’s mobile vending license. No desire to change this process has been indicated by Council or staff.
- **Exposed wood beams on permanent structures**
 - Addressed above.
- **Permanent structures need to meet existing commercial design standards and landscaping standards.**
 - Addressed above.

Council does not want:

- **Prohibition of alcohol sales**
 - Alcohol sales are regulated by the state liquor and cannabis board. Therefore, the new code in Title 18 may be silent on alcohol sales.
- **Pods in residential zones**
 - Per Council’s preference, pods may be prohibited in residential zones in the Master Use table (RDC 18.205.020).
 - Question from staff to Council: Are there any other zones where pods should be prohibited? Here is the full list of non-residential zones:

- Commercial Neighborhood Business, Commercial Community Business, Commercial Regional Business, Central Mixed Use, Waterfront Mixed Use, Waterfront Low Scale, Employment, Parks and Open Space, and Public Facilities.
- **Minimum seating requirements**
 - Per Council's preference, the new code may be silent on seating requirements.
 - Alternate example, considering placemaking goals: Seating is only required for three or more carts.
 - Example (Battle Ground): *Communal seating and gathering places shall at a minimum include tables and chairs.*
- **Pop-up shelters**
 - Per Council's preference, pop-up/other temporary shelters may be prohibited in new code.
- **Requirement for covered areas - market will dictate necessity for covers**
 - Per Council's preference, new code may be silent on covered areas except for prohibiting pop-up/other temporary shelters.
 - Or: new code may include no requirement to have a covered area but require that if a covered area is provided then it must comply with applicable base zone design standards, e.g., exposed wood-appearance beams in the commercial zones.
 - Or: new code may include no requirement to have a covered area but require that if a covered area is provided then it must comply with certain design criteria regardless of base zone, e.g., exposed wood-appearance beams.
- **Paved walkways**
 - This appears to be an ADA requirement.

Follow up questions from Council:

- **What triggers stormwater compliance?**
 - Gravel surface will trigger basic stormwater requirements (per Stormwater Manager).
 - Less than 2000 sq ft: no review required but erosion control is still required.
 - 2000-4999 sq ft would trigger 1-5 best management practices "BMP" as required by Department of Ecology stormwater regulations.

- Over 5000 sq ft would trigger 1-9 best management practices “BMP” as required by Department of Ecology stormwater regulations and must be prepared by a licensed engineer.

Carts By the Park:

- **What would TIF fees be?**
 - Downtown exemption, RDC 18.070.140.C: *The city council may grant a partial or full transportation impact fee exemption for development projects created within the downtown area including the central mixed use zoning district (CMU) and the downtown transition area (DTA); provided, any exemption shall be paid into the impact fee fund established under Section 18.070.180 of this chapter by the city out of general funds or other lawful sources of funding.*
 - As an example of unwaived fees, Ridgefield Station Food Carts (previously proposed on N 1st Circle east of the junction – old Circle K site) listed 493 trips per day associated with the eight (8) proposed food carts which would account for \$252,904.07 or \$31,613.01 per cart. Ridgefield Station did not move forward due to costs.
- **What would it take to make it ADA accessible?**
 - Per ADA, hardened materials such as concrete, asphalt, tile, and wood are sufficiently firm and stable for accessibility.
- **Will new code in Title 18 apply to CBTP, which is an existing development?**
 - Yes. CBTP is operating under a temporary use permit which expires in March 2024. To continue operating they will be required to apply for a new site plan permit under RDC 18.500, and relevant food cart pod standards in Title 18 will apply.
 - However, any new standards written could have an attached caveat that they do not apply to existing food cart pods at the time of adoption including those permitted as a temporary use.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 25, 2024

AGENDA ITEM NAME: Motion - Approval of the 2024 Planning Commission Work Plan

GOVERNING LEGISLATION

RCW 35.63 - Planning Commissions

RMC 2.12 - Planning Commission

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

The Ridgefield Planning Commission is tasked annually with developing a work plan for the upcoming year. On December 6, 2023 Planning Commission reviewed their 2023 Work Plan, discussing completed, ongoing, and pending tasks. Staff subsequently drafted a 2024 Work Plan based on this conversation. On January 3, 2024 Planning Commission recommended approval of the attached 2024 Work Plan to Council. The 2024 plan focuses on the periodic Comprehensive Plan update, annual code amendments, topic-specific code amendments including food carts and the Carty Road Subarea, and continuing opportunities for education and collaboration such as the annual joint tour of the City.

On December 3, 2023 Planning Commission elected Katie Favela as their chair. Chair Favela will be in attendance to present the 2024 Work Plan during the January 25 Council meeting.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

To approve the work plan:

"I move to approve the 2024 Planning Commission Work Plan as presented."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Proposed 2024 Work Plan

2024 Planning Commission Work Program

Approved: January 25, 2024

Annual Programs

Project Name	Project Description
Planning Commission Administration	The Planning Commission is implemented by RCW 35.63 and Ridgefield Municipal Code 2.12. Administration includes scheduling work sessions and hearings, compilation of staff reports and public comment, and coordination for meeting rooms.
Regular updates to RMC Title 18	Occasionally during the course of our work we find inconsistencies within Title 18, and/or suggestions from outside parties that should be corrected within the code. It is our intention to bundle these housekeeping and minor policy issues and present strengthened language for review to the Planning Commission and City Council. Proposed updates will be posted online and feedback sought from relevant stakeholders.
Tour	Repeat previous tours of new development, parks, and road projects with Planning Commission, Parks Board, and City Council.

2024 Major Projects

Project Name	Project Description
Comprehensive Plan Update	Adoption of the 2025-2045 Ridgefield Comprehensive Plan is required by June 30, 2025. Known tasks this year include introducing the consultant team and their approach to PC, analyzing and presenting initial population growth and buildable lands data, adopting and implementing a public participation plan, and additional opportunities for information sharing and feedback from PC as the project progresses.
Carty Road Development Code	Implement the Carty Road Subarea Plan by writing special development standards for the subarea based on the vision, goals, and recommendations in the plan.

Short Term Rental Code	Study existing codes regulating short term rentals and seek policy feedback from PC and Council regarding whether or not similar codes should be implemented in Ridgefield.
Food Cart Code	Develop regulations for food cart pods based on PC and Council study sessions and best practices from other jurisdictions.

Internal Improvements and Education

Project Name	Project Description
Development Updates	Staff will provide quarterly development updates to Planning Commission.
Transparency	Staff will consistently share project information with stakeholders through the development activity map, Community Development website, and Ridgefield Roundtable project pages.
Ongoing Training	Trainings on commission roles and responsibilities, Public Records Act, Open Public Meetings Act, and local planning are required for new members and optional for other members.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 25, 2024

AGENDA ITEM NAME: Motion - Approval of the 2024 Parks Board Work Plan

GOVERNING LEGISLATION

RMC 2.56 - Ridgefield Parks Board

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

The Ridgefield Parks Board is tasked annually with developing a Work Plan for the upcoming year. This plan is intended to guide the board as it undertakes key priorities. The 2024 Parks Board Work Plan was developed in the fall of 2023. It was vetted at the board's public meetings on December 13, 2023, and January 10, 2024. The plan did not receive any public comments. However, the parks board had extensive discussions about it to ensure it was focused, strategic, and actionable.

In 2024, the board will continue to focus on parks capital projects and provide recommendations to staff and council. Notably, the board intends to support the completion of three Master Plans for parks, provide recommendations for updates to the Parks Board governing documents such as Rules of Procedure, and participate in updating the city's Parks, Recreation, and Open Spaces (PROS) plan as part of the upcoming Comprehensive Plan development. Lastly, the Parks Board intends to provide quarterly reports to the City Council on the outcomes of this Work Plan.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

To approve the Work Plan:

"I move to approve the 2024 Parks Board Work Plan as presented."

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. DRAFT 2024 Ridgefield Parks Board Work Plan



**2024 Parks Board Work Plan
FINAL DRAFT as of 1/18/2024**

Overview

In 2024, the City of Ridgefield's Parks Board is embarking on a work plan emphasizing intentionality and strategic decision-making. Anticipated highlights this year include three Parks Master Plans (Abrams, Waterfront, Paradise Pointe); an update to the Parks, Recreation and Open Space Plan, including a new six-year Parks Capital Improvement Program; code amendments related to parks and trails; updated trail design standards; and updating Parks Board Rules of Procedure. Our primary objective is to streamline our efforts, focusing on fewer but more impactful projects to ensure we see tangible progress throughout the year.

Setting Clear Priorities

Our first step in achieving this goal is to set clear priorities. By identifying the most critical projects that align with the city's long-term vision, we can concentrate our resources and efforts where they will make the most significant difference. This includes Administrative, Community Engagement, Operational, and Capital Project work.

Progress Monitoring and Reporting

Quarterly reports will be a crucial component of our commitment to transparency and accountability. In coordination with the Parks Manager, the City of Ridgefield's Parks Board will deliver comprehensive updates to the City Council for review. These reports will provide a detailed account of the progress made on our strategic initiatives, community engagement efforts, and any challenges encountered during each quarter.

By being intentional and strategic in our approach, the City of Ridgefield's Parks Board aims to make 2024 a year of significant progress and positive change. We look forward to collaborating closely with the community to create a more vibrant and accessible city for everyone.

Administrative

Parks Board Governing Documents

Leads: Corey Crownhart, Parks Manager; Chuck Green, Public Works Director

Description: Update the Parks Board Rule of Procedure and Member Roles and Responsibilities to clarify the Parks Board role, define outcomes, cadence of work, etc.

Outcome: Recommendation to Council for updated Rules of Procedure and Parks Board Member Roles & Responsibilities

Documents: *Advisory Committee Rules of Procedure; Parks Board Member Roles & Responsibilities*

Update to the 2020 Parks, Recreation, and Open Spaces Plan, including a six-year Parks Capital Facilities Plan: 2024 Progress Report

Leads: Corey Crownhart, Parks Manager

Description: Work with staff and the Comprehensive Plan/Capital Facilities Plans consultant on updating the 2020 Plan for Council review and approval. To be incorporated into the *Ridgefield Comprehensive Plan and Public Facilities Plans*.

Outcome: Report to Council

Documents: Update to the *2020 Parks, Trails, and Open Spaces Plan and a new six-year Parks Capital Facilities Plan: 2024 Progress Report*

Parks, Trails, and Recreation Ridgefield Municipal Code (RMC) Review

Leads: Corey Crownhart, Parks Manager

Description: Provide recommendations for updates to RMC 8.18 – PARK RULES AND REGULATIONS.

Separate requests into housekeeping and policy change recommendations.

Outcome: Recommendation to Council for Proposed Amendments to RMC's Parks, Trails, and Recreation Sections

Documents: *Proposed Amendments to RMC's Parks, Trails, and Recreation Sections*

Community Engagement

Parks and Trails Tour

Leads: Parks Board Chair

Description: Conduct an annual Parks and Trails tour with Parks Board Members, partners, and community stakeholders.

Outcomes: Report to Council

Documents: *2024 Parks and Trails Tour Report*

Operational

Parks, Trails, and Recreation User Policies

Lead: Corey Crownhart, Parks Manager

Description: Update the Parks, Trails, and Recreation Policies regarding but not limited to reservations, usage, permitting, and user accountability. Ensure policies comply with RMC.

Outcome: Report to council

Documents: *Parks, Trails, and Recreation Rules and Regulations; City of Ridgefield Facilities Reservation Rules and Regulations*

Parks and Trails Assets Inventory

Lead: Corey Crownhart, Parks Manager

Description: Codify the assets and their locations throughout the Ridgefield Parks and Trails System.

Assess conditions, craft preventative maintenance plans, and determine data collection methods for each location. The inventory will be used to develop future work plans, comprehensive plans, and capital project assessments.

Outcomes: Report to council

Documents: *2024 Parks and Trails Assets Inventory*

Parks & Trail Signage and Brand Development

Leads: Corey Crownhart, Parks Manager

Description: Codify parks and trail signage standards. Publish a wayfinding map for the entirety of Ridgefield Parks and Trails System. Focus on Priority Parks: Abrams, Davis, Hayden, Mayor's Meadow, Overlook.

Outcomes: Report to Council

Documents: *Ridgefield Parks, Trails, and Recreation Branding Standards*; *Ridgefield Parks, Trails, and Recreation: Summer-Fall 2024 Activities Guide*

Parks and Trails Standards

Leads: Corey Crownhart, Parks Manager

Description: Codify standardized technical specifications for park and trail design, construction, and maintenance. Provide specifications for park/trail type and designed use.

Outcomes: Report to Council

Documents: *Park and Trail Engineering Standards*

Capital Projects

2024 Parks & Trails Capital Improvements

Lead: Corey Crownhart, Parks Manager; Chuck Green, Public Works Director

Description: The following capital projects are as outlined and approved in the City of Ridgefield Adopted 2024 Budget. These projects are to be executed and facilitated by city staff. The Parks Manager will provide regular updates on project statuses during the staff report section of Parks Board meeting agendas.

Source Document: [City of Ridgefield Annual Operating Budget: Adopted 2024 Budget](#)

Abrams Park Master Plan

Status: Project Inception / Concept Design

Contracted Firm: AKS Engineering and Forestry

Description: The project will complete a master planning process for Abrams Park. The plan intends to review park amenities such as Bennet Kitchen, field and infrastructure needs, and caretaker requirements.

Projected Outcome: Master Plan Complete

Boyse Park – Planning/Design/Construction

Status: Design Development

Contracted Firm:

Description: Completion of phase 1 design and construction for Boyse Park. Current ideas for the park master plan include a pump track, gravel parking lot, and a walking trail for phase 1 improvements.

Projected Outcome: Phase 1 Design Complete, Phase 1 Construction Initiated

Gee Creek Trail Heron Drive to Main Street

Status: Design Development

Contracted Firm: MacKay Sposito

Description: Design a trail segment from Heron Drive to Main Street to complete multi-modal access to the Ridgefield Wildlife Refuge.

Projected Outcome: Design Process Initiated

Installation of Lights on Fields 4 and 5 at the RORC

Status: Improvement

Contracted Firm: TBD

Description: Complete installation of lights on Fields 4 and 5 at RORC. Light bases and electrical conduits are in place and ready for the light poles.

Projected Outcome: Installation Complete

Onslow Nature Play Area – Design and Construction

Status: Concept Design

Contracted Firm: TBD

Description: Finalize the concept plan, design, and construction of the nature play area.

Projected Outcome: Concept Plan Complete

Paradise Pointe Park Master Plan (Name of Park TBD)

Status: Project Inception / Concept Design

Contracted Firm: TBD

Description: Complete a Master Plan process for Paradise Pointe Park, a 15-acre park that will be developed and donated to the city as part of the Paradise Pointe subdivision.

Projected Outcome: Master Plan Complete

Skate Park Alternative Analysis

Status: Concept Design

Contracted Firm: MacKay Sposito

Description: Identify locations and needs for a new skate park. The analysis will identify possible locations to move the skate park from the existing location and possible amenities for park users.

Projected Outcome: Feasibility Study Complete

Waterfront Park Master Plan

Status: Project Inception / Concept Design

Contracted Firm: Walker Macy

Description: The city and the port of Ridgefield are partnering on a master planning process for a park located at the Lake River Waterfront.

Projected Outcome: Master Plan Complete

Other Capital Projects

Lead: Corey Crownhart, Parks Manager; Chuck Green, Public Works Director

Description: The following capital projects are projects carried over from previous budget years. These are either 1) awaiting funding for the next steps or 2) nearing project completion. These projects are to be executed and facilitated by city staff. The Parks Manager will provide regular updates on project statuses during the staff report section of Parks Board meeting agendas.

Mayor's Meadow Trail

Status: On hold pending grant funding for design and construction

Contracted Firm: PBS

Projected Outcome: Funding Contingent

Hillhurst Trail

Status: On hold pending grant funding for design and construction

Grant Applications: WSDOT Bicycle and Pedestrian funding grant application in spring 2024.

Projected Outcome: Funding Contingent

Overlook Park: Splash Pad Expansion

Status: Under Construction

Contracted Firm: Keystone Contracting Inc.

Projected Outcome: Fully Operational Summer 2024

Corwin Trail

Status: Under Construction

Contracted Firm: Wallis Engineering

Projected Outcome: Complete Spring 2023

Horns Corner Park

Status: On hold pending funding for construction

Projected Outcome: TBD

DRAFT

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 25, 2024

AGENDA ITEM NAME: Motion - Approval of Sanderling Park Phase 2A/2B Final Plat

GOVERNING LEGISLATION

RCW 36.70A - Growth Management
RMC 18.620 - Procedure for Subdivision

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

See attached staff report.

BUDGET/FINANCIAL IMPACTS:

Tax revenue from 26 new single-family residential lots.

RECOMMENDED ACTION OR MOTION:

To approve the final plat:

"I move to approve the Sanderling Park Phase 2A/2B final plat as presented."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Staff Report
2. Phase 2A/2B Final Plat



COMMUNITY DEVELOPMENT DEPARTMENT

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(360) 887-3908 | Fax: (360) 887-2507 | www.ridgefieldwa.us

Sanderling Park Phase 2A/2B Final Plat

Staff Report

File No. MASTER-23-0044, PLZ-23-0065

January 25, 2024

I. Basic Facts

Application date: On September 22, 2023, the City received an application for final plat approval for Sanderling Park Phase 2A/2B (26 lots)

Applicant: Chicago Title. 655 W Columbia Way #200 / Vancouver, WA 98660. Contacts: Jaima Johnson, Krista Harrington, Deanna Haake, 360.890.0124, builderdev@fnf.com

Property Owner: Pahlisch Homes at Sanderling Park, LP. 210 SW Wilson Ave., Suite 100 / Bend, OR 97702.
Contact: Mike Morse, 503.317.6500, mikem@pahlisch.com

Property Information: No Situs Address / Ridgefield, WA 98642. #53, #67 OF SEC 33 T4NRIEWM (PEND 1914 SANDERLING PARK PH 2A-2B), Assessor's PIN 986064821, 4.84 Acres

Zoning: Residential Low Density 4 (RLD-4)

Comprehensive Plan: Urban Low (UL)

Compliance: The proposed plat complies with the applicable provisions in the Ridgefield Municipal Code Title 18, the Kennedy Farms Development Agreement, and the Ridgefield Urban Area Comprehensive Plan.

Council date: January 25, 2024

II. Documents Received

- A. Master land use application
- B. Final plat checklist
- C. Plat sheets
- D. Guarantee
- E. Lot closure report
- F. Legal description
- G. Narrative
- H. Draft CC&Rs
- I. Revised materials as required by staff

III. Background and Proposal

The Hearing Examiner approved the Kennedy Farm East preliminary planned unit development (PUD) plat on March 19, 2019, as PLZ-18-0085. See Figures 2-3. The project has since been renamed to Sanderling Park. The overall Kennedy Farm East approval was for 435 lots – 327 single-family detached and 108 single-family attached – on 89.65 acres in the RLD-4 zone. The project is subject to the 2007 Kennedy Development Agreement and 2017 Kennedy Development Agreement Amendment, which established a target average density of between four and six units per gross acre for Kennedy Farms West and East. The approved Kennedy East/Sanderling Park density is 4.85 units per gross acre, in compliance with the DA.

Staff approved a Type I post decision review for Kennedy East to relocate storm facilities in the eastern portion of the PUD on February 20, 2020 (PLZ-19-0094). The impacted area is outside of Sanderling Park Phase 2A/2B.

Staff approved a Type I post decision review for Kennedy East to make minor modifications to lot dimensions and create a community amenity tract in the western area of the PUD including the area now defined as Sanderling Park Phase 1 on June 11, 2021 (PLZ-21-0037). The impacted areas is outside of Sanderling Park Phase 2A/2B.

Staff approved a Type II post decision review for Sanderling Park to modify the layout of the townhouse lots on February 17, 2022 (PLZ-21-0112). The impacted area is outside of Sanderling Park Phase 2A/2B.

Staff approved a Type I post decision review for Sanderling Park to modify the layout of Phase 2 on June 28, 2022 (PLZ-22-0060). See Figure 4.

Figure 1. Kennedy Farm East Site

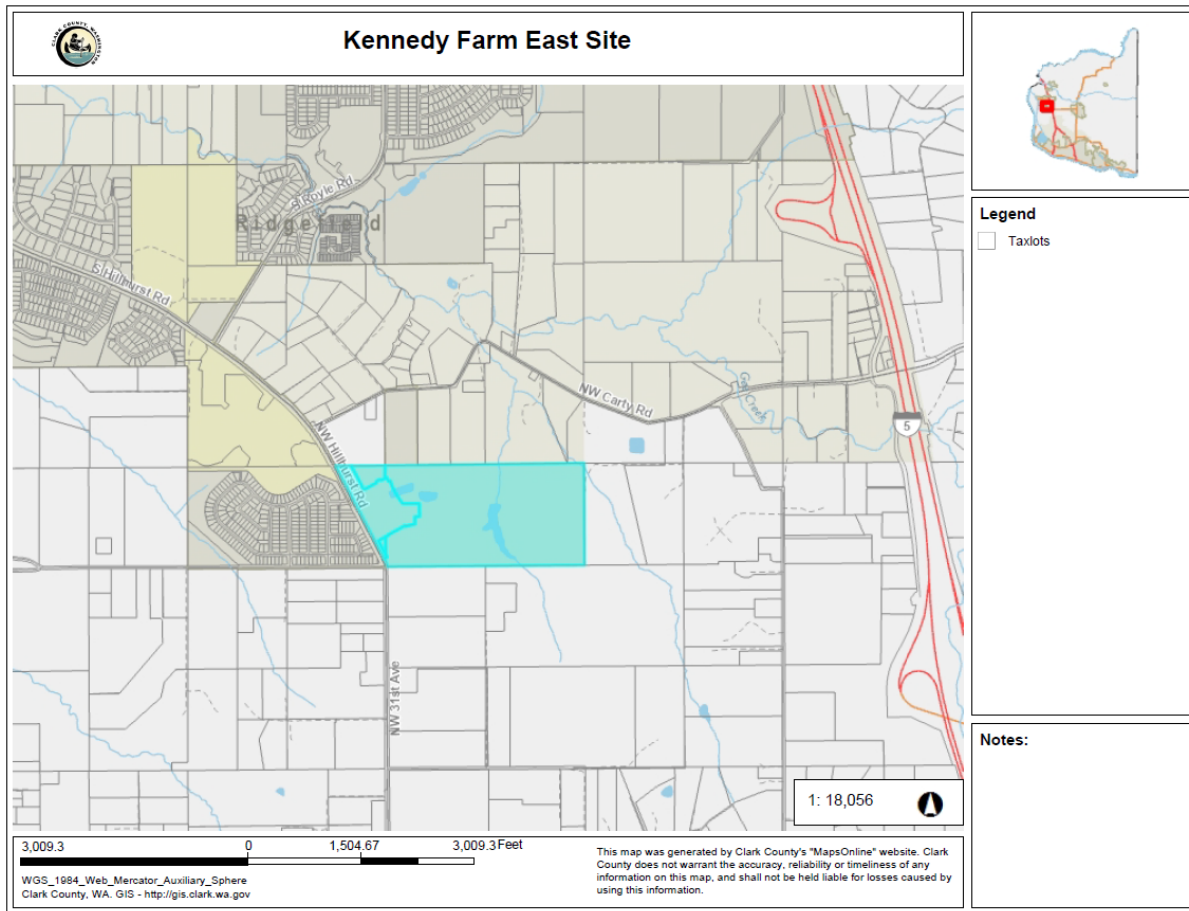


Figure 2. Kennedy Farm East Preliminary PUD

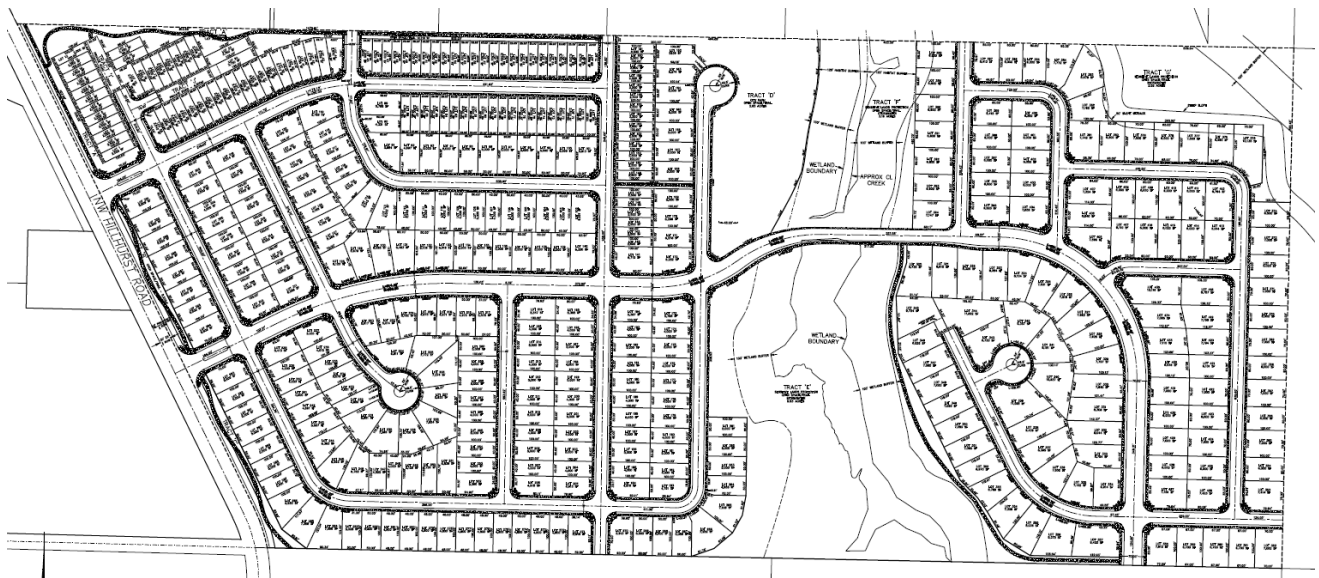


Figure 3. Kennedy Farm East Preliminary PUD – Western Portion

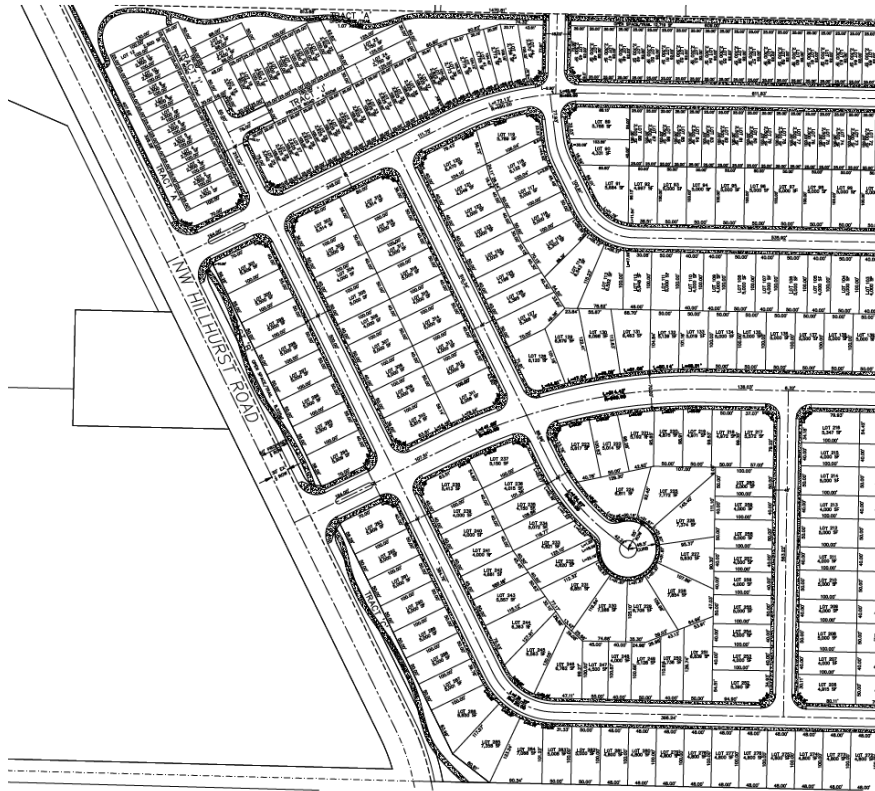
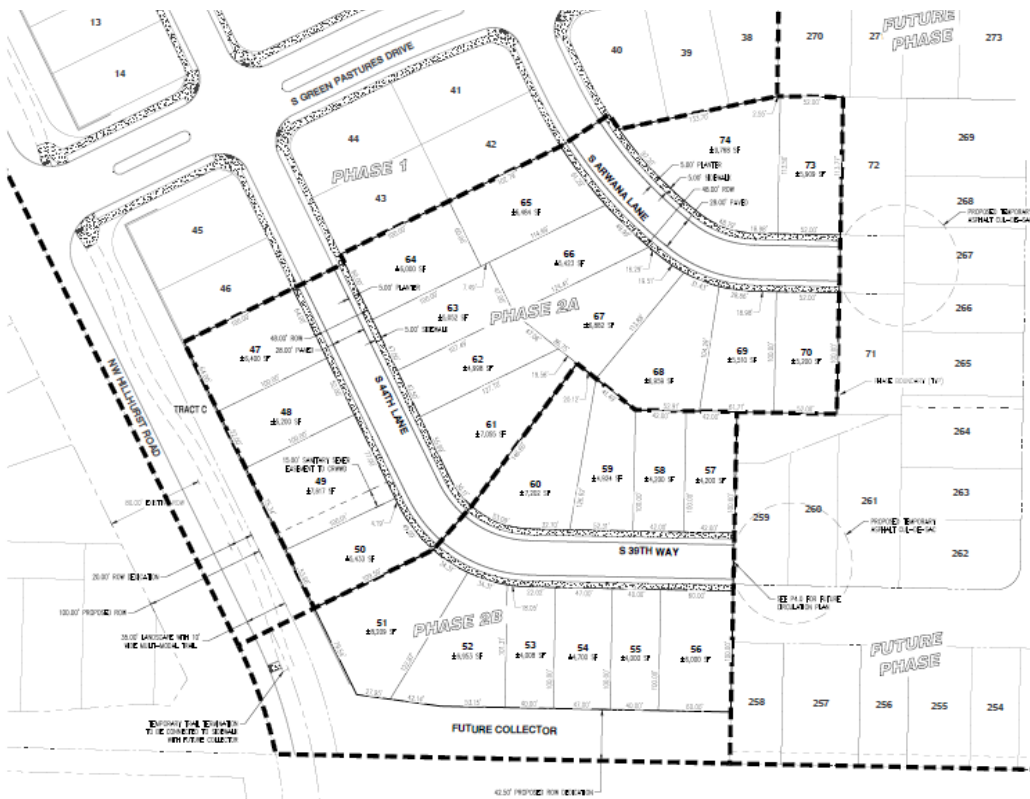


Figure 4. Sanderling Park Phase 2 PDR



[illegible]

Internal public streets provide direct access to each of the lots in Phase 2A/2B.

Tract CC is a 1,498 square foot open space tract between Lot 51 and the external public right of way. Tract CC is required to have an earth-tone stone appearance frontage wall and landscaping per RDC 18.210.065 and Kennedy East Final Order Conditions A.14 and A.15. See Section VI.C below for more information. Tract CC is the only open space tract in Phase 2A/2B.

The purpose of this review is to consider whether the applicant has met the conditions of approval from the preliminary plat approval, the Development Agreement, the Ridgefield Development Code, the Ridgefield Urban

Area Comprehensive Plan, and the City Engineering Standards for Public Works. Staff evaluated the final plat materials provided and offer the following combined comments.

A. Survey Review

All survey comments have been addressed.

B. Engineering Review

Private and public site improvements are substantially complete and no performance bond is required for incomplete public improvements.

Per Kennedy East Final Order Conditions B.9 and B.10, the applicant was required to pay proportionate shares toward offsite infrastructure improvements:

- i. \$16,130 toward a new traffic signal or roundabout at 9th Avenue/Pioneer Street; and
- ii. \$34,565 toward the expansion of the Royle Road/Pioneer Street (SR 501) intersection to a full two-lane roundabout.

These fees have been paid.

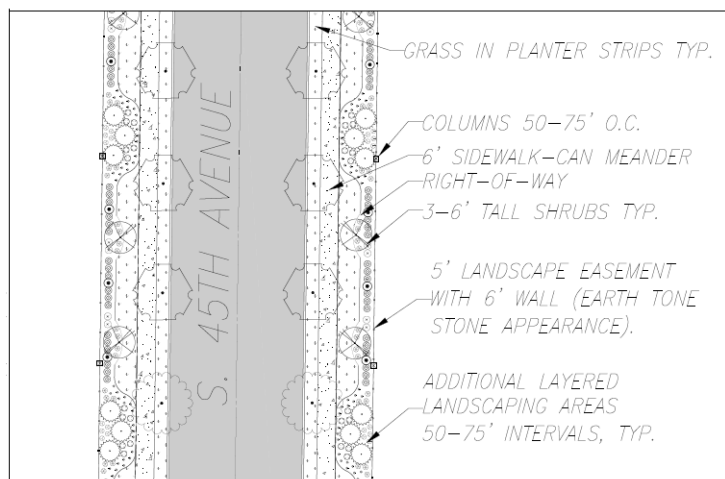
Staff finds that the applicant has addressed all other engineering comments.

C. Land Use Review

The City Attorney reviewed the Phase 2A/2B CC&Rs and found that the requirements in RDC 18.620.145 are met. As a **condition of approval**, the applicant shall record the HOA bylaws and CC&Rs concurrent with the final plat mylar, and recorded copies shall be submitted to the city.

Tract CC, adjacent to Lot 51, is required to have an earth-tone stone appearance frontage wall and landscaping per RDC 18.210.065 and Kennedy East Final Order Conditions A.14 and A.15. Sanderling Park Phase 1 Tract C is an open space tract between NW Hillhurst Road and Phase 2A/2B Lots 47-50. It is similarly required to have an earth-tone stone appearance frontage wall and landscaping per RDC 18.210.065 and the Kennedy East Final Order Conditions A.14 and A.15. Per an email from Construction Manager Craig Robins (AKS Engineering) to staff dated January 18, 2024, the wall and landscaping are underway but delayed to due weather. As a **condition of approval**, the wall and landscaping adjacent to Phase 2A/2B Lots 47-51 shall be installed meeting the requirements of RDC 18.210.065 (RMC Version 77, 1/8/2019) prior to obtaining City signatures on the final plat mylar. See Figure 6.

Figure 6. Landscaping and Wall Requirements Adjacent to Hillhurst Road



Staff finds that the applicant has addressed all other land use comments.

V. Recommendation

Staff recommends City Council **APPROVE** the Sanderling Park Phase 2A/2B Final Plat subject to the following **conditions of approval**:

1. The wall and landscaping adjacent to Phase 2A/2B Lots 47-51 shall be installed meeting the requirements of RDC 18.210.065 (RMC Version 77, 1/8/2019) prior to obtaining City signatures on the final plat mylar.
2. The applicant shall submit mylars for signature containing the signature and seal of the surveyor of record (Certification of Subdivision Platting, see RDC 18.620.120.L) and the signatures of all parties having an ownership interest in the land for purposes of dedication (Dedication of Subdivision, see RDC 18.620.120.M).
3. The applicant shall record the final plat with the Clark County Auditor's Office within thirty (30) calendar days of City signatures on the face of the Mylar.
4. The applicant shall record the HOA bylaws and CC&Rs concurrent with the final plat mylar, and recorded copies shall be submitted to the city.
5. The applicant shall submit the recorded plat and all associated written documents within thirty (30) calendar days of City signatures on the face of the Mylar.

Reviewed by:

Shana Lazzarini, Senior Planner

Keenan Ferar, P.E., Consulting Engineer (Gray & Osborne, Inc.)

Signed:



Claire Lust, Community Development Director

January 19, 2024

SURVEY NARRATIVE

THE PURPOSE OF THIS SURVEY IS TO SUBDIVIDE A PORTION OF THE REMAINDER OF PARCEL I AND PARCEL II OF THE PROPERTY DESCRIBED IN THAT STATUTORY WARRANTY DEED RECORDED JUNE 15, 2021 UNDER AUDITOR'S FILE NO. 5923115, CLARK COUNTY DEED RECORDS SUBSEQUENT TO THE RECORDING OF THE PLAT OF "SANDERLING PARK PHASE 1" IN BOOK 312 OF PLATS, AT PAGE 223, RECORDS OF SAID COUNTY PER CITY OF RIDGEFIELD HEARING EXAMINER'S FINAL ORDER FOR KENNEDY FARMS EAST PUD PROJECT NO. PLZ-18-0085 AND THE SUBSEQUENT POST DECISION REVIEW PROJECT NO. PLZ-19-0094, POST DECISION REVIEW PROJECT NO. PLZ-21-0037, POST DECISION REVIEW PROJECT NO. PLZ-21-0112, POST DECISION REVIEW PROJECT NO. PLZ-22-0060.

THE BASIS OF BEARINGS FOR THIS SURVEY IS THE WEST LINE OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN PER SAID PLAT OF "SANDERLING PARK PHASE 1". THIS SURVEY HOLDS AND UTILIZES THE SURVEY FOR SECTION 32 AND SECTION 33, TOWNSHIP 4 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN PER SAID PLAT OF "SANDERLING PARK PHASE 1" AS SHOWN AND REFERENCED HEREON.

THE CONTROL TRAVERSE MET THE STANDARDS CONTAINED IN WAC 332-130-090. NEW CORNERS WERE SET BY RADIAL STAKEOUT FROM THE CONTROL TRAVERSE. A TRIMBLE 3-SECOND TOTAL STATION INSTRUMENT WITH ELECTRONIC DATA COLLECTOR AND TRIMBLE R10 GPS RECEIVER WAS USED FOR ALL FIELD WORK.

LAND SUBMITTED TO THE PLAT COMMUNITY FOR PHASE 2A-2B

THAT PORTION OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 32 AND THAT PORTION OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 33 ALL IN TOWNSHIP 4 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN, IN THE CITY OF RIDGEFIELD, CLARK COUNTY, WASHINGTON DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 33; THENCE SOUTH 88°50'26" EAST, ALONG THE SOUTH LINE OF THE NORTHWEST QUARTER OF SAID SECTION 33, A DISTANCE OF 365.78 FEET;
THENCE NORTH 01°09'34" EAST, LEAVING SAID SOUTH LINE, 290.50 FEET;
THENCE SOUTH 88°50'26" EAST, 82.62 FEET;
THENCE NORTH 01°09'34" EAST, 261.77 FEET;
THENCE NORTH 89°08'23" WEST, 54.56 FEET TO THE SOUTHEAST CORNER OF LOT 38, SANDERLING PARK PHASE 1, ACCORDING TO THE PLAT THEREOF RECORDED IN BOOK 312 OF PLATS, AT PAGE 223, RECORDS OF SAID COUNTY;
THENCE ALONG THE SOUTHERLY LINE OF SAID PLAT OF SANDERLING PARK PHASE 1 THE FOLLOWING COURSES;
THENCE SOUTH 78°17'09" WEST, 133.70 FEET TO A POINT ON A NON-TANGENT 336.00-FOOT RADIUS CURVE TO THE RIGHT, THE CENTER OF WHICH BEARS NORTH 54°30'48" EAST;
THENCE ALONG SAID NON-TANGENT 336.00-FOOT RADIUS CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 02°27'30", THE CHORD OF WHICH BEARS NORTH 34°15'27" WEST A DISTANCE OF 14.41 FEET, AN ARC DISTANCE OF 14.42 FEET;
THENCE SOUTH 56°58'18" WEST, 48.00 FEET;
THENCE SOUTH 63°53'13" WEST, 202.79 FEET;
THENCE SOUTH 28°06'47" EAST, 8.00 FEET;
THENCE SOUTH 63°53'13" WEST, 148.00 FEET;
THENCE SOUTH 28°06'47" EAST, 245.40 FEET;
THENCE SOUTH 63°53'13" WEST, 70.06 FEET TO A NON-TANGENT 381.97-FOOT CURVE TO THE RIGHT, THE CENTER OF WHICH BEARS SOUTH 63°53'13" WEST, SAID POINT BEING THE SOUTHWEST CORNER OF SAID SANDERLING PARK PHASE 1 BOUNDARY AND A POINT ON THE CENTERLINE OF NW HILLHURST ROAD; THENCE ALONG SAID CENTERLINE AND NON-TANGENT 381.97-FOOT CURVE TO THE RIGHT, LEAVING SAID SOUTHERLY LINE, THROUGH A CENTRAL ANGLE OF 14°14'17", THE CHORD OF WHICH BEARS SOUTH 18°59'39" EAST A DISTANCE OF 94.68 FEET, AN ARC DISTANCE OF 94.92 FEET TO THE SOUTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 32;
THENCE SOUTH 88°44'34" EAST, ALONG THE SOUTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 32, A DISTANCE OF 9.90 FEET THE POINT OF BEGINNING.

CITY OF RIDGEFIELD REQUIRED PLAT NOTES

- PURSUANT TO RCW 27.53.060, IT IS UNLAWFUL TO REMOVE OR ALTER ANY ARCHAEOLOGICAL RESOURCE OR SITE WITHOUT HAVING OBTAINED A WRITTEN PERMIT FROM THE WASHINGTON STATE OFFICE OF ARCHAEOLOGY AND HISTORIC PRESERVATION. UPON ANY DISCOVERY OF POTENTIAL OR KNOWN ARCHAEOLOGICAL RESOURCES AT THE SUBJECT SITE PRIOR TO OR DURING ON-SITE CONSTRUCTION, THE DEVELOPER, CONTRACTOR, AND/OR ANY OTHER PARTIES INVOLVED IN CONSTRUCTION SHALL IMMEDIATELY CEASE ALL ON-SITE CONSTRUCTION, SHALL ACT TO PROTECT THE POTENTIAL OR KNOWN HISTORICAL AND CULTURAL RESOURCES AREA FROM OUTSIDE INTRUSION, AND SHALL NOTIFY, WITHIN A MAXIMUM PERIOD OF 24 HOURS FROM THE TIME OF DISCOVERY, THE CITY OF RIDGEFIELD COMMUNITY DEVELOPMENT DEPARTMENT OF SAID DISCOVERY.
- THIS SUBDIVISION SHALL COMPLY WITH THE REQUIREMENTS OF RDC 18.210.090 (THROUGH ORDINANCE NO. 1207 DATED 5/26/2016) IN EFFECT AT THE TIME OF THE CITY OF RIDGEFIELD LAND USE HEARING EXAMINER'S FINAL ORDER PLZ-18-0085 DATED MARCH 19, 2019. AT LEAST 18 LINEAR FEET OF DRIVEWAY SHALL BE PROVIDED BETWEEN ANY GARAGE OR CARPORT ENTRANCE AND THE BACK SIDE OF THE SIDEWALK AS MEASURED ALONG THE CENTERLINE OF THE DRIVEWAY.
- THIS SUBDIVISION SHALL PROVIDE A MINIMUM OF ONE AND A MAXIMUM OF FOUR OFF-STREET PARKING SPACES FOR EACH DWELLING UNIT.
- THE BUILDING SETBACK FOR LOTS ABUTTING OR ADJACENT TO THE PUBLIC RIGHT-OF-WAY OF NORTHWEST HILLHURST ROAD IS 25 FEET, AS SHOWN HEREON. ADJACENT MEANS SEPARATED BY A STREET, TRACT, OPEN SPACE, OR SIMILAR ELEMENT.
- ALL PARKS, OPEN SPACE, AND TRAILS SHALL BE CONSTRUCTED AND MAINTAINED ACCORDING TO THE STANDARDS UNDER WHICH THEY WERE APPROVED AND CREATED FOR THIS SUBDIVISION. THE CITY OF RIDGEFIELD SHALL BE GRANTED THE RIGHT TO ENFORCE SUCH STANDARDS WITHIN THIS SUBDIVISION.

PLAT NOTES

- TRACT "CC" IS HEREBY CONVEYED TO SANDERLING PARK OWNERS ASSOCIATION (HOA) UPON RECORDING OF THIS PLAT FOR OPEN SPACE PURPOSES AND SHALL BE OWNED AND MAINTAINED BY THE HOA.
- A PEDESTRIAN ACCESS EASEMENT IS HEREBY GRANTED TO THE PUBLIC OVER AND UPON ALL OF TRACT "CC". SANDERLING PARK OWNERS ASSOCIATION (HOA) SHALL OWN AND MAINTAIN SAID TRACTS.

PUBLIC UTILITY EASEMENT

A PUBLIC UTILITY EASEMENT IS HEREBY GRANTED TO CLARK PUBLIC UTILITIES (PUBLIC UTILITY DISTRICT NO. 1 OF CLARK COUNTY), AND OTHER PUBLIC AND PRIVATE UTILITY PURVEYORS AS NECESSARY, OVER, UNDER, AND UPON ALL OF TRACT CC AND AN 8.00-FOOT WIDE STRIP OF LAND LYING PARALLEL WITH AND ADJACENT TO ALL PUBLIC ROADS, PER CITY OF RIDGEFIELD MUNICIPAL CODE CHAPTER 18.630.020, AS SHOWN HEREON, FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, RENEWING, OPERATING AND MAINTAINING OF ELECTRIC, TELEPHONE, TV, CABLE, WATER, CLARK PUBLIC UTILITIES WATER (PUBLIC UTILITY DISTRICT NO. 1 OF CLARK COUNTY), AND OTHER UTILITIES. ALL LOTS CONTAINING PAD MOUNT TRANSFORMERS ARE SUBJECT TO THE MINIMUM WORKING CLEARANCES AS DEFINED BY CLARK PUBLIC UTILITIES CONSTRUCTION STANDARDS AND ALL PROPOSED BUILDING DESIGNS ON SAID LOTS MUST PROVIDE ADEQUATE CLEARANCE FOR ALL COMBUSTIBLE MATERIALS.

PUBLIC SIDEWALK EASEMENT

A PUBLIC SIDEWALK EASEMENT IS HEREBY GRANTED TO THE CITY OF RIDGEFIELD UPON A 6.00-FOOT WIDE STRIP OF LAND LYING PARALLEL WITH AND ADJACENT TO ALL PUBLIC ROADS AS NECESSARY TO COMPLY WITH ADA SLOPE REQUIREMENTS.

ROAD DEDICATION

ALL INTERNAL ROADS DEPICTED AS "PUBLIC" ON THIS PLAT ARE HEREBY DEDICATED TO THE CITY OF RIDGEFIELD FOR PUBLIC RIGHT-OF-WAY PURPOSES WITH THE RECORDING OF THIS PLAT.

CLARK PUBLIC UTILITIES NOTE

THE WATER UTILITY EASEMENT TO CLARK PUBLIC UTILITIES (CPU), AS SHOWN ON THIS PLAT, WITHIN AND INCORPORATED INTO THE PUBLIC UTILITY EASEMENT (P.U.E.), IS HEREBY GRANTED AND CONVEYED, BY WAY OF THIS PLAT TO PUBLIC UTILITY DISTRICT NUMBER 1 OF CLARK COUNTY, ALSO KNOWN AS CLARK PUBLIC UTILITIES, A MUNICIPAL CORPORATION OF THE STATE OF WASHINGTON, A PERPETUAL RIGHT-OF-WAY IN, OVER AND UNDER THE PROPERTY, AS SHOWN ON THIS PLAT, FOR THE PURPOSE OF INSTALLING, MAINTAINING, AND OPERATING A PUBLIC WATER SYSTEM.

DECLARANT DECLARATION

THE UNDERSIGNED OWNER OR OWNERS OF THE INTEREST IN THE REAL ESTATE DESCRIBED HEREIN HEREBY DECLARE THIS MAP AND DEDICATE THE SAME FOR A COMMON INTEREST COMMUNITY NAMED SANDERLING PARK, A PLAT COMMUNITY, AS THAT TERM IS DEFINED IN THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT, SOLELY TO MEET THE REQUIREMENTS OF THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT AND NOT FOR ANY PUBLIC PURPOSE.

THIS MAP AND ANY PORTION THEREOF IS RESTRICTED BY LAW AND IS RECORDED WITH AN AMENDMENT TO THE DECLARATION FOR "SANDERLING PARK" RECORDED UNDER CLARK COUNTY RECORDING NO. 608742Z, AND AMENDMENT THERETO RECORDED UNDER CLARK COUNTY RECORDING NO. 612126L, AND AMENDMENT THERETO RECORDED UNDER CLARK COUNTY RECORDING NO. _____.

PAHLUSCH HOMES AT SANDERLING PARK, LP
AN OREGON LIMITED PARTNERSHIP

BY: _____ DATE _____

NAME: _____ ITS: _____

ACKNOWLEDGMENT

STATE OF OREGON }
COUNTY OF _____ } SS

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT _____ IS THE PERSON THAT APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT THEY SIGNED THIS INSTRUMENT; ON OATH STATED THAT THEY ARE AUTHORIZED TO EXECUTE THE INSTRUMENT; AND ACKNOWLEDGED IT, AS AUTHORIZED SIGNATOR OF PAHLUSCH HOMES AT SANDERLING PARK, AN OREGON LIMITED PARTNERSHIP, TO BE THE FREE AND VOLUNTARY ACT OF SUCH PARTY FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

NOTARY SIGNATURE _____

DATED: _____

PRINTED NAME: _____

NOTARY PUBLIC IN AND FOR THE STATE OF OREGON

MY COMMISSION EXPIRES _____

DEDICATION

KNOW TO ALL PERSONS BY THESE PRESENTS THAT WE THE UNDERSIGNED OWNERS OF THE TRACT OF LAND HEREIN DESCRIBED HAVE CAUSED THE SAME TO BE PLATTED ACCORDING TO THE PLAT HERETO ANNEXED. SAME TO BE KNOWN AS SANDERLING PARK PHASE 2A-2B, AND HEREBY DEDICATE THE ROADS AND PUBLIC EASEMENTS AS SHOWN THEREON TO THE PUBLIC USE FOREVER.

IN WITNESS WHEREOF WE SET OUR HANDS AND SEALS.

PAHLUSCH HOMES AT SANDERLING PARK, LP
AN OREGON LIMITED PARTNERSHIP

BY: _____ DATE _____

NAME: _____ ITS: _____

ACKNOWLEDGMENT

STATE OF OREGON }
COUNTY OF _____ } SS

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT _____ IS THE PERSON THAT APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT THEY SIGNED THIS INSTRUMENT; ON OATH STATED THAT THEY ARE AUTHORIZED TO EXECUTE THE INSTRUMENT; AND ACKNOWLEDGED IT, AS AUTHORIZED SIGNATOR OF PAHLUSCH HOMES AT SANDERLING PARK, AN OREGON LIMITED PARTNERSHIP, TO BE THE FREE AND VOLUNTARY ACT OF SUCH PARTY FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

NOTARY SIGNATURE _____

DATED: _____

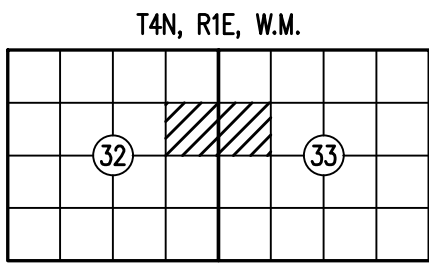
PRINTED NAME: _____

NOTARY PUBLIC IN AND FOR THE STATE OF OREGON

MY COMMISSION EXPIRES _____

SANDERLING PARK, A PLAT COMMUNITY
PHASE 2A-2B

APPROVED AS KENNEDY FARMS EAST PUD PER CITY OF RIDGEFIELD FINAL ORDER PLZ-18-0085
LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 32 AND
IN THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 33,
TOWNSHIP 4 NORTH, RANGE 1 EAST, WILLAMETTE MERIDIAN,
CITY OF RIDGEFIELD, CLARK COUNTY, WASHINGTON
DECEMBER 2023



CITY OF RIDGEFIELD MAYOR

APPROVED AND ACCEPTED BY THE CITY COUNCIL OF RIDGEFIELD, COUNTY OF CLARK,
STATE OF WASHINGTON, THIS _____ DAY OF _____, 2023.

MAYOR, CITY OF RIDGEFIELD _____ DATE _____

ATTESTED BY: _____
CITY CLERK

CITY OF RIDGEFIELD COMMUNITY DEVELOPMENT

CITY COMMUNITY DEVELOPMENT DIRECTOR _____ DATE _____

CITY OF RIDGEFIELD PUBLIC WORKS

CITY PUBLIC WORKS DIRECTOR _____ DATE _____

CITY OF RIDGEFIELD ENGINEER

CITY OF RIDGEFIELD ENGINEER _____ DATE _____

CLARK COUNTY ASSESSOR

THIS PLAT MEETS THE REQUIREMENTS OF RCW 58.17.170, LAWS OF WASHINGTON, 1981, TO BE KNOWN AS "SANDERLING PARK PHASE 2A-2B" PLAT NO. _____
CLARK COUNTY, WASHINGTON.

CLARK COUNTY ASSESSOR _____ DATE _____

CLARK COUNTY AUDITOR

FILED FOR RECORD THIS _____ DAY OF _____, 2023, AT _____ AM/PM

IN BOOK _____ OF PLATS, AT PAGE _____,

AT THE REQUEST OF PAHLUSCH HOMES AT SANDERLING PARK, LP.

AUDITOR'S FILE NUMBER _____

COUNTY AUDITOR _____

LAND SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF PAHLUSCH HOMES AT SANDERLING PARK, LP IN JUNE, 2023. I HEREBY CERTIFY THAT THIS MAP FOR SANDERLING PARK IS BASED UPON AN ACTUAL SURVEY OF THE PROPERTY HEREIN DESCRIBED; THAT THE BEARINGS AND DISTANCES ARE CORRECTLY SHOWN; THAT ALL INFORMATION REQUIRED BY THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT IS SUPPLIED HEREIN; AND THAT ALL HORIZONTAL AND VERTICAL BOUNDARIES OF THE UNITS, (1) TO THE EXTENT DETERMINED BY THE WALLS, FLOORS, OR CEILINGS THEREOF, OR OTHER PHYSICAL MONUMENTS, ARE SUBSTANTIALLY COMPLETED IN ACCORDANCE WITH SAID MAP, OR (2) TO THE EXTENT SUCH BOUNDARIES ARE NOT DEFINED BY PHYSICAL MONUMENTS, SUCH BOUNDARIES ARE SHOWN ON THE MAP.

TIMOTHY D. HOLLENBECK
PROFESSIONAL LAND SURVEYOR NO. 48758



ACKNOWLEDGMENT

STATE OF WASHINGTON }
COUNTY OF CLARK } SS

SIGNED OR ATTESTED BY TIMOTHY D. HOLLENBECK BEFORE ME ON _____.

NOTARY SIGNATURE _____

PRINTED NAME: _____

DATED: _____

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON

MY COMMISSION EXPIRES _____

PREPARED FOR

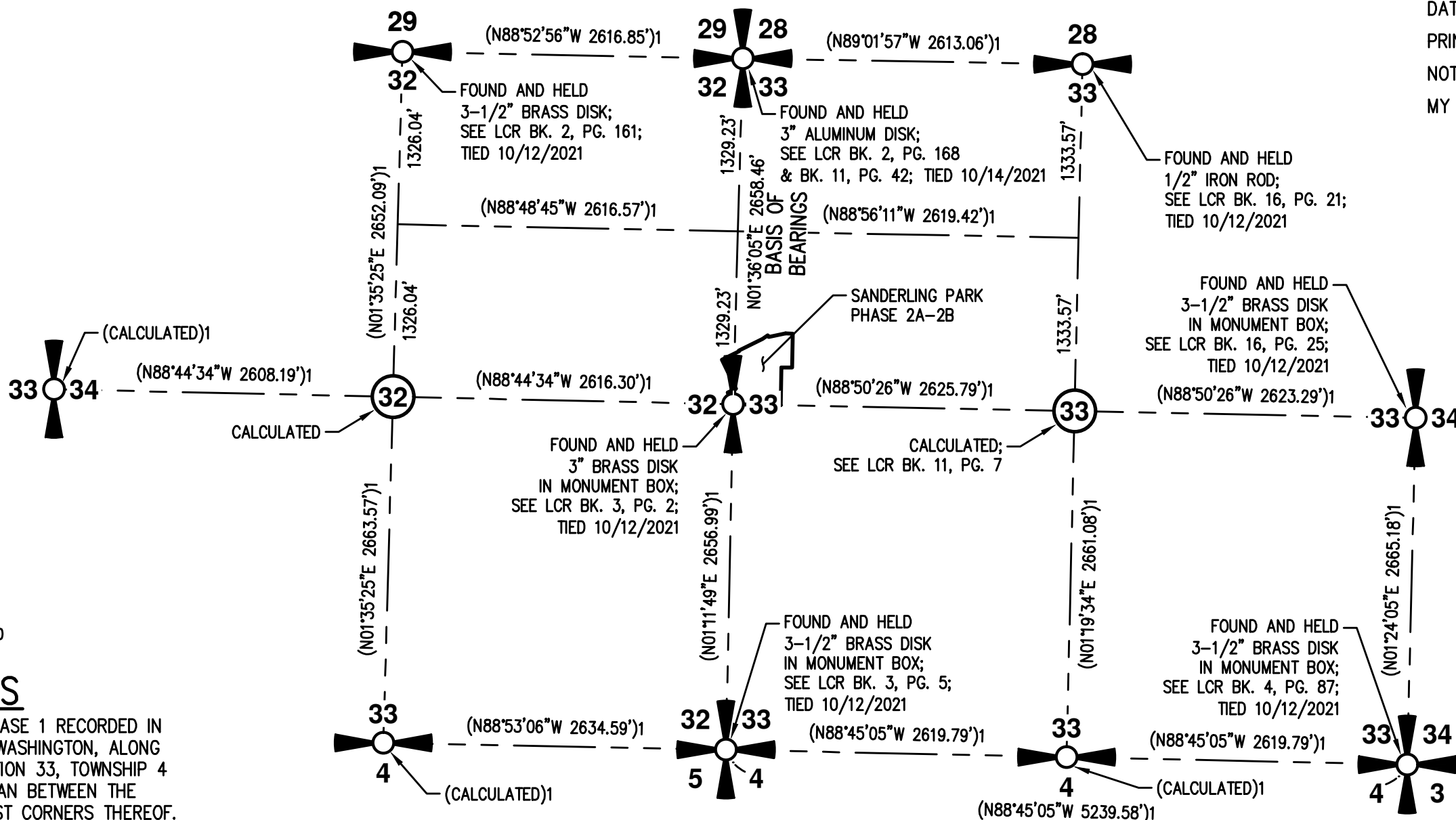
PAHLUSCH HOMES AT SANDERLING PARK, LP
210 SW WILSON AVE, SUITE 100
BEND OR, 97702

SHEET 1 OF 2

JOB NAME:	SANDERLING PARK	AKS ENGINEERING & FORESTRY, LLC 9600 NE 126TH AVE, STE 2520 VANCOUVER, WA 98682 360.882.0419 WWW.AKS-ENG.COM
JOB NUMBER:	8939	
DRAWN BY:	TDH	
CHECKED BY:	JOH	
DRAWING NO.:	8939CPLAT-PHS2A-2B	ENGINEERING · SURVEYING · NATURAL RESOURCES FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE



SECTION BREAKDOWN PER PLAT OF
SANDERLING PARK PHASE 1
BK. 312, PG. 223

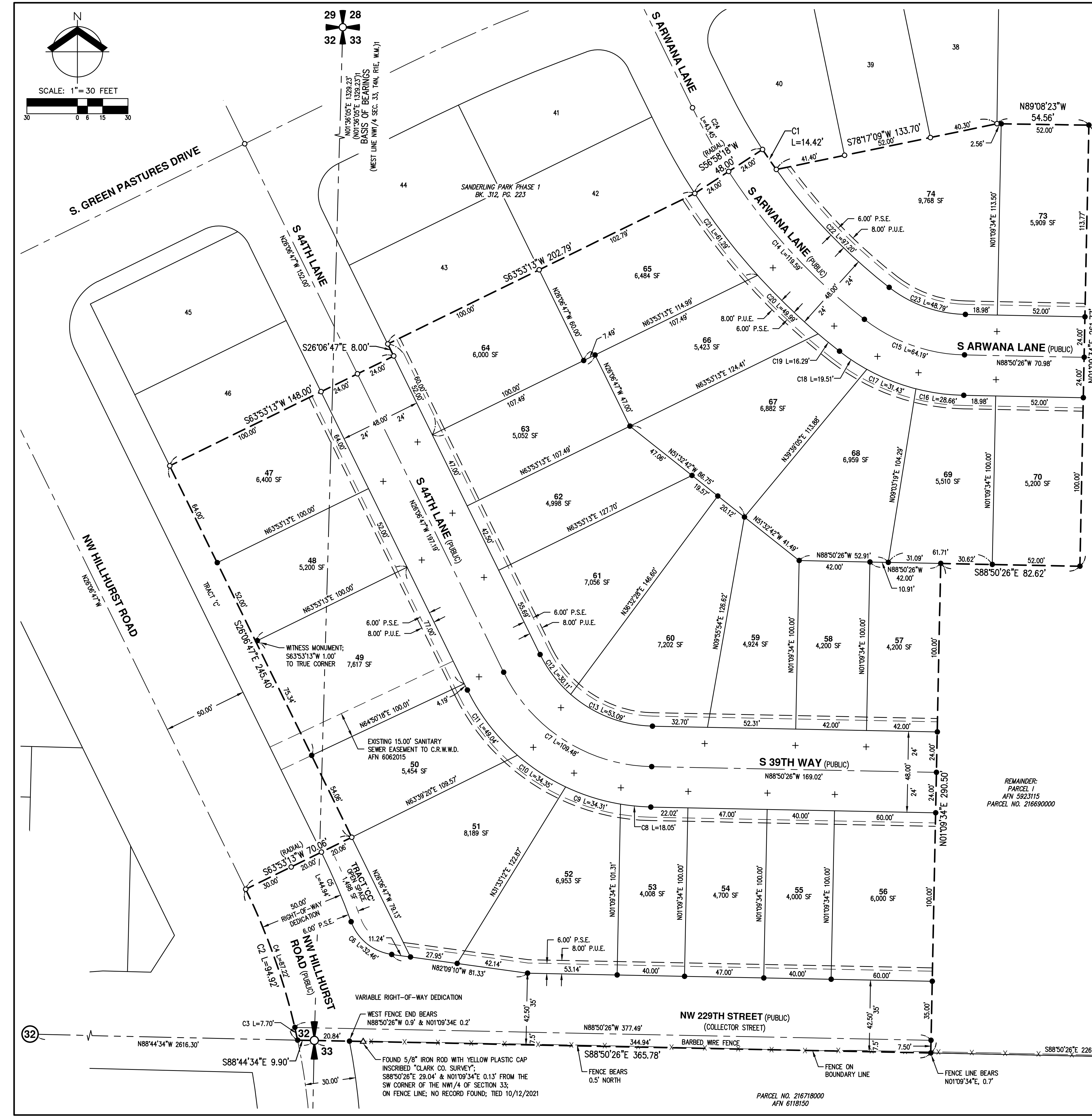


BASIS OF BEARINGS

N01°36'05"E, PER THE PLAT OF SANDERLING PARK PHASE 1 RECORDED IN BOOK 312, PAGE 223, RECORDS OF CLARK COUNTY, WASHINGTON, ALONG THE WEST LINE OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN BETWEEN THE MONUMENTS FOUND AT THE SOUTHWEST AND NORTHWEST CORNERS THEREOF.

SURVEY REFERENCES

() RECORD INFORMATION PER PLAT BK 312, PG 223
ALL SANDERLING PARK PHASE 1 BOUNDARY, SECTION
SUBDIVISION, AND EXISTING RIGHT-OF-WAY
CENTERLINE DIMENSIONS HELD PER ()



APPROVED AS KENNEDY FARMS EAST PUD PER CITY OF RIDGEFIELD FINAL ORDER PLZ-18-0085
LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 32 AND
IN THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 33,
TOWNSHIP 4 NORTH, RANGE 1 EAST, WILLAMETTE MERIDIAN,
CITY OF RIDGEFIELD, CLARK COUNTY, WASHINGTON
DECEMBER 2023

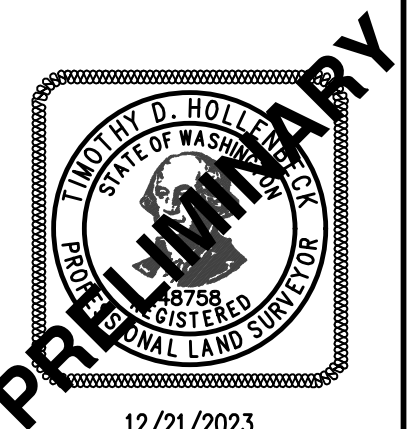
N01°36'05"E, PER THE PLAT OF SANDERLING PARK PHASE 1 RECORDED IN BOOK 312, PAGE 223, RECORDS OF CLARK COUNTY, WASHINGTON, ALONG THE WEST LINE OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN BETWEEN THE MONUMENTS FOUND AT THE SOUTHWEST AND NORTHWEST CORNERS THEREOF.

LOT LINE	OFFSET
50 / 51	10.30'
51 / 52	9.80'
52 / 53	9.90'
59 / 60	9.80'
65 / 66	10.10'
66 / 67	10.50'
67 / 68	10.00'
68 / 69	9.20'

- SET 1/2" X 24" REBAR WITH YELLOW PLASTIC CAP
INSCRIBED "AKS ENGR 48758" ON 12/14/2023
- + SET BRASS SCREW WITH WASHER INSCRIBED
"AKS ENGR 48758" IN THE CONCRETE CURB ON A PROJECTION OF THE LOT
LINE 9.70' FROM THE FRONT LOT OR TRACT CORNER ON 12/14/2023
UNLESS NOTED OTHERWISE IN THE CURB SCREW TABLE
- FOUND 1/2" REBAR WITH YELLOW PLASTIC CAP
INSCRIBED "AKS ENGR 487585" AS SET PER THE PLAT
OF SANDERLING PARK PHASE 1 BK. 312, PG. 223;
TIED 12/14/2023
- △ MONUMENT FOUND AS NOTED
- AFN CLARK COUNTY AUDITOR'S FILE NUMBER
- BK.# CLARK COUNTY RECORDS BOOK OF PLATS NUMBER
- PG.# CLARK COUNTY RECORDS PAGE NUMBER
- CALC. CALCULATED
- C# CURVE NUMBER SHOWN IN THE CURVE TABLE
- L= CURVE ARC LENGTH
- SF SQUARE FEET
- P.S.E. PUBLIC SIDEWALK EASEMENT (SEE NOTE SHEET 1)
- P.U.E. PUBLIC UTILITY EASEMENT (SEE NOTE SHEET 1)

()1 RECORD INFORMATION PER PLAT BK 312, PG 223
ALL SANDERLING PARK PHASE 1 BOUNDARY, SECTION
SUBDIVISION, AND EXISTING RIGHT-OF-WAY
CENTERLINE DIMENSIONS HELD PER ()1

JOB NAME: SANDLERING PARK	AKS ENGINEERING & FORESTRY, LLC 9600 NE 126TH AVE, STE 2520 VANCOUVER, WA 98682 360.882.0419 WWW.AKS-ENG.COM	
JOB NUMBER: 8939		
DRAWN BY: TDH		
CHECKED BY: JOH		
DRAWING NO.: 8939CLAT-PHS2A-2B	ENGINEERING • SURVEYING • NATURAL RESOURCES FORESTRY • PLANNING • LANDSCAPE ARCHITECTURE	



**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 25, 2024

AGENDA ITEM NAME: Motion - Contract Award for Design and Environmental Services for the Gee Creek North Trail Project, Heron to Main

GOVERNING LEGISLATION

Chapter 35 RCW, Cities and Towns
City Procurement Policy #04: Procurement of Goods and Services

PREVIOUS COUNCIL ACTION TAKEN:

Funding for the design phase of the project is included in the 2024 Capital Budget.

SUMMARY/BACKGROUND:

Over the years, the City's Parks and Trails plans, including 2020's Parks, Recreation and Open Space Plan, continue to show that completing a multi-use trail along Gee Creek is one of the City's highest priorities for the Parks and Trails system. The need for more connectivity with walking and biking trails continues to be expressed in community wide-surveys.

While some segments of the Gee Creek Trail system have been completed (segments south of Pioneer Street and between Abrams Park and Heron Drive), others have not. In 2021, the City was successful in receiving a Federal Lands Access Program (FLAP) grant to build the Gee Creek Trail – North Segment, the connection from Heron Drive to the Carty Unit of the Ridgefield Wildlife Refuge, and to develop a preliminary design for a future multi-use, non-motorized overpass connecting downtown Ridgefield with the waterfront, approximately along Division Street.

The City issued a Requests for Qualifications to consultants interested in the design, permitting and right-of-way acquisition for this project. Four proposals were received; one was not evaluated due to a potential conflict, and three were evaluated by a team of City staff: Hayward Uskoski and Associates, MacKay Sposito, and PBS Engineering. After the reviews, Mackay Sposito was selected as the highest rated consultant with which to enter into negotiations.

After an extended review process involving the City and the Washington State Department of Transportation (WSDOT) Local Programs Division (both Southwest Region and Headquarters) as well as the Federal Highway Administration, it was determined that with the number of potential alignment options as well as assumptions, the design component would be broken into two parts:

- Phase 1, Planning and Alternatives Analysis, and
- Phase 2, Design, Environmental and Permitting.

The consultant would also be responsible for developing right-of-way and easement acquisition plans for the preferred alternative. The next project stage, Right-of-Way acquisition, is a future phase

whereby a contract amendment would be extended to include acquisitions in the consultant scope of work.

Phase 1 includes the following services:

- Project Management and Agency Coordination
- Data Compilation and Base Mapping
- Trail Alternatives Analysis
- Downtown-Waterfront Pedestrian/Multi-Use Overpass Analysis
- Public Outreach

Phase 2 includes design, environmental documentation and clearances, right-of-way and easement acquisition plans, and permitting.

The consultant work on this project will be coordinated with residents of the area as well as the community in general, as well as the Waterfront Park Master Plan and waterfront development projects.

The total FLAP funding available for the design phase is \$285,000, which is included in the City's 2024 Capital Budget. The estimated cost for the Phase 1 Alternatives Analysis part is \$120,903. The consultant would receive approval to proceed for Phase 1 only at this time, subject to selection of a preferred alternative and negotiating the scope and fee for Phase 2 to stay within the FLAP grant budget.

There is a 17% Disadvantaged Business Enterprise goal which WSDOT has determined the consultant complies for this phase.

BUDGET/FINANCIAL IMPACTS:

Funding for the design stage (including Phase 1, alternatives analysis and Phase 2, Design) is included in the 2024 Capital Budget.

RECOMMENDED ACTION OR MOTION:

Council action is requested on this item. A suggested motion is:

"I move to approve the award of the Gee Creek North Trail project design phase to Mackay Sposito for an amount not to exceed of \$285,000, including Phase 1 for an amount not to exceed \$120,903."

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. MS_Phase1_Scope
2. MS_Phase1_Fee
3. Gee Creek North Vicinity Map

August 15, 2023

Chuck Green

City of Ridgefield
301 N. 3rd Avenue
Ridgefield, WA 98642

Re: **Scope and fee proposal for the "Gee Creek Trail North Segment"**

Dear Chuck,

On behalf of MacKay Sposito and the consultant team, we are pleased to provide you with the following scope and fee to provide professional services required to complete the design and implementation of the Gee Creek Trail North Segment from Heron Drive to NW Main Avenue near the Ridgefield National Wildlife Refuge. Final conceptual alignment of the trail will be determined in Phase 1 alternative analysis (Exhibit A). Please note that Phase 2 scope and fee (Exhibit B) has been developed based on alignment identified in RFQ and grant documents. Modifications to scope and fee may be required based on the selected preferred alignment identified in Phase 1. Scope and fee also include a feasibility study for a potential pedestrian overpass at Division Street, which would further connect the community to the waterfront property, future waterfront park, and the wildlife refuge.

Attached Scope of Services and fees identifies scope of work and the associated costs for each task. Once you have had an opportunity to review the following proposal, we would like to schedule a review meeting to discuss this proposal to make sure expectations and scope of work are in alignment with the City's expectations.

We appreciate the opportunity to provide this proposal for your consideration. Please do not hesitate to contact me with any questions you may have.

Sincerely,



Juanita Rogers, PLA
Landscape Architecture Manager
MacKay Sposito

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SCHEDULE A: ARCHAEOLOGICAL SERVICES (AQUA TERRA)

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SCHEDULE E: STRUCTURAL ENGINEERING (WAYPOINT ENGINEERING)

SCHEDULE F: HAZARDOUS MATERIALS (NV5)

Introduction

The City of Ridgefield (City) selected MacKay Sposito and their consultant team to submit scope and fee for the Gee Creek Trail - North Segment. The full project team includes:

- **MacKay Sposito** - Project Management / Survey / Landscape Architecture / Civil Engineering / Environmental Permitting / Public Outreach / Land Use
- **Aqua Terra** - Archaeological Services
- **Rhino One** - Geotechnical Engineering
- **Global Transportation** - Traffic Engineering
- **Common Street Consulting** - Right of Way and Easement Acquisition
- **Waypoint Engineering** - Structural Engineering
- **NV5** - Hazardous Materials

GENERAL PROJECT DESCRIPTION/BACKGROUND

The scope of work consists of preparing final engineering designs for the Gee Creek Trail – North Segment improvements. Activities to be completed under this project include field investigations, permitting, right of way easement acquisition and design necessary to develop a complete construction bid package for the trail. The project also includes a pre-design feasibility study for a future pedestrian overpass to connect downtown to the proposed waterfront development at the Port of Ridgefield.

Gee Creek Trail - North Segment - The completion of the north section of Gee Creek Trail will connect the Ridgefield National Wildlife Refuge Headquarters and Carty Unit south to the Ridgefield Downtown core and nearby areas with a multimodal trail. It will include the construction of approximately 2,840 feet of multi-modal pedestrian and bicycle trail to complete this final segment of the Gee Creek Trail. The proposed improvements include the following:

- Construction of a 10-foot-wide impervious asphalt trail with a 2-foot-wide gravel shoulder.
- Design anticipates construction of elevated wood boardwalks through wetlands and pedestrian bridges to cross tributaries of Gee Creek.
- Design to incorporate steep grades, high-water lines, and bridge abutments.
- The at-grade flashing beacon pedestrian crossing at N Main Avenue, similar to Heron Drive.
- Work will also include erosion control, safety fencing along an existing stormwater facility, potential fencing of private property, retaining walls, and mitigation plantings.

Pedestrian Overpass Feasibility – In May of 2022, the City of Ridgefield closed the rail crossing to public travel to reduce train noise. To improve access to the waterfront, the City is interested in exploring the feasibility of a non-motorized pedestrian overpass over BNSF rail lines. The pedestrian overpass would increase accessibility from downtown Ridgefield to the Port of Ridgefield waterfront property, future waterfront park, and the Wildlife Refuge. This feasibility study will assess existing roadways, property ownership, site conditions, and constraints to determine a feasible crossing and to conceptually identify design improvements that would be needed along with associated preliminary cost estimates.

Per the City's request, the project has been split out into two phases to allow an assessment of final preferred alignment for Gee Creek Trail – North Segment to identify the trail alignment that can most cost-effectively meet the needs of the community. Phase 2 scope and fee has been developed based on

alignment identified in RFQ and grant documents. Modifications to scope and fee might be required based on the selected preferred alignment identified in Phase 1.

Phase 1 scope of work (Exhibit A) consists of preparing an alternative alignment analysis for Gee Creek Trail - North Segment and identifying issues that will need to be addressed in Phase 2 for the trail's final design and construction. This phase also includes a pre-design feasibility study for a future pedestrian overpass to connect downtown to the proposed waterfront development at the Port of Ridgefield (desktop review of existing documents and available data will be used to complete Phase 1).

Phase 2 scope of work (Exhibit B) will consist of site investigations/surveys, land-use and environmental permitting, right of way easement acquisition, and engineering design necessary to develop a complete construction bid package for the Gee Creek Trail – North Segment.

Gee Creek Trail – North Segment: Specific goals and objectives:

- The project will further encourage non-vehicular modes of travel for residents seeking to access the Ridgefield Wildlife Refuge.
- This project would strive to expand upon an existing community transportation network.
- This trail network supports community health through expanded opportunities for hiking, biking, and nature exploration. The project would allow safe access for local schools to visit the Refuge without the added expense and logistics of bus transportation.
- Serve as a tourist opportunity allowing visitors to the Refuge to safely explore Gee Creek, City parks, and local businesses.
- Deliver the project within the approved budget and schedule, meeting all Federal Lands Access Program (FLAP) and WSDOT's Local Program requirements.
- Make the project a positive experience for the neighbors, stakeholders, and the public in general.

Environmental Considerations:

- Early assessment for the trail alignment running from Heron Drive along the west side of Gee Creek to Main Street used desktop resources to identify wetland boundaries. To confirm jurisdictional boundaries, a wetland delineation will be required.
- Based on early assessment, the current trail alignment crosses four probable wetlands, and due to topographic and ownership constraints there is no practical route that would avoid those wetlands. To minimize wetland impacts, the trail is proposed to be built as a boardwalk over the wetlands, using "Diamond Pier" footings, which allow minimal construction disturbance.
- Gee Creek is designated critical habitat for ESA listed fish species. The riparian habitat adjacent to Gee Creek is also protected as part of this critical habitat designation.
- A trail alignment that crosses the main stem of Gee Creek will require a Biological Assessment (BA) to address potential impacts to Endangered Species Act (ESA)-listed fish species known to occur within Gee Creek and designated critical habitat. Currently the review timeline with National Marine Fisheries Services (NMFS) is approximately 2 years. It may be possible to avoid the need for a BA and significantly reduce project timeline with a trail alignment that only crosses Gee Creek tributaries (that has no designated Critical Habitat).
- At stream crossings, it is anticipated that all abutments for bridge structures will be sited and located to avoid disturbance below the creeks' Ordinary High-Water Lines.
- All areas disturbed by construction will be restored and seeded with appropriate native grass species. Because the trail will impact wetlands and shoreline buffers, mitigation is required, possibly including planting of native species behind the top of the creek bank for stabilization near areas of active bank erosion.

- Maintenance or study for the equipment access will be considered when evaluating potential impacts to Gee Creek.
- The potential pedestrian overpass is likely in shoreline jurisdiction. The scope for the project is for a feasibility study and therefore no environmental impacts are anticipated as part of the study.

General Project Assumptions for all phases:

- No violations exist for the subject property(s).
- It is assumed that the trail construction will impact critical area buffers.
- It is assumed that the trail construction may indirectly impact jurisdictional surface waters.
- It is assumed that the trail construction will directly impact (materials fill or removal in) jurisdictional surface waters.
- Permitting from the US Army Corps of Engineers (USACE) is required.
- Department of Ecology Section 404 Water Quality Certification is required.
- Washington State Department of Fish and Wildlife (WDFW) Hydraulic Project Approval (HPA) is required.
- Washington State Department of Natural Resources Aquatic Use Authorization is not required.
- The project is partially within the City of Ridgefield and partially within Clark County and therefore will require permitting with both jurisdictions. For scoping, we assume that the City of Ridgefield will take the lead on permitting.
- Depending on final alignment, Clark County review will need to include building permits for pedestrian bridges and boardwalks in the project.
- The project is federally funded and will need to comply with FLAP and WSDOT's Local Agency Guidelines Manual.
- The city will coordinate and gain the right of entry as needed to perform all tasks requested or listed within this proposal. The team's right of way subconsultant, Common Street, will coordinate with the City and assist in easement access.
- Some vegetation clearing is anticipated to access and navigate the site.
- No hazardous conditions or livestock will be present on the property at the time of site visits.
- MacKay Sposito will flag the critical areas and leave the flags on site. Flags will remain in place and undisturbed for the duration of the project.
- Since trails are not listed as an exempt activity in City of Ridgefield's Shoreline Master Program (SMP), the project requires a Shoreline Substantial Development Permit (SSDP). The SMP states that SSDPs require Type III review procedures (Section 7.2.5), which is a more involved review process and could take longer than the previously expected Type II identified in the *2013 - Gee Creek Trail Delineation – Summary Memorandum*. The city will combine SEPA, city Critical Area review (trail segments outside of Shorelines but within critical areas), and a SSDP into one 30-day public notice and comment period. ***Per our April 1, 2016, meeting with the city, the SSDP will stand in place of the City's Conditional Use Permit (Type III Review).***
- Following receipt of a complete SSDP application the City of Ridgefield is required to initiate 30 days' public notice. The city will be responsible for any required public notification including mailing labels.
- The City will pay all permitting and application fees.
- A Surface Water Technical Information Report (TIR) will be required for this project.
- For this proposal, it is assumed that no archaeologically sensitive site is in the project area. If evidence of an archaeological site is found during the predetermination study, another step,

called a “survey,” will be needed, and the consultant team will prepare a separate scope and fee for City approval.

- Project duration is anticipated for two years to complete full design based on worst case scenario for the environmental review process. Upon selection of a preferred alignment, a revised project schedule will be developed based on the required permitting schedule.
- The City has the option to extend the contract of professional services to support bidding and construction if it is in the best interest of the City.

Project Exclusions

- Bid support and construction administration are not included in this scope of services.
- As-built surveys are not included in this scope of services.
- Traffic Impact Analysis is not included in this scope of services.

Scope of Work – Phase 1

(Exhibit “A”)

City of Ridgefield: Gee Creek Trail - North Segment

1.0 PROJECT MANAGEMENT

1.1 PROJECT ADMINISTRATION

- Prepare monthly invoices and progress reports to accompany invoicing.
- General coordination and management of the subconsultant team, including contracting, invoicing, scheduling, and deliverables.
- Annually, compile and submit an amendment for all consultant's Indirect Cost Rate (ICR) and WSDOT approval letters as required by the Local Agency Guidelines (LAG) Manual.
- Update WSDOT DMCS portal monthly for subconsultant invoicing and payment.

1.2 PROJECT SCHEDULING

- Prepare and submit a project schedule to the city following the Notice to Proceed showing appropriate milestones for Phase 1. Additional scheduling will be provided in Phase 2.

1.3 PROJECT TEAM MEETINGS

- Project Team Kickoff Meeting
 - Following written notice to proceed, the consultant team will meet with the city's project team to review and exchange information and discuss logistics of the scope of work, schedule and discuss key issues.
 - 1 meeting, up to 1.5 hours - virtual
- Biweekly Project Manager Check-ins
 - Biweekly phone check-ins with Design team and City project managers
 - Check-ins are anticipated to be a 30 to 45-minute call to touch base and identify if there are specific project issues that need to be coordinated.
 - Up to 4 hours
- Monthly Project Coordination Meetings: Schedule and lead monthly project coordination meetings with the project design team members, representatives from the city and other agencies as needed.
 - 4 meetings, 1.5-hour each, virtual

TASK 1: DELIVERABLES:

- *Monthly Invoices and Progress Reports*
- *Project Schedule*
- *Meeting Agendas, Minutes, and Task Log Updates*

TASK 1: ASSUMPTIONS

- *Maximum six (6) month project management duration is anticipated for Phase 1.*
- *Progress reports included invoicing will include a summary of tasks, percent of project complete, and percent spent to date.*

- *Coordination meetings will be virtual to minimize the cost of travel and coordinate schedules.*
- *The city will prepare the local agency agreement with WSDOT including the project prospectus and be responsible to track funding obligation deadlines.*

2.0 DATA COMPILATION AND MAPPING

2.1 PREVIOUS DESIGN AND DOCUMENTS REVIEW

- Review existing documents on previous alignments and studies.

2.2 CRITICAL AREA ASSESSMENT

- Conduct desktop research of critical areas including WDFW PHS mapping, Clark County GIS, NRCS soils maps, DNR stream type mapping, and other pertinent critical area information.

2.3 BASE MAP DEVELOPMENT

- Develop base map using GIS data and existing documentation to be used in the alternative analysis review.

2.4 SITE VISIT

- Conduct a site visit to review the site conditions.

TASK 2: DELIVERABLES:

- *Base Map*
- *Findings Summary memo*

TASK 2: ASSUMPTIONS

- *The city will be responsible for coordinating rights of entry for site visit.*
- *All formal site investigations and survey needed for final design will be completed in Phase 2 of the project.*

3.0 TRAIL ALTERNATIVE ANALYSIS

3.1 ALTERNATIVE ANALYSIS

- MacKay Sposito will review and analyze the existing conditions, opportunities / constraints, and impacts to wetlands and buffers, flood plain, hazardous slopes, and sensitive habitats.
- An alternative analysis memo that analyzes the pros and cons of the revised trail alignment and options will be prepared to discuss with the Client. The analysis will include trail alignment alternatives (up to 3), recommended width and materials to be used.
- MacKay Sposito will meet with the Client and City Staff to present and review the alternative options. The meeting will serve to provide directions regarding the development of the preferred alignment option.

3.2 EVALUATION MATRIX

- Develop an evaluation matrix that includes the following analysis: the amount of impact to the wetlands and buffers; and critical areas, cost, and trail elements comparison.

3.3 ROM COST ESTIMATE

- Develop ROM cost estimates for each of the alternative alignments.

3.4 PREFERRED TRAIL ALIGNMENT

- Based on the alternative alignment assessment and costs, the design team will develop a draft preferred trail alignment which identifies and notes critical issues and options.
- MacKay Sposito will meet with city staff to present and review the preferred trail alignment. The meeting will serve to approve the preferred alignment option and establish clear directions for moving forward in the development of final design and construction documents.

3.5 STRUCTURAL EVALUATION

- Structural subconsultant will evaluate the alternative alignments to provide input in design and ROM estimates for boardwalk and bridge structures.

TASK 3: DELIVERABLES:

- *Alternative Analysis (up to 3 alternatives)*
- *Evaluation Matrix*
- *ROM Cost Estimate*
- *Preferred Trail Alignment*

TASK 3: ASSUMPTIONS

- *Refer to Schedule A for the Structural Engineering services scope of work.*
- *The current alignment is based on the 2013 - Gee Creek Trail Delineation – Summary Memorandum and will be used in comparison to alternative alignments.*

4.0 PEDESTRIAN OVERPASS ALTERNATIVE ANALYSIS

Mackay Sposito will lead the pre-design effort for the pedestrian overpass feasibility study as outlined below.

4.1 DESIGN CRITERIA AND DATA RESEARCH

- Develop Design Criteria
- Data Research
- Site visit and field data collection: A preliminary site investigation effort will be made at the location of Division Street to allow for a high-level assessment of potential pedestrian crossing facilities.

4.2 DESIGN COORDINATION

- Coordination with Port and City staff
- Coordination with design team and subconsultants
- Stakeholder Engagement / Outreach
- BNSF Coordination (clear and safety review)
- Preparation of agenda & minutes

4.3 ALTERNATIVE ANALYSIS

- Develop high-level evaluation criteria to determine the most suitable crossing for potential walking and bicycle improvements, including:
- Project goals and Objective
 - Preliminary Purpose and Need
 - Opportunities and Constraints Analysis
- Design Considerations: Bridge types and approach study

- Property and street Impacts: land use assessment of the surrounding area including land uses, demographics, transportation infrastructure adjacent to the facility, and/or lack of infrastructure.
- Alignment Alternative Analysis (up to 3 alternatives)
- Graphic Development
- ROM Cost Estimates

4.4 STRUCTURAL EVALUATION

- Structural subconsultant will evaluate the alternative alignments to provide input in design and ROM estimates for pedestrian overpass.

TASK 4 DELIVERABLES:

- *Up to 16 hours of design coordination meetings*
- *Alternative Alignment Analysis - up to three*
- *ROM Cost Estimates*

TASK 4 ASSUMPTIONS:

- *Refer to Schedule A for the Structural Engineering services scope of work.*
- *Community outreach is anticipated to be limited to stakeholder engagement.*
- *A single field visit is included to review conditions at up to three alternatives.*
- *Does not include field surveys or investigations.*
- *Clark County GIS data will be used for mapping backgrounds.*

5.0 PUBLIC OUTREACH

Mackay Sposito will lead public outreach for the project as outlined below.

5.1 PUBLIC OUTREACH

- Schedule and lead stakeholder meetings with key representatives from the city, the port, and other agencies as needed.
- Provide graphics support for developing a city-led and hosted project website and provide periodic information updates.
- Assist with preparing for and facilitating one in-person open house.
- Assist with preparing a slide show and delivering one park board update.

TASK 5 DELIVERABLES:

- *Partner and Stakeholder Meetings - 6 meetings, 1.5 hours each, TBD*
- *Attendance of one open house*
- *One Park Board Presentation*
- *Graphic support for outreach events*

TASK 5 ASSUMPTIONS:

- *The city will be responsible for advertising and coordination of open house location.*
- *City to pay all associated fees required for outreach and engagement.*
- *Project website and social media - up to eight hours of graphic & information support.*
- *Open House - up to 12 hours of support from the design team.*
- *Produce up to three (3) display boards for the open house, 24" x 36".*
- *Park Board update - up to eight hours for preparing slides/content and presenting.*
- *Additional outreach services can be provided if more engagement is anticipated.*

SCHEDULE A
Archaeological Services
Aqua Terra

Scope of Work

Cultural Resource Services for the Gee Creek Trail - North Segment Project

Ridgefield, Cowlitz County, Washington

Prepared for:
MacKay Sposito
Kristen Currens
360 334 5176

kcurrens@mackaysposito.com

Prepared by:
Sarah Amell, Principal Investigator
Andrew Viloudaki, Project Archaeologist



Aqua Terra Cultural Resource Consultants

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March 13, 2023

Cultural Resource Services for the Gee Creek Trail - North Segment Project

SCOPE OF WORK

The City of Ridgefield (the City) proposes constructing a 2,840-foot multi-modal trail to complete the final section of Gee Creek from Heron Drive to the Ridgefield National Wildlife Refuge. The trail will consist of a 10-foot impervious asphalt trail, 2-foot gravel shoulders, an 8-foot elevated wood boardwalk with curb rails, two bridges to cross Gee Creek, a pedestrian crossing at Main Avenue, and erosion control, safety fencing along an existing stormwater facility, retaining walls and mitigation planting. Funding for the project has been provided by the Federal Highways Administration (FHWA) through a Federal Lands Access Program (FLAP) grant. As such, the project requires compliance with Section 106 of the National Historic Preservation Act (S106), and the Washington State Department of Transportation (WSDOT) is the delegated authority to ensure compliance with S106.

The project alignment lies within a "very high risk" area for precontact archaeological resources as identified by the DAHP WISAARD database archaeological predictive model. In addition, the proposed project area is within a quarter-mile of 16 known archaeological sites, one precontact burial ground, one National Register-listed archaeological district, one former National Register-listed structure, 35 previously recorded historic structures, and 18 previously conducted cultural resource studies. One of these studies identified one of the known archaeological sites less than 50ft north of the proposed Main Ave pedestrian crossing, and archaeological monitoring in support of the same project identified another archaeological site within the proposed direct impact area at the same location.

ATCRC will assist the client with complying with the various state and federal legal requirements by identifying the presence of historic resources within the Area of Potential Effect (APE) through the completion of the following tasks-

Task 1: Background Research

ATCRC will conduct background research at appropriate repositories, such as DAHP, affected tribal cultural resource departments, university libraries, local history museums, and informants and use sources pertinent to the task, such as public records, private manuscript collections, online General Land Office records, published (secondary) sources, Sanborn fire insurance maps, and other relevant repositories. The research objective should be to develop a complete understanding of the historical context, land use patterns, and previously identified sites within the APE. The client will provide ATCRC with a detailed written description of the project area, including relevant documentation (maps, plan sheets, photos, etc.). Based on the field survey and/or background research, ATCRC will provide the client with justification for revising/amending the APE.

Task 2: Establish APE

An APE memorandum and work plan will be developed, describing an area that encompasses all of the proposed horizontal and vertical project impacts for the proposed project. This memorandum

and accompanying map will be submitted to the client for approval and dissemination to WSDOT. Upon approval of WSDOT, WSDOT will then send out to the consulting parties and DAHP to initiate the formal 30-day APE consultation process.

Assumptions:

- If the project's horizontal/vertical limits are changed during periods of work performance, the APE will be revised and resubmitted to the client. A contract amendment will cover these modifications to the memorandum and hours associated with revisions.
- The preliminary APE will be defined as the direct effect areas with a 100ft indirect effect buffer.
- The project *may* be exempted from Section 106 Review under the following Categorical Exemptions defined in the WSDOT NEPA Categorical Exclusions Guidebook for Local Agencies (October 1, 2020).
- The City will contact WSDOT to request a determination regarding the exemption criteria status prior to ATCRC initiating work on the previous tasks.

Task 3: Cultural Resources Survey

The cultural resources survey will be completed by ATCRC archaeologists using standard, industry-accepted methods appropriate to the project area and landform. All survey activities will comply with the DAHP Survey and Inventory Standards. Any recovered artifacts will be documented and photographed in the field and returned to the survey location unless negotiated under another agreement.

Any newly identified cultural resources identified within the project area must be fully documented on a Washington State Archaeological Site, Isolate, or Historic Property Inventory Form and include a written description of the site and its setting, sketch maps, USGS quadrant maps, and photographs. Any structures older than 50 years must be recorded on historic property inventory forms.

Assumptions:

- No project fieldwork can occur until the APE and work plan has been approved by WSDOT.
- The entire APE will be surveyed using pedestrian methods.
- Up to 50 shovel probes will be excavated for the project at a 20m interval. All probes will be backfilled following recording. Excavations will cease at verified glacial deposits.
- A separate cost estimate or amendment will be prepared for the client if a DAHP archaeological excavation permit is required for the project during ground-disturbing work within site 45CL1420.
- A separate cost estimate or amendment will be prepared for the client if an archaeological site form amendment is required.
- No additional cultural resources will be encountered. A separate cost estimate or amendment will be prepared for the client if the field survey results in identifying an archaeological site, isolate, or additional historic properties.
- A 4(f) evaluation is not required for the project.

Task 4: Draft/Final Report

ATCRC will prepare a single draft cultural resource assessment report that includes relevant supporting evidence for the conclusions and adheres to the DAHP Survey and Inventory Standards. The report will provide context on applicable land use customs and beliefs, identify sites within the project area, discuss methods used to survey the project area, and include recommendations on the property's eligibility (s) and the likelihood of construction impacts.

Upon receipt of comment from the client, ATCRC will revise and finalize the report to address specific concerns or suggested modifications. The final report will be suitable for submission to the WSDOT, DAHP, affected tribes, other agencies, and concerned parties.

Task 5: Project Management (PM Hours Embedded in Tasks)

ATCRC will coordinate with the client to receive project materials, prepare invoicing, and transmit correspondence. ATCRC will maintain project files to include necessary supporting materials as required. The Project Manager (Sarah Amell) will monitor project task performance, schedule, budget, and approve project expenses. The Project Manager will ensure that systems are in place to conduct quality assurance and quality control on deliverables and correspondence.

Assumptions:

- The ATCRC Project Manager will be available for regular phone calls and emails with the client to facilitate the completion of the assignment, as necessary.

Project Materials

The client will supply or facilitate ATCRC acquisition of the following items needed for this project-

- Preliminary and revised plan maps showing the location and extent of the project;
- Any additional descriptive information and design drawings that show the extent/depth of trenching, grading, excavation, or other ground disturbance associated with the project; and
- The results of any geotechnical boring or subsurface testing may assist in developing a land use/land formation history.
- As required, contact information or documented permission from property owners to access the survey area.

Deliverables

The draft report deliverable PDF will be submitted to the client via email for review and comment. ATCRC will incorporate any comments received from the review and finalize the report before final submission to the client. ATCRC will email a final report deliverable PDF to the client and upload the final report to DAHP. WSDOT will submit the report for DAHP review upon report approval.

Schedule

ATCRC staff will initiate project work when notice-to-proceed (NTP) confirmation and a signed agreement are received via email from the client.

Cost Estimate: Attached



SCHEDULE B
Geotechnical Investigations
Rhino One

Task X.0 Geotechnical Design Services

This task involves geotechnical investigations and analysis to evaluate subsurface conditions, and provide recommendations for pedestrian bridge support, boardwalk support and general earthwork along the trail corridor. There are no retaining walls proposed along this corridor and are therefore not included in the scope of work.

In order to evaluate site-specific geotechnical conditions, the consultant will conduct a geotechnical investigation consisting of research, reconnaissance, subsurface explorations, laboratory testing, engineering analyses, and consultation, as outlined below.

- Review readily available geologic maps and water well logs that cover the site vicinity, and other reports provided by the City, for general information regarding subsurface soil, rock, and groundwater conditions, and geologic hazards.
- Mark proposed exploration locations in field and complete public utility locates.
- Conduct field explorations which includes ten (10) to twelve (12) test pit extended to a maximum depth of 10 feet each. The test pits will be backfilled with the excavated material.
- Conduct a series of geotechnical laboratory tests on selected soil samples obtained from the explorations to evaluate the engineering and index properties of the site soils. The specific tests conducted will depend upon actual conditions encountered, but we anticipate our testing will include up to 55 moisture content, 4 moisture/density, 6 Atterberg limits, 6 sieve analysis/P200 washes. Additionally, up to 1 suite of tests to evaluate soil corrosion potential may be performed.
- Conduct engineering analysis to evaluate seismic hazards, bridge & boardwalk foundation design, and slope stability.
- Prepare a draft report outlining our findings and recommendations, including information related to the following:
 - Subsurface soil and groundwater conditions
 - Seismic and slope stability hazards
 - Recommendations for bridge and boardwalk foundation design
 - Site preparation and grading
- Prepare a final report incorporating comments from the project team on the draft report.
- Participate in up to two project team coordination meetings to review and discuss geotechnical issues having an impact on the bridge project.
- Provide geotechnical project management and support services, including coordinating staff and subcontractors, invoicing, and conducting phone consultations and email communications with the City and the design team.
- Provide support to design team during design phase of the project.
- Assists in development of project specifications.

Deliverables

- Electronic (PDF) copies of the draft geotechnical engineering report
- Electronic (PDF) copy of the final geotechnical engineering report incorporating City and design team comments.

Assumptions

- City will provide right-of-entry to all property that will be crossed in accessing the geotechnical test pit locations including permits to cross and/or disturb wetlands.
- If clearing work is required on property owned by anyone other than the City, City will obtain authorization to perform such work.
- It is assumed that a track-hoe will be required to perform the test pits due to difficult site access.
- It is assumed that the soil encountered in test pits will be free of contamination and no special handling or disposal will be required. The excavated material will be used to backfill the test pits.
- Prevailing wages will not apply to subcontractors.
- Test pits field exploration will be completed in 3 days.
- Laboratory testing will be completed within 4 weeks after the conclusion of field explorations.

SCHEDULE C
Traffic Engineering
GTE

March 22, 2023

Juanita Rogers
Mackay + Sposito
18405 SE Mill Plain Blvd.
Suite 100
Vancouver, WA 98683
360.695.3411

Subject: Scope of Services - Ridgefield Gee Creek Pedestrian Crossing

Dear Juanita:

Global Transportation Engineering (GTEng) is pleased to present you this Scope of Services to provide engineering design services for a pedestrian crossing with rectangular rapid flashing beacon on NE Heron Drive at the Ridgefield Trailhead in Ridgefield, Washington. Roadway lighting exists near the proposed crossing. All design elements will be within City of Ridgefield right-of-way. This Scope of Services provides for the following design elements:

- Rapid flashing beacon crossing system (hardwired or solar based on city request) design
- Lighting Analysis and design
- Roadway Signing and Striping Modifications

The following design elements have not been included under this Scope of Services, but can be added as necessary:

- Traffic analysis or study.
- Geotechnical analysis.
- Utility relocates.
- Construction services

SCOPE OF SERVICES

Task 1 - RRFB and Lighting Design

GTEng will develop plans and details for a hardwired push button activated rectangular rapid flashing beacon (RRFB) system. The system will be designed to operate according to current WSDOT guidance for RRFBs. In additions, GTEng will conduct a lighting analysis for lighting the pedestrian crossing. The lighting analysis will be conducted using state of the art lighting software and will be conducted based on WSDOT light level requirements. Vertical illuminance calculation will be conducted as part of the lighting evaluation.

It is assumed that the RRFB and crosswalk lighting will be powered by one (1) new service cabinet with electrical service from Clark Public Utility (CPU). GTEng will coordinate with the City of Ridgefield and CPU for the service connection location. Design plans will be produced per City of Ridgefield design standards. A solar powered design will be developed if requested by the City.

GTEng will conduct a field review, research and confirm the location of the proposed (new) equipment. The field review and research will be conducted to minimize the possibility of conflicts between the new pole foundations, underground utilities, and street trees.

Foundations for the new pedestrian poles and illumination poles will be per WSDOT standards. No special foundations design has been assumed under this Scope of Services. If it is found a special design for foundations are needed, GTEng will coordinate pole loadings with a structural engineer to conduct the footing design. Structural design for pole foundations are not included under this Scope of Services.

Base mapping for the RRFB and lighting design will be provided by Mackay + Sposito in AutoCAD format.

GTEng shall complete quantity take-offs and prepare an Engineer's Estimates for the RRFB system. Estimates will be based on State and GTEng bid item and cost estimating databases.

GTEng will prepare Special Provisions for the RRFB and lighting systems based on the WSDOT Standard Specifications for Road, Bridge, and Municipal Construction.

Up to three meetings and one field visit have been included under this task.

Deliverables:

- *Roadway Lighting Analysis Results – Email and Graphical Output*
- *Legend Sheet – One plan sheet (NTS)*
- *Rectangular Rapid Flashing Beacon & Lighting Plan- One plan sheet (1"=10')*
- *Details as needed*
- *Special Provisions*
- *Engineer's Cost Estimate*

Task 2 - Signing and Striping

GTEng will develop plans and details for roadway signing and striping modifications to accommodate the pedestrian crossing. Signing and Striping will be to City of Ridgefield and *Manual on Uniform Traffic Control Devices* standards.

Base mapping for the signing and striping will be provided by Mackay + Sposito in AutoCAD format.

GTEng shall complete quantity take-offs and prepare an Engineer's Estimates for the signing and striping. Estimates will be based on State and GTEng bid item and cost estimating databases.

GTEng will prepare Special Provisions for the signing and striping based on the WSDOT Standard Specifications for Road, Bridge, and Municipal Construction.

Deliverables:

- *Signing and Striping Sheet - One plan sheet (1"=10')*



- *Standard Drawings as needed*
- *Special Provisions*
- *Engineer's Cost Estimate*

Submittals:

It is anticipated three formal review cycles will be required through the course of the plan development for the design. For each review cycle, GTEng will provide one set of reproducible plans to Mackay + Sposito for submittal.

BUDGET

In consideration of the performance of these services, GTEng will be compensated on a time and materials basis not to exceed \$8,502.32. This amount is based upon the scope of services and level of effort presented above.

V:\2022\A22-084 (Ridgefield Gee Creek North Segment)\Project Management\Scope of Services\SOW Gee Creek RRFB.docx

SCHEDULE D
Right of Way &
Easement Acquisition
CommonSreet



COMMONSTREET

CONSULTING

To **Juanita Rogers, MacKay Sposito**
From *Chris LaBonte, Commonstreet Consulting, LLC*
Re *City of Ridgefield, Gee Creek Trail – North Segment – Scope and Fee Proposal*
Date *April 13, 2023*

Dear Ms. Rogers,

Commonstreet Consulting is pleased to submit a scope and fee proposal to provide right-of-way (ROW) services for the Gee Creek Trail – North Segment. As a result of our meetings with the City of Ridgefield and the MacKay Sposito team, along with our review of the Pre-Application Site Plan (dated 5-30-2017), we understand that the City will be constructing approximately 2,840' of multi-modal pedestrian and bicycle trail to complete the final segment of the Gee Creek Trail between Heron Drive and Main Avenue. Based on our review of the drawings, it appears that permanent easement acquisitions will be necessary from at least four (4) private properties, and temporary construction easements (TCEs) may be needed from up to six (6) private properties, with rights of entry (ROE's) also potentially needed from up to six (6) private properties. We assume that no acquisitions are needed for the work to be performed on the City of Ridgefield-owned parcel (No. 68318136). Due to the FLAP funding, the ROW process will be performed under the URA, with careful attention to all applicable laws and regulations. The proposed scope of work is based on assumed impacts to the following properties:

Tax Parcel No.	Owner	Address	Property Rights Needed
63810000	Kaufman	902 N. Main Ave.	TCE, ROE
68358000	Ong/Crippen	908 N. Main Ave.	Perm. Esmt., TCE, ROE
986058680	Tevis	932 N. Main Ave.	Perm. Esmt., TCE, ROE
68302000	Cascade West Dev. Co.	N/A	TCE, ROE
219387000	Tevis	932 N. Main Ave.	Perm. Esmt., TCE, ROE
219383000	Johnson	28211 N. Main Ave.	Perm. Esmt., TCE, ROE

Commonstreet's founding principles include being "true program partners" to the clients and agencies we serve. In anticipation of what may be required for this project, we are pleased to provide the enclosed scope of services and estimated budget. If you have any questions, please do not hesitate to contact me at chris@csrow.com or 206.920.4017.

Best regards,

Chris LaBonte
Principal
Commonstreet Consulting, LLC

Scope Summary

Commonstreet Consulting's team is providing turn-key right of way services for the property acquisitions associated with the City of Ridgefield's Gee Creek Trail – North Segment project. The scope of services is derived from the drawings dated 5-30-17, and subsequent discussions with the City and the MacKay Sposito team, and is inclusive of negotiations involving six (6) tax parcels, and up to 16 total property rights, as shown on the previous page.

Duration

From the issuance of a notice to proceed, the duration of this assignment is anticipated to last no more than nine (9) months from NTP, provided that all mapping, legal descriptions and easement language is available, that the design does not change once work commences, and that the City is willing to expeditiously utilize the eminent domain process in the event of uncooperative property owners. Should unforeseen circumstances arise, or additional information come to light, an extension of the project duration may be necessary.

Scope of Services

Project Management and Administration Includes meeting with City to develop project approach, supporting project planning and coordination, schedule, staff & budget management, QA/QC, preparing and providing status documents, subconsultant management, coordinating and attending regular status meetings, maintaining records, providing diaries, preparing invoices with explanation of work performed, and providing a staffing plan to the City.	Principal/Sr. Advisor @ \$279.53/hr @ 8 hours	\$2,237
	Project Manager @ \$179.47/hr @ 40 hours	\$7,179
	Sr. Project Control Specialist @ \$139.77/hr @ 40 hours	\$5,591
Title Review Services Includes ordering and reviewing title commitments, analyzing exceptions and making recommendations, preparing owner acknowledgement letters as directed, providing Parcel Summary memo for all affected parcels, working directly with title company, and clearing title encumbrances as directed.	Sr. Right of Way Agent @ \$134.18/hr @ 22 hours	\$2,952
	Right of Way Technician @ 106.22/hr @ 22 hours	\$2,337
	(6) Title Reports @ \$600 each	\$3,600
Appraisal Coordination* Includes coordinating appraisal/appraisal review subconsultants; providing all documentation required to complete appraisal reports; reviewing of reports for QC; integrating findings into offers.	Project Manager @ \$179.47/hr @ 2 hours	\$359
	Right of Way Technician @ 106.22/hr @ 2 hours	\$213
	(2) Narrative Appraisal Reports @ \$4,500 each	\$9,000
	(2) Appraisal Reviews @ \$1,500 each	\$3,000
	(4) Administrative Offer Summaries* @ \$1,000 each	\$4,000
Property Acquisition and Outreach Tasks include review of plans, appraisal/AOS, legal descriptions, preparation of and in-person presentation of offer packages, and perform good faith negotiations with property owners. Also, prepare Parcel files, maintain diaries of contacts, forward administrative settlements, and complete acquisitions to the extent practicable as defined above. Additionally, attend one public meeting; draft introductory letters to property owners, early in-person outreach to affected owners, and obtain rights of entry as discussed above.	Right of Way Agent @ \$102.87/hr @ 300 hours	\$30,861
	Right of Way Technician @ 106.22/hr @ 60 hours	\$6,374



COMMONSTREET

CONSULTING

Transaction closings* Tasks include obtaining date down and recommending method of closing, forwarding signed documents to City, obtaining signing authority from property owners, and returning original files to City. Includes either setting up client escrow account or facilitating execution of all conveyance documents, payment vouchers and closing data and recording of conveyance documents.	Project Manager @ \$179.47/hr @ 4 hours Sr. Project Control Specialist @ \$139.77/hr @ 5 hours Right of Way Technician @ 106.22/hr @ 20 hours Sr. Right of Way Agent @ \$134.18/hr @ 20 hours	\$718 \$699 \$2,125 \$2,684
ODC's Mileage (up to 6 Round trips from Tacoma office) Mailing/Delivery/Copy/Printing	1,464 miles @ \$0.625/mile Estimated at \$150	\$915 \$150
Grand Total		\$84,994

**Please see Assumptions Below*

Assumptions

- Legal descriptions and exhibits to be provided by City/Design Team.
- All escrow and recording fees, if necessary, will be born directly by City.
- An Administrative Offer Summary (AOS's) may be prepared in lieu of an appraisal when the property valuation is considered non-complex and falls under \$25,000. Full narrative appraisals and appraisal reviews are assumed for the Tevis parcels. In the event that the valuation exceeds \$25,000 or is otherwise determined to be "complex", additional narrative appraisal will be required under a supplemental agreement.
- It is assumed that no residential displacements/relocations will result from the proposed project; in the event that relocation is required, an amendment will be necessary.
- It is assumed that no design changes will occur after the commencement of the appraisal. Design changes may result in additional efforts, requiring additional budget.
- Additional work may be performed as requested in writing by the client at Commonstreet's hourly rates listed in the attached rate schedule.

SCHEDULE E
Structural Engineering
Waypoint

Structural Engineering									
Principal / Project Manager	Project Engineer	Design Engineer	Administrator	Drafter	Mileage Expenses	Total	Total Budget Amount		
Project Name: Ridgefield Goe Creek Trail North									
Waypoint Job No.: 23119									
Date: August 28, 2023									
Design	4	4				\$1,355.96			
Ridgefield Goe Creek Trail North									
- Phase 1	6	10	2			\$4,086.72			
Anticipated 26 weeks	4	4				\$1,355.96			
Allowance for an anticipated 4 (1.5 hour average) virtual design team meetings and meeting preparation.	7	7				\$2,372.93			
Allowance for an anticipated 4 (1.5 hour average) virtual design team meetings and meeting preparation.	4	12				\$2,557.48			
Preparation of 3 alternative designs	4	4							
Preliminary ROM cost estimations.	2	4				\$978.36			
	27	41	10	2	0		\$12,707.41		
Goe Creek - Phase 1 Total									
Design	4	4			30	\$1,375.61			
Pedestrian Overpass Alternative									
Analysis Study	6	10	1			\$4,025.81			
Anticipated 26 weeks	16	16							
Proposed pedestrian overpass at the railroad crossing at West Division Street. Including BNSF issues, crossing locations, type of bridge, connectivity, ramping, cost impacts, spans, port and city goals, constraints.	7	7				\$7,552.16			
Allowance for an anticipated 4 (1.5 hour average) virtual stakeholder meetings and meeting preparation.									
Allowance for an anticipated 6 (1.5 hour average) virtual design team meetings and meeting preparation.	11	11				\$3,728.89			
Bi-weekly coordination meetings with City anticipated 6 (1 hour average)	18	18				\$6,101.82			
Preparation of 3 alternative designs	8	20				\$4,514.20			
Preliminary ROM cost estimations.	6	8				\$2,334.32			
	76.0	94	26	1	0		\$32,065.74		
Pedestrian Overpass AA - Phase 1									
Design	14	36	80		60				
Ridgefield Goe Creek Trail North									
- Phase 2									
Anticipated 78 weeks	6	16	40	34		\$24,199.04			
Design boardwalks with anticipated diamond piers and handrails.	2	8	16	16		\$11,977.50			
Design of a gateway or wooden monument at the private driveway crossing.	12	12	12			\$5,176.08			
Internal design coordination and meetings.	8	8	8	2		\$5,664.12			
Sealed PDF set of structural calculations and drawings including notes, schedules, framing plans, foundation plans, and applicable details. Lateral analysis will utilize applied wind and seismic loads as appropriate on the proposed bridge structures on reinforced concrete footings. Gravity analysis will include beams, joists, and reinforced concrete footings. Structural analysis will be based on current building code.									
Allowance for an anticipated 18 (1 hour average) virtual meetings and meeting preparation.	18	18	10			\$3,897.90			
Allowance for 1 in person site visits to the subject site prior to construction.	4	4		30		\$7,432.02			
We assume drawings and calculations will be submitted for review by the local building department. Our fee includes responses to Agency Review if required and Construction Administration including review and response to RFIs and submittals.	4	16	16	8		\$1,375.61			
Preliminary cost estimations.	16	20	4	4		\$6,020.88			
	84	138	186	6	118	\$6,800.32			
Goe Creek - Phase 2 Total									
	187.00	273.00	222.00	9.00	118.00				
TOTAL HOURS					60.00				
RATE	188.80	150.19	133.02	60.91	91.79	0.655			
TOTAL	\$35,305.80	\$41,001.87	\$29,530.44	\$548.19	\$10,831.22	\$39.30	\$117,295.92		



SCHEDULE F

Hazardous Materials

NV5

Note: Updated ICR rates are in process

Task X: Hazardous Materials Memorandum

NV5 will conduct an assessment to identify the presence of possible hazardous materials and/or contaminant releases within or adjacent to the project that may be encountered during construction. The findings of this assessment will be summarized in a Washington State Department of Transportation (WSDOT) hazardous materials memorandum. The purpose of the hazardous materials memorandum is to document previous hazardous materials studies and serve as input to the National Environmental Policy Act process. The study will include an appropriate level of documentation and analysis necessary to allow transportation staff to make informed decisions regarding the selection of alternatives, mitigation measures, and/or the necessity of initiating early coordination with relevant regulatory agencies. The study will identify sites that may (1) affect the environment, (2) create significant construction impacts, and/or (3) incur cleanup liability to the City of Ridgefield and Clark County. The study will also provide information to evaluate whether additional hazardous material investigations are necessary to support future estimates of site cleanup and construction costs and to assess the liability for the City of Ridgefield and Clark County associated with the project. Sites that require a degree of consideration during project development include locations within the proposed ROW where contaminants in soil or groundwater could affect design or the cost of construction, including adjacent or hydraulically upgradient properties with a potential to affect construction activity.

NV5 will refer to the WSDOT Environmental Manual dated August 2021 and will conduct the study in accordance with the Guidance and Standard Methodology for WSDOT hazardous materials discipline reports.

If the results of the hazardous materials memorandum indicate the presence or likely presence of a release of hazardous materials or petroleum products at a property, a subsurface exploration may be recommended. The purpose of a subsurface exploration is to obtain sound, scientifically valid data concerning actual property conditions related to a release of hazardous substances or petroleum products at the property, provide information relevant to taking reasonable steps to prevent or limit exposure to hazardous substances or petroleum products, and to provide information relevant to evaluating business environmental risks and/or human health or environmental risks. The subsurface exploration will be conducted in general accordance with ASTM E1903-11, Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process. The specific scope of the subsurface exploration will be based on the results of the hazardous materials memorandum.

Deliverables:

- Draft Hazardous Materials Memorandum
- Final Hazardous Materials Memorandum

Exhibit B **DBE Participation**

This project has a 17% UDBE goal for the design phase. This goal will be met by the following subconsultants.

Gee Creek DBE Participation Plan - Phase 1

DBE Firm	Service	%	Budget
Waypoint Engineering	Structural	37.0%	\$ 44,713.15
Total DBE Participation		37.0%	

Total Project Fees	\$	120,902.92
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Gee Creek DBE Participation Plan - Phase 2

DBE Firm	Service	%	Budget
Aqua Terra Consulting	Cultural	3.7%	\$ 22,728.96
Rhino One	Geotech	4.8%	\$ 29,790.00
Global Transportation	Traffic	1.4%	\$ 8,502.32
CommonStreet	R/W	13.8%	\$ 84,994.00
Waypoint Engineering	Structural	11.8%	\$ 72,543.00
NV5	Hazardous	1.1%	\$ 6,941.32
Total DBE Participation		36.7%	

Total Project Fees	\$	614,368.84
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Agreement Number: LA 10411

Project Name: Gee Creek Trail - North Segment - Phase 1
Project Manager: Juanita Rogers
MSJ Job No.: 21-284
Client Job No.: 08/07/2023
Date:

Mackay Sposito, Inc.

Project Manager: Juanita Rogers MSI Job No.: 21-284 Client Job No.: 0807/2023 Date:			ESTIMATED HOURS AND EXPENSES										SUBCONSULTANTS		
Principal	Landscape Manager	Engineering Manager	Project Engineer	Engineer II	Landscape Architect II	Landscape Designer II	Environmental Manager II	Environmental Manager I	Environmental Specialist III	GIS Mapping Specialist	Planner II	Administrative Assistant	Total	Waypoint	Total
PHASE 1															
1.0 Project Management															
													\$1,217.34		\$1,217.34
													\$1,123.51		\$1,123.51
													\$1,462.88		\$1,462.88
													\$911.56		\$911.56
													\$2,952.36		\$2,952.36
													\$7,567.65		\$7,567.65
2.0 Data Compilation and Mapping															
													\$2,718.14		\$2,718.14
													\$2,610.16		\$2,610.16
													\$2,365.64		\$2,365.64
													\$5,302.48		\$5,302.48
													\$2,044.38		\$2,044.38
													\$15,041.80		\$15,041.80
3.0 Trail Alternative Analysis															
													\$7,438.45		\$7,438.45
													\$3,860.32		\$3,860.32
													\$4,173.72		\$4,173.72
													\$6,613.28		\$6,613.28
													\$12,707.41		\$12,707.41
													\$22,085.77		\$22,085.77
4.0 Pedestrian Overpass Alternative Analysis															
													\$4,474.90		\$4,474.90
													\$2,294.74		\$2,294.74
													\$15,792.80		\$15,792.80
													\$32,005.74		\$32,005.74
													\$32,005.74		\$32,005.74
5.0 Public Outreach															
													\$3,561.03		\$3,561.03
													\$2,671.38		\$2,671.38
													\$60.00		\$1,536.18
													\$1,163.52		\$1,163.52
													\$8,932.11		\$8,932.11
TOTAL HOURS															
RATE															
TOTAL															



Existing
Downtown-Refuge
Trail (Previous FLAP
Grant)

Gee Creek North
Trail Study Area
(This Project)

Existing Gee Creek
Abrams to Heron
Trail (Previous
Grant)

Downtown-Waterfront
Pedestrian/ Multi Use
Overpass Study Area (This
Project)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 25, 2024

AGENDA ITEM NAME: Motion - Approval of Interlocal Agreement with Northwest Natural for Placement of Telemetry Equipment on City-Owned Property at 1202 S Great Blue Road

GOVERNING LEGISLATION

Chapter 35 RCW Cities and Towns
Chapter 39.34 RCW Interlocal Cooperation Act

PREVIOUS COUNCIL ACTION TAKEN:

None

SUMMARY/BACKGROUND:

NW Natural, a natural gas utility serving Ridgefield, is working on a telemetry project in the Portland and Clark County area to better serve the local community and customers. Their project team is working to find locations suitable for their telemetry device to monitor gas pressure and identified a property owned by City of Ridgefield property as a fitting location.

These facilities will allow NW Natural to monitor and capture gas pressure status in the area to maintain service with customer demand and through extreme weather. The team is requesting to install the device near the gas meter on the building and secure the rights to do so in the form of an easement. The property is the location of a sanitary sewer pump station originally built by the City and transferred to Clark Regional Wastewater District (CRWWD) during the jurisdictional service transfer as part of the Discovery Corridor Clean Water Alliance project. The City and NW Natural have been coordinating with CRWWD to ensure the placement of telemetry equipment does not interfere with sewer pump station operations. NW Natural plans on visiting the location once to twice a year for maintenance. The device sends information to NW Natural through a cell phone modem in the cabinet that would be connected to the buildings on site.

BUDGET/FINANCIAL IMPACTS:

NW Natural would compensate the City of Ridgefield with a one-time payment of \$10,000 for this easement.

RECOMMENDED ACTION OR MOTION:

Council action is requested on this item. A suggested motion is:

"I move to approve an easement agreement with NW Natural to install and operate telemetry equipment at the City-owned property at 1202 S Great Blue Road."

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. City of Ridgefield_LOI
2. SCADA-Telemetry-Location-Placement-Ridgefield-DB-Updated location (002)



Epic Land Solutions, Inc.
Oregon Regional Office
10300 SW Greenburg Road, Suite 370
Portland, OR 97223
(503) 213-3977
epicland.com

January 22, 2024

City of Ridgefield
PO Box 608
Ridgefield, WA 98642

**RE: Letter of Intent to purchase telemetry easement
10x20 square feet of land
1202 S Great Blue Road, Ridgefield, WA 98642**

Dear Property Owner:

On behalf of our client, Northwest Natural Gas Company ("Buyer"), we are pleased to present the following proposal incorporation general terms and conditions upon which the Buyer is willing to grant Northwest Natural Gas Company an easement on the property located at 1202 S Great Blue Road, Ridgefield, WA 98642

1.	Grantor	City of Ridgefield
2.	Grantee	Northwest Natural Gas Company
3.	Property Description	Property address: 1202 S Great Blue Road, Ridgefield, WA 98642 Map Ref: 411304 Property ID: 220032276
4.	Purchase Price	\$10,000 after signed agreement for permanent easement
5.	Access	Area can be accessed without entering fenced area
6.	Limitations	The fenced area is locked 24 Hrs by Clark Regional Water District.
7.	Purchase and Sale Agreement	Permanent Easement (In Gross)
8.	Sellers Documents	N/A
9.	Contingency Period/ Due Diligence	N/A
10.	Earnest Money Deposit	N/A
11.	Closing	N/A
12.	Title and Escrow Company	N/A
13.	Title Insurance	N/A
14.	Title Expenses and Prorations	N/A
15.	Warranties and Representations	Grantor shall warrant and represent that there are no adverse conditions of impacts known to property owner. Furthermore, owner shall provide any city, county or governmental notices impacting subject property.
16.	Authorization	Both parties signing below shall acknowledge that they are fully authorized to sign on behalf of respective parties.
17.	Brokerage/ Representation	N/A
18.	Disclaimer	This letter of intent shall not constitute a formal and binding agreement and is only an expression intent on the part of both parties to negotiate for permanent easement.

If this Letter of Intent accurately reflects the understanding between the Grantor and the Grantee and with respect to Grantor granting access to the property while the design and the easement is being prepared, please sign, print your name, your title and date in the signature space provided below. If this letter is not accepted by Grantor prior to 5:00 PM on February 16, 2024, this letter shall lapse and shall be deemed withdrawn and void without further force or effect.

We appreciate your time and consideration. Please feel free to give us a call with any questions.

Sincerely,



Dillon Schieno
Right of Way Agent
Epic Land Solutions, Inc.

AGREED AND ACCEPTED:

Grantee: Northwest Natural Gas Company

Grantee: City of Ridgefield

Signed: _____

Signed: _____

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Site Sketch: Street View



Key	
Gas Main Line	
Gas Service Line	
Power Line	
Conduit Run	
Fence	
SCADA Cabinet	
Transmitter Box	
Gas Meter	

Landscaping will be put back to previous condition or additional landscaping can be installed if required by the property owner.

SCADA Telemetry Placement Proposal

Ridgefield DB (0438a) Loc D

Clark Public Works Pump Station
1202 S Great Blue Rd
Ridgefield, WA 98642



NW Natural®

Property Information

Property Name	Clark Public Works Pump Station
NW Natural Site Name	Ridgefield DB
NW Natural Site Code	0438a
NW Natural Location	D
Address	1202 S Great Blue Rd Ridgefield, WA 98642
Lat, Long	45.8044197, -122.7370603
Power Service	Local Electric Utility
Pressure Transmitter Connection	Meter at Property
Agreement Type	Easement

SCADA Telemetry Function

SCADA (Supervisory Control and Data Acquisition)

SCADA Telemetry sites send information to NW Natural Gas Control to provide them the status of gas service in the area. This gives NW Natural Gas Control real time visibility to maintain service to meet customer demand. If an issue is identified NW Natural Gas Control dispatches crews to address the issue so that service is maintained and impact to customers is minimized.

SCADA Telemetry Requirements

Requirement	Specification
Space	10' x 25' area anywhere along the front of the property near the road.
Power	2 Amps @ 120 volts
Access	24 x 7 access to service equipment. There are usually 1 to 2 visits per year during normal business hours.
Components	- Cabinet - Pressure Transmitter - Electrical Meter - Connection to Existing Meter
Landscaping	Landscaping will be put back to previous condition or additional landscaping can be installed if required by the property owner.

SCADA Telemetry Cabinet Fouch Version



Electrical Meter Side
Meter Read Window



Side – Electrical Meter Door Latch



RTU Side
Cell Antenna Window

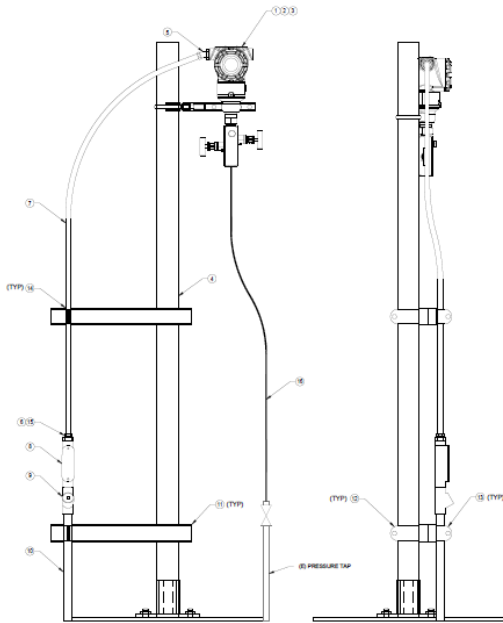
SCADA Telemetry Cabinet Example In Field (Similar to Fouch Version)



Similar SCADA Telemetry Cabinet in Field.

Pressure Transmitter (Cabinet)

Example In Field (Similar to Fouch Version)



Pressure Transmitter
and Stand Design

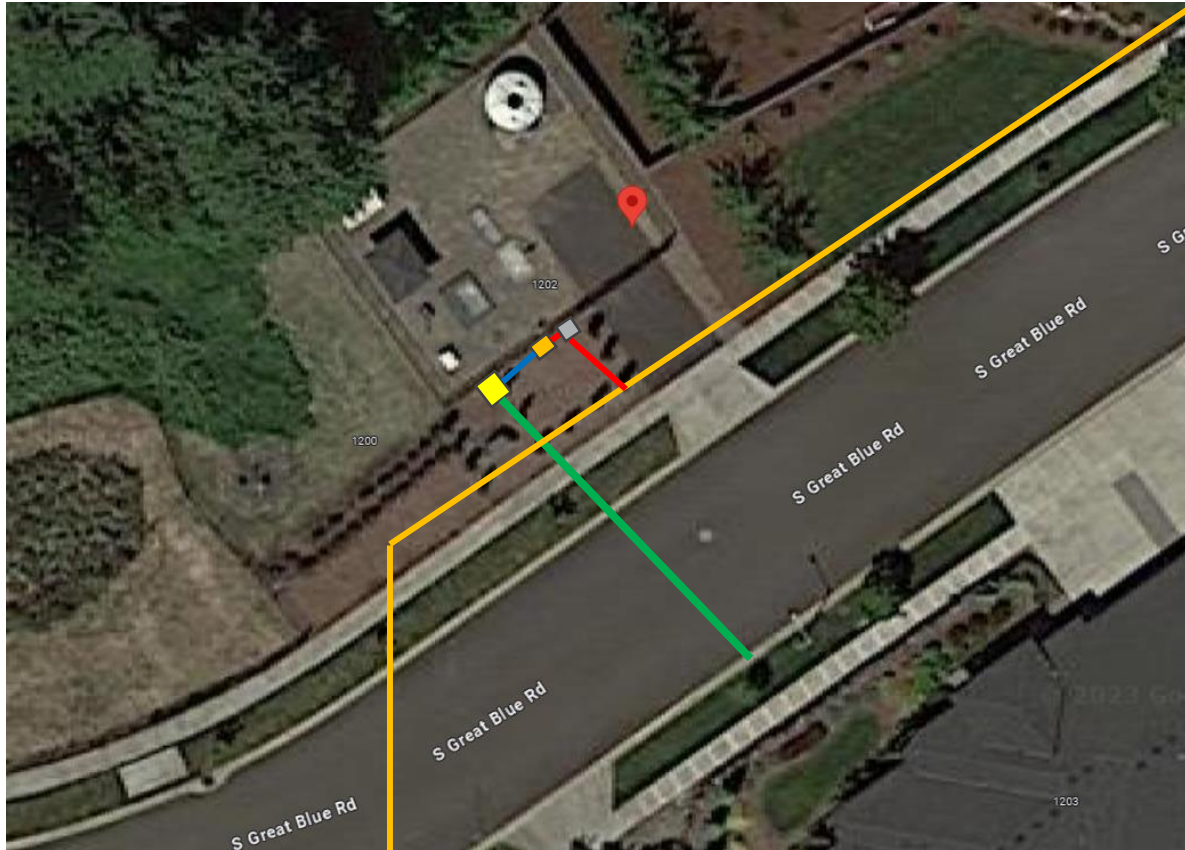


Similar Pressure
Transmitter and Stand
Design in Field
(cabinet closed)



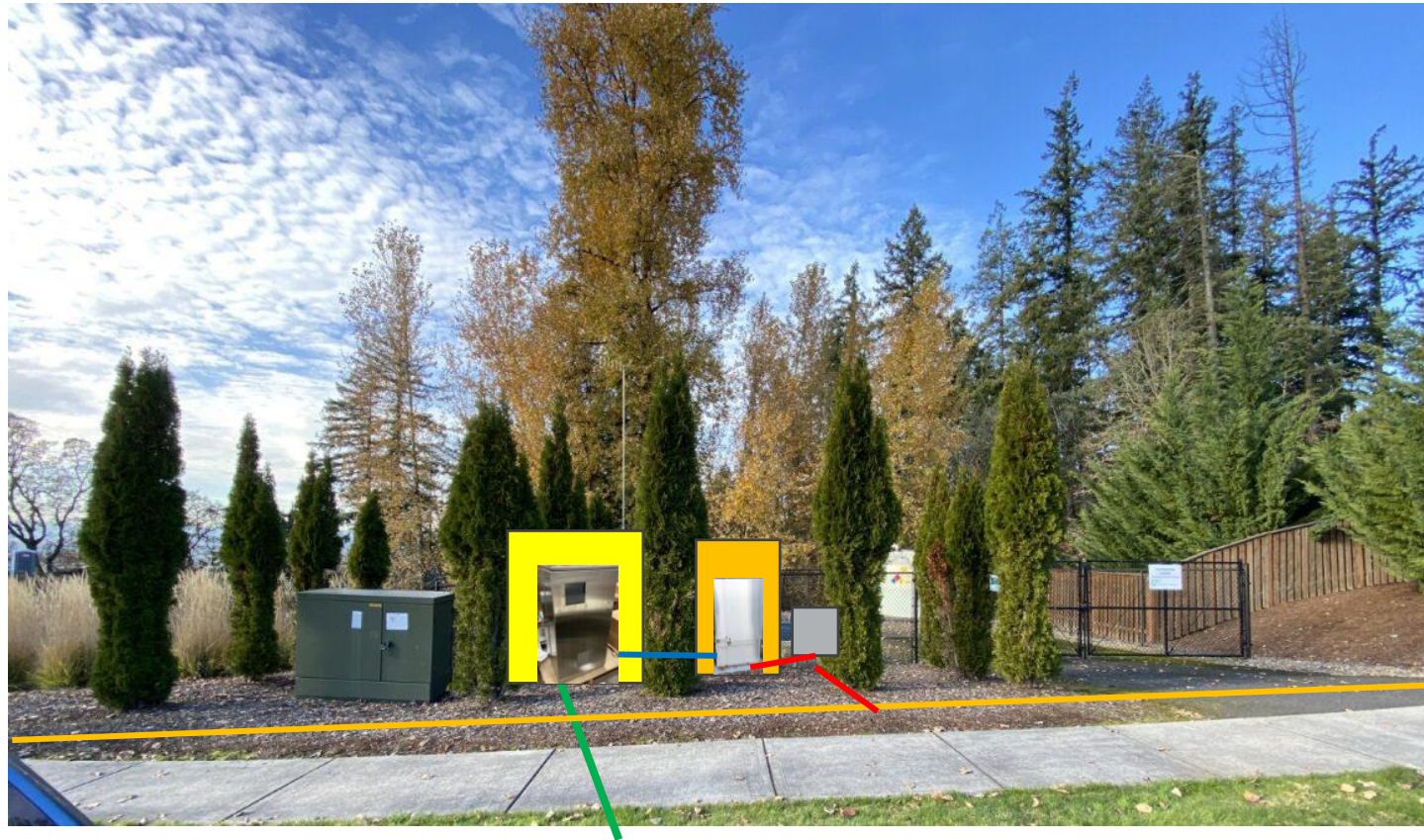
Similar Pressure
Transmitter and Stand
Design in Field
(cabinet open)

Site Sketch: Satellite View – High Elevation



Key	
Gas Main Line	
Gas Service Line	
Power Line	
Conduit Run	
Fence	
SCADA Cabinet	
Transmitter Box	
Gas Meter	

Site Sketch: Street View



Key	
Gas Main Line	
Gas Service Line	
Power Line	
Conduit Run	
Fence	
SCADA Cabinet	
Transmitter Box	
Gas Meter	

Landscaping will be put back to previous condition or additional landscaping can be installed if required by the property owner.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 25, 2024

AGENDA ITEM NAME: Motion - Approval of 2024 Federal Legislative Agenda

GOVERNING LEGISLATION

PREVIOUS COUNCIL ACTION TAKEN:

SUMMARY/BACKGROUND:

Federal legislative agenda attached for review.

BUDGET/FINANCIAL IMPACTS:

RECOMMENDED ACTION OR MOTION:

To approve 2024 Federal Legislative Agenda:

"I move to approve the 2024 Federal Legislative Agenda as presented."

STAFF CONTACT: Steve Stuart, City Manager

ATTACHMENTS:

1. 2024 Ridgefield Federal Agenda_final draft



City of Ridgefield 2024 FEDERAL LEGISLATIVE AGENDA

Community Initiated Projects/Community Project Funding Requests

Project Name

Federal Request

South Royle Road Corridor Improvement Project

\$4 million

The City of Ridgefield is seeking funding to construct the final phase of improvements to the Royle Road Corridor from Pioneer Street to Hillhurst Road. This project supports multi-modal transportation options, increases safety, and improves fish passage. Needed improvements will make this section of Royle Road a “Complete Street” and a “Safe Route to School” by adding separate bike lanes and sidewalks. It will greatly improve safety by widening to two lanes and adding left turn lanes at dangerous intersections. A culvert will be replaced over Gee Creek which is currently a barrier to fish passage. The project is a partnership with the Clark Regional Wastewater District, which will provide a sanitary sewer line. A water main will also be included to provide a complete loop around the central part of the City of Ridgefield for increased resiliency. *THUD HIP account*

Kennedy Well Project

\$1.5 million

The development of Kennedy Well will provide the needed capacity to serve Ridgefield’s 14,000 residents and help ensure first responders have a resilient water source if an emergency occurs. For example, a needs analysis concluded that a large fire lasting two hours or more would result in a water shortage for city residents. This is an unacceptable risk and additional water capacity is needed to ensure resiliency. In addition, the population is expected to increase to over 26,000 by 2035.

The development of Kennedy Wells is critical to Ridgefield’s current and future needs. It is anticipated that over the next ten years, the quantity of water needed to serve the community is expected to double, resulting in a **water deficit**.

Ridgefield has purchased water rights from the Kennedy farm and will construct four water wells that will provide 1,200 gallons per minute (gpm). The \$1.5M would go towards the testing and construction of a well. The total project cost for the Kennedy Well is \$3 million but can be phased. Ridgefield is seeking federal funding to offset this significant expense and will pass on the savings to ratepayers. *Interior STAG account*

Ridgefield Waterfront Park

\$3 million

The City of Ridgefield and Port of Ridgefield are partnering to develop an eight-acre Waterfront Park that will be the cornerstone of the long-planned Waterfront Redevelopment Project. To date, there has been over \$100 million invested to reconnect the waterfront, clean up and dredge Lake River and

prepare the waterfront for prime reuse. The Waterfront Park will tie all of these investments together to ensure completion of this exciting community project. A Waterfront Master Plan is being finalized and will identify a phased set of improvements for the park with extensive public outreach conducted by the city and port. The Master Plan will identify park amenities and how the park will connect with the rest of the port property, the Division Street boat launch and the Ridgefield Wildlife Refuge. *USDA RD Community Facilities*

11th Street Overpass

\$3 million

The 11th Street overpass will serve as a vital link between the employment districts east and west of I-5 in Ridgefield. Currently the only access across I-5 within the City limits is at Pioneer street, and local traffic must go out of its way to cross the freeway here, contributing to congestion in this area. The congestion routinely backs up vehicles on the I-5 northbound off-ramp with the back of traffic queues reaching toward the I-5 mainline. With the overpass in place, the Union Ridge business park east of the freeway will be connected to the Port of Ridgefield's 11th Street industrial area west of the freeway, as well as to the commercial areas that are located along 45th Avenue.

The goals of this project are to:

- Reduce congestion at the I-5/Pioneer/SR 501 interchange.
- Improve safety along SR 501 by reducing traffic queues.
- Provide an alternative circulation route that relieves an Interstate Highway interchange.
- Provide a continuous route for bicycle and pedestrian travel through the area and across I-5.
- Increases the economic potential of the area by reducing congestion and delays.

<https://experience.arcgis.com/experience/007ff50894ec4f00af51023205a97a84/page/Page/?d1g=STATUS-DETAILS>The \$3M would go towards the design, engineering and permitting needs of the project. *THUD HIP account*

Grant Request

ADA Transition and Mobility/Access Plan

\$56,000

The City of Ridgefield, Washington, in partnership with Clark County, Washington, and the Cowlitz Indian Tribe, seeks a \$56,000 planning grant (to be matched with \$14,000 in local funds) from the Department of Transportation's Reconnecting Communities: Regional Partnerships Challenge Grant. Working with members across the community, Ridgefield will create the Ridgefield ADA Transition and Mobility/Access Plan to address pervasive gaps in ADA accessibility to crucial services and community centers.

The Ridgefield ADA Transition and Mobility/Access Plan will identify projects and priorities to make Ridgefield more accessible for all community members by creating a 6-year prioritized program of projects. Ridgefield is proud to partner with the Cowlitz Indian Tribe to specifically seek out tribal members for participation and input in the planning process. Additionally, the city will partner with Clark County through its Commission on Aging to ensure that older community members across the county have a voice in this project. Once the city has collected all data, Ridgefield and its partners will develop a prioritized list of projects and a funding strategy to address each gap.

*City of Ridgefield, Washington
2024 Federal Agenda*