



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, May 22, 2025
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

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

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

II. PROCLAMATION

- 1. Pride Month**

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 May 8, 2025 & May 15, 2025 Meeting**
- 3. Horizontal Curves Safety Project Construction Contract Award**
- 4. City Council Board and Committee Assignments**
- 5. Approval of Resolution No. 665 - Designation of the Official Newspaper**
- 6. Approval to Submit an Application for a Climate Planning Grant**

V. BUSINESS

- 1. Motion - Award of P22010-1: 35th Avenue/Gee Creek Plateau Extension Project Environmental Stage Consultant Contract - Chuck Green, Public Works Director**
- 2. Motion - Approval of Ridgefield Heights Phase 4 Final Plat - Claire Lust, Community**

Development Director

- 3. Motion - Adoption of the Engineering Standards Vol. 3 - Parks, Trails, and Recreation Design and Construction Standards - Corey Crownhart, Park Manager**
- 4. Motion - Approval of the Parks, Trails, and Recreation Capital Facilities Plan - Corey Crownhart, Park Manager**
- 5. Motion - Approval of Water Conservation Strategy - Ryan Thamert, Utilities & Operations Director**

VI. 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.

VII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

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

VIII. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 22, 2025

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. May 22, 2025 Claims Report

City of Ridgefield

Claims Payment Report

For Approval on:

May 22nd, 2025

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ACTIVE CONSTRUCTION INC.	4038	C2024-019-09	Public Works	03.2025 Pioneer Widening Construction	1,191,313.42
ACTIVE CONSTRUCTION INC. Total					1,191,313.42
AETTA ARCHITECTS PC	3569	21001-41	Public Works	03.2025 YMCA Site Plan	43,218.51
		24043-5	Public Works	03.2025 Ridgefield Recreation & Community Center.	124,140.70
AETTA ARCHITECTS PC Total					167,359.21
AIRGAS USA LLC	0017	9160865850	Genl Govt/Facilities	PW Shop Welding Supplies	6.49
			Public Works	PW Shop Welding Supplies	119.87
AIRGAS USA LLC Total					126.36
A-MAX SECURITY SOLUTIONS INC	4147	2445	Genl Govt/Facilities	101 Mill St Ste 110 - Balcony Door Repair	(21.67)
			Public Safety	101 Mill St Ste 110 - Balcony Door Repair	322.73
		2479	Genl Govt/Facilities	101 Mill St Ste 110 - Balcony Door Repair	(49.85)
			Public Safety	101 Mill St Ste 110 - Balcony Door Repair	622.85
		2459	Genl Govt/Facilities	101 Mill St Ste 110 - Balcony Door Repair	(13.05)
			Public Safety	101 Mill St Ste 110 - Balcony Door Repair	163.05
A-MAX SECURITY SOLUTIONS INC Total					1,024.06
APHIDOIDEA LLC	3905	1047	Genl Govt/Facilities	Overpass Safety Screen Artwork - Milestone 2	(2,687.00)
			Public Works	Overpass Safety Screen Artwork - Milestone 2	33,572.00
APHIDOIDEA LLC Total					30,885.00
AQUATIC INFORMATICS INC.	3337	113373	Public Works	04.2025 Web Tests	419.58
AQUATIC INFORMATICS INC. Total					419.58
ARDAN MAC GROUP LLC	2371	54940	Council	Council Members City Logo Clothing	396.70
ARDAN MAC GROUP LLC Total					396.70
BACKWOOD BARK	3944	15505	Public Works	04.2025 PWSTW DarkMed Hemlock	102.18
				04.2025 PWSTW Yard Debris	21.74
				04.2025 Streets Yard Debris	32.60
BACKWOOD BARK Total					156.52
Bauman Tom & Traci	UB*01146	(blank)	Genl Govt/Facilities	Refund Check 012557-000 1090 N 1st Ave	24.01
Bauman Tom & Traci Total					24.01
Bean Dianna	UB*01153	(blank)	Genl Govt/Facilities	Refund Check 016588-000 6900 N Montgomery Cir	14.76
Bean Dianna Total					14.76
BLUEFIN PAYMENT SYSTEMS - EPAY	2827	2827-202504B	Public Works	04.2025 Customer Web Payments	21.90
		2827-202504A	Public Works	04.2025 Customer Web Payments	980.89
BLUEFIN PAYMENT SYSTEMS - EPAY Total					1,002.79
BLUEROCK VENTURES LLC	4073	1008	Public Works	04.2025 Rec Center Project Management	18,980.00
BLUEROCK VENTURES LLC Total					18,980.00
BRIDGETOWER OPCO LLC	3585	745780176	Public Works	Systemic Safety Improvements Construction	516.60
BRIDGETOWER OPCO LLC Total					516.60
BSK ASSOCIATES	2119	VI00922	Public Works	04.2025 Coliform Testing	620.00
BSK ASSOCIATES Total					620.00
CASCADE CENTERS INC.	3969	22983	Genl Govt/Facilities	05.2025 Employee Assistance Program	11.00
			Public Safety	05.2025 Employee Assistance Program	133.16
			Public Works	05.2025 Employee Assistance Program	205.16
			Community Development	05.2025 Employee Assistance Program	105.26

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CASCADE CENTERS INC.	3969	22983	Human Resources	05.2025 Employee Assistance Program	15.23
			Administration	05.2025 Employee Assistance Program	35.53
			Finance	05.2025 Employee Assistance Program	38.33
			Executive	05.2025 Employee Assistance Program	6.33
CASCADE CENTERS INC. Total					550.00
CFM STRATEGIC COMMUNICATIONS INC.	2551	29074	Genl Govt/Facilities	04.2025 Lobbyist	5,200.00
CFM STRATEGIC COMMUNICATIONS INC. Total					5,200.00
CHARGEPOINT INC	3734	In335956	Public Works	2025 Charge Point Electric Vehicle Annual Subscription	2,217.48
CHARGEPOINT INC Total					2,217.48
CHUCK GREEN	3889	3889-20250522	Council	Council Retreat Mileage Reimb. - Green	78.12
CHUCK GREEN Total					78.12
CINTAS CORPORATION NO 2	3497	5269269804	Genl Govt/Facilities	05.2025 First Aid Supplies - PW	37.37
			Public Works	05.2025 First Aid Supplies - PW	688.89
			Community Development	05.2025 First Aid Supplies - PW	45.78
		5269269806	Genl Govt/Facilities	05.2025 First Aid Supplies - RACC	8.63
			Community Development	05.2025 First Aid Supplies - RACC	15.51
		5269269810	Public Safety	05.2025 First Aid Supplies - PD	14.88
		5269269808	Genl Govt/Facilities	05.2025 First Aid Supplies - CH	7.77
CINTAS CORPORATION NO 2 Total					818.83
CITY OF RIDGEFIELD WATER & STORM - EPAY	0096	010821-000-2025	Public Works	Water Tower (Cemetery)	82.80
		009787-011-2025	Public Works	IRR Horns Corner Park - Storm	27.60
		009787-009-2025	Genl Govt/Facilities	487 S 56th Pl. PW Ops Center - Water	6.28
				487 S 56th Pl. PW Ops Center - Storm	52.10
			Public Works	487 S 56th Pl. PW Ops Center - Water	115.76
				487 S 56th Pl. PW Ops Center - Storm	960.47
			Community Development	487 S 56th Pl. PW Ops Center - Water	7.69
				487 S 56th Pl. PW Ops Center - Storm	63.83
		010889-000-2025	Public Works	Junction Well & Reservoir	193.20
		005815-000-2025	Genl Govt/Facilities	109 W Division WWTP - Storm	579.60
				109 W Division WWTP - Water	130.64
				109 W Division WWTP - Storm / CRWWD Portion	579.60
				109 W Division WWTP - Water/ CRWWD Portion	130.64
		009787-007-2025	Public Works	1101 S Hillhurst Rd - Storm	27.60
				1101 S Hillhurst Rd - Water	61.91
		009787-015-2025	Public Works	IRR S Royle Rd & Wells Dr	463.70
		006398-000-2025	Public Safety	116 N Main Ave PD - Storm	110.40
		009272-000-2025	Public Works	1308 N Heron Dr Hayden Park - Storm	27.60
		009787-014-2025	Public Works	8004 S 5th St	27.60
		005810-000-2025	Public Works	Abrams Park Standpipe - Water	28.16
		005807-000-2025	Public Works	Abrams Park Restrooms - Storm	27.60
				Abrams Park Restrooms - Water	132.13
		009787-018-2025	Genl Govt/Facilities	5145 Pioneer St	27.60
		006405-000-2025	Public Works	119 N 3rd Ave Community Park - Storm	55.20
		009787-012-2025	Public Works	IRR SW Corner of Roundabout Union Ridge Pkwy	51.85
		005804-000-2025	Public Works	535 N Abrams Park Rd - Storm	27.60
				535 N Abrams Park Rd - Water	51.85
		005811-000-2025	Public Works	Abrams Park Kitchen & Irrigation - Water	57.64

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CITY OF RIDGEFIELD WATER & STORM - EPAY	0096	005811-000-2025	Public Works	Abrams Park Kitchen - Storm	579.60	
		006404-000-2025	Genl Govt/Facilities	230 Pioneer St City Hall - Water	93.97	
				230 Pioneer St City Hall - Storm	193.20	
		005032-000-2025	Genl Govt/Facilities	101 S Main - Overlook Park - Water	86.61	
				101 S Main - Overlook Park -Storm	27.60	
		007097-000-2025	Public Works	2311 N 5th Way Crow's Nest Park - Storm	55.20	
		009787-020-2025	Genl Govt/Facilities	813 Pioneer St - Storm	14.93	
				813 Pioneer St - Water	38.48	
		009787-005-2025	Public Works	Park & Ride Lot - Storm	303.60	
		008428-000-2025	Public Works	Cedar Ridge Park - Storm	27.60	
		005207-000-2025	Public Works	Blue Heron Community Garden	37.77	
		009787-016-2025	Public Works	IRR S 56th Pl (Temporary) CRWWD Sewer Mitigation Project	103.70	
		009787-019-2025	Genl Govt/Facilities	5395 Pioneer St	27.60	
		006419-000-2025	Public Works	301 N 3rd Ave CDD - Storm	55.20	
		005812-001-2025	Public Works	Abrams Park Chlorine Injector - Storm	27.60	
		010935-000-2025	Public Works	Cedar Creek Irrigation Tract-B	52.81	
		007183-000-2025	Public Works	618 Lark Dr Lark Park - Storm	27.60	
CITY OF RIDGEFIELD WATER & STORM - EPAY Total					5,861.72	
CLARK COUNTY	0102	CI075142	Judicial	03.2025 Pretrial Supervision	3,934.56	
		CI075132	Public Safety	01.2025 & 02.2025 Jail Beds Rate Correction	732.08	
CLARK COUNTY Total					4,666.64	
CLARK COUNTY TREASURERS OFFICE	0554	SIF202504	Genl Govt/Facilities	04.2025 Monthly School Impact Fees	388,240.00	
		SIF202503	Genl Govt/Facilities	03.2025 Monthly School Impact Fees	472,640.00	
CLARK COUNTY TREASURERS OFFICE Total					860,880.00	
CLARK PUBLIC UTILITIES - EPAY	0110	7559-485-202504	Genl Govt/Facilities	230 Pioneer St.	220.76	
				487 S 56th Pl. - PW Ops Center	51.79	
				Public Safety	101 Mill St Ste B - Police Station	331.31
					Public Works	1504 NW Intertie 3 - Water
					SR/Pioneer St & S 56 PL	110.21
					337 S Royal Rd.	164.78
					SR/Pioneer ST & S 65 AVE	71.44
					487 S 56th Pl. - PW Ops Center	737.90
					214 S Riverview Dr	147.65
					2300 N 3rd Way Bellwood Trail Lights	43.89
					109 W Division St - Electricity	44.16
					3701 N 3rd Cir - Electricity	37.55
					400 N Abrams Park Rd	1,489.31
					800 NE 264 St Intertie 1 - Water	679.10
					487 S 56th Pl.- PW Ops Center	196.25
					101 S Main Ave - Overlook Park	67.38
					301 N 3rd Ave	231.36
					2861 S Royle Rd Traffic	30.92
					City Park/Water Well	3,826.13
					911 N 65th Ave Intertie 2 - Water	99.38
					Overlook Park - Electricity	123.99
					S 5th St & Union Ridge Pkwy	76.84
					Pioneer St. & Gee Creek Loop - Electricity	37.81

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CLARK PUBLIC UTILITIES - EPAY	0110	7559-485-202504	Public Works	535 N Abrams Park Rd.	21.07			
				N 35th Ave and Pioneer St	73.56			
				512 N Allen Dr - Electricity	37.45			
				N 1st Cir & N 65th Ave - Park & Ride	61.02			
				Traffic Signal - Hillhurst/Royal Rd.	68.71			
				Municipal Lighting Lease	11,468.46			
				255 S 56th Pl - Electricity	2,512.17			
				N Abrams Park/E Division	118.34			
			Community Development	487 S 56th Pl. - PW Ops Center	63.45			
			Public Works	487 S 56th Pl. - PW Ops Center	20.65			
CLARK PUBLIC UTILITIES - EPAY Total					24,007.19			
CLARK REGIONAL WASTEWATER DISTRICT - EPAY	0741	0741-202504	Genl Govt/Facilities	Sewer - 487 S 56th Pl PW Ops Center	4.87			
				Sewer - 109 W Division WWTP	73.04			
				Sewer - 230 Pioneer St City Hall	77.58			
				Sewer - 109 W Division WWTP - CRWWD Portion	73.03			
			Public Works	Sewer - 487 S 56th Pl PW Ops Center	87.84			
				Sewer - Abrams Park Concessions	44.24			
				Sewer - 101 S Main Ave Overlook Park	719.44			
				Sewer - Abrams Park Restrooms	87.89			
				Sewer - 255 S 56th Pl Well & Reservoir	39.40			
				Sewer - Abrams Park Kitchen	40.01			
			Community Development	Sewer - 487 S 56th Pl PW Ops Center	5.97			
				Public Works	Sewer - 487 S 56th Pl PW Ops Center	1.94		
				CLARK REGIONAL WASTEWATER DISTRICT - EPAY Total				
			COLUMBIAN PUBLISHING CO	0116	51560	Public Works	Speed Limits Amendments	54.00
Community Development	Mixed Use Zoning	50.40						
51401	Public Works	Systemic Safety Improvements Construction			389.40			
51736	Public Works	I-5 South Connector Study - Stage II			481.80			
COLUMBIAN PUBLISHING CO Total					975.60			
COMCAST - EPAY	2271	2271-202505	Genl Govt/Facilities	PW Ops Center Internet Services - 487 S 56th Pl	10.40			
				RACC Internet Services - 510 Pioneer St Ste B	71.72			
				PW Ops Center Phone Services - 487 S 56th Pl	13.78			
				City Hall Phone Services - 230 Pioneer St	66.62			
			Public Works	City Hall Internet - 230 Pioneer St	409.27			
				PW Ops Center Internet Services - 487 S 56th Pl	168.94			
				Traffic Light Internet Services	147.01			
				PW Ops Center Phone Services - 487 S 56th Pl	224.36			
			Community Development	PW Ops Center Internet Services - 487 S 56th Pl	21.45			
				RACC Internet Services - 510 Pioneer St Ste B	129.08			
				PW Ops Center Phone Services - 487 S 56th Pl	28.45			
COMCAST - EPAY Total					1,291.08			
COMCAST BUSINESS - EPAY	1666	240462949	Public Safety	04.2025 Ethernet - 101 Mill St. Police Station	911.23			
		240462945	Genl Govt/Facilities	PW Ops Ethernet - 487 S 56th Pl.	101.54			
		Public Works	PW Ops Ethernet - 487 S 56th Pl.	1,872.07				
		Community Development	PW Ops Ethernet - 487 S 56th Pl.	124.41				
COMCAST BUSINESS - EPAY Total					3,009.25			
CONSOR NORTH AMERICA INC.	3949	W233613WA.00 -	Public Works	03.2025 Eastside Elevated Water Reservoir	65,666.58			

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CONSOR NORTH AMERICA INC. Total					65,666.58
CRESCENT DESIGN AND ENGINEERING	4047	018	Community Development	04.2025 Development Plan Review	1,113.75
CRESCENT DESIGN AND ENGINEERING Total					1,113.75
CT PUBLISHING LLC	3753	2908223	Public Works	I-5 South Connector Study - Stage II	387.60
		2908210	Public Works	2025-2045 Transportation Cap Facilities Plan	93.50
		290621	Public Works	Parking Code Amendments - Mail Boxes	95.20
CT PUBLISHING LLC Total					576.30
DANIEL E. HERRIGSTAD	3910	2000	Genl Govt/Facilities	BP Live Music Entertainment	1,500.00
DANIEL E. HERRIGSTAD Total					1,500.00
DEPARTMENT OF COMMERCE STATE OF WASHINGT	2889	PWTFNT 406313	Public Works	PWTF Loan - PR20-96103-012	19,078.38
DEPARTMENT OF COMMERCE STATE OF WASHINGTON Total					19,078.38
DEPARTMENT OF LICENSING - EPAY	0154	RG0001828-2025	Genl Govt/Facilities	CPL Fees	18.00
		RG0001831-2025	Genl Govt/Facilities	CPL Fees	18.00
		RG0001830-2025	Genl Govt/Facilities	CPL Fees	18.00
		RG0001827-2025	Genl Govt/Facilities	CPL Fees	18.00
		RG0001829-2025	Genl Govt/Facilities	CPL Fees	18.00
DEPARTMENT OF LICENSING - EPAY Total					90.00
DIGITAL ASSURANCE CERTIFICATION LLC	3592	73926	Finance	Go Bonds Issuance Compliance Services	2,000.00
DIGITAL ASSURANCE CERTIFICATION LLC Total					2,000.00
DRUG TESTING ANALYTICS	0981	341341	Genl Govt/Facilities	DOT Drug Test	20.54
			Public Works	DOT Drug Test	62.27
				DOT Drug Test	140.19
DRUG TESTING ANALYTICS Total					223.00
ELCOR INC	2081	19032	Public Safety	2025 Computer Replacement	9,285.10
			Public Works	2025 Computer Replacement	10,923.92
			Community Development	2025 Computer Replacement	1,473.76
		18954	Information Technology	2025 Computer Replacement	30,623.21
			Public Safety	PD Computers Credit Memo	(2,982.43)
			Public Safety	3 Phones for PD Officers	604.20
		19047	Public Safety	04.2025 IT Services	5,699.08
			Public Safety	04.2025 IT Services	8,629.84
			Public Safety	04.2025 IT Services	1,805.53
		MSG-18974	Information Technology	04.2025 IT Services	7,405.75
			Public Safety	04.2025 GCC Teams Premium & Proated GCC Microsoft 365	54.45
			Public Works	04.2025 GCC Teams Premium & Proated GCC Microsoft 365	60.54
		O365-18975	Community Development	04.2025 GCC Teams Premium & Proated GCC Microsoft 365	39.16
			Information Technology	04.2025 GCC Teams Premium & Proated GCC Microsoft 365	70.76
ELCOR INC Total					73,692.87
ERIC L EISEMANN	0485	0485-202504	Community Development	04.2025 Planning Consulting Services	5,555.00
ERIC L EISEMANN Total					5,555.00
EXPRESS SERVICES INC.	4012	32312990	Public Works	04.28.2025-05.04.2025 Temp Services - Deanna Hovenkotter	691.25
		32278645	Public Works	04.21.2025-04.27.2025 Temp Services - Deanna Hovenkotter	1,023.75
EXPRESS SERVICES INC. Total					1,715.00
FERGUSON ENTERPRISES INC # 8423	0181	1307395-1	Public Works	OMNI Water Meter	10.00
		1315116-1	Public Works	IPERL Water Meters - Manufacturer Surcharge	55.22
		1314967	Public Works	1 IPERL Water Meters	11,535.23
		1308697-2	Public Works	IPERL Water Meters	1,004.04

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FERGUSON ENTERPRISES INC # 8423 Total					12,604.49
Gaskill Bryan	UB*01144	(blank)	Genl Govt/Facilities	Refund Check 014813-000 8731 N 1st St	1.20
Gaskill Bryan Total					1.20
GISI MARKETING GROUP	2811	289550	Public Works	UB Window Envelopes	725.52
GISI MARKETING GROUP Total					725.52
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC.	3447	4665890	Genl Govt/Facilities	05.2025 PW Ops Alarm Monitoring Services	6.20
			Public Works	05.2025 PW Ops Alarm Monitoring Services	114.35
			Community Development	05.2025 PW Ops Alarm Monitoring Services	7.60
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC. Total					128.15
GRAY AND OSBORNE INC	0207	23231.17-3	Community Development	04.2025 Greely Farms Phase 2C PLZ-25-0015	705.72
		23231.18-3	Community Development	04.2025 Greely Farms Phase 2B PLZ-25-0024	442.52
		23231.11-11	Community Development	04.2025 Quail Ridge Subdivision	1,438.18
GRAY AND OSBORNE INC Total					2,586.42
GRAYLING ENGINEERS PLLC	3877	1350	Public Works	04.2025 Water Main Replacement - Pioneer to Shobert	3,954.70
GRAYLING ENGINEERS PLLC Total					3,954.70
Grenz Aaron	UB*01148	(blank)	Genl Govt/Facilities	Refund Check 012117-001 1203 N Fairhope Pl	27.76
Grenz Aaron Total					27.76
HAMPTON AUTO GLASS	0906	68299	Genl Govt/Facilities	PWOPS Kenworth Hook Truck Windshield Replacement	64.99
			Public Works	PWOPS Kenworth Hook Truck Windshield Replacement	456.96
HAMPTON AUTO GLASS Total					521.95
HARPER HOUF PETERSON RIGHELLIS INC.	1678	60937	Public Works	03.2025 51st Roundabout & Pioneer Widening	32,150.50
HARPER HOUF PETERSON RIGHELLIS INC. Total					32,150.50
HD SUPPLY INC.	3886	INV00693593	Public Works	PWWTR Pressure Gauge	63.39
				PWWTR Blue Paint & Flags	156.86
		INv00687920	Public Works	PWWTR Pressure Gauge	96.67
HD SUPPLY INC. Total					316.92
Heil Valerie	UB*01147	(blank)	Genl Govt/Facilities	Refund Check 013822-000 2054 N 4th Way	85.62
Heil Valerie Total					85.62
HELENA GREEN	3763	3763-050125	Judicial	05.01.2025 Interpreting Services	150.00
HELENA GREEN Total					150.00
HOME DEPOT VISA - EPAY	1805	1903319	Genl Govt/Facilities	Painting Supplies - 813 Pioneer St.	281.64
		6971520	Public Works	Small Tools - Henker's Truck & WTR	897.83
HOME DEPOT VISA - EPAY Total					1,179.47
HONEY BUCKETS	0223	0554834899	Genl Govt/Facilities	04.29.2025 PW Shop Port-a-Potty	53.92
			Public Works	04.29.2025 PW Shop Port-a-Potty	995.08
HONEY BUCKETS Total					1,049.00
INTERMEDIA.NET INC.	3804	25059484975	Information Technology	04.2025 Voice Service Charges	89.88
INTERMEDIA.NET INC. Total					89.88
J2 BLUE PRINT SUPPLY CO	0243	AR166620	Human Resources	Employee Shout Out Poster	111.42
		AR166632	Public Works	Systemic Safety Improvements Plans	55.42
		AR166672	Genl Govt/Facilities	05.2025 1SAT Posters	308.71
J2 BLUE PRINT SUPPLY CO Total					475.55
JANEAN Z PARKER	2199	40	Public Works	04.2025 Legal Services	300.00
			Community Development	04.2025 Legal Services	2,100.00
			Legal	04.2025 Legal Services	5,175.00
JANEAN Z PARKER Total					7,575.00
JOE TURNER P.C.	1437	00001515	Community Development	Dangerous Dog Hearing - Code Enforcement	311.75

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JOE TURNER P.C. Total						311.75				
Judah Jeanne	UB*01152	(blank)	Genl Govt/Facilities	Refund Check 016467-000 4231 S 16th Way	0.05					
Judah Jeanne Total						0.05				
Kelsey-Giddings Adam & Angela	UB*01155	(blank)	Genl Govt/Facilities	Refund Check 013019-000 300 Riverview Dr	4.29					
Kelsey-Giddings Adam & Angela Total						4.29				
KIRK JOHNSON	1716	1716-20250522	Finance	03.2025-04.2025 Mileage Reimbursement - Kirk Johnson	112.00					
KIRK JOHNSON Total						112.00				
KYLE JOHNSON	3851	3851-20250519	Public Works	Hands-on Your Control Valves Meals - Kyle Johnson	82.00					
KYLE JOHNSON Total						82.00				
Legacy 6 Inc	UB*01156	(blank)	Genl Govt/Facilities	Refund Check 011809-003 Hydrant Meter S Hillhurst Rd & Sevier Rd	81.23					
Legacy 6 Inc Total						81.23				
LES SCHWAB GROUP HOLDINGS LLC	4006	43700043660	Public Safety	2022 Ford Explorer 73432D - Oil Change	70.63					
		43700042814	Public Safety	2018 Ford Explorer 63639D - Tire Rotation Credit	(34.74)					
LES SCHWAB GROUP HOLDINGS LLC Total						35.89				
MACKAY SPOSITO CONSTRUCTORS LLC	4129	054666	Public Works	03.2025 Pioneer Widening and IQ Credit Union Wetlands	34,938.17					
MACKAY SPOSITO CONSTRUCTORS LLC Total						34,938.17				
MARTA L. OCHOA-RUTUHERFORD	3396	731	Judicial	04.25.2025 Interpreting Services	130.00					
MARTA L. OCHOA-RUTUHERFORD Total						130.00				
MAUL FOSTER ALONGI INC.	0834	67229	Public Works	04.2025 Park Laundry Site Cleanup & Environmental Services	39,413.67					
MAUL FOSTER ALONGI INC. Total						39,413.67				
Mccormack Kimberly	UB*01149	(blank)	Genl Govt/Facilities	Refund Check 010487-000 158 N 44th Pl	88.77					
Mccormack Kimberly Total						88.77				
MELISSA M COSGROVE NP LLC	4096	14957	Public Works	DOT Physical - Zack Rader	80.75					
			Community Development	DOT Physical - Zack Rader	4.25					
MELISSA M COSGROVE NP LLC Total						85.00				
Monroe Kaitlyn	UB*01150	(blank)	Genl Govt/Facilities	Refund Check 013005-001 2114 S Meadowlark Dr	83.70					
Monroe Kaitlyn Total						83.70				
NORTHSIDE FORD TRUCK SALES INC	3281	296455	Genl Govt/Facilities	2022 Ford Explorer 76429D - Oil Change	9.47					
			Public Works	2022 Ford Explorer 76429D - Oil Change	66.64					
NORTHSIDE FORD TRUCK SALES INC Total						76.11				
NORTHSTAR CHEMICAL INC.	1019	309390	Public Works	Sodium Hypochlorite	1,371.79					
NORTHSTAR CHEMICAL INC. Total						1,371.79				
NW NATURAL GAS - EPAY	0315	0315-202504	Genl Govt/Facilities	109 Division PW Shop - Natural Gas	1.58					
				487 S 56th PW Ops #B - Natural Gas	46.45					
				487 S 56th PW Ops #A - Natural Gas	1.73					
				230 Pioneer St City Hall - Natural Gas	122.55					
			Public Safety	101 Mill St. Police Dept. - Natural Gas	96.78					
				Public Works	109 Division PW Shop - Natural Gas	28.59				
					487 S 56th PW Ops #B - Natural Gas	838.66				
					487 S 56th PW Ops #A - Natural Gas	31.21				
			Community Development		487 S 56th PW Ops #A - Natural Gas	2.12				
				109 Division PW Shop - Natural Gas	0.63					
				487 S 56th PW Ops #B - Natural Gas	18.52					
				487 S 56th PW Ops #A - Natural Gas	0.69					
				NW NATURAL GAS - EPAY Total						1,189.51
				ONE CALL CONCEPTS INC.	0326	5049105	Public Works	04.2025 Excavating Notifications/Modern Ticket Delivery	396.18	
ONE CALL CONCEPTS INC. Total						396.18				

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ON-HOLD CONCEPTS INC	2217	666915	Information Technology	04.2025 On Hold Music Services	27.95
ON-HOLD CONCEPTS INC Total					27.95
OX BODIES INC.	4151	525563	Genl Govt/Facilities	Henke Sander Equipment	95,670.20
OX BODIES INC. Total					95,670.20
PACIFIC OFFICE AUTOMATION	2710	259598	Genl Govt/Facilities	02.2025 -04.2025 PW Ops Copier Usage	21.07
			Public Works	02.2025 -04.2025 PW Ops Copier Usage	388.49
			Community Development	02.2025 -04.2025 PW Ops Copier Usage	25.82
PACIFIC OFFICE AUTOMATION Total					435.38
PACIFIC OFFICE AUTOMATION - LEASE	1564	590135947	Genl Govt/Facilities	05.2025 Copier Lease - RACC	243.83
				05.2025 Copier Lease - CH	682.62
			Public Safety	05.2025 Copier Lease - PD	632.01
			Public Works	05.2025 Copier Lease - PWUTIL	47.32
			Community Development	05.2025 Copier Lease - RACC	438.79
		590136192	Public Safety	05.2025 Copier Lease - PD	82.60
PACIFIC OFFICE AUTOMATION - LEASE Total					2,127.17
PATRICK HILDRETH BRAND AND DESIGN	2372	3159	Genl Govt/Facilities	04.2025 General Design - Water Tower/Newsletter/PD Patch	654.92
			Public Safety	04.2025 General Design - Water Tower/Newsletter/PD Patch	176.33
PATRICK HILDRETH BRAND AND DESIGN Total					831.25
PBS ENGINEERING AND ENVIRONMENTAL LLC	0342	24010473-6230	Public Works	03.2025 11th St and S Timm Safety Improvements	7,742.25
		25006826-6517	Public Works	04.2025 Overlook Park Splash Pad as-Built Survey	3,416.25
		71069.009-6225	Public Works	03.2025 S Royle Rd 15th to 5th Way	1,937.50
		25005742-6822	Public Works	04.2025 Abrams Park Caretaker Building Demo Surveying	1,628.35
PBS ENGINEERING AND ENVIRONMENTAL LLC Total					14,724.35
PERLO CONSTRUCTION	4146	COM-23-0080	Community Development	Temp Revocable Certificate of Occupancy Refund	250.00
PERLO CONSTRUCTION Total					250.00
PETERSON CAT	1767	PC2A0014775	Genl Govt/Facilities	PW Backhoe Seal-O-Ring	0.36
			Public Works	PW Backhoe Seal-O-Ring	6.64
PETERSON CAT Total					7.00
PITNEY BOWES - EPAY	0341	3320706208	Genl Govt/Facilities	Q2.2025 Postage Machine Lease	533.72
PITNEY BOWES - EPAY Total					533.72
PLATT ELECTRIC SUPPLY	0766	0Y71584	Public Works	Street Light Sheilds	306.50
PLATT ELECTRIC SUPPLY Total					306.50
PORTLAND ADVENTIST MEDICAL CENTER	0865	102732	Public Safety	Pre Hire Medical Exam	1,022.00
PORTLAND ADVENTIST MEDICAL CENTER Total					1,022.00
PORTLAND ENGINEERING INC	2082	12983	Public Works	04.2025 Q178V Ridgefield Cellular Telemetry	228.27
		12997	Public Works	04.2025 AC006 Ridgefield Service 2025	1,955.24
PORTLAND ENGINEERING INC Total					2,183.51
POSTMASTER	0348	0348-20250522	Genl Govt/Facilities	Permit 40 Postage Replenishment - The Ridge Newsletter	2,316.65
POSTMASTER Total					2,316.65
PRAETORIAN DIGITAL	3484	INVPR11252226	Public Safety	06.2025-05.2026 PoliceOne Academy Renewal	1,756.44
PRAETORIAN DIGITAL Total					1,756.44
Ramirez Evan	UB*01151	(blank)	Genl Govt/Facilities	Refund Check 014429-000 25 S 32nd PI	13.99
Ramirez Evan Total					13.99
RIDGEFIELD HARDWARE	0376	0376-202504	Genl Govt/Facilities	813 Pioneer Renovation Supplies	117.12
				04.2025 Operational Supplies	11.66
				04.2025 Events Supplies	38.38
			Public Safety	04.2025 Operational Supplies	78.61

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RIDGEFIELD HARDWARE	0376	0376-202504	Public Works	04.2025 Operational Supplies - Community Garden	63.25
				04.2025 Operational Supplies	265.53
				04.2025 Small Tools	9.78
				04.2025 Operational Supplies	384.95
				04.2025 Operational Supplies - RORC	21.10
			Community Development	04.2025 Operational Supplies	1.16
RIDGEFIELD HARDWARE Total					991.54
Rightenour Gary	UB*01154	(blank)	Genl Govt/Facilities	Refund Check 008045-000 1304 S Great Blue Rd	61.95
Rightenour Gary Total					61.95
RITCHIE TAN	4145	PER-25-0007	Public Works	Permanenet Irrigation Meter Permit Refund	5,854.00
RITCHIE TAN Total					5,854.00
RODDA PAINT CO.	4140	7027481	Public Works	Fire Hydrants Paint	227.39
		7027500	Public Works	Park Laundry - Paint/Liner/Cover	84.09
RODDA PAINT CO. Total					311.48
RYAN THAMERT	2928	3889-20250522	Council	Council Retreat Mileage Reimb.- Thamert	92.40
RYAN THAMERT Total					92.40
SAUER HOLDINGS LLC	2885	44861	Genl Govt/Facilities	BP Tents/Tables/Chairs/Stage Rental	5,454.57
SAUER HOLDINGS LLC Total					5,454.57
SEATTLE DAILY JOURNAL OF COMMERCE	3980	3409689	Public Works	I-5 South Connector Study - Stage II	943.40
SEATTLE DAILY JOURNAL OF COMMERCE Total					943.40
SIMPLIFILE - EPAY	2962	E6247647	Public Works	Sanderling Public Park/Trail Improvements DA	337.37
		E6246862	Public Works	Notice of Stormwater Claim Lien - Johnson	28.87
SIMPLIFILE - EPAY Total					366.24
Simpson Michael & Mary	UB*01145	(blank)	Genl Govt/Facilities	Refund Check 013311-000 2018 N 4th Way	29.95
Simpson Michael & Mary Total					29.95
SPRINGBROOK - GROUP EPAY	3544	250521926	Public Works	04.2025 UB Web Payments	80.29
SPRINGBROOK - GROUP EPAY Total					80.29
SPRINGBROOK SOFTWARE LLC	3444	INV-020598	Public Works	04.2025 Customer Web Payments	549.66
SPRINGBROOK SOFTWARE LLC Total					549.66
STATE AUDITOR'S OFFICE	0524	L168148	Finance	04.2025 Audit Services	40,060.80
STATE AUDITOR'S OFFICE Total					40,060.80
STATE OF WA DEPARTMENT OF REVENUE - EPAY	0156	0-046-856-303	Genl Govt/Facilities	04.2025 B&O and Excise Tax	729.81
			Public Works	04.2025 B&O and Excise Tax	5,877.15
			Community Development	04.2025 B&O and Excise Tax	6.50
STATE OF WA DEPARTMENT OF REVENUE - EPAY Total					6,613.46
STERICYCLE INC	2504	8010722398	Genl Govt/Facilities	04.2025 Secure Shredding - RACC	11.88
				04.2025 Secure Shredding - CH	60.11
			Community Development	04.2025 Secure Shredding - RACC	21.40
		8010670851	Genl Govt/Facilities	04.2025 Secure Shredding - PW Bldg	5.43
			Public Safety	04.2025 Secure Shredding - PD	47.17
			Public Works	04.2025 Secure Shredding - PW Bldg	100.18
			Community Development	04.2025 Secure Shredding - PW Bldg	6.66
STERICYCLE INC Total					252.83
STEVE KLOPMAN	4149	4149-20250522	Genl Govt/Facilities	CDL DOT Reimbursement - Klopman	15.00
			Public Works	CDL DOT Reimbursement - Klopman	85.00
STEVE KLOPMAN Total					100.00
TAKOHACHI INC.	3025	25-0607	Genl Govt/Facilities	2025 Big Paddle Entertainment	950.00

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TAKOHACHI INC. Total					950.00
TERESA D JOHNSON CPA INC.	0561	7363	Finance	04.32025 Accounting Services	3,516.31
TERESA D JOHNSON CPA INC. Total					3,516.31
THE MASTERS TOUCH LLC	1786	95407	Public Works	04.2025 UB Final Bills	191.87
		95210	Public Works	04.2025 Backflow Letters	337.63
		95269	Public Works	04.2025 UB Statements	1,303.04
		P95269	Public Works	04.2025 UB Statements - Postage	2,059.14
		P95407	Public Works	04.2025 UB Final Bill - Postage	31.33
		P95210	Public Works	04.2025 Backflow Letters - Postage	220.11
THE MASTERS TOUCH LLC Total					4,143.12
THE PARR COMPANY	0964	394273	Public Works	Park Laundry - Concrete Mix	32.09
		397307	Public Works	RORC Parking Lot Marking Chalk	10.21
		399776	Public Works	Park Laundry - 20' Rebar	18.55
THE PARR COMPANY Total					60.85
TIMOTHY BAKER	4136	244	Genl Govt/Facilities	BP Black & White Caricatures	500.00
TIMOTHY BAKER Total					500.00
TOPCON SOLUTIONS STORE	3421	90338546	Public Works	Utilities Tech Bluebeam License	201.10
TOPCON SOLUTIONS STORE Total					201.10
TRACY BLEHM	0809	0809-20250522	Human Resources	AWC Labor Relations Institute Mileage - Blehm	277.20
TRACY BLEHM Total					277.20
TRANSPO GROUP USA INCORPORATED	4112	35004	Public Works	04.2025 ADA Transition Plan	6,013.75
TRANSPO GROUP USA INCORPORATED Total					6,013.75
TYLER KING	2866	2866-20250522	Public Safety	Work Boots Reimbursement - King	184.79
TYLER KING Total					184.79
UNIFIRST CORPORATION	3904	2240217115	Genl Govt/Facilities	04.22.2025 PW Bldg Floor Mats	2.70
				04.22.2025 PWOPS Uniforms	13.04
			Public Works	04.22.2025 PW Bldg Floor Mats	49.78
				04.22.2025 PWWTR Uniforms	40.55
				04.22.2025 PWOPS Uniforms	91.69
				04.22.2025 PWSTW Uniforms	46.62
			Community Development	04.22.2025 PW Bldg Floor Mats	3.31
				04.22.2025 PWWTR Uniforms	2.13
				04.22.2025 PWSTW Uniforms	2.45
				04.22.2025 PWSTW Uniforms	2.45
		2240219472	Genl Govt/Facilities	05.06.2025 Floor Mats - CH	18.07
				04.29.2025 Floor Mats - PD	42.32
			Public Safety	05.06.2025 PW Bldg Floor Mats	2.70
				05.06.2025 PWOPS Uniforms	13.04
		2240217101	Public Works	05.06.2025 PW Bldg Floor Mats	49.78
				05.06.2025 PWWTR Uniforms	40.55
			Community Development	05.06.2025 PWOPS Uniforms	91.69
				05.06.2025 PWSTW Uniforms	46.62
		2240219493	Community Development	05.06.2025 PW Bldg Floor Mats	3.31
				05.06.2025 PWWTR Uniforms	2.13
			Community Development	05.06.2025 PWSTW Uniforms	2.45
				05.06.2025 PWSTW Uniforms	2.45
		2240217091	Genl Govt/Facilities	04.29.2025 Floor Mats - RACC	4.21
				04.29.2025 Floor Mats - RACC	7.58
			Community Development	04.29.2025 Floor Mats - RACC	7.58
04.29.2025 Floor Mats - CH	18.07				

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UNIFIRST CORPORATION	3904	2240219468	Genl Govt/Facilities	05.06.2025 Floor Mats - RACC	4.21			
			Community Development	05.06.2025 Floor Mats - RACC	7.58			
		2240219476	Public Safety	05.06.2025 Floor Mats - PD	42.32			
UNIFIRST CORPORATION Total					648.90			
VAIRKKO TECHNOLOGIES LLC	3699	30308	Genl Govt/Facilities	05.2025 PD Scheduling Software	(15.49)			
			Public Safety	05.2025 PD Scheduling Software	193.49			
VAIRKKO TECHNOLOGIES LLC Total					178.00			
VANCOUVER BOLT AND SUPPLY	0447	VA-224118	Public Works	RORC Tent Bolts	4.65			
VANCOUVER BOLT AND SUPPLY Total					4.65			
VERIZON WIRELESS - EPAY	0452	6112169367	Genl Govt/Facilities	PW iPads	9.75			
				Events iPads	154.48			
			Public Safety	PD iPads & MDCs	734.53			
				Public Works	PW iPads	845.32		
			Community Development	CDD iPads	386.61			
				PW iPads	150.02			
				Code Enforcement iPads	38.69			
			Administration	Admin iPads	116.07			
			Council	Council iPads	309.23			
			Finance	Finance iPads	38.69			
			Information Technology	iPad - Corey Crownhart - Parks	706.54			
		6112169369	Genl Govt/Facilities	General Cellphones	46.31			
				Public Works Engineering & UB Cellphones	71.69			
				HR Cellphones	92.62			
			Public Safety	PD Cellphones	834.26			
			Public Works	Public Works Engineering & UB Cellphones	1,256.88			
				Ryan Smith Cellphone - Storm	54.34			
			Community Development	Building Inspectors & Permitting Cellphones	649.02			
				Public Works Engineering & UB Cellphones	106.68			
				Code Enforcement Cellphone	46.31			
			Administration	Admin Cellphones	185.24			
			Council	Council Cellphones	46.31			
		Finance	Public Works Engineering & UB Cellphones	2.40				
		6112169368	Public Works	Finance Cellphones	92.61			
				Hillhurst Ped Crossing	145.17			
				VERIZON WIRELESS - EPAY Total				7,119.77
				WA STATE DEPARTMENT OF TRANSPORTATION	0688	RE44JD17340L012	Public Works	03.2025 Overpass Safety Screen Plan Review
WA STATE DEPARTMENT OF TRANSPORTATION Total					4,544.54			
WASHINGTON STATE PATROL	0463	I2505796	Genl Govt/Facilities	04.2025 Background Checks - CPL	144.00			
WASHINGTON STATE PATROL Total					144.00			
WATKINS TRACTOR & SUPPLY CO.	3423	510378	Genl Govt/Facilities	PWOPS Kubota Stand on Mower Parts	16.40			
			Public Works	PWOPS Kubota Stand on Mower Parts	115.36			
WATKINS TRACTOR & SUPPLY CO. Total					131.76			
WELLS FARGO - EPAY	1681	202504-9687	Genl Govt/Facilities	Moore Amazon Fall Protection Lanyards - Pw Fac	14.92			
				Moore Amazon Mktpl Center Punches - Pw Fac	1.08			
				Moore Amazon Mktpl Fire Extinguishers - Pw Shop	10.01			
				Moore Amazon Ford Light Bar - Pw Fac	33.47			
				Moore Amazon Aed Batteries - All City	83.16			

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WELLS FARGO - EPAY

1681

202504-9687

Genl Govt/Facilities

Moore Amazon Mktpl Tissues/Markers - Pw Ops	1.57
Moore Amazon Mktpl Notebooks - Pw Ops	3.56
Moore Amazon Mktpl Batteries - Pw Fac	1.93
Moore Amazon Mktpl Craft Supplies - April 1Sat	231.62
Moore Amazon Command Hooks/Room Spray - Pw Ops	3.42
Moore Amazon Wire Conductor/Strobe Light - Pw Fac	20.34
Moore Amazon Socket Wrench Set - Engineering	11.71
Moore Amazon Mktpl Batteries - Pw Ops	1.26
Moore Amazon Chargers - Engineering/Storm	0.24
Moore Amazon Wood Primer - Dragon Boats	54.34
Moore Amazon Desk Organizers - Hr	31.08
Moore Amazon Usb Drive - Ch	27.03
Moore Amazon Mktpl Mouse Pads - Hr	30.08
Moore Amazon Mktpl Pressure Washer - Pw Fac	22.74
Moore Amazon Mktpl Badge Holders - HR	20.64
Moore Amazon Mktpl Trophy Set - April 1Sat	30.43
Moore Amazon Car Floor Mats - Pw Ops	1.42
Moore Amazon Mktpl Post Its - Hr	14.46
Moore Amazon Mktpl Tissues/Clorox Wipes - Ch	107.02
Moore Amazon Mktpl Craft Supplies - May 1Sat	92.94
Moore Amazon Mktpl Lanyards - April 1Sat	15.86
Moore Amazon Pc Cord - Hr	6.29
Moore Amazon Mktpl Laptop Charger - Ch	21.67
Moore Amazon Chair Mat - Pd	191.88
Moore Amazon Mktpl Key Chain Tags - Pd	37.32
Moore Amazon Mktpl Gun Cleaning Tools/Wrench - Pd	49.38
Moore Amazon Mktpl Sd Card - Pd	29.33
Moore Amazon Printable Cards - Pd	14.62
Moore Amazon Mktpl Chest Seals - Pd	55.74
Moore Amazon Mktpl Heat Shield - Pd	39.08
Moore Amazon Baby Wipes - PD	20.25
Moore Amazon Mktpl Label Tape/Label Maker - Pd	74.61
Moore Amazon Mktpl Lubricant Cleaner - Pd	42.13
Moore Amazon Mktpl Phone Charger - Pd	20.63
Moore Amazon Dog Leashes - Pd	21.51
Moore Amazon Fall Protection Lanyards - Pw Fac	104.88
Moore Amazon Mktpl Center Punches - Pw Fac	7.61
Moore Amazon Mktpl Fire Extinguishers - Pw Shop	185.15
Moore Amazon Ford Light Bar - Pw Fac	235.35
Moore Amazon Mktpl Tissues/Markers - Pw Ops	29.04
Moore Amazon Marking Wands - Stormwater	38.43
Moore Amazon Mktpl Notebooks - Pw Ops	65.79
Moore Amazon Mktpl Batteries - Pw Fac	13.59
Moore Amazon Mktpl Interlocking Tiles - Water	293.09
Moore Amazon Command Hooks/Room Spray - Pw Ops	63.23
Moore Amazon Mouse/Keyboard/Headset - Bahaar Taylor	17.23
Moore Amazon Mktpl Rubber Trim - Snow Sander	45.64

Public Safety

Public Works

City of Ridgefield

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202504-9687

Public Works

Moore Amazon Wire Conductor/Strobe Light - Pw Fac	143.03
Moore Amazon Socket Wrench Set - Engineering	46.80
Moore Amazon Mktpl Batteries - Pw Ops	23.28
Moore Amazon Screen Protector/Stylus Pen - Crownhart	47.80
Moore Amazon Chargers - Engineering/Storm	9.54
Moore Amazon Mktpl Measuring Wheel - Storm	29.18
Moore Amazon Space Heater - Bahaar Taylor	12.94
Moore Amazon Mktpl Pressure Washer - Pw Fac	159.88
Moore Amazon Chargers - Storm	15.69
Moore Amazon Car Floor Mats - Pw Ops	26.18
Moore Amazon Mktpl Dot Tape - Streets	84.70
Moore Amazon Mktpl Sun Shades - Parks	206.50
Moore Amazon Truck Cargo Bar - Storm	41.30
Moore Amazon Folding Truck Bed Box - Water	510.88
Moore Amazon Mktpl Measuring Wheel - Water	29.18
Moore Amazon Mktpl Mower Belts - Parks	495.64
Moore Amazon Graph Notepad - Parks	34.35
Moore Amazon Pens - Bahaar Taylor	5.44
Moore Amazo Marking Wands - Water	38.43
Moore Amazon Mower Blades - Parks	152.08
Moore Amazon Drill Bit - Water	14.10
Moore Amazon Phone Case/Screen Protector - Stormwater	45.35
Moore Amazon Light Bulb Return - Parks	(28.36)
Moore Amazon Key Lock Box - Abrams Park	26.54
Moore Amazon Keyboard - Dev Review Coordinator	35.59
Moore Amazon Mktpl Paper Towels - Racc	19.56
Moore Amazon Highlighters - Dev Review Coordinator	14.90
Moore Amazon Mktpl Tissues/Markers - Pw Ops	1.93
Moore Amazon Mktpl Notebooks - Pw Ops	4.37
Moore Amazon Cleaning Wipes - Racc	6.41
Moore Amazon Plates/Napkins/Utensils - Racc	33.06
Moore Amazon Command Hooks/Room Spray - Pw Ops	4.20
Moore Amazon Mktpl Vehicle Laptop Mount - Cdd	336.42
Moore Amazon Mouse/Keyboard/Headset - Bahaar Taylor	137.80
Moore Amazon Socket Wrench Set - Engineering	11.70
Moore Amazon Mktpl Batteries - Pw Ops	1.55
Moore Amazon Chargers - Engineering/Storm	5.91
Moore Amazon Sticky Notes - Racc	18.01
Moore Amazon Coffee - Racc	19.27
Moore Amazon Space Heater - Bahaar Taylor	51.74
Moore Amazon Car Floor Mats - Pw Ops	1.74
Moore Amazon Pens - Bahaar Taylor	21.79
Moore Amazon Fidget Toys - Take Your Kid To Work	18.47
Moore Amazon Envelopes/Toys - Take Your Kid To Work	38.02
Moore Amazon Umbrella Hats - Take Your Kid To Work	58.68
Moore Amazon Sunglasses - Take Your Kid To Work	33.69
Moore Amazon Water Bottles/Hats - Take Your Kid To Work	95.41

Community Development

Human Resources

City of Ridgefield

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WELLS FARGO - EPAY

1681

202504-9687

Human Resources

Moore Amazon Drawstring Bags Refund - Take Your Kid to Work

(45.17)

Moore Amazon Fidget Spinners - Take Your Kid To Work

38.24

Moore Amazon Drawstring Bags - Take Your Kid To Work Day

52.16

Moore Amazon Drawstring Bags - Take Your Kid To Work

32.48

Administration

Moore Amazon Desk Organizers - Admin

41.28

Moore Amazon Mktpl Foot Ottoman - Ferriss

27.93

Council

Moore Amazon Mktpl Vest - Council

10.32

Moore Amazon Microphone Stand - Wave

63.69

Moore Amazon Mktpl End Table/Tripod - Wave

112.59

Moore Amazon Mktpl Pillows - Wave

33.91

Moore Amazon Mktpl Chairs For Podcast Area - Wave

369.47

Moore Amazon Mktpl Podcast Recorder - Wave

456.49

Finance

Moore Amazon Mktpl Paper Towels - Racc

10.87

Moore Amazon Cleaning Wipes - Racc

3.56

Moore Amazon Mktpl Pen Refills - Finance Director

16.31

Moore Amazon Plates/Napkins/Utensils - Racc

18.37

Moore Amazon Mktpl Replacement Heater - Schneider

28.25

Moore Amazon Sticky Notes - Racc

10.01

Moore Amazon Coffee - Racc

10.71

Moore Amazon Monitor/Printer Stands - Rubio

60.25

Moore Amazon Mktpl Pens - Finance Director

32.49

Information Technology

Moore Amazon Mouse/Keyboard/Headset - Bahaar Taylor

17.23

Moore Amazon Mktpl Ipad Keyboard - Parks

70.63

202504-9437

Public Safety

Steele-Hoots Usps Certified Mailing - Pd

9.68

Steele-Hoots Starbucks Coffee - Use Of Force Training Day 2

43.48

Steele-Hoots 4Imprint Swag/Handouts - Pd Events

1,216.83

Steele-Hoots Costco Paper Towels/Toilet Paper/Tv Mount - Pd

153.78

Steele-Hoots Dickssportinggoods.Com Boots - Officer Siem

239.13

Steele-Hoots Usps Postage For Returned Wallet - Pd

9.35

Steele-Hoots Calibre Press Critical Thinking Training - Debiak

219.00

Steele-Hoots Tlo Transunion Background Investigations - Pd

82.61

Steele-Hoots Starbucks Coffee - Use Of Force Training Day 1

45.48

Steele-Hoots Rosauers Food & Dru Refreshments - Use Of Force

33.53

Steele-Hoots On Sportswear Boots - Officer Debiak

239.14

Steele-Hoots Rosauers Food & Dru Lunch - Civil Service Pd Boards

65.49

Steele-Hoots Nest Restaurant And Bar Lunch For 3 Axon Trainers

58.78

202504-5997

Genl Govt/Facilities

Sampson Northside Ford Tail Light Replacement - Water WA Tax

(33.74)

Sampson Hydra-Power Systems New Seals For Mower - Storm WA Tax

(0.46)

Public Works

Sampson Northside Ford Tail Light Replacement - Water

421.60

Sampson Hydra-Power Systems New Seals For Mower - Storm

37.84

Sampson Rhino Lining Of Vancouver Rhino Bed Liner - Water Trucks

1,733.76

202504-9059

Public Works

Stuart El Rancho Viejo Splash Pad Meeting - Green

18.24

Community Development

Stuart El Rancho Viejo Splash Pad Meeting - Green

7.82

Council

Stuart Rosauers City Councilors Breakfast Mtg - Council

26.62

Stuart Amazon Supplies For Mayor Moderating Town Hall

104.30

Stuart Amazon Mayor Moderating Supplies Unused Supplies Refund

(104.30)

Stuart Nest Restaurant And Bar Lunch Mtg W/Councilor - Council

48.29

City of Ridgefield

Claims Payment Report

For Approval on:

May 22nd, 2025

WELLS FARGO - EPAY

1681

202504-9059

Council

Stuart BevrIDGEpublic Lunch Mtg W/Councilor - Council	30.93
Stuart RENNIES Landing Lunch Tour Of Eugene Ymca - Mayor	22.00
Stuart City Of Eugene Parking Tour Of Eugene Ymca - Mayor	1.00
Stuart COV Parking Parking For County Comp Plan - Stuart	15.75
Stuart Uber Trip From Icma Conf Reception - Stuart	35.57
Stuart El Rancho Viejo Splash Pad Meeting - Stuart/Contractor	52.11
Stuart ROSAUSERS City Councilors Breakfast Mtg - Stuart	13.31
Stuart ACE Parking For Interview Ymca Candidates - Stuart	6.00
Stuart Nest Restaurant And Bar Lunch Mtg W/Councilor - Stuart	71.79
Stuart Uber Trip To Airport From Hotel At Icma Conf - Stuart	34.91
Stuart Sushi Kato Lunch Mtg W/Developer Junction Prj - Stuart	20.87
Stuart Uber Trip Uber To Icma Conf Reception - Stuart	24.50
Stuart La Catrina Dinner - Main St Presentation - Stuart	19.30
Stuart The Pfister Hotel Hotel For Icma Conference - Stuart	539.98
Stuart Pdx Airport Parking Icma Conference - Stuart	72.00
Stuart Nest Restaurant And Bar Lunch Mtg Paradise Park - Stuart	11.75
Stuart BevrIDGEpublic Lunch Mtg W/Councilor -Stuart	30.93
Stuart Uber Trip Airport To Hotel At Icma Conf - Stuart	37.71
Stuart Alaska Air Baggage Check Icma Conference Trip - Stuart	35.00
Stuart City Of Eugene Parking Tour Of Eugene Ymca - Stuart	1.00
Stuart Alaska Air Baggage Check Icma Conf Trip - Stuart	35.00
Stuart Nest Restaurant And Bar Lunch IS S Mtg Connector - Stuart	45.67
Stuart RENNIES Landing Lunch Tour Of Eugene Ymca - Stuart	22.00
Stuart Uber Trip Tip Hotel To Airport Icma Conference - Stuart	7.00
202504-2164 Genl Govt/Facilities	
Giles Costco Whse Coffee - Pw Bldg	2.13
Giles Tractor Supply Center Punch - Pw Fac	0.94
Giles Tractor Supply Rakes - Pw Fac	23.68
Giles Sandys Sign & Design Vehicle Decals - Stock Supply	105.24
Giles Sandys Sign & Design Vehicle Decals - Water	210.49
Giles Tractor Supply Rakes - Pw Fac	71.77
Giles Costco Whse Coffee - Pw Bldg	39.33
Giles Tractor Supply Center Punch - Pw Fac	6.65
Giles Tractor Supply Rakes - Pw Fac	94.72
Giles Costco Whse Coffee - Pw Bldg	2.61
Giles Sandys Sign & Design Vehicle Decals - Cdd	105.25
202504-1081 Finance	
Irwin Washington State Chapt Wa-Nigp Membership Renewal - Irwin	40.00
Irwin Pagefreezer.Com Pagefreezer Archiver Software - 5 Add User	636.00
Irwin Techsmith Techsmith Snagit Renewal - Schneider	25.82
Irwin Currency Conversion Fee Bank Fee - Pagefreezer	7.84
Irwin Pagefreezer.Com Pagefreezer Archiver Verizon 1 Add. User	148.32
202504-7739 Genl Govt/Facilities	
Coleman Ridgefield Floral Craft Supplies - May 1Sat	184.79
Coleman Zazzle Large Fliers - May 1Sat	80.08
Coleman Papa Petes Pizza Lunch - Spring Clean Up	362.81
Coleman Customink Anniversary T-Shirts - May 1Sat	1,531.04
Coleman Ridgefield Main Street April 1Sat Moola Prizes	175.00
Coleman ROSAUSERS Food Refreshments Craft Supplies - April 1Sat	101.20
Coleman Costco Refreshments - Spring Clean Up	92.02

City of Ridgefield

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WELLS FARGO - EPAY

1681

202504-7739	Genl Govt/Facilities	Coleman Cleverwaiver Waiver Software - Dragon Boat	29.99
		Coleman Vistaprint Fliers - May 1Sat	56.72
	Council	Coleman Rosauers Refreshments - Council Wave	55.91
202504-7002	Genl Govt/Facilities	Thamert Cameo Cafe Pw Director'S Monthly Breakfast - Thamert	0.84
	Public Works	Thamert Cameo Cafe Pw Director'S Monthly Breakfast - Thamert	14.22
		Thamert El Rancho Viejo Utilities Technician Panel Lunch -Thamert	87.52
	Community Development	Thamert Cameo Cafe Pw Director'S Monthly Breakfast - Thamert	1.67
202504-5756	Genl Govt/Facilities	Rubioromero Water Coffee Delivery Water Delivery Service - Pw Bl	9.48
		Rubioromero Water Coffee Delivery Water Delivery Service - Racc	43.75
	Public Safety	Rubioromero Siptrunk Telephone Service - Pd	232.42
	Public Works	Rubioromero Water Coffee Delivery Water Delivery Service - Pw Bl	174.84
	Community Development	Rubioromero Water Coffee Delivery Water Delivery Service - Pw Bl	11.62
		Rubioromero Water Coffee Delivery Water Delivery Service - Racc	78.72
	Information Technology	Rubioromero Amazon Web Services Web Audio Backup WA Tax	(0.05)
		Rubioromero Zoom.Com Meeting Platform	69.56
		Rubioromero Spotify Monthly Music - Ch	13.03
		Rubioromero Amazon Web Services Web Audio Backup	0.65
		Rubioromero Adobe Adobe Software - Communications	65.21
202504-6996	Genl Govt/Facilities	Demoss Facebk Marketing - May 1Sat	1.37
		Demoss Facebk April/May Fs Marketing	30.93
	Administration	Demoss The Columbian Monthly Newspaper Subscription - Communicat	9.99
	Information Technology	Demoss Captions Captions Software - Communications	9.99
202504-9102	Genl Govt/Facilities	Allen Belnick Retail Chairs - Tmi Building	604.21
		Allen Costco By In Car Coffee - Ch	43.28
		Allen Customsigns.Com Canceled Nameplate Order - Future Credit	(9.99)
	Human Resources	Allen Catering By Chucks Employee Lunch - Take Your Kid To Work	474.51
		Allen Costco By In Car Breakfast Items - All Hands	28.93
		Allen Instacart Breakfast Items - April All Hands	114.74
		Allen Starbucks Breakfast - Take Your Kid To Work	22.74
		Allen Costco By In Car Snacks - Wellness	1,006.11
		Allen Starbucks Coffee - April All Hands	65.22
		Allen Costco By In Car Breakfast Item - Take Your Kid To Work	40.71
		Allen Costco By In Car Breakfast/Lunch - Take Your Kid To Work	209.15
202504-0187	Genl Govt/Facilities	Melroy Mason Dynamics Snowplow Repair Parts - Streets WA Tax	(10.46)
	Public Works	Melroy Mason Dynamics Snowplow Repair Parts - Streets	130.69
202504-0794	Genl Govt/Facilities	Knottnerus Bobs Paint Land Paint Primer - Dragon Boats	68.91
		Knottnerus Starbucks Coffee - Spring Clean Up Volunteers	43.48
		Knottnerus Lava Java Mayor Coffee Talk - April 1Sat	105.46
	Administration	Knottnerus The Pfister Hotel ICMA Conf Hotel - Knottnerus	539.98
202504-4870	Genl Govt/Facilities	Johnson The Ups Store Shipping Cost - Floor Banner Back To Wfoa	20.70
	Public Safety	Johnson Wa Dol Lic & Reg Title Fees Patrol Vehicle - PD	63.09
	Public Works	Johnson Wa Dol Lic & Reg Title Fees For Two Trucks - Water	126.19
		Johnson Jmt Home Inspection Radon Inspection - 907 Pioneer St.	600.00
	Community Development	Johnson Wa Dol Lic & Reg Title Fees Ford Escape - Cdd	63.09
	Finance	Johnson Columbian Monthly Newspaper Subscription - Fin Director	12.50
202504-6189	Public Works	Green Cameo Cafe Breakfast Pw Directors Meeting - Green	13.46
		Green Playmakers Sports Bar Gonzalez First Day Lunch - Green	14.87

City of Ridgefield

Claims Payment Report

For Approval on:

May 22nd, 2025

WELLS FARGO - EPAY	1681	202504-6189	Community Development	Green Cameo Cafe Breakfast Pw Directors Meeting - Green	5.77
				Green Playmakers Sports Bar Gonzalez First Day Lunch - Green	6.37
				Green Rosauers Gonzales 1st Day Treats - Dev Review Coord	24.97
				Green Playmakers Sports Bar Gonzalez 1st Day Lunch - Dev Review	42.47
		202504-3244	Public Safety	Doriot Wal-Mart Garbage Can/Scale/Markers/Eraser - PD Event	64.20
				Doriot Calibre Press Recruitment Training - Sgt. Andy Marvitz	495.00
				Doriot Dickssportinggoods.Com Work Boots - Lt. Andrew	239.13
				Doriot Center Market 7 Ice Drug Take Back Event - PD	17.06
				Doriot Glock Professional Inc Firearms Operator Couse - King	400.00
				Doriot Costco Large Cooler - Pd	86.95
				Doriot Costco Snacks/Beverages Use Of Force Class - Pd	332.34
		202504-7189	Human Resources	Sennett Sticker Mule Stickers - Take Your Kid To Work	95.66
		202504-7069	Public Safety	Ferriss Assocwabusiness Adobe License - Detective King	279.20
			Administration	Ferriss Paypal Wmca Annual Membership - Ferriss	100.00
			Council	Ferriss Skamania Lodge City Council Retreat Hotel	3,615.86
				Ferriss Future Of Adva Credc Registration - Favela	108.55
				Ferriss Grtr Vancouver Chamber 2025 Review - Burkle/Wells	90.00
				Ferriss Assocwabusiness Awb 2025 Spring Mtg - Hamilton	279.20
				Ferriss Grtr Vancouver Chamber 2025 Review - Cole/Chipman	90.00
			Executive	Ferriss Grtr Vancouver Chamber 2025 Legislative Review - Stuart	45.00
		202504-6939	Community Development	Lust Washington State Assoc Wa Permit Techs Membership - Siebert	50.00
				Lust The Columbian Monthly Newspaper Subscription - Cdd Director	13.00
		202504-5484	Genl Govt/Facilities	Freimuth Payrollorg Payroll Book - Freimuth	462.16
			Public Safety	Freimuth Best Western Ahtanu West Point Training Hotel - Jensen	560.00
			Public Works	Freimuth Paypal Control Valve Workshop Registration - K Johnson	200.00
			202504-7051	Human Resources	Blehm Costco Employee Lunch - Take Your Kid To Work
WELLS FARGO - EPAY Total					30,339.06
WESTERN EQUIPMENT	2363	INV087353	Public Works	PWSTW Ventrac Mower Parts	307.41
WESTERN EQUIPMENT Total					307.41
WEX BANK - EPAY	3552	104464799	Genl Govt/Facilities	PW FAC Propane	9.69
				PW Fuel	277.06
			Public Safety	PD Overnight Fleet Cards	14.00
				PD Fuel	3,999.26
			Public Works	PW FAC Propane	68.17
				PW Fuel	4,407.19
				WTR Overnight Fleet Cards	14.00
			Community Development	PW Fuel	1,052.03
				CDD Overnight Fleet Card	15.00
				CDD Fuel	707.39
WEX BANK - EPAY Total					10,563.79
Grand Total					2,890,680.97

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 22, 2025

AGENDA ITEM NAME: Approval of Minutes from the May 8, 2025 & May 15, 2025 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. 05-08-2025
2. 05-15-2025 Study Session



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
MAY 8, 2025**

Regular Meeting - 6:30 PM

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

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

Present:

Mayor Matt Cole
Mayor Pro Tem Judy Chipman
Council Member Lee Wells
Council Member Clyde Burkle
Council Member Katie Favela
Council Member Rian Davis
Council Member Meghan Hamilton

- 3. Late changes to the agenda**

II. 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 [City Council Meeting Audio Files | Ridgefield, WA \(ridgefieldwa.us\)](https://www.ridgefieldwa.us/City-Council-Meeting-Audio-Files).

III. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Clyde Burkle
SECONDER:	Council Member Lee Wells
AYES:	Mayor Cole, Council Member Wells, Mayor Pro Tem Chipman, Council Member Burkle, Council Member Favela, Council Member Davis, Council Member Hamilton

- 1. Approval of Claims And/Or Payroll**

2. Approval of Minutes from the April 24, 2025 and May 1, 2025 Meeting

3. Confirmation of Preferred GMA Land Use Alternative

IV. PRESENTATION

1. Fourth Quarter 2024 Budget to Actual Presentation - Kirk Johnson, Finance Director

V. BUSINESS

1. Motion - Approval of Water Conservation Strategy - Ryan Thamert, Utilities & Operations Director

Water Conservation Plan was developed to manage water demand during outages, emergencies, and peak seasonal usage that currently strain the system. Despite infrastructure improvements over the past 15 years, the system is approaching capacity—especially during summer months. While new projects are planned to expand capacity, they are more than a year from completion. The proposed plan includes a five-phase approach with escalating conservation measures triggered by system conditions to help reduce peak demand. Staff will present this item for Council approval at the next meeting.

2. Second Reading of Ordinance No. 1451 - Marx Petition to Annex - Claire Lust, Community Development Director

Council reviewed a Petition to Annex two residentially-zoned parcels accessed via NE 259th Street. The parcels include a 10.59-acre developable parcel and a 0.61-acre flagpole parcel, located south of Greely Farms Phase 3 and east of Urban Downs II, both RLD-6 planned unit developments. These parcels are in the Ridgefield Urban Growth Area (UGA) and contiguous with the city limits, making them eligible for annexation. Council adopted Resolution No. 659 on February 27, 2025, approving the intent to annex the Marx property. The annexation petition was signed by Robert and Denise Marx, who own 100% of the land value, exceeding the 60% threshold required for the direct petition method of annexation.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1451 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Katie Favela
SECONDER:	Mayor Pro Tem Judy Chipman
AYES:	Mayor Cole, Council Member Wells, Mayor Pro Tem Chipman , Council Member Burkle, Council Member Favela, Council Member Davis, Council Member Hamilton

VI. PUBLIC HEARING/BUSINESS

1. Public Hearing and First Reading of Ordinance No. 1452 - Establishing a 20 mph Speed Limit for Gee Creek Loop - Chuck Green, Public Works Director

Gee Creek Meadows, originally built as a private HOA community in 1993, was annexed into the City at that time. In 2017, the HOA dissolved and ownership of Gee Creek Loop was transferred to the City, making it a public road. Public Works is currently working on stormwater, pavement, and crosswalk improvements in the area, funded in part by CDBG funds. At a recent neighborhood meeting, residents raised concerns about speeding. Staff found that no official speed limit had ever been established, making the existing 15 mph sign unenforceable. Based on an engineering review, the City Traffic Engineer recommends establishing a 20 mph speed limit for Gee Creek Loop—the lowest enforceable limit allowed under state law for public roads.

Mayor Cole Opened the Public Hearing: 7:30PM

No testimony received.

Mayor Cole Closed the Public Hearing: 7:30PM

MOTION: MOVED TO WAIVE THE SECOND READING AND ADOPT ORDINANCE NO. 1452 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Katie Favela
SECONDER:	Mayor Pro Tem Judy Chipman
AYES:	Mayor Cole, Council Member Wells, Mayor Pro Tem Chipman, Council Member Burkle, Council Member Favela, Council Member Davis, Council Member Hamilton

2. Public hearing and First Reading of Ordinance No. 1453 - Amendment to RMC 10.12 Parking, New Section to Prohibit Parking in Front Of or Within 10 Feet of U.S. Mailboxes - Chuck Green, Public Works Director

As new neighborhoods develop, the U.S. Postal Service now requires community (grouped) mailboxes, which often compete with limited on-street parking. City staff have received increasing complaints about vehicles blocking access to these mailboxes, especially in Quail Run and Taverner Ridge. Similar concerns have been raised in the downtown area. To address this, staff are proposing a new city code modeled after Clark County’s 2019 provision, which prohibits parking within 10 feet of mailboxes, except for brief mail pickup or delivery. If adopted, the change would effectively reserve 1–2 parking spaces near each mailbox for mail access only.

Mayor Cole Opened the Public Hearing: 7:43PM

No testimony received.

Mayor Cole Closed the Public Hearing: 7:44PM

MOTION: MOVED TO WAIVE THE SECOND READING AND ADOPT ORDINANCE NO. 1453 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Mayor Pro Tem Judy Chipman
SECONDER:	Council Member Katie Favela
AYES:	Mayor Cole, Council Member Wells, Mayor Pro Tem Chipman, Council Member Burkle, Council Member Favela, Council Member Davis, Council Member Hamilton

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

Council Member Favela attended the Battle Ground Town Hall meeting, the First Saturday event, the City Council retreat, the City Manager briefing, and the CAAB meeting.

Council Member Davis attended the YMCA Healthy Kids Day, the First Saturday event, and the City Council retreat.

Council Member Hamilton attended the City Council retreat, the First Saturday event, and the Ridgefield Chamber monthly meeting, and gave a shout-out to the Pink Lemonade project.

Council Member Burkle attended many of the same meetings and gave a shout-out to the Ridgefield High School Knowledge Bowl team.

Council Member Wells attended the Battle Ground Town Hall meeting, the First Saturday event, City Manager briefings, and the City Council retreat.

Mayor Pro Tem Chipman attended the City Council retreat and the First Saturday event, and provided an update on the 100 Women Who Care event. A reminder that the Legislative Review meeting and the Clark County Family YMCA event are scheduled for Friday.

2. Mayor

Provided an update and acknowledgment regarding the overpass artwork. Shared an update on the Clark County Comprehensive Plan.

3. City Manager

City Manager Steve Stuart followed up on the Mayor's comments about the Clark County Comprehensive Plan, provided grant updates, and shared highlights from the Eugene YMCA tour with the Mayor.

Capital & Engineering Director Chuck Green provided updates on the overpass artwork and the HAWK signal project.

Utilities & Operations Director Ryan Thamert gave an update on the temporary gravel parking lot and provided the latest details on the "Best Tasting Water" competition.

IX. ADJOURN

8:10PM

Julie Ferriss, City Clerk

Matt Cole, Mayor



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
MAY 15, 2025**

Regular Meeting - 4:00 PM

I. STUDY SESSION - 4:00 P.M.

Present:

Mayor Matt Cole
Mayor Pro Tem Judy Chipman
Council Member Lee Wells
Council Member Clyde Burkle
Council Member Katie Favela
Council Member Rian Davis
Council Member Meghan Hamilton

1. Envision Ridgefield 2045: Draft Land Use Goals and Policies - Claire Lust, Community Development Director

As part of Envision Ridgefield 2045, the City's 20-year growth management plan, Council previously selected a preferred land use map reflecting strategic, targeted growth. The remaining component of the land use element involves developing goals and policies aligned with that map. This study session provided Council an opportunity to review and give feedback on the draft land use goals and policies.

II. ADJOURN

4:56PM

Julie Ferriss, City Clerk

Matt Cole, Mayor

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 22, 2025

AGENDA ITEM NAME: Horizontal Curves Safety Project Construction Contract Award

GOVERNING LEGISLATION

Revised Code of Washington Title 35 – Cities and Towns
Title 35A Optional Municipal Code
Title 39 - Public Contracts and Indebtedness, and
City Financial Policy #04: Procurement of Goods & Services.

PREVIOUS COUNCIL ACTION TAKEN:

2025 Capital Budget
2025-2030 Transportation Improvement Program

SUMMARY/BACKGROUND:

The City of Ridgefield, in partnership with the Regional Transportation Council, conducted a City Road Safety Plan in 2022 and updated that Plan in 2024. It analyzed crash data and other safety information from within the city to identify trends, contributing factors, associated risk factors and deficiencies present in the City’s road network. The Road Safety Plan assessed a variety of measures and made recommendations for safety improvements inside the City.

Most of these locations are at or near curves in the roadway system. The City received a federal Highway Safety Improvement Program (HSIP) grant to examine this issue and develop a set of plans and implement safety improvements. The HSIP grant funds 100% of the design and implementation costs. The project associated with this grant is called the Systemic Horizontal Curves Safety Project. The engineering firm of PBS conducted a comprehensive assessment of the data and recommended a set of improvements. The results of that process were presented to Council in September 2024.

The project consists of placing or upgrading warning and advisory signage at several locations around the City. Additionally, new speed reader signs (“Your Speed Is”) will be installed at the following locations:

- Main Avenue entering the City on the north side
- Pioneer Street entering Downtown area east of Hillhurst, where speed limit changes from 35 to 25
- Reiman Road southbound
- S 10th Way eastbound, approaching curve at S 35th Place
- S 15th Street westbound, approaching curve at S 35th Place
- S Hillhurst Road, Northbound, near S 19th Way where speed limit changes from 35 to 25 mph.

Bids were received from:

- Advanced Government Services, LLC, Tacoma, WA: \$189,917.
- American Electrical Construction, LLC, Brush Prairie, WA: deemed non-responsive due to not submitting two required forms (their bid was \$254,400).
- City Electric Co, Ridgefield, WA: \$122,900.
- Vertex Contracting, LLC, Battle Ground, WA: \$145,806.
- Western United Civil Group, LLC, Yacolt, WA: \$146,820.

City Electric was determined to be the lowest responsive and responsible bidder in the amount of \$122,900.

Because this is a federal aid project, WSDOT Local Programs reviewed and approved moving forward with the award to the lowest responsive and responsible bidder. There is a 0% Disadvantaged Business Enterprise goal for this contract. City Finance and Public Works Capital & Engineering staff reviewed the bid tabulations and determined there were no irregular nor unbalanced bids and is proceeding moving forward to Council for the award.

BUDGET/FINANCIAL IMPACTS:

The contract amount to complete the work is \$122,900, which is within the 2025 Capital Budget and the HSIP grant amount.

RECOMMENDED ACTION OR MOTION:

Council action is requested on this item.

A suggested motion is: **"I move to award the Systemic Horizontal Curve Safety Project construction contract to City Electric of Ridgefield, WA in the amount not to exceed \$122,900, with an additional \$10,000 for contingencies."**

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. Horizontal Curves Bid Tabs - Signed
2. Horizontal Curves Cover Page

Systemic Horizontal Curves Safety Improvement Project						Engineers Estimate		Advanced Government Services, LLC		American Electrical Construction, LLC		City Electric Co.		Vertex Contracting, LLC		Western United Civil Group, LLC	
BID ITEM NO.	STANDARD ITEM #	SEC. SECTION	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	1	1-09.7	Mobilization	LS	1	\$21,200.00	\$21,200.00	\$25,174.00	\$25,174.00	\$28,000.00	\$28,000.00	\$2,500.00	\$2,500.00	\$7,000.00	\$7,000.00	\$15,000.00	\$15,000.00
2	7728	1-04	Minor Change	CALC	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
3	7736	1-07.15	SPCC Plan	LS	1	\$3,000.00	\$3,000.00	\$301.00	\$301.00	\$500.00	\$500.00	\$500.00	\$500.00	\$750.00	\$750.00	\$500.00	\$500.00
4	6974	1-10	Traffic Control Supervisor	LS	1	\$25,000.00	\$25,000.00	\$6,880.00	\$6,880.00	\$10,000.00	\$10,000.00	\$6,000.00	\$6,000.00	\$7,970.00	\$7,970.00	\$10,000.00	\$10,000.00
5	6976	1-10	Flaggers	HR	300	\$100.00	\$30,000.00	\$83.00	\$24,900.00	\$70.00	\$21,000.00	\$10.00	\$3,000.00	\$89.00	\$26,700.00	\$55.00	\$16,500.00
6	6992	1-10	Other Traffic Control Labor	HR	40	\$100.00	\$4,000.00	\$84.00	\$3,360.00	\$60.00	\$2,400.00	\$10.00	\$400.00	\$89.00	\$3,560.00	\$58.00	\$2,320.00
7	6971	1-10	Other Traffic Control Devices	LS	1	\$7,500.00	\$7,500.00	\$2,400.00	\$2,400.00	\$11,000.00	\$11,000.00	\$1,000.00	\$1,000.00	\$1,840.00	\$1,840.00	\$3,000.00	\$3,000.00
8	--	1-10	Work Zone Safety Contingency (Estimated)	FA	1	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
9	7480	2-01	Roadside Cleanup	EST	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
10	--	8-21	Permanent Signing	LS	1	\$27,000.00	\$27,000.00	\$53,468.00	\$53,468.00	\$90,000.00	\$90,000.00	\$30,000.00	\$30,000.00	\$22,086.00	\$22,086.00	\$20,000.00	\$20,000.00
11	--	8-21	Radar Speed Feed Back Sign	EACH	6	\$17,000.00	\$102,000.00	\$9,989.00	\$59,934.00	\$13,000.00	\$78,000.00	\$11,000.00	\$66,000.00	\$10,400.00	\$62,400.00	\$11,000.00	\$66,000.00
Total							\$233,200.00		\$189,917.00		\$254,400.00		\$122,900.00		\$145,806.00		\$146,820.00

Approved By: _____
Title: City Engineer/ Public Works Capital & Engineering Director
Date: May 16, 2025

Lowest Bidder
2nd Lowest Bidder
3rd Lowest Bidder

STR23009

PLANS FOR THE CONSTRUCTION OF
HSIP-000S[659] TA-7635

GENERAL NOTES

- ALL WORK IS TO CONFORM WITH PROJECT CONTRACT SPECIFICATIONS.
7. THE COMPLETED INSTALLATION SHALL CONFORM TO ALL CITY, STATE AND FEDERAL REQUIREMENTS, U.S. LOCAL CODES, ORDINANCES, AND REGULATIONS INCLUDING PERMITS AND INSPECTIONS REQUIRED BY THE GOVERNING AUTHORITIES.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING SCHEDULING OF ALL NEW WORK WITH THE CONTRACTING AGENCY.
9. THE ENGINEER OR OWNER IS NOT RESPONSIBLE FOR THE DESIGN OF THE EXCAVATION, INCLUDING ALL ASHRA REGULATIONS SHALL BE STRICTLY ADHERED TO IN THE PERFORMANCE OF THE WORK.
10. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL NEARBY UTILITIES EXPOSED IN THIS PROJECT, KEEPING THEM CLEAN AND FREE OF CONSTRUCTION MATERIALS AND DEBRIS, AND PROVIDING NECESSARY DUST CONTROL, WHERE REQUIRED.
11. ALL EXCAVATIONS MUST COMPLY WITH ALL PROVISIONS OF ROW TITLE 19 AND SHOULD CONTACT DIAL-A-HOLE 811 (1-800-454-6559) TO SCHEDULE UTILITY LOCATIONS. ANY EXCAVATION DEEPER THAN 10 BUSINESS DAYS BEFORE COMMENCING AN EXCAVATION OR DEMOLITION.
12. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THIS MAY INCLUDE USUAL WARNINGS AND PRIVATE UTILITY LOCATES TO AVOID CONFLICTS ANY CONFLICT WITH THE PROPOSED LOCATION OF THE IMPROVEMENTS SHOULD BE BROUGHT TO THE CONTRACTOR'S ATTENTION AT LEAST 2 DAYS PRIOR TO THE START OF CONSTRUCTION.



VICINITY MAP
NOT TO SCALE

SHEET INDEX		
Sheet Number	Sheet ID	Sheet Title
1	GN01	COVER SHEET
2	SR01	SIGN REMOVAL SPECIFICATIONS
3	REL01	SIGN RELOCATION SPECIFICATIONS
4	SI01	SIGN INSTALLATION SPECIFICATIONS
5	RS01	RADAR SIGN SPECIFICATIONS
6	SP01	KEY PLAN
7-8	SP01 • SP02	SIGN PLAN
9-12	SD01 • SD04	SIGN DETAILS
13-14	TC001 • TC002	TRAFFIC CONTROL PLANS

ABBREVIATIONS

IS	Intersection
EB	Eastbound
HWY	Highway
MP	Milepost
MUTCD	Manual on Uniform Traffic Control Devices (2009)
NB	Northbound
No.	Number
NIS	Not To Scale
SB	Southbound
SPECS	Specifications
WSDOT	Washington State Department of Transportation
WSP	Washington State Police

APPROVED BY CITY
ENGINEER
Chuck Green
04/22/2025

Chuck Green, PE
 Designated by Chuck Green, PE
 2010-2011
 Email: cgreen@npsd.net
 City of Redlands, CA-Public Works
 Department, 241-1 Chuck Green, PE
 5000 N. 101st St., 91767

Federal Aid Number: HSIP-000S (659)



FINAL



Know what's below.
Call before you dig.



PBS Engineering and Environmental Inc.
415 W 6th Street, Suite 601
Vancouver, WA 98660
602 696 3488

phsaka.com

MAR

MAR 2024

SHEET ID
G01

SHEET ID
G01

1 OF 14

1 OF 14

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 22, 2025

AGENDA ITEM NAME: City Council Board and Committee Assignments

GOVERNING LEGISLATION

Ridgefield Governance Coordination Manual

PREVIOUS COUNCIL ACTION TAKEN:

None

SUMMARY/BACKGROUND:

City Councilors may be appointed as liaisons to City ad hoc committees, outside committees or boards, community organizations, and/or special districts. A liaison acts as a representative of the full Council. Liaison duties involve keeping current with the group by attending meetings and conferring with members, and keeping Council informed on the work of the organization. Organizations are typically:

- A county-wide or regional policy or governing body or intergovernmental organization.
- Another local public agency.
- A community organization such as arts, business, social service or downtown association.

Liaisons are appointed by the Mayor with confirmation of Council.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

"I move to confirm the Council liaison assignments as presented."

STAFF CONTACT: Lee Knottnerus, Deputy City Manager

ATTACHMENTS:

1. Liaisons.for Council Appointment 2025-2026

COUNCIL LIAISON APPOINTMENTS TO OUTSIDE COMMITTEES AND BOARDS

Committee or Board	Meeting Schedule	Council Liaison	Alternate Liaison	Date of Appointment
City of Ridgefield Ad Hoc Committee				
Budget Advisory Committee	Varies June – October	Meghan Hamilton Rian Davis	Katie Favela	
Pre-Application	1:00PM & 2:30PM Tuesdays	Lee Wells Katie Favela	One other councilor may attend.	
Public Agencies				
Community Development Block Grant (CDBG)	8:30AM 2 nd Monday	Matt Cole	Judy Chipman	
Discovery Clean Water Alliance	Quarterly	Lee Wells	Matt Cole	
Clark Cowlitz Fire and Rescue	4:00PM 2 nd /4 th Thursday	Katie Favela	Meghan Hamilton	
Clark Regional Wastewater	4:00PM 2 nd Tuesday	Judy Chipman	None	
	7:00AM 3 rd Tuesday	Clyde Burkle	None	
Ending Community Homelessness Organization (ECHO)	9:30AM 2 nd Tuesday	Katie Favela	None	
Port of Ridgefield	3:00PM 2 nd /4 th Wednesday and 8:00AM Friday Study Sessions	Clyde Burkle	Lee Wells	
Junction Neighborhood Association	Varies	Lee Wells	None	
Ridgefield School District	5:00PM 2 nd /4 th Tuesday	Meghan Hamilton	Rian Davis	
Clark County Weed Board (noxious weeds)	Quarterly	Lee Wells		
Community Organizations				
Friends of the Ridgefield Community Library	5:30PM 3 rd Thursday	Judy Chipman	None	

Friends of the Ridgefield National Wildlife Refuge	5:00PM 2 nd Tuesday	Meghan Hamilton	Rian Davis	
Ridgefield Art Association	10:30AM 3 rd Monday	Judy Chipman	Matt Cole	
Ridgefield Chamber of Commerce	9:00AM 1 st Friday	Meghan Hamilton	Judy Chipman	
Ridgefield Main Street	4:30PM 1 st Tuesday	Meghan Hamilton	Rian Davis	
Community Action Advisory Board	9:00AM First Wednesday of odd-numbered months	Katie Favela		
Regional Organizations				
Regional Transportation Council	4:00PM 1 st Tuesday	Matt Cole	Rian Davis	
Columbia River Economic Development Council	7:00AM 3 rd Thursday	Judy Chipman	Matt Cole	
CTRAN	5:00PM 2 nd Tuesday	Rian Davis	Matt Cole	

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 22, 2025

AGENDA ITEM NAME: Approval of Resolution No. 665 - Designation of the Official Newspaper

GOVERNING LEGISLATION

RCW 35A.21.230 Designation of Official Newspaper
RCW 65.16 Legal Publications
Fianncial Policy #04: Procurement of Goods & Services

PREVIOUS COUNCIL ACTION TAKEN:

The council designates the official newspaper annually. Most recently, they designated the official newspaper by adoption of Resolution No. 649 on May 23, 2024.

SUMMARY/BACKGROUND:

RCW 35A.21.230 provides that "Each code city shall designate an official newspaper by resolution. The newspaper shall be of general circulation in the city and have the qualifications prescribed by chapter 65.16 RCW". City procurement policy requires services, including selection of the official newspaper, to be obtained using due diligence for both price and quality.

Therefore, the city must have one official newspaper that it should contract with based on an annual bid process. The city may, of course, publish notices in newspapers in addition to the official newspaper.

A request for bids was published in the Reflector and the Columbian. The bid is for publication of official notices during the period June 1, 2025, through May 31, 2026.

The staff received two bids from the Columbian (the current official newspaper) and the Reflector. The bid price for both is below.

Newspaper	Price - First Insertion Per Inch	Each Subsequent Insertion	Width of Column in Inches
Columbian	\$18.00	\$15.00	1.56"
Reflector	\$17.00	\$14.00	1.347"

The requirement for the selection of the official newspaper is on both price and quality. This includes circulation area and size of the newspaper, the flexibility of how often the newspaper is published and any additional benefits.

The Columbian has the highest penetration of any daily or weekly newspaper in Clark County. They run 6 days a week compared with 1 day a week for the Reflector and have an online presence that allows the required notification to be published in the print and online version of the newspaper 6 days a week. The Columbian's publishing schedule for notice requirements is a significant advantage over the Reflector and will add needed flexibility for any notice requirements for public hearings as the official

newspaper.

The city does use both newspapers for select advertisements. Staff request council consideration of the circulation size, publishing 6 days a week, and the online presence to award the official newspaper. The bid from the Columbian matches the current rates charged to the city.

BUDGET/FINANCIAL IMPACTS:

The 2025 adopted budget includes \$10,150 for advertising, not including procurement-related advertisements. In 2024, the city advertising expense for The Columbian was \$8,284 and the Reflector was \$5,532. No significant change is expected.

RECOMMENDED ACTION OR MOTION:

A motion to approve the Official Newspaper would be:

"I move to approve Resolution No 665 designating the Columbian as the Official Newspaper for the City of Ridgefield for the period June 1, 2025, through May 31, 2026, as presented."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

None

RESOLUTION NO. 665

DESIGNATION OF THE OFFICIAL NEWSPAPER

WHEREAS, the Columbian submitted a bid for publication of any official notices that the City is required to publish during the period from June 1, 2025, through May 31, 2026, and

WHEREAS, the Columbian is a newspaper of general circulation in the City and has the qualifications prescribed by RCW 65.16.020, as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON, AS FOLLOWS:

Section 1. The Columbian is designated to be the official newspaper for the City of Ridgefield for publication of all official notices which the City is required to publish.

Section 2. This resolution shall be effective immediately upon passage and signatures hereto.

PASSED BY THE CITY COUNCIL AT ITS REGULAR MEETING HELD ON THE 22nd DAY OF MAY, 2025.

CITY OF RIDGEFIELD

Matt Cole, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss, City Clerk

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 22, 2025

AGENDA ITEM NAME: Approval to Submit an Application for a Climate Planning Grant

GOVERNING LEGISLATION

HB 1181: Improving the State's Response to Climate Change by Updating the State's Planning Framework; RCW 36.70A: Growth Management; Financial Policy #07: Budget; and Financial Policy #15: Grant Management.

PREVIOUS COUNCIL ACTION TAKEN:

Council adopted Financial Policy #15: Grant Management in January 2024. On January 11, 2024, Council approved acceptance of the 2023-2025 Department of Commerce Climate Planning Grant in the amount of \$173,002.62. On June 27, 2024, Council approved an amendment to the Climate Planning Grant increasing the total amount to \$299,902.66.

SUMMARY/BACKGROUND:

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 sub elements. 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 is available to Ridgefield across this six-year period. Staff submitted a scope and budget of \$173,002.62 for the 2023-2025 biennium, which 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. Subsequently, staff submitted a contract amendment expanding the scope of work and increasing the total budget to \$299,902.66. The contract period for this grant is nearing its end, and Commerce has notified Ridgefield that the City is eligible for up to \$183,000 for the 2025-2027 biennium to continue this climate planning work. City staff are currently developing a scope of work for this new funding round that will build on the work that has already been completed. City staff will be able to apply for the remainder of the eligible funds (\$17,097.43) in 2027 for the 2027-2029 biennium.

BUDGET/FINANCIAL IMPACTS:

The grant request will be for up to \$183,000 from Commerce for climate planning under the Growth Management Act. No local match is required. The grant is non-competitive.

RECOMMENDED ACTION OR MOTION:

If the Council chooses to approve this grant project, a motion would be:

"I move to approve the 2025-2027 Department of Commerce Climate Planning Grant in the amount of \$183,000."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

None

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 22, 2025

AGENDA ITEM NAME: Motion - Award of P22010-1: 35th Avenue/Gee Creek Plateau Extension
Project Environmental Stage Consultant Contract

GOVERNING LEGISLATION

Revised Code of Washington Title 35 – Cities and Towns, Title 35A Optional Municipal Code
RCW Title 39 Public Contracts and Indebtedness
City Financial Policy #04: Procurement of Goods and Services

PREVIOUS COUNCIL ACTION TAKEN:

Selection of Build Alternatives to carry forward into the environmental stage, December 5, 2024.

SUMMARY/BACKGROUND:

The planned S 35th Avenue/ Gee Creek Plateau Extension project is intended to provide a new connection from South 10th Way in the Gee Creek Plateau to Pioneer Street to replace the only existing connection, Bertsinger Road, which is functionally obsolete. The concept for this extension evolved from the late 2000's where previous studies indicated that long-term improvements to the Pioneer Street/Bertsinger Road intersection, and the Pioneer Street/Reiman road intersection nearby, would be expensive and may not resolve future transportation mobility and congestion issues in the Gee Creek Plateau subarea. The City has been collecting an additional per-lot traffic impact fee surcharge for the S 35th Avenue extension project since late 2022. The requirement of collecting these funds is that they are required to be spent within six years of collection for implementation of the project.

The previously-completed Gee Creek Plateau Subarea Plan indicated the 35th Avenue corridor/ improvements as the primary circulation route through the subarea.

An alternatives analysis was completed in 2024, culminating with Council taking action in December 2024 to carry forward two “Build” alternatives into this environmental stage of the project. The criteria used during the alternatives analysis are anticipated to also be carried forward into the environmental stage:

- Minimize impacts to existing properties, communities, natural features, wetlands, oak habitat, and fish-bearing streams.
- Preserve identified historic structures and determine additional areas of historical significance.
- Create a new connection that follows property lines where possible to avoid splitting up land parcels, maximizes multimodal connectivity, and further connects existing roads and pedestrian facilities.

There are two planned phases of this work for this contract:

- In 2025-2026 (Phase 1 of the consultant contract), the City will conduct environmental studies for the two “build” alternatives, along with a no-build and a “Transportation System Management” alternative. This stage will culminate with the City Council selecting a locally preferred alternative to move forward into the formal environmental documentation and clearance process.
- Later in 2026 (Phase 2 of the consultant contract), the City will move into the preliminary design, permits and right-of-way acquisition phase of the project based on the preferred alternative selected during Phase 1. This phase will also develop a funding and financing strategy for the project for completion by the year 2030.

Staff issued a Request for Qualifications on March 7, 2025, held a pre-submittal meeting on March 17, 2025, and closed the advertisement process on April 3, 2025. Two submittals were received by the deadline:

- Otak, with DOWL as a principal sub-consultant
- WSP, with PBS as a principal sub-consultant.

Both teams were interviewed April 17, 2025. Both teams were evaluated using the criteria below:

- Firm Profile (25 weighted factor)
- Professional Qualifications and Expertise of Key Personnel (25 weighted factor)
- Recent Experience with Similar Projects (15 weighted factor)
- Project Approach and Submittal Quality (25 weighted factor)
- References (10 weighted factor)
- Total of 500 points.
- Interview (250 total points).

After careful consideration of the two teams, the team of WSP with PBS was selected as the highest rated team for scope and budget negotiations. The negotiations were successful. The total contract value is not-to-exceed \$850,000, which covers the phases of Project Management (Phase 0), Environmental (Phase 1) and Preliminary Engineering (Phase 2). If awarded, the City will contract with WSP for Phases 0 and 1, with Phase 2 being negotiated after selection of the Locally Preferred Alternative and completion of the environmental process.

Project work scope components include:

- Project management and coordination, which will include a substantial amount of agency coordination during the environmental phase, as well as support to City staff for regular updates to Ridgefield City Council;
- Broad community engagement process including a wide range of stakeholders and potentially directly affected residents
- Environmental study: a two-part process with the first part leading to the selection of a Locally Preferred Alternative to carry into the formal environmental documentation and clearance

stage (assumed to be an Environmental Assessment at this time)

- Technical studies including:
 - Detailed geotechnical study
 - Transportation system and operations analysis
 - Noise analysis
 - Critical areas analysis
 - Other technical studies and reports

Phase 2 will consist of Preliminary Engineering for the Locally Preferred Alternative, right-of-way plans and Permits.

The budget breakdown of the major components is as follows:

- Project Management and Coordination (full project): \$122,735
- Phase 1 Environmental Review: \$446,000
- Phase 1 Engineering: \$98,355 (note: engineering completed for the Locally Preferred Alternative during this Phase will be carried forward into Phase 2)
- Expenses for Phase 1: \$1,111
- Total Phase 0 and Phase 1: \$668,201
- Phase 2 Preliminary Engineering: \$181,799
- Project Total: \$850,000.

Note: budget contingencies have been worked into the various task budgets.

BUDGET/FINANCIAL IMPACTS:

Funding for the Environmental Review Stage is included in the 2025 Capital Budget. Funds collected from the 35th Avenue Extension Project impact fee surcharge will be used to pay for consultant services.

RECOMMENDED ACTION OR MOTION:

Council action is requested on this item.

A suggested motion is: **"I move to approve awarding the contract for the 35th Avenue/Gee Creek Plateau Extension Project Environmental Stage consultant contract to WSP for an amount not to exceed \$850,000".**

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. Ridgefield_35th_Ave _Gee_Creek_Scope of Work_5.15.2025



May 15, 2025

Chuck Green, Public Works Engineer
City of Ridgefield
230 Pioneer Street (City Hall)
Ridgefield, WA 98642

Subject: 35th Avenue/Gee Creek Plateau Extension Plan – Scope of Work for Professional Planning, Environmental, and Engineering Services

Dear Chuck:

Thank you for selecting WSP USA, PBS Engineering and Environmental, and Universal Field Services, Inc. (herein the Consultant team) to assist the City of Ridgefield (City) with your 35th Avenue/Gee Creek Plateau Extension Plan (herein the project). This scope of work specifies the planning, engineering, transportation, public involvement, and financing strategy services that the Consultant team will provide to the City to complete the project.

PROJECT UNDERSTANDING

The City is extending a roadway in order to accommodate growth and future development on rural land within city limits that incorporates county land. The project aims to enhance connectivity across the transportation system, emphasizing multimodal routes and linking the Gee Creek Plateau to the broader community. It prioritizes minimizing impacts on existing properties, communities, and natural environments, including wetlands, oak habitats, and fish-bearing streams, while protecting historic structures and identifying areas of historical significance.

In 2024, the City selected two “build” alternatives to move into this environmental review stage. The two alternatives are identified as the “Red” and “Green” Alternatives. The Red Alternative connects with Pioneer Street at the intersection of N. Rieman Road. From this intersection, the route heads south up a steep hill, meanders around the Ridgefield Heights development, and connects at the intersection of S 4th Way and S 5th Place, resulting in a shorter alternative route to downtown but a longer route to other local destinations. If this option is selected, improvements to Pioneer Street may be needed to handle the additional demand. The Green Alternative is the most direct connection. It starts at the intersection of S 10th Way and S 35th Place, traveling north and connecting with 35th Avenue on the north side of the unnamed tributary to Gee Creek.

OVERALL ASSUMPTIONS

This scope of services was developed based on the following assumptions. Task-specific assumptions are included in each task within the scope of work below.

- The project duration will be 36 months – 28 months for Phase 1 and 8 months for Phase 2. Additional time may be added to the contract once Phase 2 is fully scoped after selection of the locally preferred alternative.
- Meetings between the City and Consultant team will be conducted virtually, except where noted otherwise. Community, other agency, and stakeholder meetings will be conducted in-person or virtually as described in the scope of work.
- The City is responsible for all in-person meeting logistics, including securing venue(s), public notices, related fees, and coordinating the attendance of other groups and outside agencies as applicable.
- The City will prepare and issue required public notices and comply with applicable notices and review periods required by the Department of Ecology and other agencies as needed.
- The City will conduct one consolidated review of all project materials and deliverables unless otherwise specified per task.
- All work products will be provided in Microsoft Word or PDF format. Mapping products will be provided in PDF, ESRI shapefile, or AutoCAD format.
- The City will be responsible for printing all project materials to be distributed physically to the public, committees, commissions, and elected officials. Printing of large format boards and maps for workshops and public events will be done by the Consultant team.
- Translation of materials is not included. Written and in-person translation can be provided by the Consultant team at an additional cost.
- Although the project is not currently federally funded, the City is anticipating securing federal funds in the future; therefore, this scope of work includes NEPA compliance. The NEPA analysis will be used to satisfy the SEPA requirements.

SCOPE OF WORK

Following is the scope of work for the Consultant team to complete the work products and processes for both phases of the project. **Phase 1** tasks address Environmental Review work and deliverables, and **Phase 2** tasks address Preliminary Engineering work and deliverables. Task 0, Project Management, will cover both phases of the project. All work in Phase 2 is currently a contingency task and will require a new scope and fee before authorization.

TASK 0. PROJECT MANAGEMENT

The Consultant team will begin by establishing a project management plan that overarches both phases of the project. For this task the Consultant team will perform the following project management activities:

- Prepare a draft and final project management plan that includes a project schedule and safety, risk, and quality plans.

- Conduct monthly team meetings with the City and Consultant team to review progress, scope, schedule, communication protocols, etc.
- Conduct bi-weekly meetings between the Consultant team project manager and the City project manager.
- Prepare a brief email agenda and task tracker for each of the monthly team meetings.
- Manage subconsultant invoicing and general management of subconsultants.
- Provide monthly invoices and progress reports.

Task 0 Assumptions

- Up to four (4) Consultant team staff will attend 30-minute monthly meetings with the City for the duration of the project (36 meetings).
- The Consultant team project manager will attend 30-minute bi-weekly meetings with the City's project manager (64 meetings). No agenda or notes will be provided for these meetings.
- Up to 36 schedule updates will be provided throughout the project.

Task 0 Deliverables

- Draft and final project management plan
- Agendas and task tracker for monthly team meetings
- Monthly invoices, progress reports and schedule updates

PHASE 1. ENVIRONMENTAL REVIEW

Phase 1 identifies the scope of work and deliverables needed to complete the environmental review phase of the plan. In this phase, WSP will work with the City to determine the appropriate environmental review process, prepare a pre-NEPA/SEPA analysis to assist City Council in selecting a locally preferred alternative to carry into the NEPA/SEPA process, and complete the NEPA/SEPA documentation.

Task 1.1 Phase 1 Kickoff

Phase 1 kickoff will include two primary elements:

- Kickoff meeting with City staff to formalize project details and schedule, identify key stakeholders, and review and confirm approach and deliverables.
- Work session with City Council to identify the key elements of the project alternatives that need to be analyzed for Council to select a locally preferred alternative.

The Consultant team will provide the following services to complete the Phase 1 kickoff:

- Prepare a kickoff meeting agenda.
- Present the project management plan, including a project schedule, and safety, risk, and quality plans (see Task 0).
- Present the public involvement plan (see Task 1.3.1).
- Prepare a brief summary of kickoff meeting action items.

- Attend a 1-hour work session with City Council to review the project purpose and need (see Task 1.2.2) and discuss the planned approach for the pre-NEPA/SEPA analysis.
- Prepare a brief summary of Council feedback from the work session on the pre-NEPA/SEPA analysis and next steps.

Task 1.1 Assumptions

- Up to six (6) Consultant team staff will attend the kickoff meeting.
- The kickoff meeting will be up to 1 hour in length and held virtually.
- The draft and final project management plans are included in Task 0.
- The public involvement plan is included in Task 1.3.1.
- Up to four (4) Consultant team staff will attend the Council work session for up to 1-hour. Prep for the Council work session will occur as part of the project management meetings included in Task 0.

Task 1.1 Deliverables

- Draft and final kickoff meeting agenda
- Draft and final kickoff meeting action item summary
- Draft and final Council work session summary

Task 1.2 Pre-NEPA/SEPA Planning Process

Before initiating the NEPA/SEPA process, WSP will undertake an initial evaluation of the two “build” alternatives, assessing the potential environmental effects and benefits for each. The findings will be compiled into a single Pre-NEPA/SEPA Planning Report and presented to City Council to assist in selecting the preferred alternative. Once City Council has determined the preferred alternative, NEPA/SEPA documentation will commence. Additional analysis for the preferred alternative will be completed as part of NEPA/SEPA compliance (Task 1.6).

During this task, the WSP team will conduct right-sized technical analysis for the alternatives to gain a deeper understanding of each alternative’s potential impacts on the identified environmental topic areas. The analysis during the Pre-NEPA/SEPA planning process will build off the prior 35th Avenue Extension Alternative Analysis Report (Alternative Analysis Report), prepared by PBS in 2024, and inform the selection of a preferred alternative. Analysis for each resource will be conducted mostly via desktop analysis except where noted in individual subtasks.

This task will include the following subtasks.

Task 1.2.1 Agency Coordination

The Consultant team will participate in up to six (6) project coordination meetings, one (1) hour in length, jointly with the City and WSDOT Local Programs and/or FHWA as applicable for the topics to be covered. Prior to each meeting, the Consultant will discuss the meeting’s agenda and

materials needed during a project management meeting described in Task 0. The agency coordination meetings will begin during the Pre-NEPA/SEPA process to discuss progress and analysis, and will continue during the NEPA/SEPA compliance task to resolve questions, provide or receive guidance and/or direction, and conduct general project coordination. The Consultant team will prepare meeting agendas and track decisions and action items.

Text 1.2.1 Assumptions

- Up to four (4) Consultant team staff will participate in the six (6) one (1)-hour coordination meetings with WSDOT/FHWA.
- The Consultant team will organize the meeting time and invite the appropriate City and WSDOT Local Programs/FHWA attendees.
- The Consultant team will provide the final meeting agendas and follow up with brief notes and action items.

Task 1.2.1 Deliverables

- Up to 6 draft and final meeting agendas
- Decision and Action Item log, updated 6 times

Task 1.2.2 Identify Purpose and Need

Based on the Alternatives Analysis conducted by PBS in 2024 and continuing coordination with the City, the Consultant team will:

- Prepare a refined purpose and need statement for the project that is sufficient to use for further screening of design concepts and adoption into the future NEPA process.
- Document the purpose statements, and data supporting the needs for the project in a memorandum.
- Update the refined the purpose and need statement based on City Council review (Task 1.1).
- Share the draft purpose and need statement with WSDOT as part of a coordination meeting described in Task 1.2.1.
- Share the purpose and need with the public as part of the neighborhood and community meetings described in Task 1.3.4.
- Finalize the purpose and need for inclusion in the NEPA/SEPA compliance.

Task 1.2.2 Assumptions

- The Consultant team will prepare two drafts and a final Purpose and Need Statement memorandum to address comments received from City, agency, and public reviews.
- The purpose and need will be based on the statement included in the 2024 alternatives analysis that reads as follows: *The Gee Creek Plateau Sub Area has limited access to the greater City of Ridgefield, though located at the heart of the City. This project will increase*

access to the growing area to improve local travel reliability and connectivity. This will be completed by provision of direct access to Pioneer Street to the north.

Text 1.2.2 Deliverables

- Draft Purpose and Need Statement (City and Council review)
- Refined Purpose and Need Statement (Agency and public review)
- Final Purpose and Need Statement

Task 1.2.3 Pre-NEPA/SEPA Analysis

During the Pre-NEPA/SEPA analysis, the Consultant team will complete the following tasks:

- Prepare an Autodesk Civil3D base file with Lidar and GIS available information for a planning level topographic map, including both 2D/3D linework and a 3D surface (TIN) that will provide approximate 1-foot contours of the mapping limits. No ground or drone survey will be performed.
- Prepare a summary of geotechnical conditions and potential concerns based on recent geotechnical investigations in the project vicinity.
- Conduct system level transportation analysis as described in Task 1.2.4.
- Conduct high-level noise screening (desktop review) to identify noise receptors within proximity of each alternative and summarize potential differences between the two alternatives.
- Summarize and verify via desktop review, ecosystem (critical areas), cultural resource, land use, and parks and recreation conditions identified in the prior Alternatives Analysis Report.
- Review and summarize the difference in potential floodplain impacts between the two alternatives.
- Prepare a summary report and presentation that compiles the information described above, summarizes the potential impacts of both alternatives, and identifies, using a matrix or other format, how each alternative does/does not meet the project purpose and need as refined through Task 1.2.2.

Task 1.2.3 Assumptions

- Adjacent plats will be used in conjunction with previous property surveys for boundary definition.
- The City will compile and send to the Consultant team recent geotechnical reports from the project vicinity, including Pioneer widening and slide area and Ridgefield Heights.

- Task will use information from and verify (as needed) the archaeology memorandum prepared by Archaeological Investigations Northwest, Inc (February 2024) for archaeological and cultural resource probability information.
- No field work will occur in this task. Desktop analysis will be conducted to verify, and as needed update, information included in the prior Alternatives Analysis Report.
- No modeling of hydraulic or hydrologic conditions will occur in this task.
- Meetings to discuss the Pre-NEPA/SEPA analysis with the City are covered in Task 0.
- The findings in the Pre-NEPA/SEPA analysis will be discussed with WSDOT at an agency coordination meeting described in Task 1.2.1. WSDOT review and comment on the analysis and report is not included in this task. WSDOT review and comment will occur when the information is adapted for the NEPA/SEPA documentation. WSDOT will keep FHWA informed about the findings of the Pre-NEPA/SEPA analysis as appropriate.

Task 1.2.3 Deliverables

- Planning level topographic base map.
- Draft and Final Pre-NEPA/SEPA Planning Analysis Report
- Draft and final presentation (up to 20 slides) summarizing Pre-NEPA/SEPA Analysis Report findings

Task 1.2.4 Transportation Analysis and Early Engineering

The transportation analysis and early engineering task will include the following components:

- Evaluation of existing conditions, including:
 - Documentation of existing vehicular facilities, including the number of travel lanes, lane and shoulder widths, and the presence of bicycle facilities, including the locations and widths of bike lanes and shoulders.
 - Documentation of existing pedestrian facilities, including the locations and widths of sidewalks, crosswalks, pathways, and trails.
 - Identification of nearby desired origins and destinations for non-motorized travelers.
 - Collection of turning movement count data at 10 study intersections, including up to 5 roundabouts. This data will include movements of bicycles, pedestrians, and vehicles. Counts will be collected during a typical weekday PM Peak Period from 2:00 pm to 6:00 pm. This time period will capture school dismissals within Ridgefield that occur between 2:30 pm and 3:30 pm.
 - Collection of 12-hour turning movement count on a Saturday at the Royal Road/15th Street intersection to determine existing bicycle and pedestrian usage in the study area with residential development pattern similar to that planned for the study area.

- o Collection of bidirectional 24-hour, 7-day roadway tube counts at two locations within the project limits. Data will capture volumes, speeds, and vehicle classifications.
 - o Evaluation of the recent collision history within the project limits to identify trends or areas of concern.
 - o Summary of the existing conditions to be incorporated into the Traffic Analysis Report.
- Evaluation of future conditions for three alternatives (no-build, green alternative, and red alternative), including:
 - o Request for and review of base and future year projected traffic volumes (most current available) using travel demand model information to be provided by the Southwest Washington Regional Transportation Council (RTC). This will include a separate future year model output for each alternative.
 - o System wide link analysis using RTC model volumes and traffic count data.
 - o Estimation of travel times between the study area and various destinations such as I-5, downtown Ridgefield, and the high school.
 - o Summary of the future 2045 traffic conditions for each alternative to be incorporated into the Traffic Analysis Report.
- Evaluation of pedestrian, bicycle, and transit effects for each alternative, including:
 - o Estimate of pedestrian usage in person-miles/year
 - o Estimate of bicycle usage in bicycle-miles/year
 - o Estimate of transit usage
 - o Summary of pedestrian, bicycle, and transit effects for each alternative to be incorporated into the Traffic Analysis Report.

Following selection of the locally preferred alternative (Task 1.4), the Consultant team will complete the following conceptual design refinements and early engineering:

- Conceptual alignment refinements
- Conceptual intersection layouts
- Conceptual stormwater strategies
- Identification of cost per square foot of right-of-way based on current use and future zoning.
- Early structural engineering analysis to provide information on the necessary retaining wall types and length of probable tiebacks, and the type of creek crossing structures to inform preliminary cost estimates of the locally preferred alternative.
- Conceptual cost estimate of the locally preferred alternative.
- Additional traffic analysis for the selected locally preferred alternative is included in Task 1.6.2.2 in support of NEPA/SEPA compliance.

Task 1.2.4 Assumptions

- Study area is annexed into Ridgefield by 2045.
- The City will contract with RTC for regional model updates for both alternatives.
- Royle Road is built-out with sidewalk and bike lanes the entire length by 2045.
- The future bicycle network will be built to Level of Traffic Stress 3.
- No AM peak hour analysis will be conducted.
- Transportation analysis will be discussed during the recurring project management meetings included in Task 0.
- PM peak hour signal analysis and warrant analysis will be conducted.
- Bike and Pedestrian analysis is based on WSDOT Level of Traffic Stress methodology.
- Future signal operation will be based on optimized operation and not current signal time values.
- There will be up to one (1) conceptual alignment modification.
- Conceptual intersection layouts will be provided for the locally preferred alternative.
- One stormwater solution will be determined for the locally preferred alternative.
- No structural engineering design plans or calculations will be provided.
- One cost estimate will be provided for the locally preferred alternative.

Task 1.2.4 Deliverables

- Draft and final Traffic Analysis Report and Preliminary Engineering Memorandum, including stormwater and right-of-way considerations
- Plan over profile strip maps for the locally preferred alternative (15% design level)
- Preliminary cost estimate for the locally preferred alternative

Task 1.3 Phase 1 Community and Stakeholder Engagement

The Consultant team will plan and implement a community and stakeholder engagement program designed to facilitate two-way communication and meaningful participation in the planning process. The community engagement program will capitalize on existing City mechanisms for outreach and use a variety of tools and activities best suited to inform and engage stakeholders. This task will cover the Pre-NEPA/SEPA Planning included in Task 1.2, Locally Preferred Alternative Development included in Task 1.4, and the NEPA/SEPA Compliance covered in Task 1.6.

This task will include the following subtasks:

Task 1.3.1 Public Involvement Plan and Comment Log

The Consultant team will create a Public Involvement Plan (“PIP”) following the Phase 1 kickoff meeting (Task 1.1). The PIP will include the purpose and goals of engagement, interested stakeholders, key messages, public involvement and outreach tasks, and an outreach schedule.

The Consultant team will also create and maintain a Comment Log to track comments made by the public. The Comment Log will track the name, contact information, public comment, and

project team response for comments collected throughout the duration of Phase 1. Comments will be collected through the activities described in other tasks and will include written comment forms and verbal comments at neighborhood and community meetings and emails and phone calls to city staff.

Task 1.3.1 Assumptions

- PIP will be up to six (6) pages long.
- PIP will not be updated during Phase 1.
- Comment Log will be updated once per month, for 1-hour each month.
- City staff will provide emails and details of comments collected via phone to the Consultant team.
- City staff will lead responses to comments received with input and review from the Consultant team.

Task 1.3.1 Deliverables

- Draft and final public involvement plan in Microsoft Word format.
- Comment log in Microsoft Excel format, updated monthly.

Task 1.3.2 Stakeholder Interviews

The Consultant will interview up to fifteen (15) stakeholders identified by the City to gather early input to inform the purpose and need refinement and pre-NEPA/SEPA analysis and to help the City select the locally preferred alternative. Each interview is assumed to be in-person and will occur over two days in Ridgefield. Prior to commencing the interviews, the City will research and provide a list of stakeholders and their preferred contact for the interview. The Consultant team will develop an interview questionnaire with up to ten (10) questions for City review, and will attend, facilitate, and lead the stakeholder interviews.

Task 1.3.2 Assumptions

- City will provide a list with contact information of individuals and potential groupings for the interviews.
- City will lead scheduling the interviews over a two-day period.
- Stakeholder interview questionnaire will not exceed ten (10) questions.
- Each stakeholder interview will last up to 45 minutes.
- In-person interviews will be scheduled over a two-day period by City staff. Interviews not able to be scheduled during the two days will be conducted virtually.

Task 1.3.2 Deliverables

- Draft and final interview questionnaire in Microsoft Word format.
- Draft and final interview summary.

Task 1.3.3 Communications and Outreach Materials

The Consultant team will prepare the following communications and outreach materials:

- Print material, including content and layout for one (1) Project factsheet and up to four (4) postcards. The postcards will invite neighbors or the public to the Neighborhood and Community Meetings described in Task 1.3.4. The factsheet will include the Project overview, key details, schedule, and contact information. Graphics will be developed in other tasks. The Consultant team will prepare digital copies of the factsheet and postcards so they may be uploaded to the Ridgefield Roundtable website. The factsheet and postcards will be compliant with Section 508 of the Rehabilitation Act of 1973. The City will develop the mailing area, coordinate with the printing company, and pay all printing and mailing costs.
- Digital materials, including Ridgefield Roundtable and social media content. The Consultant team will prepare content for up to three (3) updates to the existing project website on Ridgefield Roundtable and up to five (5) social media posts. The content will be used to invite people to the Neighborhood and Community Meetings and provide project updates. The Consultant team will prepare the proposed content for City review in Microsoft Word format. Each website/social media post will include the proposed content, graphics derived from other tasks, and the proposed platform (Ridgefield Roundtable, Facebook, Instagram, or NextDoor). The City will then post the approved content to their platform(s).

Task 1.3.3 Assumptions

- Factsheet will be 8.5 x 11 double-sided.
- Postcards will be approximately 5x7 inches.
- City will develop the mailing area for postcards, coordinate with the printing company, and pay all printing and mailing costs.
- City shall translate any written content (if needed).
- Consultant team will remediate each digital copy to be compliant with Section 508 of the Rehabilitation Act.
- Graphics for all community engagement materials will be developed in other tasks.
- The proposed website content will update the existing Ridgefield Roundtable project website.
- City will upload the approved content to Ridgefield Roundtable.
- City will post the approved social media content to their social media platform(s).

Task 1.3.3 Deliverables

- Draft and final factsheet in PDF format.
- Up to four (4) draft and final postcards in PDF format.
- Content for up to three (3) website updates for Ridgefield Roundtable.
- Content for up to five (5) social media posts.

Task 1.3.4 Neighborhood and Community Meetings

The Consultant team will support the city in preparing for two (2) Neighborhood Meetings and two (2) Community Meetings. Factsheets, postcards, and social media posts developed in Task 1.3.3 will be used to invite attendees to each meeting. Invitations to Neighborhood Meetings will be directed to individuals living within the immediate project area, while Community Meetings will be open to the broader Ridgefield community.

- The first Neighborhood and Community Meetings will share the refined purpose and need and the preliminary findings of the pre-NEPA/SEPA analysis to collect input and inform the City Council's selection of the locally preferred alternative. The meetings will be held on the same day with the Neighborhood Meeting occurring first, followed by the Community Meeting.
- The second Neighborhood and Community Meetings will share the locally preferred alternative and will be held on the same day. The Community Meeting will act as a scoping meeting for the NEPA Environmental Assessment and will occur after the NEPA class of action is determined in Task 1.5.

The Consultant team will print and develop up to four (4) original display boards. The same boards will be used for the first Neighborhood and Community Meetings. The boards will be updated for the second Neighborhood and Community Meetings. The display boards will include overviews of each alternative, project schedule, or other information deemed important for the public to understand.

Each meeting will be held in person at a venue selected and obtained by the City. Meeting planning will be discussed during the recurring project management meetings outlined in Task 0. The Consultant team will develop a meeting plan up to six (6) pages long to cover each set of meetings (2 plans total). Each meeting plan will include information about the outreach goals, logistics, notification tools, messaging, displays, staffing, schedule, and the public comment process. The Consultant team will also provide up to three (3) staff at each meeting and support set up and take down. The meetings are assumed to be up to two (2) hours each.

The City will post meeting materials on Ridgefield Roundtable and prepare digital versions of the comment forms. The Consultant team will scan and email the completed forms after each meeting to the City. Following each meeting, the Consultant team will prepare a meeting summary to document attendees, themes heard, comments received, and next steps.

Task 1.3.4 Assumptions

- Each meeting will be held in person at a venue selected and obtained by the City.
- The Neighborhood and Community meetings will occur back-to-back on the same day.
- Each meeting plan will be up to six (6) pages long.
- Factsheets, postcards, or social media developed in other tasks will be used to announce the meetings.

- City will post meeting materials on Ridgefield Roundtable and prepare digital versions of the comment forms.
- Up to three (3) Consultant staff will attend each set of meetings for a total of five (5) hours each: two (2) hour neighborhood meeting, one (1) break to reset room, two (2) hour community meeting.
- Consultant team will print display boards.
- City will print small format materials (fact sheets, comment forms, etc.)
- Meeting summaries will document number of attendees, key concerns and questions, and project team responses.
- City shall provide material translation and an interpreter (if needed).

Task 1.3.4 Deliverables

- Up to two (2) meeting plans in Microsoft Word format.
- Draft and final of up to four original (4) display boards updated one (1) time, in PDF format, printed.
- Up to two (2) draft and final meeting summaries in Microsoft Word format.

Task 1.3.5 Phase 1 Engagement Summary

The Consultant team will prepare a Community Engagement Summary Report that includes the project schedule, public involvement and outreach activities, how many people were engaged, key themes heard, and how the public feedback was considered or responded to throughout Phase 1 of the project. The Consultant will compile all outreach materials and include as a supporting appendix in the engagement summary. The summary will be up to six (6) pages in length, not including the appendix.

Task 1.3.5 Assumptions

- Community Engagement Summary Report will be up to six (6) pages in length.

Task 1.3.5 Deliverables

- Draft and final Community Engagement Summary Report in Microsoft Word format.

Task 1.4 Locally Preferred Alternative Development

Based on City Council review of the findings from Task 1.2 and public feedback received through Task 1.3, the Consultant team, in collaboration with City staff, will develop a locally preferred alternative. The Consultant team will prepare a presentation of the draft locally preferred alternative, including plan and profile views prepared in Task 1.2.4. The draft locally preferred alternative will be reviewed with City staff as part of a recurring project management meeting described in Task 0 and then presented to City Council at a work session. The Consultant team will revise the locally preferred alternative based on Council feedback and present the revised locally preferred alternative for selection at a public hearing.

Task 1.4 Assumptions

- Locally preferred alternative plan and profile drawings are included in Task 1.2.4.

- Up to three (3) Consultant team members will attend the Council work session and public hearing. The work session and hearing will last up to 2 hours each.
- The locally preferred alternative selected by the City Council will be the one (1) Build Alternative confirmed by WSDOT and FHWA for analysis in the NEPA/SEPA documentation (see Task 1.6).
- The Consultant team will assist the City with agency coordination (as described in Task 1.2.1) to review the locally preferred alternative selection, however, the Consultant team cannot guarantee the selected locally preferred alternative will be approved by WSDOT and FHWA as the preferred alternative.

Task 1.4 Deliverables

- Draft and final locally preferred alternative presentation, up to 10 slides

Task 1.5 Environmental Classification Process

The Consultant team will prepare an environmental classification memorandum that describes the locally preferred alternative (Build Alternative) and recommends a NEPA class of action (i.e. Categorical Exclusion (CE), Environmental Assessment (EA) or Environmental Impact Statement (EIS)). The Consultant team and City will meet with WSDOT Local Programs to review the memorandum and then revise the memorandum for FHWA review based on WSDOT input. The Consultant team will revise and finalize the memorandum based on FHWA input.

Task 1.5 Assumptions

- A NEPA Environmental Assessment is anticipated.
- Meeting with WSDOT Local Programs to discuss Class of Action Memorandum will occur as part of the coordination meetings described in Task 1.2.1.
- WSDOT Local Programs will provide the NEPA Class of Action Memorandum to FHWA for their review and determination.
- The Class of Action Memorandum will utilize information included in the Pre-NEPA/SEPA Analysis Report and will include the meeting summaries prepared in Task 1.3 as an attachment.
- The Class of Action Memorandum will be no more than five (5) pages.

Task 1.5 Deliverables

- Draft, Revised, and Final Class of Action Memorandum

Task 1.6 NEPA/SEPA Compliance

The Consultant team will prepare the applicable NEPA/SEPA documentation based on the class of action determined in Task 1.5 and in compliance with Chapter 400 of the WSDOT Environmental Manual.

Task 1.6 Assumptions

- A NEPA Environmental Assessment (EA) and Finding of No Significant Impact (FONSI) are assumed for budgeting purposes and based on early determinations that no significant environmental impacts are anticipated. The EA will be adopted to comply with SEPA (see Task 1.6.6). The Consultant team cannot guarantee the class of action selected by FHWA or a FONSI; this scope of work will be amended if the class of action or approach changes.
- The EA and FONSI will analyze one Build Alternative (the locally preferred alternative selected in Task 1.4) and a No Build Alternative, as required by NEPA and SEPA.
- The EA and FONSI will build on analysis prepared under Task 1.2 and adapt the information into EA chapters/sections, discipline reports, and/or memoranda for publication with the EA as appropriate.
- Discipline reports are assumed for Transportation, Noise, Ecosystems, and Cultural Resources. All other disciplines will be memoranda. Memoranda are assumed to be shorter in length (up to 30 pages) and will not include a cover page, table of contents, or list of abbreviations.
- The early engineering completed in Task 1.2.4 shall be considered the “final footprint” of the build alternative and will be used to prepare the EA.
- The Consultant team will provide the EA in Word and Adobe pdf format in accordance with the Rehabilitation Act of 1973 revised Section 508-based standards. Tasks shall include writing and inserting alternative text to describe graphics and figures, bookmarks, simple cell tables, and any additional formatting and content needed to create, test, and remediate documents to achieve Section 508 conformance.
- All document reviews will use the following process unless otherwise noted in Task 1.6: City review, then WSDOT review, then FHWA review. Each agency will provide one set of consolidated comments in the Word documents during their review period. Review periods will be negotiated as part of the project schedule but are generally assumed to be 10 working days for each major deliverable, some of which may occur concurrently.
- No additional state (Attorney General’s Office) or FHWA legal review will be needed for the EA and associated documentation. Changes to this assumption would require an amendment to this scope of work.
- The City will lead the EA initiation and scoping process with limited consultant support (see Task 1.6.1) and will work with the Consultant team to determine the appropriate timing to initiate the EA to meet federal schedule requirements (generally one year to complete the EA from date of initiation).
- The City will be responsible for preparing for, scheduling, and attending the EA signature briefing in coordination with WSDOT and FHWA and obtaining the needed signatures and approvals at the appropriate time.
- The City shall translate any written content (if needed).
- The City will be responsible for preparing the Notice of Availability of the EA and FONSI and completing all required mailings, electronic distribution of documents, and public notification that may be required as part of the NEPA review process.

- The City will post the Notice of Availability, EA, FONSI, and associated documentation on its website and coordinate all public distribution and notifications.

Task 1.6.1 Initiation and Scoping

Consultant team will provide limited support to the City as applicable in the EA initiation and scoping process, including activities such as:

- Providing materials developed in Tasks 1.2 through 1.5 to support the City's development of materials and notices for initiation and scoping meetings.
- Providing Consultant team staff and support at the second community meeting (as described in Task 1.3.4) that will act as a scoping meeting.
- Reviewing the EA initiation letter and associated materials, scoping notices and meeting materials, and invitations to participating and cooperating agencies to be sent by FHWA (if applicable).

Task 1.6.1 Assumptions

- The City will lead early coordination with WSDOT and FHWA to formally initiate the EA, including development of an initiation letter, scheduling a project initiation meeting, and other related tasks.
- The City will schedule and coordinate one (1) scoping meeting with resource agency staff.
- The second community meeting described in Task 1.3.4 will be a public scoping meeting and will follow the scoping meeting with resource agency staff.
- The City will prepare and publish a scoping notice in local newspaper and coordinate with WSDOT and FHWA on any other formal noticing requirements (e.g., Federal Register notice).
- Up to three (3) Consultant team staff will attend each scoping meeting upon request from the City.
- The City will prepare a summary of scoping meetings and scoping comments received and provide information to the Consultant team for inclusion in the EA as applicable.

Task 1.6.1 Deliverables

- Consultant team comments on initiation and scoping letters, materials, and summaries described in this task as applicable.

Task 1.6.2 Environmental Assessment (EA) Preparation

Before developing the EA, the Consultant team will prepare a first draft EA outline for City review, a second draft outline for WSDOT review, and a third draft outline for FHWA review. This outline will include a list of discipline reports/memoranda to be included as appendices to the EA (see subtasks below). The outline and list of discipline reports will be finalized to incorporate all agency comments.

The Consultant team will prepare discipline reports/memoranda for City, WSDOT, and FHWA review for the following environmental topic areas, as described in Tasks 1.6.2.1 through 1.6.2.12 below:

- Geology and Soils
- Transportation
- Noise
- Ecosystems
- Cultural Resources
- Hazardous Materials
- Special Flood Hazard Areas
- Water Quality and Stormwater
- Land Use and Parks and Recreation
- Social and Community Resources
- Visual
- Air Quality

Based on the approved outline and discipline reports, the Consultant team will prepare a Working Draft EA for City review that includes the following content in accordance with federal standards:

- Description of the project Purpose and Need (developed during Task 1.2.2) and logical termini.
- Description of the No Build and Build Alternatives as required by NEPA.
- Maps illustrating the project environmental setting and key features.
- Description (using text and figures as appropriate) of direct and indirect effects of the alternatives, including benefits and impacts, for the topic areas described in Task 1.2. Direct effects are caused by the action and occur at the same time and place as the action. Indirect effects are reasonably foreseeable consequences that are also attributable to the action but that occur later in time than the action and/or at a location away from the action. The significance of an impact will be defined in terms of context, intensity, and the effect on the resource.
- Proposed measures to avoid and minimize impacts, and proposed mitigation measures.
- All required agency coordination letters, such as endangered species listings, prime and unique farmland determinations, Section 106/tribal consultation, archaeological/historic reports

- A summary of public involvement activities.

The Consultant team will revise the Working Draft EA in response to City comments and prepare a Revised Working Draft EA for WSDOT review. The Consultant team will then revise the Revised Working Draft EA in response to WSDOT comments and prepare a Preliminary Draft EA for FHWA review. The Consultant team will respond to FHWA comments and finalize the EA for public review and comment.

As part of the EA review process, up to four (4) members of the Consultant team will organize and participate in up to three (3) virtual comment resolution workshops – one each with the City, WSDOT, and FHWA – to review comments and make real-time decisions on changes needed. These workshops will be scheduled for up to two (2) hours in duration.

The following subtasks describe the discipline reports/memoranda to be prepared during the EA process.

Task 1.6.2.1 Geology and Soils

The Consultant team will prepare a discipline memorandum to document existing conditions and potential effects of the No Build and Build Alternatives related to geology and soils in accordance with Chapter 420 of WSDOT's Environmental Manual. The Consultant team will:

- Develop and summarize the methodology for the discipline memo, including applicable laws and regulations, study area, data sources, and effects analysis approaches.
- Review readily available geologic and geologic hazard maps, wells logs, and soil survey maps that cover the project vicinity.
- Review available geotechnical reports prepared for nearby developments (available in Consultant team files) and provided by the City.
- Conduct a field reconnaissance of the project site.
- Prepare a draft and final geotechnical memorandum, including preliminary recommendations for:
 - o Earthwork and grading, cut, and fill recommendations:
 - o Structural fill materials and preparation, and reuse of on-site soils
 - o Wet weather considerations
 - o Utility trench excavation and backfill requirements
 - o Temporary and permanent slope inclinations
 - o Groundwater and drainage considerations
 - o Earthquake and geologic hazards

Task 1.6.2.2 Transportation

The Consultant team will prepare a discipline report to document existing conditions and potential effects of the No Build and Build Alternatives related to transportation in accordance with Chapter 455 of WSDOT's Environmental Manual. The Consultant team will:

- Develop and summarize the methodology for the discipline report, including applicable laws and regulations, study area, data sources, and effects analysis approaches.
- Adapt the information included in Task 1.2.4 into a Transportation technical report for the Build Alternative, including the following additional analysis:
 - Develop and validate future 2045 weekday PM peak hour traffic volume projections at the study intersections.
 - Analyze intersection performance under projected 2045 traffic volumes and identify potential impacts.
 - Analyze potential mitigations if intersections fall below City mobility standards, including the addition of dedicated turn lanes.
 - Evaluate preliminary traffic signal warrants if stop-controlled intersections do not meet agency operating standards. If signal warranted, analyze intersection with roundabout intersection control.
 - Conduct safety analysis using WSDOT Highway Safety Manual (HSM) predictive methodology to estimate the predicted crash frequency for future year traffic control and traffic conditions. WSDOT Crash Modification Factor (CMF) “Short List” will be utilized for estimating crash frequency.

Task 1.6.2.3 Noise

The Consultant team will prepare a discipline report to document existing conditions and potential future effects of the No Build and Build Alternatives. This task will include the following components:

- Develop and summarize the methodology for the discipline report, including applicable laws and regulations, study area, data sources, and effects analysis approaches.
- Review the proposed Build Alternative with respect to the Washington State Department of Transportation (WSDOT) 2020 Traffic Noise Policy and Procedures and specify and coordinate the information required to complete the traffic noise analysis according to WSDOT Noise Policy with the Project Team.
- Based upon the review of the Build Alternative, select short-term (15- to 30-minutes) and long-term (24- to 48-hours) noise measurement locations to validate the Federal Highway Administration (FHWA) Traffic Noise Model (TNM) developed for the Project.
 - Consultant team will coordinate the noise measurement locations with the City to determine accessibility and notification to the public of the proposed measurement activity (at the City’s discretion).
 - Noise measurements will be conducted at multiple locations within the vicinity of the Build Alternative to determine the existing noise environment conditions. WSP’s noise measurement instrumentation will comply with ANSI Standard S1.4 for accuracy. Short-term noise data will be collected at up to four (4) sites and long-term noise data will be collected at up to two (2) sites.

- o Additionally, while conducting noise measurements, significant site features, hand-counted traffic volumes, and related activities will be documented per WSDOT Noise Policy.
 - o The noise study area, an area estimated at approximately 500 feet within the Build Alternative, will be field reviewed to identify and classify land-use and receptors based on their activity category.
- A single Build Alternative will be evaluated using computerized noise models developed using the FHWA TNM.
 - o An existing noise model will be created and validated according to the noise measurements conducted within the noise study area.
 - o For portions of the Project that include a new roadway, where no road previously exists, field noise measurements will be used to establish existing noise levels per WSDOT Noise Policy.
- The validated noise model will be modified to create models representing future conditions for the No Build and Build Alternatives. The Build Alternative model will be modified to include any proposed modifications from existing conditions associated with the Project. The Build Alternative model will be used to determine the increase in noise level generated by the Project relative to the existing and No Build models.
- Based upon the future build model results, noise barrier analysis may be needed at impact locations. If necessary, the analysis will be completed using the future build model. The noise barrier analysis will determine if the application of a noise barrier is “feasible” and “reasonable” according to the WSDOT requirements. Any potential noise barrier considerations will be coordinated with the City.
- Proposed construction activities will be reviewed to determine potential noise impacts from the Build Alternative. Noise-generating activity will be evaluated according to the requirements outlined within WSDOT Noise Policy and will be based upon common noise levels generated by typical equipment operations. Based upon the results of the qualitative evaluation, general guidelines and mitigation that follow best practices for each construction phase will be provided to reduce community noise impacts generated by Build Alternative construction.
- A draft Noise Discipline Report will be developed to document the results of the traffic noise analysis. The report will present methods, analysis, and findings from the traffic noise analysis. The report will specify whether receptors will be impacted according to WSDOT Noise Policy and whether mitigation (i.e., noise barriers or other methods) are required to comply with the requirements. If necessary, specification of noise barrier design will be provided, which will show proposed noise barrier alignments, lengths, and heights.
- Upon approval of the City, a final noise discipline report will be developed and provided to the City. The final report will incorporate agreed upon comments and considerations from the City and WSDOT if necessary.

Task 1.6.2.4 Ecosystems

The Consultant team will prepare a discipline report to document existing conditions and potential future effects of the No Build and Build Alternatives related to ecosystems, including wetlands and other waters, fish, wildlife, and vegetation (in accordance with Chapters 431 and 436 of WSDOT's Environmental Manual). The Consultant team will:

- Develop and summarize the methodology for the discipline report, including applicable laws and regulations, study area, data sources, and effects analysis approaches.
- Perform, and describe, a desktop survey and review of existing information to identify known and mapped wetlands and other waters; and existing vegetation communities, fish and wildlife populations and habitat in the study area.
- Identify Endangered Species Act (ESA) listed species using USFWS Information for Planning and Consultation (IPaC) tool and information from NOAA Fisheries.
- Identify existing fish passage barriers and their condition in the environmental study area.
- Prepare a summary of potential ecosystem effects (to wetlands and other waters; as well as fish, wildlife, vegetation) associated with the Project and provide comparisons of the effects of the Build Alternative and the No Build Alternative.
- Document mitigation strategies for potential project impacts.

Task 1.6.2.5 Cultural Resources and Section 106 Compliance

The Consultant team will prepare a Cultural Resources discipline report to meet Washington Department of Archaeology and Historic Preservation (DAHP) standards and comply with Section 106 of the National Historic Preservation Act of 1966 and Governor's Executive Order (GEO) 21-02 as applicable. The report will summarize the results of background research, field methods, and results of all cultural resources (i.e., archaeological and built environment) fieldwork, as well as maps, photographs, and inventory forms for any recorded resources.

Before beginning fieldwork and the report draft, the Consultant team will identify an APE and draft the APE letter for WSDOT and FHWA to distribute to DAHP.

The report will draw on desktop analysis completed in the 2024 PBS Alternatives Analysis and supplement those findings with additional field work, including a pedestrian survey and the excavation of shovel test probes, where applicable. The fieldwork will involve the following activities:

- The Consultant team will examine the ground surface for artifacts and other evidence of cultural activity by walking transects spaced at intervals no greater than 15 meters (49 feet) within the accessible APE. Ground exposures (e.g., cutbanks) encountered in or outside of transects will be closely examined for the presence of subsurface features and/or cultural materials. Overview digital photographs of the APE will be taken from a variety of angles to record both surface conditions and the surrounding topography.

- Fieldwork will include a pedestrian survey using transects spaced no more than 33 feet (10 meters) apart.
- No more than 40 shovel test probes (STPs) will be excavated. STPs will be 30 centimeters at the surface and will be excavated to at least 50 centimeters below the surface or deeper, if warranted. Soils will be screened through ¼-inch mesh hardware cloth. The shovel tests will be backfilled upon completion.
- No archaeological resources have been previously recorded within the proposed project area. It is assumed that no archaeological sites or isolates will be encountered. However, if artifacts are observed, they will be photographed, but not collected. If resources are found, additional budget will be needed to complete the resource form(s).
- Record up to eight historic resources within the APE on DAHP Historic Property Inventory Forms and evaluated for their eligibility for inclusion to the National Register of Historic Places (NRHP). It is assumed that only one may be NRHP-eligible.

The Cultural Resources discipline report will include:

- Summary of the methodology for the discipline report including applicable laws and regulations, data sources, and effects analysis approaches.
- Identification of potential adverse effects to historic and cultural resources associated with the Project and provide comparisons of the effects of the Build Alternative and the No Build Alternative.
- Documentation of mitigation strategies for potential project impacts.
- All applicable report attachments, including site forms, historic property forms and correspondence.

Task 1.6.2.6 Hazardous Materials

The Consultant team will prepare a right-sized discipline memorandum to document existing conditions and potential future effects of the No Build and Build Alternatives in the environmental study area related to hazardous materials and solid waste in accordance with Chapter 447 of WSDOT's Environmental Manual. The Consultant team will:

- Develop and summarize the methodology for the discipline memo, including applicable laws and regulations, data sources, and effects analysis approaches.
- Conduct review of historical records.
- Query a commercial database provider to identify federal, state and local records of potential contaminant sources, including documented releases to the environment and sites that have handled, treated, or stored hazardous materials or hazardous wastes without having a documented release. To the extent feasible, the regulatory records and required search radius will be in accordance with American Society for Testing and Materials (ASTM) International Standard Practice E1527-21 standards.

- Identify hazardous materials sites in the study area and qualitatively evaluate the sites (low, moderate, and high) for their potential to be a source of contamination that may be encountered during project construction.
- Document potential effects associated with the Project and provide comparisons of the effects of the Build Alternative and the No Build Alternative.
- Document mitigation strategies for potential project impacts.

Task 1.6.2.7 Special Flood Hazard Areas

The Consultant team will prepare a memorandum to document existing conditions and potential future effects of the No Build and Build Alternatives in the environmental study area related to special flood hazard areas in accordance with Chapter 432 of WSDOT's Environmental Manual. The study area includes Federal Emergency Management Agency (FEMA) mapped flood hazard areas associated with the Gee Creek tributary. The Consultant team will:

- Develop and summarize the methodology for the memo, including applicable laws and regulations, data sources, and effects analysis approaches.
- Characterize existing conditions related to flooding and floodplains in the study area, including frequency of flooding, extent and depth of inundation, and the effect of existing road structures on flood flows.
- Summarize existing research on the effects of sea level rise and future peak streamflow increases as a basis for impact analysis under subsequent phases of work. Estimates of future sea level rise (SLR) will be based on current information from the University of Washington Climate Impacts Group (CIG).
- Document potential effects associated with the Project and provide comparisons of the effects of the Build Alternative and the No Build Alternative.
- Document mitigation strategies for potential project impacts.

Task 1.6.2.8 Water Quality and Stormwater

The Consultant team will prepare a discipline memorandum to document existing conditions and potential future effects of the No Build and Build Alternatives in the environmental study area for stormwater, water quality and groundwater in accordance with Chapter 430 of WSDOT's Environmental Manual. The Consultant team will:

- Develop and summarize the methodology for the discipline memo, including applicable laws and regulations, data sources, and effects analysis approaches.
- Identify existing stormwater collection and treatment facilities on existing roadways that could be affected.
- Identify receiving waters for stormwater runoff from the study area and describe the water quality in those water bodies based on existing information from the Washington State Department of Ecology (Ecology) and other available sources. Receiving waters for

stormwater runoff include the Gee Creek tributary, and other named and unnamed streams within 500 feet of the red and green corridors and potentially affected local roads.

- Describe groundwater characteristics of regional and local aquifers underlying, in proximity to, and/or downgradient from the study area. In accordance with Environmental Manual Section 430, this analysis will focus only on existing stormwater runoff and the water quality characteristics of receiving waters. Surface water features such as hydrology, vegetation, channel characteristics, etc. will be covered in “Ecosystems” as described above.
- Document potential effects associated with the Project and provide comparisons of the effects of Build Alternative and the No Build Alternative.
- Document mitigation strategies for potential project impacts.

Task 1.6.2.9 Land Use and Parks and Recreation

The Consultant team will prepare a discipline memorandum to document existing conditions and potential future effects of the No Build and Build Alternatives in the environmental study area related to land use and parks and recreation in accordance with Chapter 455 of WSDOT’s Environmental Manual. The Consultant team will:

- Develop and summarize the methodology for the discipline memo, including applicable laws and regulations, study area, data sources, and effects analysis approaches.
- Identify federal, state and local land use plans and policies and describe their relevance to the project.
- Identify existing comprehensive plan and zoning land use designations.
- Identify existing and planned land uses, including recent and pending development.
- Review current plans and maps to identify publicly-owned parks and other recreational facilities, such as trails.
- Conduct research to determine the presence of additional state or federal protections to park and recreation resources, such as Section 4(f) of the U.S. Department of Transportation Act and Section 6(f) of the Land and Water Conservation Fund or Federal Lands to Parks.
- Document potential effects associated with the Project and provide comparisons of the effects of the Build Alternative and the No Build Alternative.
- Document mitigation strategies for potential project impacts.

Task 1.6.2.10 Social and Community Resources

The Consultant team will prepare a discipline memorandum to document existing conditions and potential future effects of the alternatives in the environmental study area related to Social and Community Resources in accordance with Chapter 458 of WSDOT’s Environmental Manual. The Consultant team will:

- Develop and summarize the methodology for the discipline memo, including applicable laws and regulations, study area, data sources, and effects analysis approaches.
- Provide a demographic profile of the existing communities in the study area using the most recent available U.S. Census data. Demographic information will include race, Hispanic/Latino, poverty status, education level, limited English proficiency, households with no vehicle, and persons with disabilities.
- Identify the locations of existing and planned public services and utilities in the project vicinity. Public services include schools, churches, community centers, day care facilities, hospitals, nursing homes, medical and dental clinics, fire stations, police stations, cemeteries, and social service providers. Utilities include publicly and privately owned electric, power, gas, oil and petroleum products, steam, chemicals, communication, cable television, water, sewage, drainage, irrigation, fire or police signal systems, and similar lines.
- Identify potential temporary and permanent right-of-way effects using information from Task 1.2.5, including the need for relocations of residences or businesses, and potential effects on community cohesion and connectivity during construction and operation of the project.
- Document potential effects associated with the Project and provide comparisons of the effects of the Build Alternative and the No Build Alternative.
- Document mitigation strategies for potential project impacts.

Task 1.6.2.11 Visual

The Consultant team will prepare a right-sized Visual Impact Assessment discipline memorandum to document existing conditions and potential future effects of the No Build and Build Alternatives in the environmental study area related to Visual in accordance with Chapter 459 of WSDOT's Environmental Manual. The Consultant team will:

- Develop and summarize the methodology for the discipline memo, including applicable laws and regulations, data sources, and effects analysis approaches.
- Identify the Area of Visual Effect (AVE), landscape units, user groups present and up to three (3) representative key viewpoints for each alternative to be used in the analysis in coordination with City staff.
- Photo simulations will be prepared for one (1) viewpoint for each alternative after confirming locations and views.
- Document potential effects associated with the Project and provide comparisons of the effects of the Build Alternative and the No Build Alternative.
- Document mitigation strategies for potential project impacts.

Task 1.6.2.12 Air Quality

The Consultant team will prepare a discipline memorandum to document existing conditions and potential future effects of the alternatives in the environmental study area related to Air Quality in accordance with Chapter 425 of WSDOT's Environmental Manual. The Consultant team will:

- Develop and summarize the methodology for the discipline memo, including applicable laws and regulations, study area, data sources, and effects analysis approaches.
- Identify the environmental study area's general climate conditions, conformity status with the Clean Air Act (CAA), current monitoring efforts and data for the National Ambient Air Quality Standards (NAAQS) six major air pollutants, information on Mobile Source Air Toxics (MSATs), and the latest planning assumptions.
- Provide a qualitative discussion to describe how transportation effects (i.e., changes to vehicle volumes, speeds, rerouting and mode shift) contribute to emission reductions and vehicle miles traveled (VMT) targets, using data from Task 1.2.5.
- Document potential effects associated with the Project and provide comparisons of the effects of the Build Alternative and the No Build Alternative.
- Document mitigation strategies for potential project impacts.

Task 1.6.2 Assumptions

- The EA will adhere to applicable federal page limits (generally 75 pages, not including citations or appendices). To facilitate meeting federal page limits for EAs, existing conditions will be covered in the EA only to the extent needed to provide context for the impact analysis. More detailed existing conditions analysis will be incorporated by reference through the Pre NEPA/SEPA Planning Report and applicable discipline reports/memoranda.
- Reviews of discipline reports/memoranda may be combined with review of EA drafts where feasible to streamline the project schedule.
- A geologist will spend half a day in the field to observe existing slope conditions. Rights of entry will be coordinated/provided by the City.
- Both proposed project design options include the construction of a roadway in a new location which is a Type I activity as defined by 23 CFR 772 requiring a traffic noise analysis.
- Any coordination or rights of entry required with property owners or local stakeholders prior to field noise measurements will be provided by the City.
- Peak-hour traffic volumes, speeds, and vehicle mix for Project roadways will be prepared in Task 1.2.5 for use in the analysis.
- Proposed electronic base map files including 5-foot contours (or most detailed available), ROW lines, and any shielding features such as existing noise walls or retaining walls, existing and proposed location of any concrete safety barriers top elevation and beginning

and end locations and proposed roadway profiles will be prepared in other tasks. The footprints for nearby structures will be identified through GIS for modeled receptor locations.

- The Consultant team will model traffic noise levels for existing year (2025) and design year (2045) for the build and no-build conditions.
- If the City receives funding from the Federal Highway Administration, an analysis of the project's potential to "use" a historic property under Section 4(f) of the U.S. Department of Transportation Act would be needed and incorporated in the report. This analysis is done for historic resources that are eligible for or listed in the NRHP.
- If the City uses state funds, compliance with the Governor's Executive Order (GEO) 21-02 will also be necessary and a separate scope of work will be prepared to prepare the EZ Project Review Form that outlines the Project Area.
- The Project's Area of Potential Effects (APE) is assumed to be based on the Build Alternative (as confirmed in Task 1.5).
- WSDOT will conduct formal Section 106 consultation with DAHP and the Tribes on behalf of the City. The Consultant team will assist with drafting the consultation letters.
- A traffic control plan (TCP) will not be prepared, as fieldwork is anticipated to be on low-traffic rights-of-way and open land.
- If an archaeological site is found, based on the results of the pedestrian survey and shovel testing, additional excavations may be needed to delineate the site and evaluate the resource for its eligibility for listing in the NRHP. This additional work would be done after the survey has been completed and after consultation with DAHP and the Tribes. Various approaches—from avoidance to data recovery—may be applied to the resource if it is found to be eligible for listing in the NRHP. A cost modification may be necessary to address the resource.
- It is assumed that the project will not adversely affect historic properties. If a significant historic resource is within the project APE, additional effort may be needed to address the potential for adverse effects. Documentation and coordination needed to address an adverse effect to a historic resource are not included in this scope.
- No soil or groundwater testing or monitoring is included in this scope of work.
- The Healthy Environment for All (HEAL) Act does not apply to this project because the City is not an agency covered by the requirements of this law.
- No fieldwork will be conducted for the Visual Effects analysis. Photos of the viewpoints will be obtained from publicly available sources or field visits completed as part of other tasks.
- No quantitative MOVES analysis for MSAT emissions is required for this task because the Annual Average Daily Trips (AADT) for the new facility is anticipated to be below 140,000 and would not trigger a requirement for modeling per WSDOT guidance.

- No separate analysis of the following resources will be presented because the proposed project is not expected to have impacts on these resources:
 - o Energy
 - o Section 4(f) and Section 6(f) resources (see assumption above related to Section 4(f) impacts to historic properties)

Task 1.6.2 Deliverables

- First draft (City review), second draft (WSDOT review), third draft (FHWA review), and final version of EA outline and list of discipline reports/memoranda
- First draft (City review), second draft (WSDOT review), third draft (FHWA review), and final version of Geology and Soils Discipline Memorandum
- First draft (City review), second draft (WSDOT review), third draft (FHWA review), and final version of Transportation Discipline Report
- First draft (City review), second draft (WSDOT review), third draft (FHWA review), and final version of Noise Discipline Report
- First draft (City review), second draft (WSDOT review), third draft (FHWA review), and final version of Ecosystems Discipline Report
- Draft and final APE map and description
- Draft and final Section 106 consultation letters
- First draft (City review), second draft (WSDOT review), third draft (FHWA review), and final version Cultural Resources Discipline Report
- First draft (City review), second draft (WSDOT review), third draft (FHWA review), and final version of Special Flood Hazard Areas Memorandum
- First draft (City review), second draft (WSDOT review), third draft (FHWA review), and final version of Water Quality and Stormwater Discipline Memorandum
- First draft (City review), second draft (WSDOT review), third draft (FHWA review), and final version of Land Use and Parks and Recreation Discipline Memorandum
- First draft (City review), second draft (WSDOT review), third draft (FHWA review), and final version of Social and Community Resources Discipline Memorandum
- First draft (City review), second draft (WSDOT review), third draft (FHWA review), and final version of Visual Impact Assessment Discipline Memorandum
- First draft (City review), second draft (WSDOT review), third draft (FHWA review), and final version of Air Quality Discipline Report/Memorandum
- Working Draft EA for City review
- Revised Working Draft EA for WSDOT review
- Preliminary Draft EA for FHWA review
- Final version of EA for public review and comment

Task 1.6.3 Public Comment Period and Decision Document Preparation

Before publication of the EA, the Consultant team will assist the City with preparation for one (1) in-person open house during the comment period. Preparation meetings for the open house

will occur as part of the regular coordination meetings in Task 0 and 1.2.1. The Consultant team will prepare the following materials to support the open house:

- Printed material, including content and layout for one (1) Project factsheet and one (1) postcard. The postcards will invite community members to the open house. The factsheet will summarize the major findings of the EA. The Consultant team will prepare digital copies of the factsheet and postcards so they may be uploaded to the Ridgefield Roundtable website. The City will develop the mailing area, coordinate with the printing company, and pay all printing and mailing costs.
- Digital materials, including Ridgefield Roundtable and social media content. The Consultant team will prepare content for up to three (3) updates to the existing project website on Ridgefield Roundtable and up to five (5) social media posts. The content will be used to publicize the EA and public comment period. Each website/social media post will include the proposed content, graphics derived from other tasks, and the proposed platform (Ridgefield Roundtable, Facebook, Instagram, or NextDoor). The City will then post the approved content to their platform(s).
- Up to four (4) display boards to supplement the display boards prepared in Task 1.3.3.

The Consultant team will prepare a brief summary of public engagement activities and comments received during the comment period for inclusion as an appendix to the Revised EA/FONSI.

After the comment period, the Consultant Team will coordinate with the City, WSDOT, and FHWA to review comments received. The Consultant team will assist with review, summary, and responses to up to a total of forty (40) unique comment submissions received during the EA comment period. The comments and responses will be provided as an appendix to the Revised EA and FONSI.

Based on the comments, the Consultant Team will work with the City, WSDOT, and FHWA to confirm whether a Revised EA or Errata sheet is appropriate and determine the appropriate format for the FONSI. Assuming that only minor changes are required to the EA, an Errata sheet will be prepared to append to the FONSI.

Before drafting the FONSI, the Consultant team will prepare a first draft FONSI outline and list of appendices for City review, a second draft outline for WSDOT review, and a third draft outline for FHWA review. The outline and list of appendices will be finalized to incorporate all agency comments.

The Consultant team will prepare a Working Draft FONSI, including all needed appendices (Errata sheet and responses to comments). The Consultant team will revise the Working Draft FONSI in response to City comments and prepare a Revised Working Draft FONSI for WSDOT

review. The Consultant team will then revise the Revised Working Draft FONSI in response to WSDOT comments and prepare a Preliminary Draft FONSI for FHWA review. The Consultant team will respond to FHWA comments and finalize the FONSI for public review and comment.

As part of the FONSI review process, up to four (4) members of the Consultant team will organize and participate in up to three (3) virtual comment resolution workshops – one each with the City, WSDOT, and FHWA – to review comments and make real-time decisions on changes needed. These workshops will be scheduled for up to two (2) hours in duration.

Task 1.6.3 Assumptions

- There will be a thirty (30)-day public review and comment period for the EA, including one in-person open house during this timeframe.
- The open house is not expected to result in any substantive comments, changes to the project design, or NEPA analysis.
- The City will select and secure the venue for the open house.
- The City will receive comments during the public comment period and provide them to the Consultant team for review.
- Only minor changes will be required for the EA, resulting in preparation of a FONSI and Errata to the EA sheet. If additional fieldwork, modelling or significant technical analysis changes are required to address public comments or a Revised EA is needed, a contract modification shall be required.
- Updated discipline reports/memos will not be required.

Task 1.6.3 Deliverables

- First draft (City review), second draft (WSDOT review), third draft (FHWA review), and final version of FONSI outline and list of appendices
- Working Draft FONSI and appendices for City review
- Revised Working Draft FONSI and appendices for WSDOT review
- Preliminary Draft FONSI and appendices for FHWA review
- Final version of FONSI for publication

Task 1.6.4 Endangered Species Act Compliance – Biological Assessment

In coordination with the development of the Ecosystems Discipline Report and Water Quality and Stormwater Memorandum in Task 1.6, the Consultant team will prepare the required documentation for Endangered Species Act (ESA) compliance. Based on the anticipated increase in impervious surfaces and stormwater runoff, and relative proximity to critical habitat, a biological assessment (BA) is anticipated. The BA will be prepared consistent with WSDOT Biological Assessment Preparation Manual (2020 and applicable updates). The area of indirect effects studied with the project will be determined and examined in accordance with the guidance in WSDOT's BA preparation training manual (2020 version). The Consultant team will

assemble this material into a draft BA for City review, finalize the report based on one round of City review, and then submit an electronic copy of the draft BA report to WSDOT for review. The Consultant team will finalize the report based on one round of WSDOT and FHWA review.

It is expected that the Consultant team will attend up to two (2), one (1)-hour meetings with WSDOT agency staff for this task. The first meeting will be to address and reach an agreement on the content of the BA, and the second meeting will be to review and discuss mitigation measures that would be incorporated into the project design.

Task 1.6.4 Assumptions

- Analysis of stormwater pollutant loading using the HI-RUN Model, including the analysis of pollutant loading and dilution subroutine, is not required.
- Formal species surveys are not necessary and not included in this scope of work.
- Effects to listed species and critical habitat are assumed to result in a May Affect, Not Likely to Adversely Affect determination supported by a BA provided for informal consultation. The BA will be prepared consistent with WSDOT BA Preparation Manual.
- BA includes up to 14 figures.
- Agency comments on the draft and final BA are minor edits and will not require additional technical analysis.
- WSDOT will initiate consultation with NMFS, and U.S. Fish and Wildlife Service if necessary.
- Meetings with agency staff will be at the Vancouver WSDOT offices or virtually. No formal agenda or meeting minutes will be prepared from these meetings.

Task 1.6.4 Deliverables

- Draft BA for City review (electronic version)
- Final draft BA for City, WSDOT, and FHWA review (electronic version)
- Final BA (electronic version to City and WSDOT)

Task 1.6.5 Fish Passable Structure Conceptual Design

The Consultant team will conduct a site reconnaissance to evaluate existing conditions of the Gee Creek tributary. Existing channel conditions will be assessed for the locally preferred alternative in accordance with the Washington Department of Fish and Wildlife (WDFW) Water Crossing Design Guidelines. Engineers will work to identify a reference reach for the crossing location that has a consistent gradient, geometry, planform, and sediment load to inform the design of the fish passage structure and stream channel. Within each reference reach, engineers will document channel geometry and vegetation indicators at a minimum of three locations, along with the average stream slope, to establish the average bankfull width of the stream and profile, which are critical for defining the minimum width of a fish-passable structure. The floodplain width will also be measured for calculation of the floodplain utilization ratio. Overall, the planform and sinuosity of the stream, as well as large woody material (LWM) engagement

and other habitat features, will be documented for potential incorporation into the fish passable structure and stream design. The field observations and measurements will be used to size the conceptual crossing structure at the potential crossing location.

Task 1.6.5 Assumptions

- Consultant team will conduct a single site visit to document existing stream conditions. Up to two Consultant team staff will be on site for up to 8 hours.
- A no rise analysis would not be completed during this phase of work.

Task 1.6.5 Deliverables

- Draft and final Conceptual Fish Passable Structure Memorandum

Task 1.6.6 SEPA Adoptions

Per WAC 197-11-610, an agency may adopt any environmental analysis prepared under NEPA as State Environmental Policy Act (SEPA) documentation. A NEPA EA may be adopted to support a determination of nonsignificance (DNS) under SEPA. The City will draft a SEPA DNS based on the NEPA EA to satisfy SEPA requirements.

Task 1.6.6 Assumptions

- The City is the SEPA lead agency.
- The Consultant team will review and provide the City comments on the draft SEPA DNS.
- The City will be responsible for publication of the DNS and submittal to the SEPA Register concurrent with publication of the EA for public review and comment.

Task 1.6.6 Deliverables

- Review comments on City prepared SEPA DNS.

Task 1.6.7 Administrative Record

The Consultant team shall provide City with electronic copies of up to seventy-five (75) reference documents used in the EA analysis at the end of the contract period. The City shall compile and maintain all other documentation required to complete the Administrative Record.

Task 1.6.7 Assumptions

- The Consultant team will include City staff on all emails and inquiries to external agencies and private parties throughout the project to support compiling an Administrative Record.
- All other components of the Administrative Record (e.g., draft and final versions of the EA, FONSI, and associated documentation) will be provided to the City in electronic form as part of other tasks.

Task 1.6.7 Deliverables

- Electronic copies of all relevant reference documents used in the EA analysis.

PHASE 2. PRELIMINARY ENGINEERING (CONTINGENCY)

Phase 2 may include the following elements. A refined scope and fee for Phase 2 will be provided after selection of the locally preferred alternative.

- Phase 2 Kickoff
- Preliminary Engineering (30% design)
 - o Preliminary Structural Engineering
 - o Fish Passable Structure Preliminary Design
- Permit Matrix and Permits
 - o Wetland and Waters Delineation
 - o USACE Section 404 Authorization
 - o WDFW Hydraulic Project Approval
 - o City of Ridgefield Critical Areas Permit
 - o City of Ridgefield Floodplain Development Permit (required for Red Alternative)
 - o Bank Use Plan
- Right-of-Way Plans and Strategy
- Finance and Funding Strategy
- Phase 2 Community and Stakeholder Engagement
- Project Closeout

COMPENSATION

The following professional fees will be billed as incurred and will not exceed \$668,201 including \$1,111 in expenses, for Task 0 and Phase 1, without written authorization. Phase 2 is a contingency task and will require written authorization and a refined scope and fee before funding.

Task	Fee
Task 0: Project Management	\$122,735
Phase 1:	
Environmental Review	\$446,000
Early Engineering	\$98,355
<i>Task 1.1: Phase 1 Kickoff</i>	<i>\$11,870</i>
<i>Task 1.2: Pre-NEPA/SEPA planning process</i>	<i>\$147,105</i>
<i>Task 1.3: Phase 1 Community and Stakeholder Engagement</i>	<i>\$48,630</i>
<i>Task 1.4: Preferred Alternative Development</i>	<i>\$7,935</i>
<i>Task 1.5: Environmental Classification Process</i>	<i>\$4,055</i>
<i>Task 1.6: NEPA/SEPA Compliance</i>	<i>\$324,760</i>
Phase 1 Expenses	\$1,111.00
Task 0 and Phase 1 Total	\$668,201
Phase 2: Preliminary Engineering (Contingency)*	\$181,799
Total	\$850,000

*Will require written authorization from the City after preparation of a refined scope and fee.

Chuck Green
May 15, 2025
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CLOSING

If you wish to accept this proposal for the services described above, please provide a contract for review and signature. This proposal is valid for 30 days. We thank you for the opportunity to offer this proposal, and we look forward to working with you. Should you have questions, please call us at 360-823-6100.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nicole McDermott", with a stylized flourish at the end.

Nicole McDermott, AICP
Vice President, Planning

A handwritten signature in blue ink, appearing to read "Sine Madden", with a stylized flourish at the end.

Sine Madden, AICP
Senior Vice President, Planning

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 22, 2025

AGENDA ITEM NAME: Motion - Approval of Ridgefield Heights Phase 4 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 20 new single-family residences.

RECOMMENDED ACTION OR MOTION:

To approve the final plat:

"I move to approve the Ridgefield Heights Phase 4 final plat as presented."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Staff Report
2. Phase 4 Final Plat
3. Tract B Common Area Amenities



COMMUNITY DEVELOPMENT DEPARTMENT

510-B Pioneer Street | PO Box 608 | Ridgefield, WA 98642
(360) 887-3908 | Fax: (360) 887-2507 | www.ridgefieldwa.us

Ridgefield Heights Phase 4 Final Plat

Staff Report

File No. MASTER-24-0055, PLZ-24-0064

May 22, 2025

I. Basic Facts

Application date: On August 29, 2024, the City received an application for final plat approval for Ridgefield Heights Phase 4 (20 lots). On April 24, 2025, staff determined that review comments had been sufficiently addressed and site improvements sufficiently completed to schedule the final plat to go to Council.

Council date: May 22, 2025

Applicant/Property Owner: Lennar Northwest. 11807 NE 99th St / Vancouver, WA 98682. Contact: David Force, 360.828.3906, David.force@lennar.com; Brian Groth, Brian.Groth@lennar.com

Applicant's Representative: Minister & Glaeser Surveying, Inc. 2200 E Evergreen Blvd / Vancouver, WA 98661. Contact: Christopher Avery, 360.907.3379, csa@mgsurvey.com

Property Information: No address. #24 SEC20 T4N R1E WM, Assessor's #213727000, 11.65 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 Development Code and the Ridgefield Urban Area Comprehensive Plan.

II. Documents Received

- A. Master land use application
- B. Final plat checklist
- C. Narrative
- D. Plat sheets
- E. Perimeter description
- F. Lot computation checks
- G. Title report
- H. Draft declaration of annexation of Phase 4 into the Ridgefield Heights CC&Rs
- I. Revised materials as required by staff

III. Background and Proposal

The Ridgefield Heights project area is south of Pioneer Street and north of S 10th Way. Phase 4 is in the north-central portion of the project area immediately east of S 25th Place and north of Phase 3. See Figures (1) and (2).

Figure 1. Ridgefield Heights overall project area

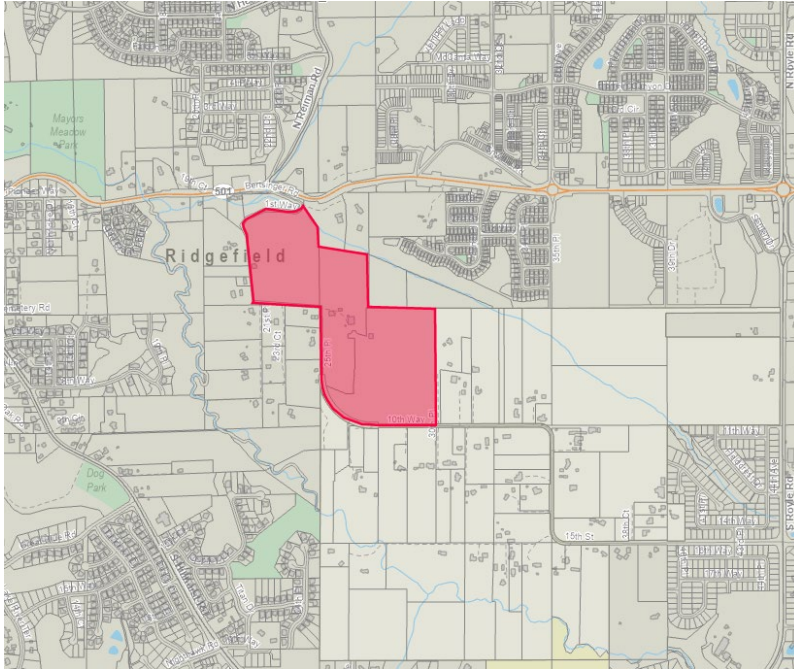
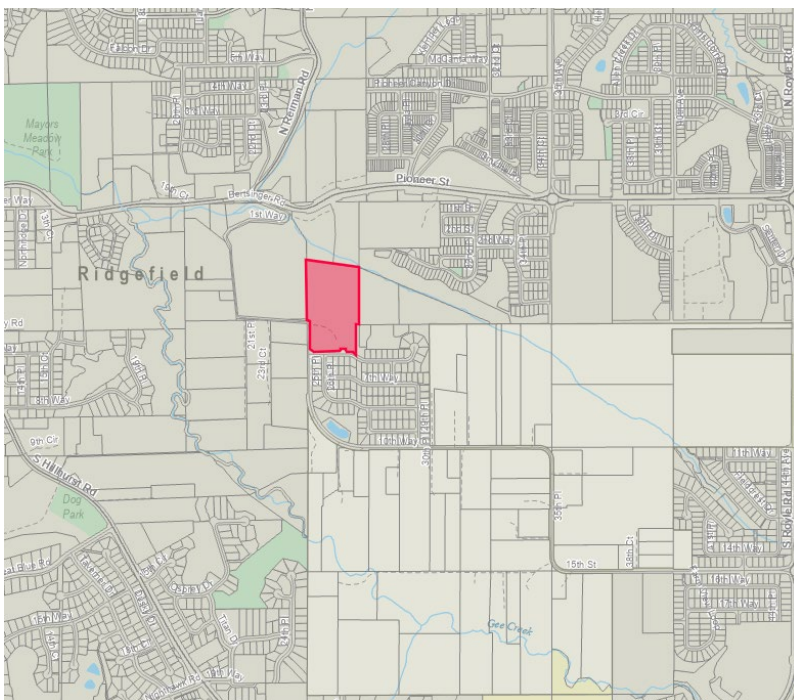


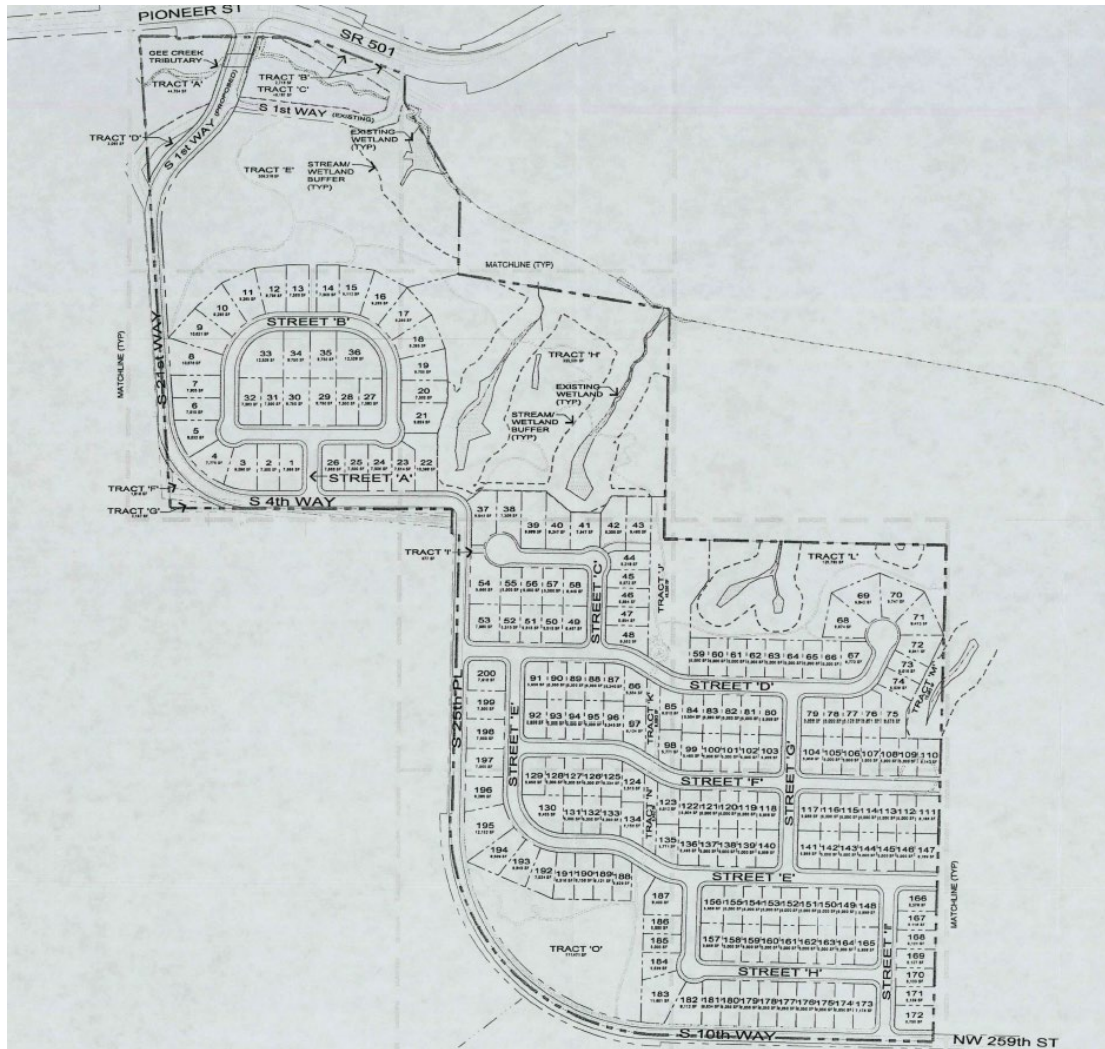
Figure 2. Ridgefield Heights Phase 4 project area



The project is subject the Ridgefield Heights Development Agreement (adopted by Council on March 30, 2017 – ORD 1201), as amended by Council on October 28, 2021 (ORD 1350).

The Hearing Examiner approved the preliminary plat for the Kemper Planned Unit Development (PUD) via final order on December 14, 2007 (PLZ-07-068). The 2007 approval was for 200 lots on 67.4 acres in what were at that time the low-density residential LDR-7.5 and LDR-8.5 zoning districts. See Figure (3).

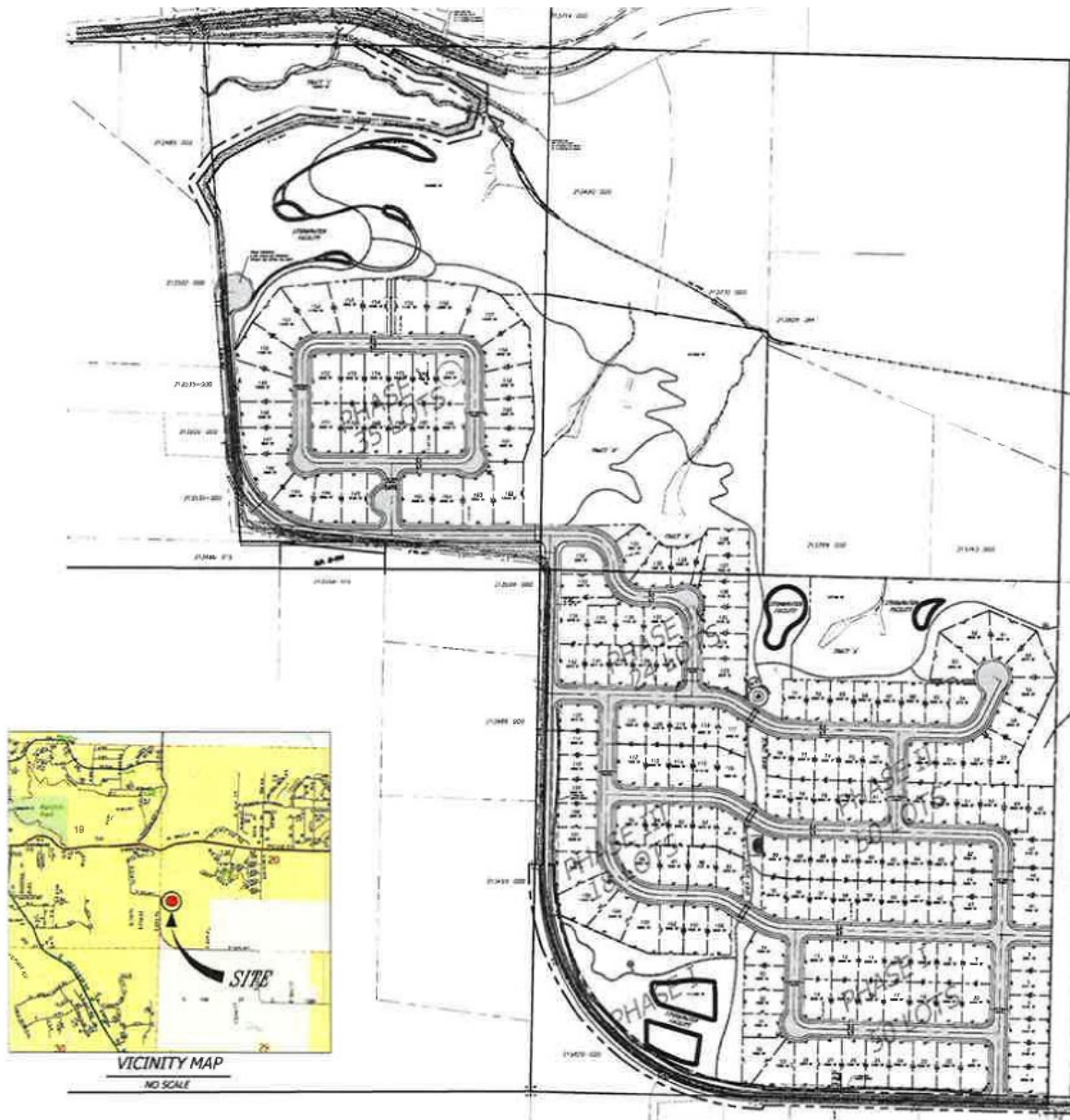
Figure 3. Kemper Preliminary PUD (2007)



In 2017, the city and the developer (ODC Ridgefield Heights LLC) entered into a Development Agreement (DA) for the Kemper project, renamed Ridgefield Heights.

On October 9, 2017, the Hearing Examiner approved a post-decision review (PLZ-16-0049) for the Kemper preliminary PUD addressing the changes to the preliminary plat agreed upon under the DA. The post-decision review established a new preliminary plat with 177 lots in five phases. See Figure (4).

Figure 4. Ridgefield Heights Preliminary PUD (2017)

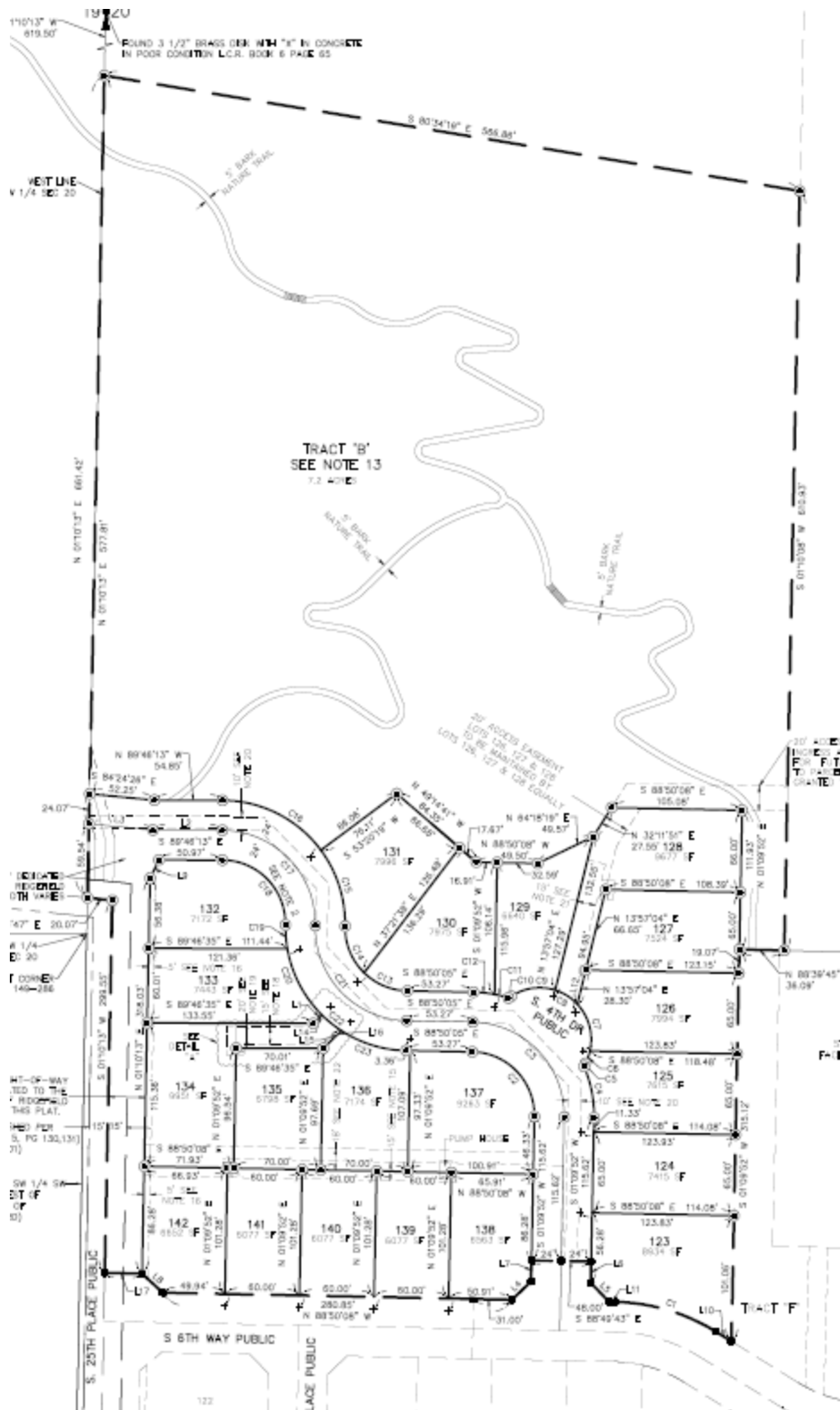


The proposal for Phase 4 is to create 20 single-family detached residential lots on 11.65 acres. See Figure (5). The lots range from 6,077 square feet (six lots) to 9,951 square feet (Lot 105). The average lot area is 7,551 square feet.

Each lot in Phase 4 takes access from public streets.

Tract B is a 7.2-acre open space and critical area tract to be owned and maintained by the Ridgefield Heights HOA. It will be available for public use. Tract B includes a bark nature trail integrated into the overall Ridgefield Heights trail system, with connections to the existing Phase 1 trail, the future Phase 5 trail, and S 4th Drive. Tract B also includes a picnic shelter and amphitheater northwest of Lot 131, shown in detail in Figure (6).

Figure 5. Ridgefield Heights Phase 4 Final Plat (full plan set included as an attachment)



Site plan for the proposed picnic shelter and amphitheater. The plan shows a rectangular picnic shelter (22.5' x 34') with a mounted BBQ grill and picnic tables. Adjacent to the shelter is a 2' wide amphitheater wall. A concrete ADA path leads to the shelter, and concrete stairs lead to the picnic area. A retaining wall (max height 3.5') is located on the left. A 5' wide bark nature trail winds through the site. The plan includes topographic contours, limits of grading, and 50' wetland buffers. A north arrow is in the top right corner.

The purpose of this review is to consider whether the applicant has met the conditions of approval from the preliminary approval, the Development Agreement, the Ridgfield Development Code, the Ridgfield Urban Area Comprehensive Plan, and the City Engineering Standards for Public Works Construction. Staff evaluated the final plat materials and resubmittals provided and offer the following combined comments.

All survey review comments have been addressed.

Staff finds that the Phase 4 private site improvements are substantially complete. The applicant will submit two performance bonds for incomplete public improvements, including the Tract B common area amenities which, though owned and maintained by the HOA, serves the public and is therefore eligible for performance bonding:

- Page 82 of 143

- The applicant submitted a cost estimate for the Tract B common area amenities in the amount of \$133,736.00. On April 23, the City Engineer issued a performance bond request in the amount of \$160,483.20 or 120 percent of the cost estimate. As a **condition of approval**, the applicant shall submit the \$160,483.20 common area performance bond prior to obtaining city signatures on the final plat mylar.

All other engineering comments and conditions of approval have also been addressed.

Land Use Review

The applicant submitted the draft declaration annexing Phase 4 into the existing Ridgefield Heights CC&Rs for review by the City Attorney and addressed all comments. As a **condition of approval**, the applicant shall record the declaration of annexation and submit a recorded copy to the city.

All other land use comments and conditions of approval have been addressed.

V. Council Action

Based on their analysis, staff recommends City Council **APPROVE** the Ridgefield Heights Phase 4 Final Plat subject to the following **conditions of approval**:

1. Submit the \$42,031.36 performance bond for incomplete public improvements prior to obtaining city signatures on the final plat mylar.
2. Submit the \$160,483.20 common area performance bond prior to obtaining city signatures on the final plat mylar.
3. Submit a mylar 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).
4. 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.
5. Submit the recorded plat and all associated written documents within thirty (30) calendar days of City signatures on the face of the Mylar.
6. Record the declaration of annexation and submit a recorded copy to the city.

PERIMETER DESCRIPTION:

A PARCEL OF LAND IN A PORTION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER AND THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF THAT CERTAIN PARCEL OF LAND CONVEYED TO ODC RIDGEFIELD HEIGHTS, LLC, BY DEED RECORDED UNDER AUDITORS' FILE NO. 6008919 BLA, RECORDS OF CLARK COUNTY WASHINGTON, SAID POINT BEING THE TRUE POINT OF BEGINNING;

BEGINNING AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 20;

THENCE SOUTH 01°10'13" WEST, ALONG THE WEST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 20, 619.50 FEET TO THE NORTHWEST CORNER OF THAT CERTAIN PARCEL OF LAND CONVEYED TO ODC RIDGEFIELD HEIGHTS, LLC, BY DEED RECORDED UNDER AUDITORS' FILE NO. 6008919 BLA, RECORDS OF CLARK COUNTY WASHINGTON, SAID POINT BEING THE TRUE POINT OF BEGINNING;

THENCE SOUTH 01°10'13" WEST, ALONG THE WEST LINE FOR A DISTANCE OF 661.42 FEET;

THENCE SOUTH 84°04'47" EAST, FOR A DISTANCE OF 20.07 FEET TO THE CENTERLINE OF S 25TH PLACE;

THENCE SOUTH 01°10'13" WEST, ALONG THE CENTER LINE OF SAID S 25TH PLACE FOR A DISTANCE OF 299.55 FEET;

THENCE LEAVING SAID CENTERLINE SOUTH 88°50'08" EAST, FOR A DISTANCE OF 30.00 FEET;

THENCE SOUTH 47°24'39" EAST, FOR A DISTANCE OF 22.67 FEET;

THENCE SOUTH 88°50'08" EAST, FOR A DISTANCE OF 280.85 FEET;

THENCE NORTH 46°09'52" EAST, FOR A DISTANCE OF 21.21 FEET;

THENCE NORTH 01°09'52" EAST, FOR A DISTANCE OF 16.99 FEET;

THENCE SOUTH 88°49'43" EAST, FOR A DISTANCE OF 48.00 FEET;

THENCE SOUTH 01°09'52" WEST, FOR A DISTANCE OF 16.99 FEET;

THENCE SOUTH 43°50'07" EAST, FOR A DISTANCE OF 21.21 FEET;

THENCE SOUTH 88°50'05" EAST, FOR A DISTANCE OF 5.25 FEET;

THENCE ALONG THE ARC OF A TANGENT 159.00 FOOT RADIUS CURVE TO THE RIGHT, THE LONG CHORD OF WHICH BEARS SOUTH 73°31'36" EAST, WITH A CHORD DISTANCE OF 83.96 FEET THROUGH A CENTRAL ANGLE OF 30°37'03", FOR AN ARC DISTANCE OF 84.97 FEET;

THENCE SOUTH 58°13'05" EAST, FOR A DISTANCE OF 14.94 FEET;

THENCE NORTH 01°09'52" EAST, FOR A DISTANCE OF 315.12 FEET TO THE NORTHWEST CORNER OF TRACT "F" OF SAID PLAT AND THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 20;

THENCE SOUTH 88°39'45" EAST, ALONG THE NORTH LINE OF SAID SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 20 AND THE NORTH LINE OF SAID TRACT "F" AND THE EXTENSION THEREOF FOR A DISTANCE OF 35.09 FEET TO THE EAST LINE OF BOUNDARY ADJUSTED TAX LOT 24 CONVEYED TO ODC RIDGEFILED HEIGHTS, LLC BY DEED RECORDED UNDER AUDITORS' FILE NO. 6008919 BLA RECORDS OF CLARK COUNTY, WASHINGTON;

THENCE NORTH 01°10'08" EAST, ALONG THE EAST LINE OF SAID ODC RIDGEFILED HEIGHTS, LLC PARCEL FOR A DISTANCE OF 610.93 FEET TO THE NORTHEAST CORNER THEREOF;

THENCE NORTH 80°34'19" WEST, ALONG THE NORTH LINE OF SAID ODC RIDGEFILED HEIGHTS, LLC PARCEL FOR A DISTANCE OF 566.86 FEET TO THE NORTHWEST CORNER THEREOF, BEING ON THE WEST LINE OF SAID NORTHWEST CORNER OF SAID SOUTHWEST QUARTER OF SECTION 20 TO THE TRUE POINT OF BEGINNING.

CONTAINING 12.765 ACRES MORE OR LESS.

TOGETHER WITH AND SUBJECT TO EASEMENTS, RESERVATIONS, COVENANTS AND RESTRICTIONS APPARENT OR OF RECORD.

NOTES:

- NO LOT SHALL HAVE DIRECT VEHICULAR ACCESS TO S25TH PLACE,
- ALL PUBLIC ROADS WITHIN THIS PLAT ARE DEDICATED TO THE CITY OF RIDGEFIELD.
- IMPACT FEES AND SYSTEM DEVELOPMENT CHARGES SHALL BE ASSESSED BASED ON FEE SCHEDULES IN EFFECT AT THE TIME OF BUILDING PERMIT ISSUANCE.
- CITY OF RIDGEFIELD FINAL PLAT NUMBER "PLZ-24-0064"
- THE FRONT PLANE OF A GARAGE MUST BE A MINIMUM OF 18 FEET FROM THE INTERIOR EDGE/LOT-SIDE OF THE SIDEWALK, OR THE REGIONAL TRAIL EASEMENT WHERE APPLICABLE.
- ANY MODIFICATION TO PROPERTY LINE SETBACKS MAY BE PROCESSED THROUGH AN ADMINISTRATIVE ADJUSTMENT OR A VARIANCE AS REFERENCED IN THE CITY OF RIDGEFIELD DEVELOPMENT CODE AS AN ALTERNATIVE TO A RE-PLAT PROCESS.
- DEVELOPMENT OF THE RIDGEFIELD HEIGHTS SITE IS SUBJECT TO THE FOLLOWING REVISED DIMENSIONAL STANDARDS PURSUANT TO RDC 18.401.100

RLD-4 LOT DIMENSIONAL STANDARDS	
STANDARD	PROPOSED RLD-4
MIN. LOT WIDTH	30 FEET MINIMUM
MIN. LOT AREA	AVERAGE 6,000 SF
MIN. FRONT YARD SETBACK	15 FEET
MIN. REAR YARD SETBACK	10 FEET
MIN. SIDE YARD SETBACK	0-5 FEET
MIN. STREET SIDE YARD SETBACK	10 FEET
MAX. HEIGHT	35 FEET
MAX. BUILDING COVERAGE	45%
MAX. IMPERVIOUS SURFACE	60%

NOTE: SOME LOTS HAVE DIFFERENT DIMENSIONAL STANDARDS THAN OTHERS.

- AN EASEMENT IS HEREBY RESERVED UNDER AND UPON ALL TRACTS AND THE EXTERIOR SIX (6) FEET ON ALL BOUNDARY LINES OF THE LOTS ADJACENT TO PUBLIC/PRIVATE ROADS AND TRACTS, AND SIX (6) FEET ADJACENT TO THE SIDEWALK EASEMENT, FOR THE INSTALLATION, CONSTRUCTION, RENEWING, OPERATING AND MAINTAINING ELECTRIC, TELEPHONE, TV, CABLE, WATER AND SANITARY SEWER SERVICES. ALL LOTS CONTAINING PADMOUNT TRANSFORMERS ARE SUBJECT TO THE MINIMUM CLEARANCES AS DEFINED BY CLARK PUBLIC UTILITIES' CONSTRUCTION STANDARDS. ALSO, A SIDEWALK EASEMENT, AS NECESSARY TO COMPLY WITH ADA SLOPE REQUIREMENTS, SHALL BE RESERVED UPON THE EXTERIOR SIX (6) FEET ALONG THE FRONT BOUNDARY LINES OF ALL LOTS AND TRACTS ADJACENT TO PUBLIC STREETS.
- EACH LOT SHALL PROVIDE AT LEAST TWO OFF STREET PARKING SPACES. OFF-STREET PARKING MUST PROVIDE A MINIMUM OF EIGHTEEN- FEET OF LINEAL PARKING BETWEEN THE STREET AND DWELLING SETBACK.
- ARCHITECTURAL DESIGN APPROVAL FROM THE CITY OF RIDGEFIELD IS REQUIRED FOR ALL SINGLE-FAMILY HOMES. IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN DESIGN APPROVAL FOR EACH HOME, INCLUDING MODEL HOMES.
- UPON ANY DISCOVERY OF POTENTIAL OR UNKNOWN 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 IN ACCORDANCE WITH RCW 27.53.060.
- ALL LOTS WITHIN THIS SUBDIVISION, WILL BE REQUIRED TO HAVE FIRE SPRINKLERS. ALL REVIEW AND PERMITTING SHALL BE SUBMITTING SEPARATELY AND DIRECTLY THROUGH CLARK-COWLITZ RESCUE.
- ALL OPEN SPACES AND TRAILS SHALL BE MADE AVAILABLE FOR PUBLIC USE AND BE MAINTAINED BY THE RIDGEFIELD HEIGHTS HOMEOWNERS ASSOCIATION (H.O.A.). OPEN SPACE AND TRAILS ARE MAINTAINED TO THE STANDARDS UNDER WHICH THEY WERE APPROVED AND CREATED TRACT "B" IS AN OPEN SPACE TRACT TO BE OWNED AND MAINTAINED BY THE RIDGEFIELD HEIGHTS HOMEOWNERS ASSOCIATION (H.O.A.).
- ALL FENCES AND WALLS WITHIN THE SUBDIVISION TO COMPLY WITH RDC 18.740.
- 15' SANITARY SEWER EASEMENT GRANTED TO LENNAR NORTHWEST, INC PER AF#5916116. AND GRANTED AND CLARK REGIONAL WASTE WATER DISTRICT WITH THIS PLAT.
- 5' LANDSCAPE EASEMENT TO BE MAINTAINED BY THE RIDGEFIELD HEIGHTS (H.O.A.) WITH AN INSPECTION EASEMENT GRANTED TO THE CITY RIDGEFIELD WITH THIS PLAT.
- IDENTIFIED CRITICAL AREAS ARE PROTECTED AREA SUBJECT TO REGULATION BY THE CITY OF RIDGEFIELD RDC 18.280.
- 15' WATER EASEMENT GRANTED TO THE CITY OF RIDGEFIELD WITH THIS PLAT.
- 20' INGRESS EGRESS AND UTILITY EASEMENT GRANTED TO LOT 135 WITH THIS PLAT. TO BE MAINTAINED BY LOTS 134 AND 135 EQUALLY.
- 10' WATERLINE EASEMENT GRANTED TO LENNAR NORTHWEST, INC PER AFN: 5916116
- 15' SANITARY SEWER AND WATER EASEMENT GRANTED TO THE CLARK REGIONAL WASTE WATER DISTRICT WITH THIS PLAT.
- 18' PRIVATE STORM EASEMENT TO BE MAINTAINED BY, INDIVIDUAL LOT OWNERS WITH INSPECTION EASEMENT GRANTED TO THE CITY OF RIDGEFIELD WITH THIS PLAT, AND THE RIDGEFIELD HEIGHTS HOMEOWNERS ASSOCIATION (H.O.A.).
- UNLESS OTHERWISE AUTHORIZED, ALL BUILDINGS AND OTHER STRUCTURES SHALL BE SET BACK A MINIMUM OF FIVE (5) FEET FROM THE EDGES OF ALL CRITICAL AREAS' BUFFERS. USES ALLOWED IN THIS MINIMUM SETBACK AREA INCLUDE LANDSCAPING, UNCOVERED DECKS, AND BUILDINGS OVERHANGS THAT EXTEND NO MORE THAN TWENTY-FOUR (24) INCHES INTO THE SETBACK.

MINISTER AND GLAESER SURVEYING, INC. MAKES NO WARRANTIES AS TO MATTERS OF UNWRITTEN TITLE SUCH AS ADVERSE POSSESSION, ACQUIESCENCE, ESTOPPLE, ETC.

A FIELD TRAVERSE WAS PERFORMED USING A THREE SECOND TOTAL STATION. THE FIELD TRAVERSE MET THE MINIMUM STANDARDS FOR SURVEYS AS DESIGNATED IN WAC 332-130-090. ALL CORNERS NOTED AS FOUND WERE VISITED IN FEB. 2016.

RIDGEFIELD HEIGHTS
SUBDIVISION PHASE 4

A PLANNED UNIT DEVELOPMENT
PRELIMINARILY APPROVED AS KEMPER
SUBDIVISION
IN A PORTION OF
THE NW 1/4 OF THE SW 1/4 AND THE SW
1/4 OF THE NW 1/4 OF THE SW 1/4 OF
SECTION 20
T. 4 N., R. 1 E., W.M.
CITY OF RIDGEFIELD
CLARK COUNTY, WASHINGTON
(CITY OF RIDGEFIELD PRELIMINARY PLAT APPROVAL NO.
PLZ-07-0068)

CITY PUBLIC WORKS DIRECTOR

CITY PUBLIC WORKS DIRECTOR _____ DATE _____

CITY COMMUNITY DEVELOPMENT DIRECTOR

CITY COMMUNITY DEVELOPMENT DIRECTOR _____ DATE _____

CITY ENGINEER:

CITY OF RIDGEFIELD ENGINEER _____ DATE _____

CITY MAYOR:

APPROVED AND ACCEPTED BY THE CITY COUNCIL OF RIDGEFIELD, COUNTY OF CLARK
STATE OF WASHINGTON, THIS ____ DAY OF _____ 20____.

MAYOR, CITY OF RIDGEFIELD _____

ATTESTED BY: _____
CITY CLERK

CLARK REGIONAL WASTEWATER DISTRICT

DEVELOPMENT MANAGER _____ DATE _____

ASSESSOR:

THIS PLAT MEETS THE REQUIREMENTS OF RCW 58.17.170, LAWS OF WASHINGTON, 1981,
TO BE KNOWN AS _____
RIDGEFIELD HEIGHTS PHASE 4

COUNTY ASSESSOR _____ DATE _____

AUDITOR'S CERTIFICATE:

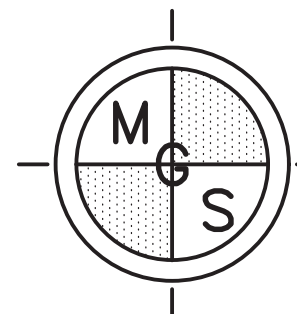
FILED FOR RECORD THIS _____ DAY OF _____, 20____,
AT _____ O'CLOCK AM/PM, IN BOOK _____ OF PLATS, AT PAGE _____,
AT THE REQUEST OF _____ RIDGEFIELD HEIGHTS PHASE 4
AUDITOR'S FILE NUMBER _____

CLARK COUNTY AUDITOR _____

SURVEYOR'S CERTIFICATE:

I, DAVID A. DENNY, A PROFESSIONAL SURVEYOR, DO HEREBY CERTIFY THAT
THE PLAT OF "RIDGEFIELD HEIGHTS PHASE 4" IS BASED UPON AN ACTUAL
SURVEY AND SUBDIVISION OF SECTION 20, TOWNSHIP 4 NORTH, RANGE 1 EAST,
WILLAMETTE MERIDIAN; THAT THE DISTANCES, COURSES, AND ANGLES ARE
SHOWN THEREON CORRECTLY AND THAT MONUMENTS AND LOT CORNERS HAVE
BEEN SET ON THE GROUND AS SHOWN ON THE PLAT.

DAVID A DENNY, PROFESSIONAL LAND SURVEYOR, 11-14-2024
PLS NO. 35477 DATE _____



MINISTER-GLAESER
SURVEYING INC.
2200 E. EVERGREEN BLVD.
VANCOUVER, WA 98661
(360) 694-3313

JOB NO.: 24-067
DWG FILE: 24067FP
DATE: 11-14-2024
CALC BY: DAD
DRAWN BY: AAD
CHECKED BY: DAD
SHEET 1 OF 3

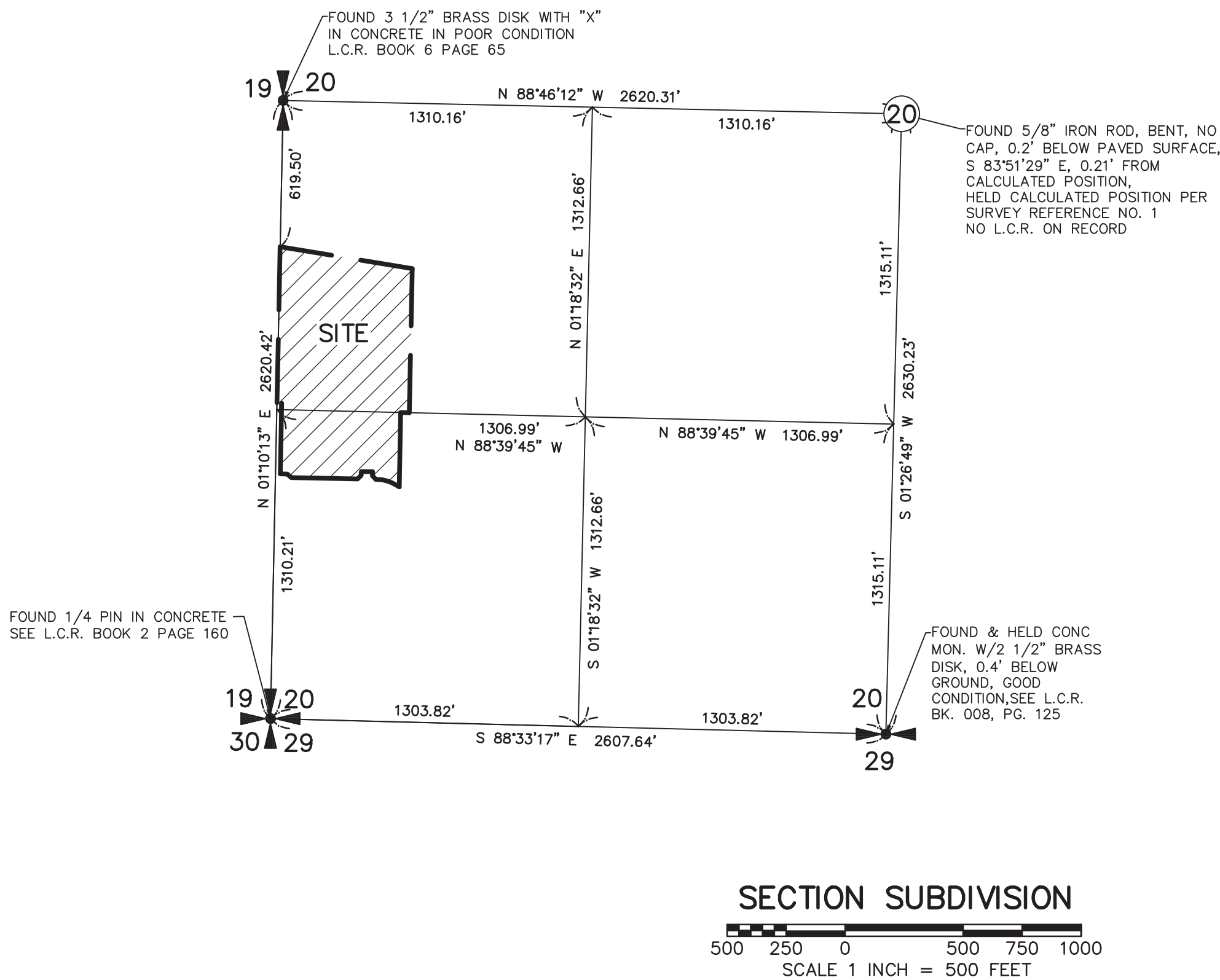
SURVEY REFERENCES:

S1) RENTON SURVEY BOOK 65 PAGE 150
S2) HAGEDORN SHORT PLAT BOOK 2 PAGE 900
S3) HAGEDORN SURVEY BOOK 16 PAGE 190
S4) BARBIERI SURVEY BOOK 36 PAGE 125
S5) MURSELL SURVEY BOOK 3 PAGE 114
S6) CEDAR RIDGE PHASE 2 BOOK 311 PAGE 331
S7) HART SURVEY BOOK 42 PAGE 155
S8) D.DENNY SURVEY BOOK 67 PAGE 71
S9) DEAN SURVEY BOOK 53 PAGE 131
S10) HART SURVEY BOOK 2 PAGE 134
S11) HART SURVEY BOOK 2 PAGE 131
S12) DEAN SURVEY BOOK 53 PAGE 98
S13) HAGEDORN SURVEY BOOK 14 PAGE 160
S14) MINISTER SHORT PLAT BOOK 1 PAGE 857
S15) RIDGEFIELD HEIGHTS SUBDIVISION PHASE 1&2 BOOK 312 PAGE 231

LEGEND:

L.C.R. INDICATES LAND CORNER RECORD

(D1) GRANTOR: ODC RIDGEFIELD HEIGHTS, LLC
GRANTEE: ODC RIDGEFIELD HEIGHTS, LLC
AFN: 6008919 BLA
DATE: 01-11-2022



DEDICATION:

KNOW ALL MEN BY THESE PRESENTS THAT WE THE UNDERSIGNED OWNERS OF THE TRACT OF LAND ABOVE DESCRIBED HAVE CAUSED THE SAME TO BE PLATTED ACCORDING TO THE PLAT HERETO ANNEXED, SAME TO BE KNOWN AS "RIDGEFIELD HEIGHTS PHASE 4", AND HEREBY DEDICATE THE STREETS AND EASEMENTS AS SHOWN THEREON TO THE PUBLIC USE FOREVER, AND DO HEREBY WAIVE ALL CLAIMS FOR DAMAGES AGAINST ANY GOVERNMENTAL AUTHORITY WHICH MAY BE OCCASIONED TO THE ADJACENT LAND BY THE ESTABLISHED CONSTRUCTION, DRAINAGE AND MAINTENANCE OF SAID STREETS AND EASEMENTS.

BY: _____
PRINTED _____ SIGNED _____ TITLE _____ DATE _____

ACKNOWLEDGMENT:

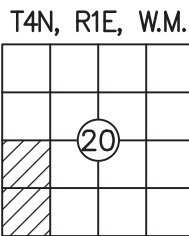
STATE OF _____

COUNTY OF _____

BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF _____
DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED _____ TO ME
KNOWN TO BE THE _____ OF _____ THE ENTITY
THAT EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAID INSTRUMENT TO BE
THE FREE AND VOLUNTARY ACT AND DEED OF THE SAID ENTITY, FOR THE USES AND PURPOSES
THEREIN MENTIONED, AND ON OATH STATED THAT _____ IS/ARE AUTHORIZED TO
EXECUTE THE SAID INSTRUMENT ON BEHALF OF THE SAID ENTITY.

WITNESS MY HAND AND SEAL HERETO AFFIXED ON THIS ____ DAY OF _____ 20____.

SIGNED _____
NOTARY PUBLIC IN AND FOR THE STATE OF _____
RESIDING IN _____
MY COMMISSION EXPIRES _____
PRINT NOTARY NAME _____



BASIS OF BEARING: NAD 83/91, WASHINGTON STATE PLANE
COORDINATE SYSTEM, SOUTH ZONE, US FEET, S 88°33'17" E,
BETWEEN FOUND AND HELD SW CORNER & SE CORNER OF
SECTION 20, TOWNSHIP 4 NORTH, RANGE 1 EAST, W.M.
CONVERGENCE ANGLE: -01°35'01"
COMBINED SCALE FACTOR: 1.00000744

RIDGEFIELD HEIGHTS
SUBDIVISION PHASE 4

A PLANNED UNIT DEVELOPMENT
PRELIMINARILY APPROVED AS KEMPER
SUBDIVISION

IN A PORTION OF
THE NW 1/4 OF THE SW 1/4 AND THE SW
1/4 OF THE NW 1/4 OF THE SW 1/4 OF
SECTION 20

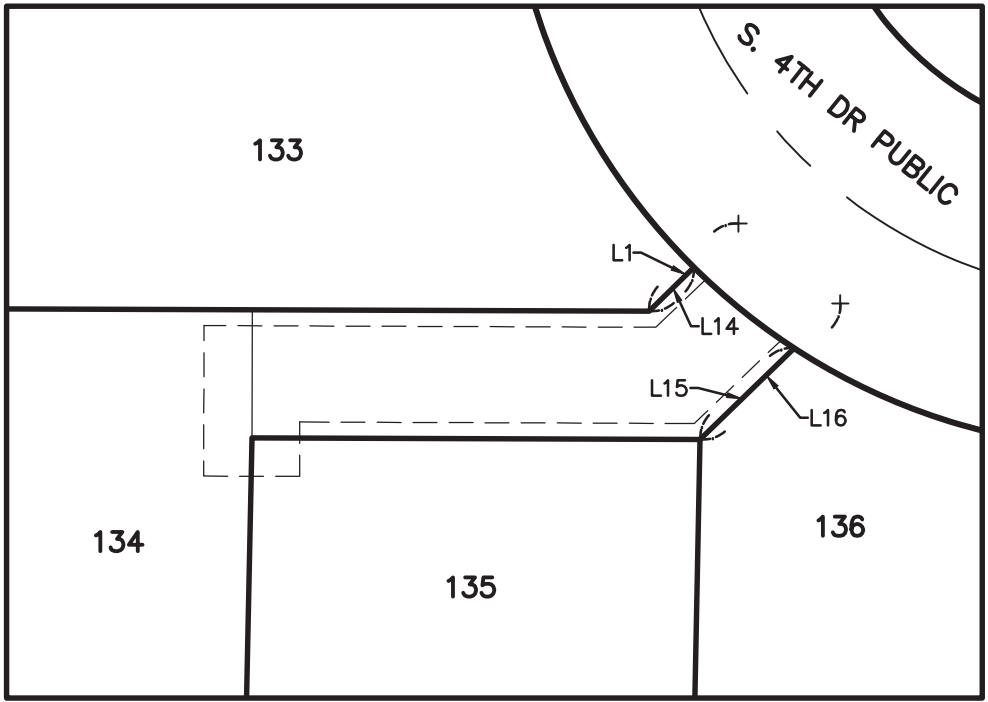
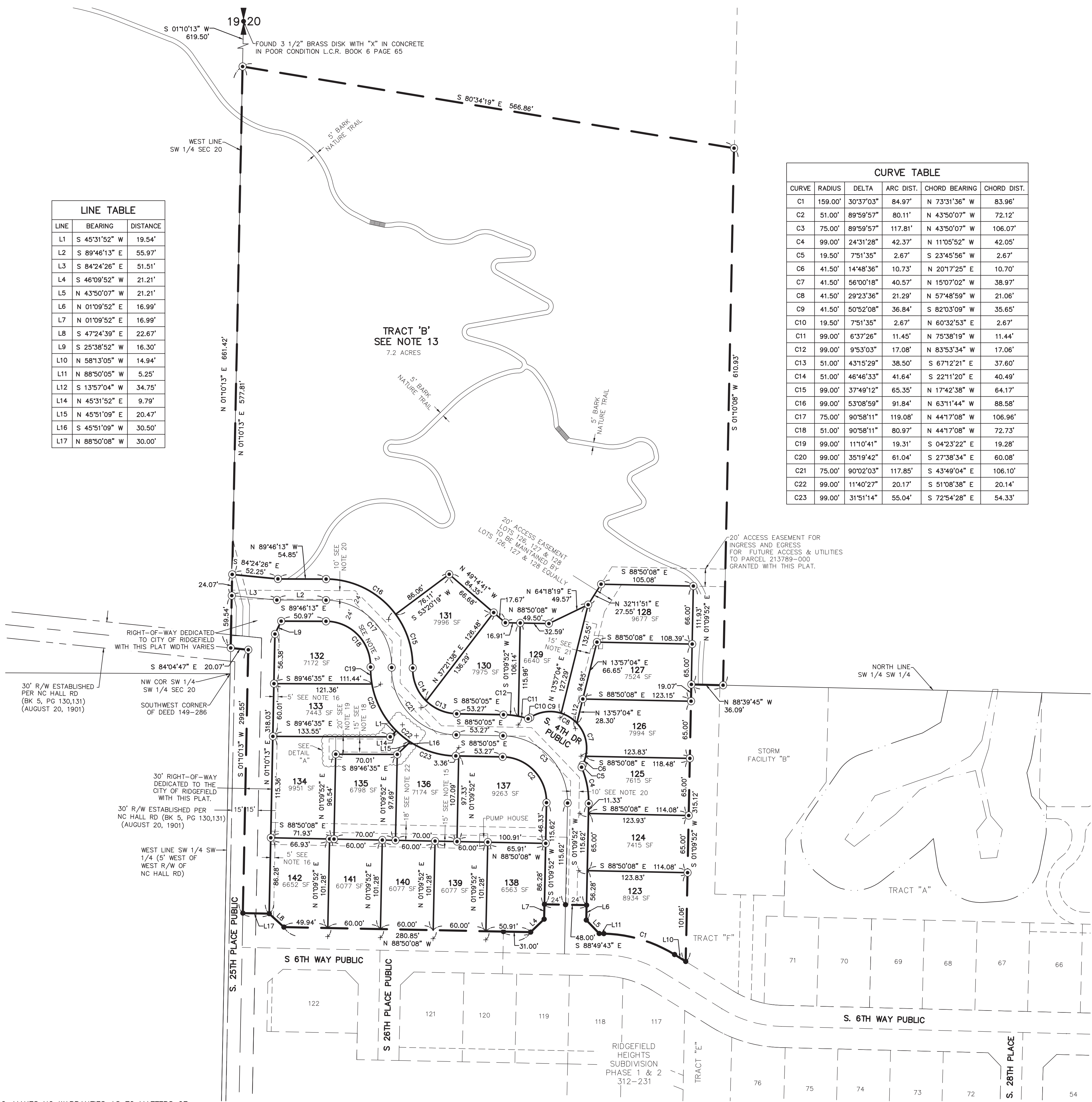
T. 4 N., R. 1 E., W.M.
CITY OF RIDGEFIELD
CLARK COUNTY, WASHINGTON
(CITY OF RIDGEFIELD PRELIMINARY PLAT APPROVAL NO.
PLZ-07-0068)

LEGEND:

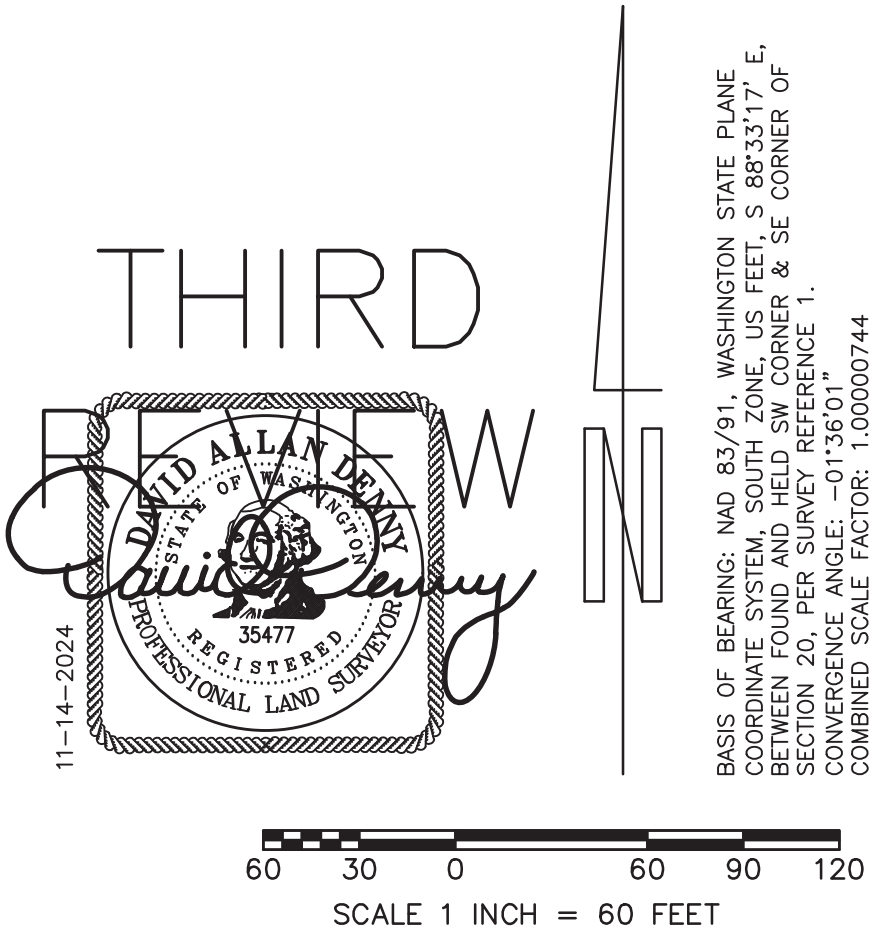
- SF INDICATES SQUARE FEET
- Y.P.C. INDICATES YELLOW PLASTIC CAP
- CL INDICATES RIGHT OF WAY CENTERLINE
- INDICATES FOUND 1/2" IRON ROD WITH
YELLOW PLASTIC CAP STAMPED
D.DENNY 35477 "HELD"
UNLESS OTHERWISE NOTED
- ⊙ INDICATES 1/2" x 24" REBAR WITH
YELLOW PLASTIC CAP INSCRIBED "D. DENNY
35477", TO BE SET AT LATER DATE
- + INDICATES ROCK NAIL WITH BRASS WASHER
INSCRIBED 35477 SET AT THE EXTENSION
OF LOT LINE IN THE CURB, FOR THE
PURPOSE OF LINE, NOT DISTANCE
SET JULY 2024

CURVE TABLE					
CURVE	RADIUS	DELTA	ARC DIST.	CHORD BEARING	CHORD DIST.
C1	159.00'	30°37'03"	84.97'	N 73°31'36" W	83.96'
C2	51.00'	89°59'57"	80.11'	N 43°50'07" W	72.12'
C3	75.00'	89°59'57"	117.81'	N 43°50'07" W	106.07'
C4	99.00'	24°31'28"	42.37'	N 11°05'52" W	42.05'
C5	19.50'	7°51'35"	2.67'	S 23°45'56" W	2.67'
C6	41.50'	14°48'36"	10.73'	N 20°17'25" E	10.70'
C7	41.50'	56°00'18"	40.57'	N 15°07'02" W	38.97'
C8	41.50'	29°23'36"	21.29'	N 57°48'59" W	21.06'
C9	41.50'	50°52'08"	36.84'	S 82°03'09" W	35.65'
C10	19.50'	7°51'35"	2.67'	N 60°32'53" E	2.67'
C11	99.00'	6°37'26"	11.45'	N 75°38'19" W	11.44'
C12	99.00'	9°53'03"	17.08'	N 83°53'34" W	17.06'
C13	51.00'	43°15'29"	38.50'	S 67°12'21" E	37.60'
C14	51.00'	46°46'33"	41.64'	S 22°11'20" E	40.49'
C15	99.00'	37°49'12"	65.35'	N 17°42'38" W	64.17'
C16	99.00'	53°08'59"	91.84'	N 63°11'44" W	88.58'
C17	75.00'	90°58'11"	119.08'	N 44°17'08" W	106.96'
C18	51.00'	90°58'11"	80.97'	N 44°17'08" W	72.73'
C19	99.00'	11°10'41"	19.31'	S 04°23'22" E	19.28'
C20	99.00'	35°19'42"	61.04'	S 27°38'34" E	60.08'
C21	75.00'	90°02'03"	117.85'	S 43°49'04" E	106.10'
C22	99.00'	11°40'27"	20.17'	S 51°08'38" E	20.14'
C23	99.00'	31°51'14"	55.04'	S 72°54'28" E	54.33'

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 45°31'52" W	19.54'
L2	S 89°46'13" E	55.97'
L3	S 84°24'26" E	51.51'
L4	S 46°09'52" W	21.21'
L5	N 43°50'07" W	21.21'
L6	N 01°09'52" E	16.99'
L7	N 01°09'52" E	16.99'
L8	S 47°24'39" E	22.67'
L9	S 25°38'52" W	16.30'
L10	N 58°13'05" W	14.94'
L11	N 88°50'05" W	5.25'
L12	S 13°57'04" W	34.75'
L14	N 45°31'52" E	9.79'
L15	N 45°51'09" E	20.47'
L16	S 45°51'09" W	30.50'
L17	N 88°50'08" W	30.00'



DETAIL "A"
SCALE: 1" = 30'



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A FIELD TRAVERSE WAS PERFORMED USING A THREE SECOND TOTAL STATION. THE FIELD TRAVERSE MET THE MINIMUM STANDARDS FOR SURVEYS AS DESIGNATED IN WAC 332-130-090. ALL CORNERS NOTED AS FOUND WERE VISITED IN FEB. 2016.

	JOB NO.: 24-067
	DWG FILE: 24067FP
	DATE: 11-14-24
	CALC BY: DAD
	DRAWN BY: AAD
	CHECKED BY: DAD
	SHEET 2 OF 3

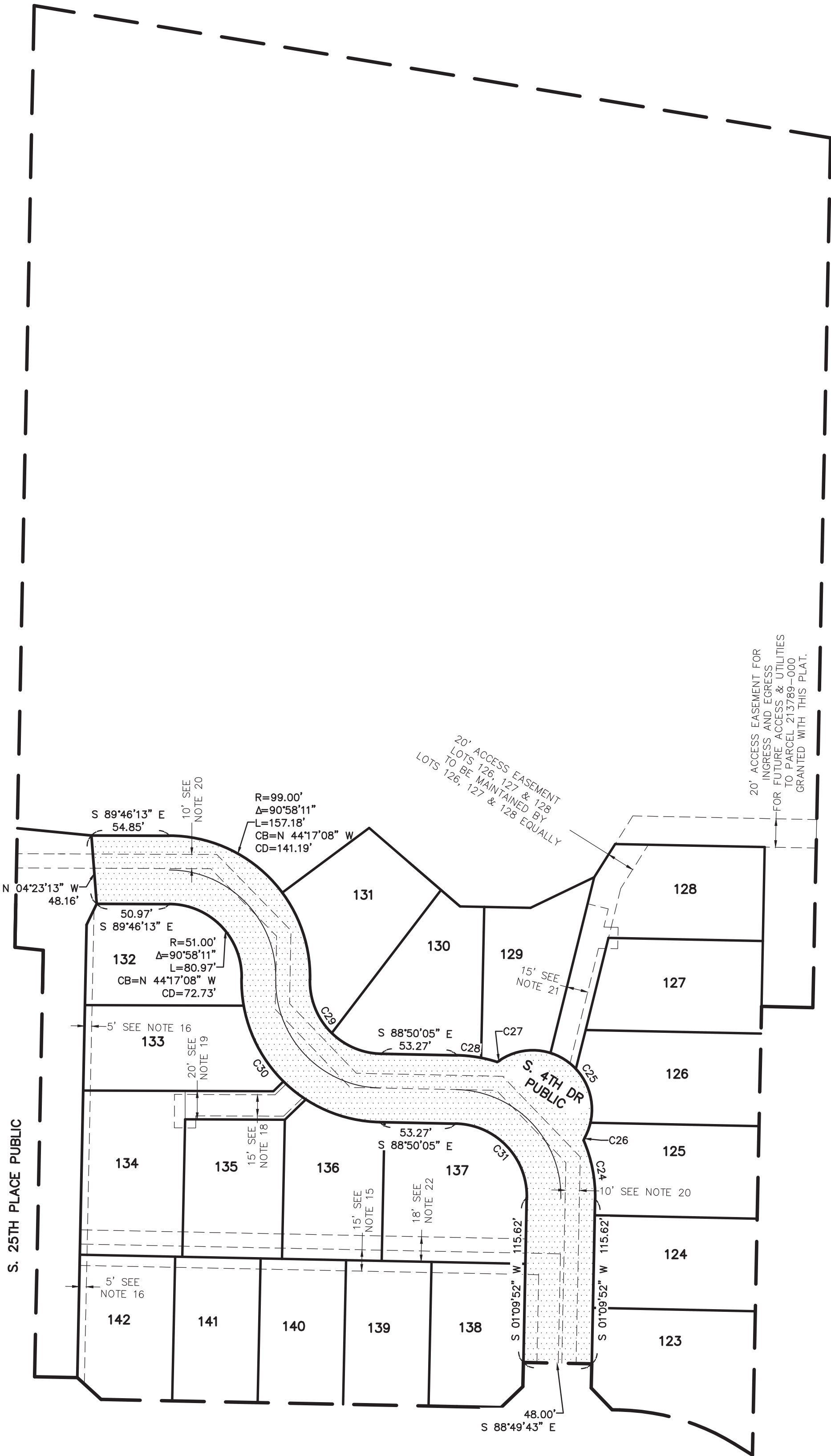
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SURVEYING INC.
2200 E. EVERGREEN BLVD.
VANCOUVER, WA 98661
(360) 694-3313

RIDGEFIELD HEIGHTS
SUBDIVISION PHASE 4

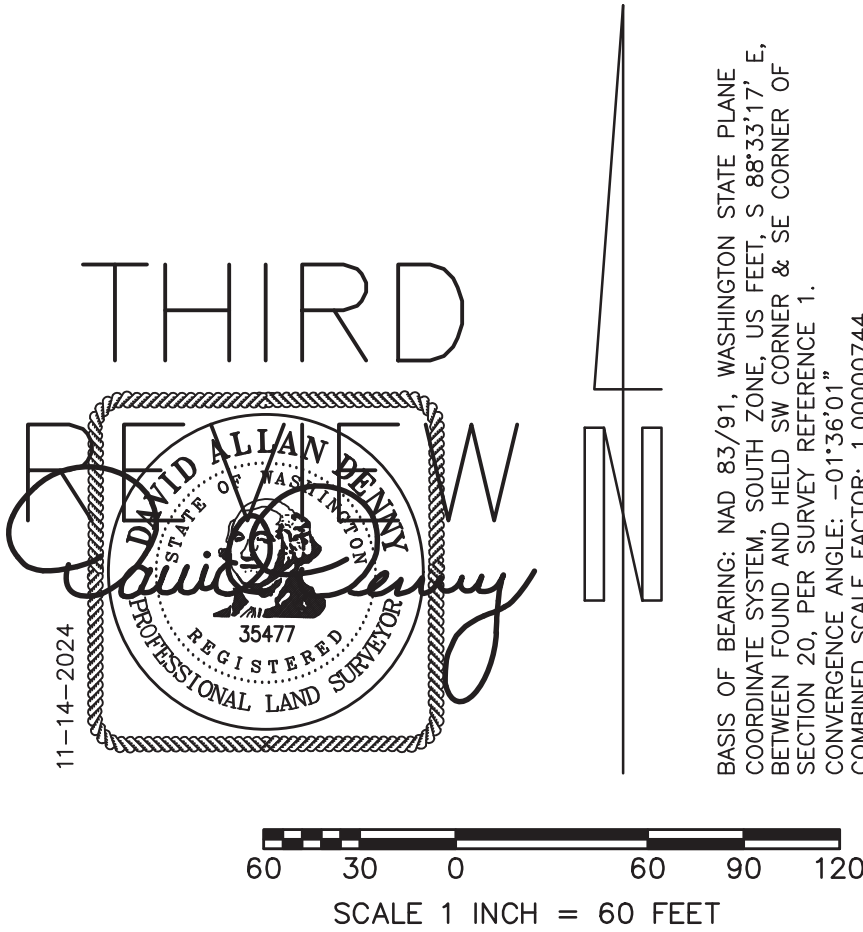
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PRELIMINARILY APPROVED AS KEMPER
SUBDIVISION
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THE NW 1/4 OF THE SW 1/4 AND THE SW
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SECTION 20
T. 4 N., R. 1 E., W.M.
CITY OF RIDGEFIELD
CLARK COUNTY, WASHINGTON
(CITY OF RIDGEFIELD PRELIMINARY PLAT APPROVAL NO.
PLZ-07-0068)

LEGEND:

- SF INDICATES SQUARE FEET
- Y.P.C. INDICATES YELLOW PLASTIC CAP
- ☉ INDICATES RIGHT OF WAY CENTERLINE
- INDICATES FOUND 1/2" IRON ROD WITH YELLOW PLASTIC CAP STAMPED D.DENNY 35477 "HELD" UNLESS OTHERWISE NOTED
- ⊙ INDICATES 1/2" x 24" REBAR WITH YELLOW PLASTIC CAP INSCRIBED "D. DENNY 35477", TO BE SET AT LATER DATE
- + INDICATES ROCK NAIL WITH BRASS WASHER INSCRIBED 35477 SET AT THE EXTENSION OF LOT LINE IN THE CURB, FOR THE PURPOSE OF LINE, NOT DISTANCE SET JULY 2024



CURVE TABLE					
CURVE	RADIUS	DELTA	ARC DIST.	CHORD BEARING	CHORD DIST.
C24	99.00'	24°31'28"	42.37'	N 11°05'52" W	42.05'
C25	41.50'	151°04'38"	109.43'	N 47°50'36" W	80.37'
C26	19.50'	7°51'35"	2.67'	S 23°45'56" W	2.67'
C27	19.50'	7°51'35"	2.67'	N 60°32'53" E	2.67'
C28	99.00'	16°30'30"	28.52'	N 80°34'50" W	28.43'
C29	51.00'	90°02'02"	80.14'	S 43°49'04" E	72.15'
C30	99.00'	90°02'03"	155.57'	S 43°49'04" E	140.05'
C31	51.00'	89°59'57"	80.11'	N 43°50'07" W	72.12'



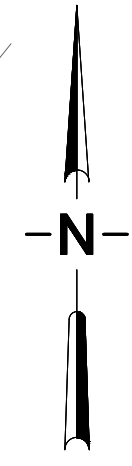
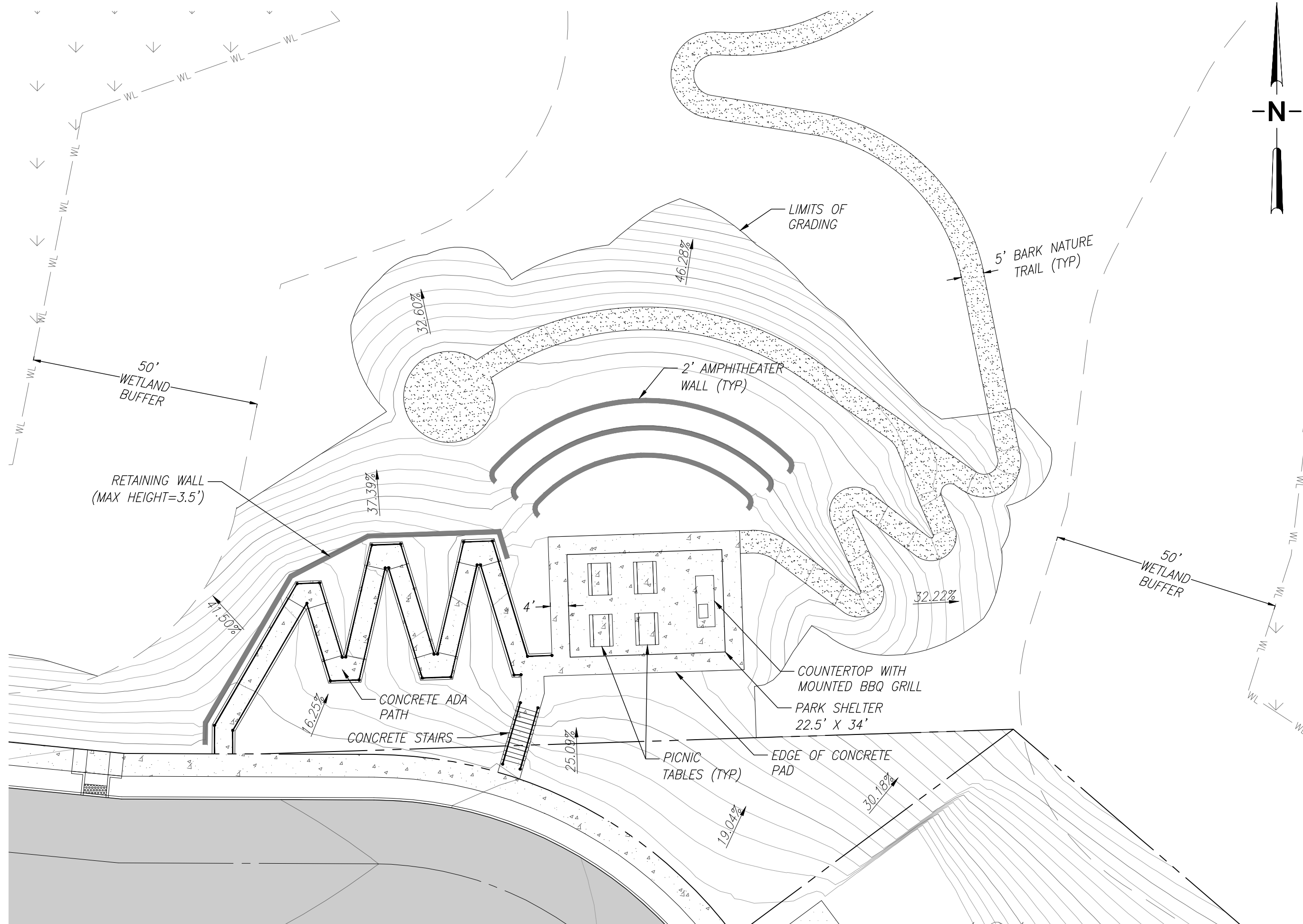
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JOB NO.: 24-067
DWG FILE: 24067FP
DATE: 11-14-24
CALC BY: DAD
DRAWN BY: AAD
CHECKED BY: DAD
SHEET 3 OF 3

© SGA ENGINEERING PLLC — DATE PLOTTED: Oct. 29, 2024 — 10:44 AM SGA DRAWING FILE: W:\DWG\1508 — KEMPER SUBDIVISION — RIDGEFIELD\DRAWINGS\EXHIBITS\COMMON



COMMON AREA EXHIBIT

RIDGEFIELD HEIGHTS

CITY OF RIDGEFIELD

SCALE: 1" = 20'

DATE: 10/28/2024

PROJECT: 1508

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 22, 2025

AGENDA ITEM NAME: Motion - Adoption of the Engineering Standards Vol. 3 - Parks, Trails, and Recreation Design and Construction Standards

GOVERNING LEGISLATION

None

PREVIOUS COUNCIL ACTION TAKEN:

Approval of the 2024 Engineering Standards Update.

SUMMARY/BACKGROUND:

As part of the City's broader effort to strengthen development standards, *Engineering Standards Volume III – Parks, Trails, and Recreation Design and Construction Requirements* has been created to guide the consistent, high-quality development of Ridgefield's parks and recreation infrastructure.

Developed in collaboration with city staff, the standards were reviewed by the Parks Board on February 12 and City Council on April 10. The document includes seven chapters covering general design requirements, trails, playgrounds, amenities, signage, landscaping, and maintenance.

On May 6, 2025, the Parks Board recommended adoption of Volume III. Tonight, City Council will be asked to consider action on these Engineering Standards.

BUDGET/FINANCIAL IMPACTS:

N/A

RECOMMENDED ACTION OR MOTION:

Council action is requested on this request. Should the City Council wish to approve this request, a suggested motion would be:

"I move to recommend the Engineering Standards Vol. 3 Parks, Trails, and Recreation Design and Construction Standards as presented."

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. DRAFT_Engineering Standards Vol.3 - 2025.04.01

ENGINEERING STANDARDS FOR PUBLIC WORKS CONSTRUCTION



VOLUME 3

Parks, Trails and Recreation Design and Construction Requirements

**Approved by Ridgefield City Council, Resolution [BLANK]
[DATE]**

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Chapter 1 – General Planning, Design, and Approval Requirements

1.00 Requirements for Public and Private Improvements

A. General

The purpose of these standards is to define requirements for the design and construction of public and private improvements to serve new and future developments. These include parks, trails, and open space improvements as required by the development review process, City Ordinance, and other City policies adopted by the City Council. Where not governed by building or other codes, standards for site grading, erosion control, parking lot and driveway construction, and other infrastructure on private property shall be governed by these standards for the purposes of design and inspection. No such work shall commence prior to City approval of the construction plans. Designs submitted shall be stamped by a registered Professional Engineer licensed to practice in the State of Washington.

All public improvements and private parks, trails, and other applicable recreational assets shall be designed and constructed according to the most recent editions of the United States Access Board Accessibility Standards for Federal Outdoor Developed Areas and the Americans with Disabilities Act (ADA) Standards for Accessible Design and the Public Right of Way Accessibility Guidelines in such a manner as to be readily accessible to and usable by individuals with disabilities as per the requirements of the Americans with Disabilities Act of 1990.

B. Organization of Standards

These Standards are separated into three volumes: 1) Volume 1 - Design and Planning, 2) Volume 2 - Construction Specifications and Details, and 3) Volume 3 – Parks, Trails and Recreation Design and Construction Requirements. This volume (Volume 3) includes standard details and standard drawings, which shall be considered part of the engineering plans approved by the City.

C. Shortened Designation

These City of Ridgefield Engineering Standards for Public Works shall be cited routinely in the text as the "Standards".

D. Applicability

These Standards shall govern all new construction and upgrading of facilities both in the right-of-way and on private property for: transportation related facilities; storm drainage facilities and stream channel improvements; water improvements; and park, recreation, and open space facilities used by the public.

E. Requirements for Public Welfare

It is the purpose of these standards to provide for and promote the health, safety, and welfare of the general public and not create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of these standards.

The Standards established by this Chapter are intended to represent the minimum design standards. Compliance with these Standards does not relieve the designer of the responsibility to apply sound professional judgment to protect the health, safety, and welfare of the public. Additionally, since these are minimum standards, special site conditions and environmental constraints may require a greater level of protection than would normally be required under these Standards. The designer must apply these Standards bearing in mind these constraints.

F. Two-year Maintenance Surety Bond Requirement

The developer is required to provide a maintenance bond for a minimum of 20% of the full cost of construction for all public and private improvements for a period of two (2) years after acceptance of the project, which will not be released without written approval by the City. The developer is to provide from their Contractor an itemized contractor's cost worksheet on the City's cost estimating template. Contractor shall use State Prevailing Wage costs to develop estimate. Coordinate with City for latest template. The 2-year maintenance agreement includes public and private construction work. The Contractor shall place the following note on the worksheet; "To the best of my knowledge the itemized quantities and cost included herein are an accurate account of the full cost of construction to be provided as required to meet the City's Maintenance Bond requirement".

1.01 Abbreviations and Definitions

ABA	Architectural Barriers Act
AC	Alternating Current
ASTM	American Society for Testing and Materials
CPSC	Consumer Product Safety Commission
CPSI	Certified Playground Safety Inspector
Designed Use	The single user type that determines the United States Forest Service (USFS) technical specifications for a trail's construction and maintenance. While multiple uses may be allowed, the Designed Use dictates the trail's design elements, such as tread width, grade, and structures, ensuring it meets the needs of the primary intended user.
DC	Direct Current
FSORAG	Forest Service Outdoor Recreation Accessibility Guidelines
FSTAG	Forest Service Trail Accessibility Guidelines
HMA	Hot Mix Asphalt
Multi-Modal Trail	A trail designed primarily for transportation purposes, accommodating multiple user groups, including but not limited to pedestrians, bicyclists, equestrians, and non-motorized or limited motorized users (such as electric-assisted bicycles or mobility devices in compliance with the Americans with Disabilities Act).
NRPA	National Recreation and Parks Association
ORAR	Outdoor Recreational Access Route
PROS Plan	Parks, Recreation, and Open Spaces Plan
RCFP	Ridgefield Capital Facilities Plan
RCPRP	Ridgefield Comprehensive Parks and Recreation Plan
Recreational Trail	A trail primarily intended for leisure, exercise, and outdoor recreational activities, such as hiking, running, biking, horseback riding, or nature observation. Recreational trails are typically located within parks, natural

areas, or public lands and are designed to enhance outdoor experiences rather than serve as primary transportation corridors.

TIR Technical Information Report

Trail A designated path, route, or corridor intended for non-motorized or limited motorized use, providing access for pedestrians, cyclists, equestrians, or other recreational or transportation purposes. The classification and designed use of a trail determines the specific design parameters and regulatory requirements that apply.

Trail Class The prescribed scale of trail development that characterizes the intended design and management of a trail, including tread width, surface, structures, and signage. The United States Forest Service (USFS) defines five Trail Classes, ranging from minimally developed (Trail Class 1) to fully developed (Trail Class 5).

Trail Constructed Feature A human-made element intentionally built or installed to support the function, safety, and sustainability of a trail. These features are designed to enhance user experience, provide structural support, manage environmental impacts, and ensure compliance with trail design standards. These include but are not limited to, bridges, boardwalks, retaining walls, steps, drainage structures, signage, and other elements necessary for maintaining trail integrity and accessibility.

USDA United States Department of Agriculture

USFS United States Forest Service

Additional Abbreviations and definitions are listed in Chapter 1 of Volume 1 of the Standards.

1.02 Submittal Requirements

Design Plans for Parks, Trails, and Open Space areas and facilities shall be submitted for engineering review. Submissions shall demonstrate conformity with the most current versions of the Ridgefield Comprehensive Parks and Recreation Plan (RCPRP), Ridgefield Capital Facilities Plan (RCFP), and Ridgefield PROS Plan. Plans shall adhere to the Design Plan Format defined in Chapter 1 of Volume I of the Standards and include details of the following when applicable:

- Trail location and proposed Trail Classification of each, wherein Recreation Trails require the proposed USFS Trail Class and Designed Use.
- Trail Right-of-Way, Design Tread Width, Design Surface, Design Grade, Design Cross Slope, Design Clearing, and Design Turns where appropriate.
- Trail Profile View to include Design Surface Material, Design Surface Depth, Base Material, Base Material Depth, Compacted Surface Width, Vegetation Barriers, and Shoulder Widths where applicable.
- Location of all Trail-Constructed Features including but not limited to puncheon, trail bridges, boardwalks, waterbars, and switchbacks. For a listing of trail-constructed features, refer to the 2014 United States Department of Agriculture (USDA) Forest Service Standard Trail Plans and Specifications. (<https://www.fs.usda.gov/managing-land/trails/trail-management-tools/trailplans>)

- Location of proposed play structures to include protective surfacing material, depth and area, as well as model examples of any prefabricated play equipment.
- Location of all amenities and fixtures to include footings and model examples of each.
- Location, type designation, and graphics for all signage and striping.
- Location and model example of irrigation control systems.
- Location of all maintenance and emergency response access points.

The placement of all trails, trail-constructed features, playgrounds, play structures, signage, surface markings, irrigation controls, access points, and all other amenities and fixtures must be clearly indicated on all plan sets and are subject to city review to ensure appropriateness, recreational utility, user safety, maintenance efficiency, and compliance with ADA, FSORAG, and FSTAG, where applicable.

1.03 Review Procedure

Review procedures shall be defined in Chapter 1 of Volume I of the Standards.

1.04 Inspections

Inspection requirements shall be defined in Chapter 1 of Volume II of the Standards.

1.05 Penalties

Failure to comply with these standards will be cause for stop work orders, withholding or withdrawing approval of plans or plats, revocation of permits, forfeiture of bond, withholding Temporary and/or Final Certificate of Occupancy, and/or penalties as provided by law.

Chapter 2 – Trails

2.01 Trail Classification

The City of Ridgefield establishes the following trail classifications —Arterial, Collector, Hiking, and Semi-Primitive— which are designed to accommodate varying levels of usage and environmental sensitivity. These standards define the functional, dimensional, and material specifications required to ensure that each trail is constructed to fulfill its intended purpose in a manner that is both safe and sustainable.

A. Multi-Modal Trails: Arterial and Collector Trails

Multi-modal trails prioritize connectivity, accessibility, and safety while integrating seamlessly into both urban and natural environments. Surfaces are typically constructed of asphalt or concrete to support higher traffic volumes and ensure long-term durability. These trails are designed to accommodate a variety of users, including pedestrians, cyclists, and other non-motorized forms of transportation, offering a wider and more durable surface compared to recreational trails.

All multi-modal trails must adhere to the most current Washington State Department of Transportation (WSDOT) Design Standards for Shared Use Paths (WSDOT Design Manual, M22-01.23, Chapter 1515 Shared Use Paths). In general, Multi-Modal Trail classifications require the following characteristics:

- Right-of-Way: Extends a minimum of 60" beyond the edge of the pavement. (14'-18')
- Design Tread Width: 10' (12' Preferred)
- Design Surface: Asphalt (Concrete or other hard, non-slip surface permitted for bridges or boardwalks)
- Design Grade: 5% Maximum
- Design Cross Slope: 2% Maximum
- Design Clearing: 8'-10' above trail surface, 60"-72" beyond the edge of the pavement.
- Design Turns: 6'-8' Radius Minimum
- Design Surface Material: HMA (exempted from Trail-Constructed Features)
- Design Tread Depth: 3" Minimum
- Base Material: Crushed Aggregate
- Base Material Depth: 3" Minimum
- Compacted Native Surface Width: Extends a minimum of 3' beyond the edge of the pavement.
- Vegetation Barrier: Not Applicable to Asphalt Surfaces.
- Shoulder Width: Extends a minimum of 2' beyond the edge of the pavement at grade and gradually tapers off to the native surface thereafter.

All multi-modal trails must demonstrate conformity with the most current versions of the Ridgefield Comprehensive Parks and Recreation Plan (RCPRP), Ridgefield Capital Facilities Plan (RCPF), and Parks, Recreation and Open Spaces (PROS) Plan.

All multi-modal trails must be defined as either Arterial or Collector, as defined below and approved by the City of Ridgefield.

- **Arterial Trail**

Arterial Multi-Modal Trails serve as the primary transportation routes within a trail network, connecting major destinations such as city centers, schools, parks, employment hubs, and residential neighborhoods. These trails are designed to accommodate high volumes of users and support various non-motorized modes of transportation, including pedestrians, cyclists, and other permitted users.

- **Collector Trail**

Collector Multi-Modal Trails function as secondary routes within a trail network, facilitating connections between Arterial Multi-Modal Trails and local destinations such as neighborhoods, parks, or community facilities. These trails serve moderate user volumes and provide access to the broader trail system while supporting similar non-motorized modes of transportation.

B. Recreational Trails: Hiking and Semi-Primitive Trails

Recreational Trails provide a more rugged, natural experience, catering to walkers, hikers, and sometimes cyclists. These trails are often located in sensitive environmental areas and require minimal surfacing, typically consisting of compacted earth or aggregate to blend with the natural surroundings. These trails are narrower than Multi-modal trails and prioritize environmental preservation and low-impact recreation.

All recreational trails must adhere to the most current United States Forest Service Trail Design Parameters (FSH 2309.18, Section 23.11, Exhibit 01) and the most current United States Forest Service Trail Accessibility Guidelines (FSTAG).

All recreational trails must have a defined Designed Use and Trail Class, as defined by USFS and approved by the City of Ridgefield. Applicants are required to construct trails in accordance with the most current USFS Trail Design Parameters (FSH 2309.18) that align with the city-approved Designed Uses and Trail Classes.

- **Hiking Trails**

Hiking Trails shall be defined as those trails with a Designed Use of Hiker/Pedestrian, Trail Class of 5 (Fully Developed), and with a Design Tread Width defined as Non-Wilderness (Double Lane) according to the most current USFS Trail Design Parameters. In general, Hiking Trail classifications require the following characteristics:

- Right-of-Way: Extends a minimum of 48" beyond the edge of the pavement. (120"-168")
- Design Tread Width: 72"-120"
- Design Surface: Asphalt (exempted from Trail-Constructed Features) with no protrusions or obstacles
- Design Grade: Target Grade of 2%-5%, Short Pitch Maximum no greater than 5%-12% with compliance with FSTAG, and Maximum Pitch Density of 0%-5%.
- Design Cross Slope: Target Cross Slope 2%-3% (or crowned), with a Maximum Cross Slope of 3%.
- Design Clearing: 8'-10' above trail surface, 60"-72" beyond the edge of the pavement.

- Design Turns: 6'-8' Radius
- Design Surface Material: HMA (exempted from Trail-Constructed Features)
- Design Tread Depth: 3" Minimum
- Base Material: Crushed Aggregate
- Base Material Depth: 3" Minimum
- Compacted Native Surface Width: Extends a minimum of 2' beyond the edge of the pavement.
- Vegetation Barrier: Not Applicable to Asphalt Surfaces.
- Shoulder Width: Extends a minimum of 1' beyond the edge of the pavement at grade and gradually tapers off to the native surface thereafter.

- **Semi-Primitive Trails**

All recreational trails that fall outside the definition of Hiking Trail stated above are recognized as Semi-Primitive Trails. The City of Ridgefield recognizes that recreational uses may vary across the trail system. As such, designers and developers may propose trails with ranging Designed Uses, Managed Uses, and Trail Classes. This includes but is not limited to Mountain Bike or Equestrian Uses. Applicants are encouraged to initiate conversations with city staff when exploring unique recreational experiences or creating recreational access to Prominent Features within their developments. The construction of Semi-Primitive Trails requires review and pre-approval by the city.

2.02 Trail Surface Water Control

All trail construction must consider surface water runoff to mitigate erosion, enhance trail durability, and ensure long-term usability for the community. As such, the Technical Information Report (TIR) defined in Volume 1 of these standards must include Trails and Trail-Constructed Features as a part of its analysis to complete the final design plans.

A. Multi-Modal Trails

Arterial and Collector Trails are required to adhere to the most current Washington State Department of Transportation (WSDOT) Design Standards for Shared Use Paths (WSDOT Design Manual, M22-01.23, Chapter 1515 Shared Use Paths). As such, applicants shall design all pavement structural sections in the same manner as a highway, considering the quality of the subgrade and the anticipated loads on the path, which includes maintenance and emergency vehicles. Applicants must provide a firm, stable, and slip-resistant pavement surface.

B. Recreational Trails

Trail-Constructed Features for Hiking and Semi-Primitive Trails are required to adhere to the standards found in the 2014 United States Department of Agriculture (USDA) Forest Service Standard Trail Plans and Specifications. (<https://www.fs.usda.gov/managing-land/trails/trail-management-tools/trailplans>) These include but are not limited to punchon, trail bridges, boardwalks, waterbars, culverts, and switchbacks.

Chapter 3 – Playgrounds

3.00 General

The City of Ridgefield is committed to ensuring the safety and accessibility of all publicly accessible playgrounds in the city. To this end, every publicly accessible playground is required to be inspected and certified by a Certified Playground Safety Inspector (CPSI) upon commissioning by the city. CPSI Inspections ensure each play structure meets federal safety standards set by the Consumer Product Safety Commission (CPSC), the industry best practices set by the National Recreation & Parks Association (NPRA), and the American Society for Testing and Materials (ASTM) standards within each. These standards can be found in CPSC's Public Playground Safety Handbook.

3.01 Playground Safety Inspections

All publicly available playgrounds must pass a Playground Audit administered by a certified CSPI at the completion of initial construction or alteration. Playground audit reports are to be filed with the city prior to final approval. It is recommended owners develop regular maintenance, audits, and inspections of their playgrounds to ensure user safety. Owners are responsible for the maintenance and operation of their playgrounds. Playground audit reports should be comprehensive, similar to the Playground Audit Guide for ASTM and CPSC Compliance.

3.02 Inclusive Design Principles

While the standards set by the CPSC and NPRA comply with the Americans with Disabilities Act (ADA), playgrounds in the city are encouraged to take inclusive-design playground accessibility into consideration during design and construction. The NPRA provides for the following Principles of Inclusive Playground Design:

- **Principle 1: Equitable Play** – The design is useful and marketable to people with diverse abilities
- **Principle 2: Flexibility in Use** – The design accommodates a wide range of individual preferences and abilities.
- **Principle 3: Simple and Intuitive Use** – Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.
- **Principle 4: Perceptible Information** – The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.
- **Principle 5: Tolerance for Error** – The design minimized hazards and the adverse consequences of accidental or unintended actions.
- **Principle 6: Low Physical Effort** – The design can be used efficiently and comfortably, and with minimum fatigue.
- **Principle 7: Size and Shape for Approach and Use** – Appropriate size and space are provided for approach, reach, manipulations and use, regardless of the user's body size, posture or mobility.

Chapter 4 – Amenities and Fixtures

4.00 General

These standards have been developed to ensure that all amenities and fixtures in Ridgefield's parks and trails meet the highest standards for longevity, durability, accessibility, and efficient maintenance. The objective is to create uniform, high-quality public spaces that remain accessible and enjoyable for all users. Developers, designers, and builders are required to adhere to these standards as part of their contributions to the city's infrastructure.

4.01 Park Classifications

The classification of parks and trails in Ridgefield reflects the diverse recreational and community needs of the city. Each classification establishes a framework for the design, size, and functionality of spaces to ensure they are developed in alignment with their intended purpose. These classifications provide context to the amenities and fixtures expected within recreational spaces.

A. Community Park

Community Parks are large spaces, ranging from 15 to 50 acres, designed to cater to diverse recreational needs through a mix of active and passive uses. These parks typically feature parking facilities, restrooms, pathways, picnic areas, and play structures, serving residents within a 1-mile radius accessible by driving, walking, or biking.

B. Neighborhood Park

Neighborhood Parks, sized between 2 and 4 acres, are designed for informal play and passive recreation. Common features include pedestrian paths, benches, play equipment, and multi-use fields. These parks serve nearby residential areas within a half-mile walking or biking distance.

C. Pocket Park

Pocket Parks, generally smaller than half an acre, address localized recreational needs. They often include small playgrounds or open grass areas with minimal site furnishings and are intended for residents within a quarter-mile radius.

D. Trails

Trails are classified separately under Chapter 2 of Volume 3 of the Standards, which details specific requirements for Arterial, Collector, Hiking, and Semi-Primitive trails.

4.02 Outdoor Recreation Access Routes (ORAR)

Not all routes within a park are considered trails. According to the Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG), routes between constructed features, trails, amenities, and fixtures are classified as Outdoor Recreation Access Routes (ORARs). ORARs are designed to provide accessible connections to key facilities like restrooms, picnic areas, playgrounds, and parking lots. ORARs feature firm, stable surfaces and adhere to ADA and Architectural Barriers Act (ABA) standards, prioritizing usability for individuals with mobility challenges.

ORARs shall be constructed according to the most recent Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG). ORARs shall be provided between all constructed features, amenities, and fixtures within parks.

4.03 Design Specifications of Placed Amenities

The inclusion of specific within Ridgefield's parks and trails is essential for fostering community engagement, enhancing usability, and ensuring accessibility for all users. Each amenity is designed to meet standards for durability, efficiency, and compliance, contributing to the longevity and maintenance of these public spaces. Developers, designers, and builders must adhere to these design specifications to create cohesive, high-quality recreational environments.

A. Refuse Receptacles

Refuse receptacles, including trash and recycling cans, must be constructed from durable, weather-resistant materials and equipped with lids or covers to minimize rainwater collection and wildlife access. These are required at all parks, regional trails, and connector trails and should be placed near signage, entrances, restrooms, shelters, playgrounds, and other high-traffic areas. Refuse receptacles must adhere to the FSORAG Section 4.5 Trash, Recycling, and Other Essential Containers.

B. Restrooms

Restrooms are required to be fully ADA-compliant and designed to withstand freezing conditions while minimizing maintenance and the potential for vandalism. These facilities are required in all community parks and should be centrally located in high-use zones.

C. Dog Waste Stations

Dog waste stations must include a trash can, a bag dispenser, and a small sign, all affixed to the station post. Stations are required in all parks and trails. They must feature lids to prevent water collection and should be installed near trail entrances, junctions, and rule signage.

D. Picnic Tables

Picnic tables must be built from durable, weather-resistant materials and secured to stable footing. They should be installed in locations likely to attract users for picnics and gatherings. They should be strategically placed in designated picnic areas, near playgrounds, and in other common gathering spaces to enhance visitor convenience and enjoyment. The City may require the placement of picnic tables if deemed necessary for the space. All picnic tables must comply with FSORAG Section 4.1 Picnic Tables.

E. Benches and Seating

Benches and seating must be constructed from durable, weather-resistant materials and secured to stable footing. They are required for community parks, neighborhood parks, adjacent to each playground, and along Arterial Trails at Prominent Features. Benches and Seating must adhere to the FSORAG Section 4.4 Benches.

F. Bike Racks

Bike racks must be securely fixed to footings and placed to avoid interference with pathways. They are required in community and neighborhood parks. Racks should be installed near park entrances and trail termini or other high-use areas.

G. Lighting

Lighting must adhere to dark-sky compliance standards, reducing light pollution while enhancing safety. Lighting installations are required in parking lots within Community Parks. Multi-modal trails may require lighting if called for the most recent versions of the RCPRP, RCFP, and Ridgefield PROS Plan.

4.04 Placement Considerations

The placement of amenities and fixtures within parks and trails must reflect the classification of the space, ensuring alignment with its intended purpose, user demographics, and maintenance efficiency. These placement guidelines provide developers, builders, and designers with clear requirements and recommendations for each classification, ensuring cohesive and functional public spaces.

A. Community Parks

Amenities in community parks must accommodate high levels of usage and diverse recreational activities. Restrooms, picnic shelters, playgrounds, and parking areas should be centrally located to maximize accessibility. ORARs must be provided to connect key features such as sports fields, shelters, and restrooms, with benches and lighting placed along ORARs for user comfort and safety. Bike racks should be positioned near entrances and recreational hubs, while trash and recycling receptacles should be available at high-use areas, including shelters, sports fields, and parking lots. Open spaces should include designated zones for group activities and events, with nearby access to water fountains and seating.

Community Parks must include the following, at a minimum:

- Park Rules and Etiquette Sign at each park user entrance (Arterials Trail entrances, Collector Trails entrances, and Parking Lots).
- At least one Interpretive Sign to enhance user experience.
- At least one Informational Kiosk to enhance user experience.
- Trail Rules and Etiquette Sign at each trail entrance.
- Dog Waste Station at each trail entrance and some high-traffic areas.
- Refuse receptacles (trash and recycling) in high-traffic areas.
- Bike Racks in centrally located areas.
- Benches or seating at each playground.
- Benches or seating at distinctive viewpoints.
- Publicly available restroom.

B. Neighborhood Parks

Neighborhood parks must prioritize features that support casual, local use. Playgrounds should be centrally located within clear sightlines from seating areas and paths. Multi-use fields should include adjacent benches, trash receptacles, and drinking fountains. ORARs must be provided to connect key features, such as playgrounds and small picnic shelters. Bike racks and dog waste stations should be installed at entrances for convenience.

Neighborhood Parks must include the following, at a minimum:

- Park Rules and Etiquette Sign at each park entrance (Arterial Trail entrances, Collector Trail entrances, and Parking Lots).
- Trail Rules and Etiquette Sign at each trail entrance.
- Dog Waste Station at each trail entrance and some high-traffic areas.
- Refuse receptacles (trash and recycling) in high-traffic areas.
- Bike Racks in centrally located areas.
- Benches or seating at each playground.
- Benches or seating at distinctive viewpoints.

C. Pocket Parks

Amenities in pocket parks should reflect the smaller scale of these spaces, focusing on simplicity and ease of maintenance. A small playground or open grassy area should serve as the focal point, with a bench or seating installed nearby. Trash receptacles and dog waste stations should be located at the park's entrance or near its primary amenity. ORARs, if present, should connect the entrance to key features. Placement should consider visibility and safety for users within the surrounding residential area.

Pocket Parks must include the following, at a minimum:

- Park Rules and Etiquette Sign at each park entrance (Arterial Trail entrances, Collector Trail entrances, and Parking Lots).
- Trail Rules and Etiquette Sign at each trail entrance.
- Dog Waste Station at each trail entrance and some high-traffic areas.
- Refuse receptacles (trash and recycling) in high-traffic areas.
- Benches or seating at each playground.
- Benches or seating at distinctive viewpoints.

D. Trails

Trail amenities must be distributed at strategic points to enhance the experience for users and support regular maintenance operations. Trailheads and junctions should include trash and recycling receptacles, dog waste stations, and benches. Bike racks should be placed at key trailheads and termini, especially those connecting to parks or public spaces. Lighting is required along Arterial Trails near urbanized areas and trailheads for safety, while hiking and semi-primitive trails should maintain a natural aesthetic with minimal fixtures to preserve their character.

Arterial and Collector Trails must include the following, at a minimum:

- Trail Rules and Etiquette Sign at each trail entrance.
- Dog Waste Station at each trail entrance and junctions of Arterial or Collector Trails.
- Refuse receptacles (trash and recycling) at each trail entrance.
- Benches and seating at Prominent Features, as requested by the City.

Local and Semi-Primitive Trails must include the following, at a minimum:

- Trail Rules and Etiquette Sign at each trail entrance.
- Dog Waste Station at each trail entrance and junctions of Arterial or Collector Trails.

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Chapter 5 – Signage

5.00 Graphic Identity

All signage installed within Ridgefield's Parks and Recreation system must comply with the City's most recent Style Guide and Parks & Recreation Graphic Identity & Sign Guidelines. These guidelines identify the following signage graphical standards:

- Trail Rules and Etiquette Sign
- Park Rules and Etiquette Sign
- Information Kiosk
- Interpretive Sign
- Hazard Identification Sign

Sign placements and surface markings must be clearly indicated on all plan sets and are subject to city review to ensure appropriateness, user safety, and ADA compliance. Sign graphics, materials, and placements shall receive final approval by the city prior to fabrication and installation. Signage must be designed for longevity and ease of maintenance, with vandal-resistant materials and weatherproof finishes required for all installations.

5.01 Surface Markings

Surface markings enhance safety and provide clear guidance to park and trail users. These markings ensure safe navigation and delineate key areas, helping to reduce conflict between different user groups. Arterial and Collector Trails require the placement of durable, reflective yellow centerline surface markings in the following scenarios:

A. Road-Intersecting Trails

When intersecting with a road, trails must feature a minimum 30-foot yellow centerline leading up to the intersection and continuing for 30 feet beyond the road crossing to ensure clear visibility and separation of directional traffic.

B. Hazard Identification

Trails with obstructed views, sharp turns, or curves, as well as intersections with other Arterial or Collector Trails, must have a yellow center line extending a minimum of 30 feet prior to the hazard and continuing the duration of the hazard zone. Additional reflective or textured surface markings may be required in areas of significant risk, such as high-traffic zones.

Chapter 6 – Landscaping

6.00 General Landscaping

All landscaping within parks, trails, and public recreation areas in Ridgefield must reflect the city's commitment to sustainability, environmental stewardship, and community well-being. Landscaping designs shall emphasize the use of native and drought-tolerant plant species to reduce water usage, enhance local biodiversity, and minimize maintenance requirements. Design approaches should foster a harmonious balance between aesthetics, functionality, and environmental preservation.

Landscaping must create safe, inviting, and visually appealing spaces that encourage public use and enjoyment. Plants selected should contribute to soil stability, erosion control, and the overall ecological health of the site.

6.01 Irrigation

All irrigation systems must be equipped with a central control system powered by Alternating Current (AC) and connected to an electric meter. Direct Current (DC) or battery-operated irrigation control systems are not permitted unless a waiver is provided by the City because the installation of AC-powered systems would be infeasible. Infeasibility is to be determined by the City.

Plan sets must explicitly specify the power source for the irrigation control system and provide a general layout of the entire irrigation system. This requirement is intended to ensure ease of use for maintenance personnel, promote water conservation, and enhance long-term system reliability. Requests for waivers to install DC or battery-operated irrigation control systems must be documented within the approved plan sets.

6.02 Landscaping Plan

Developers and designers are required to submit a comprehensive Landscaping Plan as part of all parks and recreation development projects. Landscaping Plans must adhere to the requirements specified in RMC 18.725 LANDSCAPING.

6.03 Native Plant List

Landscaping designs should prioritize the use of native plants to promote ecological health, reduce water usage, and ensure long-term sustainability. All plant selections must comply with RMC 18.830 NATIVE PLANT LIST.

6.04 Tree Plan

A dedicated Tree Plan must accompany all parks and recreation development projects to ensure the preservation, enhancement, and appropriate placement of trees within public spaces. Tree Plans must adhere to the requirements specified in RMC 18.840 TREES.

Chapter 7 – Maintenance and Safety

7.00 General Maintenance and Safety

Ensuring the long-term sustainability, safety, and accessibility of parks and trails is crucial for fostering public enjoyment and protecting community investments. This chapter outlines maintenance and safety standards designed to create secure, inclusive, durable, and easy-to-maintain spaces.

7.01 Safety Considerations

Safety considerations are critical in the design and maintenance of parks and trails. Designs must ensure clear and unobstructed access for emergency personnel, as well as reasonable mitigations to risks to the public and maintenance personnel.

C. Emergency Response Access

All parks and trails must have clear signage, as specified in Chapter 5 of these standards, to ensure quick identification and to assist first responders in efficiently reaching the site during an emergency.

All parks must include curb ramps at least 96 inches wide to accommodate entry and access for emergency responders during an emergency.

All trails must include curb ramps with a width no less than the minimum width of the trail's classification minimum width, as specified in Chapter 2 of these standards.

All park layouts must provide clear, unobstructed pathways of at least 72 inches from parking areas to all recreational features.

D. Bollards Trail Entrances Adjacent to Roads

Bollards must be installed at all road-intersecting Arterial and Collector trail entrances to deter unauthorized vehicular entry.

Bollards must be spaced no more than 48 inches apart, providing sufficient clearance for bicycles and mobility devices.

All Bollards must be readily removable for emergency and maintenance access.

E. Trail Surface Markings and Signage

Arterial and Collector Trails must include a Trail Hazard Notification Sign and surface markings at all visually obstructed corners as specified in Chapter 5 of these standards to deter pedestrian and non-motorized transportation collisions.

Arterial and Collector Trails must include a Trails Hazard Notification Sign and surface markings as specified in Chapter 5 of these standards at all road-intersecting trail entrances and vehicular road intersections to deter trail user and vehicular collisions.

Arterial and Collector Trails intersecting and crossing vehicular roads require road signage notifying drivers of the trail intersection to deter trail users and vehicular collisions.

7.02 Maintenance Considerations

A. Maintenance Equipment Access

All parks must include curb ramps at least 96 inches wide to accommodate entry and access for maintenance equipment.

All trails must include curb ramps with a width no less than the minimum width of the trail's classification minimum width, as specified in Chapter 2 of these standards.

All park layouts must provide clear, unobstructed pathways of at least 72 inches from parking areas to all structures and recreational amenities and fixtures.

All parks and trails must accommodate safe parking and staging of maintenance vehicles with utility trailers, measuring 10 feet by 40 feet.

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**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 22, 2025

AGENDA ITEM NAME: Motion - Approval of the Parks, Trails, and Recreation Capital Facilities Plan

GOVERNING LEGISLATION

RCW 36.70A.070 – Growth Management – Comprehensive plans

PREVIOUS COUNCIL ACTION TAKEN:

N/A

SUMMARY/BACKGROUND:

As part of the Envision Ridgefield 2045 Comprehensive Plan, the *Parks, Trails, and Recreation Capital Facilities Plan* (Parks CFP) provides a long-term strategy for future park, trail, and recreation investments. It outlines priority projects, estimated costs, and guiding principles to support Ridgefield's growth and quality of life.

The final version reflects input from the Parks Board (March 12) and City Council (April 10) and incorporates revisions to strengthen alignment with community needs, geographic equity, and long-term sustainability. On May 6, 2025, the Parks Board formally recommended adoption of the Parks CFP.

At tonight's meeting, City Council will be asked to consider approval of the Parks CFP as part of the Envision Ridgefield 2045 comprehensive planning process.

BUDGET/FINANCIAL IMPACTS:

N/A

RECOMMENDED ACTION OR MOTION:

Council action is requested on this request. Should the City Council wish to approve this request, a suggested motion would be:

"I move to approve the Parks, Trails, and Recreation Capital Facilities Plan as presented."

STAFF CONTACT: Corey Crownhart, Park Manager

ATTACHMENTS:

1. DRAFT_2025 Parks CFP - 2025.05.06



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Introduction

The City of Ridgefield (City) resides within Clark County, Washington, and is one of the fastest-growing cities in Washington. The City's population will increase to over 26,000 people in the next two decades. The City is updating its 20-year, long-range Comprehensive Plan (Plan) to manage this growth and to develop strategies for balancing economic opportunity and employment, diverse housing types, quality of life for its residents, and the protection of natural resources. The Parks Capital Facilities Plan (CFP) is a component of the Plan and will serve as a roadmap for expansion and investment in the City's parks, trails, and open space network to meet the needs of future residents.

Parks Comprehensive Planning History

The City prepared a separate Parks, Recreation & Open Space (PROS) Plan in March 2020 to serve as a six-year guide and Plan for enhancing parks and recreation services within the City. The 2020 PROS plan served as:

“As a six-year guide and strategic Plan for enhancing park and recreation services, the Plan establishes a path forward for providing high-quality, community-driven parks, trails, natural areas, and recreational opportunities across Ridgefield. The Plan provides a vision for the City's park and recreation system, proposes updates to City service standards, and addresses departmental goals, objectives, and other management considerations toward the continuation of quality recreation opportunities, programs, and facility enhancements to benefit the residents of Ridgefield. The City developed the PROS Plan with the input of Ridgefield residents through public events and a community survey and was guided by the direction of the Parks Board. The Plan inventories and evaluates existing park and recreation areas, assesses the needs for acquisition, site development, and operations, and offers specific policies and recommendations to achieve the community's goals”
(City of Ridgefield Parks, Recreation, and Open Space Plan, March 2020)

The 2020 PROS plan was prepared with extensive input from recreation service providers, land managers, staff, stakeholders, and residents. It was an update of the 2014 plan and a requirement for the City to be eligible for state recreation and conservation grants in Washington.

Planning Purpose

The CFP planning process builds upon the City's existing 2020 PROS plan and will focus on updating the facility inventory and capital project list. This planning effort is limited to tasks meeting the Plan's requirements. It is recommended that the City initiate a separate PROS update in 2026 to formally update park facilities and maintain the City's grant funding eligibility. See the next steps detailed in Section 3 for additional recommended actions.

Inventory

Overview

The City's park system has grown significantly over the last five years. In addition to new park and trail facilities the City has developed, several new facilities have been constructed as part of residential developments. These parks and trail facilities were privately built with the development of subdivisions and are typically maintained by a Home Owner Association (HOA). These HOA facilities consist primarily of neighborhood parks and walking paths. Though privately owned, they are open to the public and contribute to the City's overall open space network.

In addition to HOA facilities, other recreational providers offer parks, trails, and open space amenities within the City. These providers include the Port of Ridgefield, Clark County, and the U.S. Fish and Wildlife Service. The updated park inventory is listed below.

Park Facility Classifications and Inventory

The 2020 PROS plan defined five primary park facility types or classifications. Each park classification varies in size, provides unique recreation amenities, and caters to differentiated user types. The park classifications included in the CFP include the following:

Table 2-1 Park Classifications

Park Classification	Approximate Size	Primary Function/Amenities
Community Parks	15 - 50 acres	▪ Active recreation ▪ Organized team sports and facilities ▪ Passive recreation ▪ Community events/gatherings ▪ Natural areas ▪ Trails ▪ Picnic areas ▪ Parking ▪ Restrooms
Neighborhood Parks	2 - 4 acres	▪ Active recreation ▪ Passive recreation ▪ Playgrounds ▪ Sport courts ▪ Picnic areas ▪ Pathways
Pocket Parks	0.25 – 1 acre	▪ Playgrounds ▪ Seating
Special Use Facilities	varies	▪ Dedicated recreation or user group ▪ Community Centers ▪ Within a park or standalone facility
Other Facilities	varies	▪ Schools ▪ Greenways ▪ Wildlife Refuges ▪ Cemeteries

In the development of the CFP, the park facility inventory list was updated to include both the parks identified in the 2020 PROS plan and newly developed facilities since the Plan was published. The updated inventory, including park classifications and acreage, is listed below.

Table 2-2 Parks Inventory

Park Name	Classification	Acreage
Abrams Park	Community	44.20
Boyse Park	Community	5.28
Greeley Farms	Community	2.12
Horns Corner Community Park	Community	8.07
Refuge Community Park	Community	20.64
Paradise Pointe Park	Community	16.60
Ridgefield Outdoor Recreation Complex	Community	35.00
Ridgefield Waterfront Park	Community	8.00
Overlook Park	Community	1.16
Canterbury Trails (undeveloped)	Neighborhood	1.00
Davis Park	Neighborhood	0.48
Hayden Park	Neighborhood	1.72
41st Place Park	Neighborhood	0.09
Allen's Creek Park	Neighborhood	0.29
Rose Homestead Park	Neighborhood	1.09
Green Gables Playground Park	Neighborhood	0.13
DeMelo Park	Neighborhood	3.84
Sevier Park	Neighborhood	0.18
Canyon Ridge #1 Park	Pocket Park	0.18
Canyon Ridge #2 Park	Pocket Park	0.31
Cedar Creek Park	Pocket Park	0.21
Cedar Ridge Park	Pocket Park	0.20
Columbia Hills Open Space	Pocket Park	0.56

Park Name	Classification	Acreage
Columbia Hills Park	Pocket Park	0.35
Coyote Crest Park	Pocket Park	0.29
Crow's Nest Park	Pocket Park	0.50
Eagle's View Park	Pocket Park	0.23
Goldfinch Park	Pocket Park	0.13
Lark Park	Pocket Park	0.61
Marsh Park	Pocket Park	0.24
Osprey Pointe Park	Pocket Park	0.70
Pioneer Medium Park	Pocket Park	0.59
Ridgefield Woods Park	Pocket Park	0.24
Teal Park	Pocket Park	0.79
Sevier 2 Park	Pocket Park	0.31
Community Park	Special Facility	0.37
Ridgefield Skate Park	Special Facility	0.11
Ridgefield Dog Park	Special Facility	2.00
Motorized Boat Launch	Special Facility	0.90
Kayak Launch	Special Facility	0.25
Pioneer Picnic Park	Special Facility	0.09
Total Park Acreage		160.1

Table 2-3 Other Park and Open Space Resources

Facility Name	Classification	Acreage
Ridgefield Cemetery	Cemetery	9.80
Ridgefield National Wildlife Refuge	Wildlife Refuge	4150
Flume Creek Conservation Area	Greenway	150.33
Ridgefield School District - High School	School	60.00
Ridgefield School District - View Ridge Middle School	School	20.00
Ridgefield School District - Union Ridge Elementary School	School	18.50
Total Other Park and Open Space Resources Acreage		4408.6

Trail Facility Classifications and Inventory

In addition to park classifications, the CFP inventory includes a summary of trails and pathways. The trail classifications are based on the 2020 PROS plan, which includes water trails added to the inventory. The trail classifications include the following:

Table 2-4 Trail Classifications

Classification	Trail Width	Primary Function/Amenities
Multi-use	10 – 12 feet	▪ Separated from right-of-way ▪ Two-way, paved surfacing ▪ Bikes, walkers, and other wheeled modes ▪ Soft-surface shoulders ▪ Trailheads and parking
Single-use	3 – 10 feet	▪ Local paths within a subdivision ▪ Activity-specific trails (e.g., bikes) ▪ Paved or soft-surface ▪ Includes pathways within parks
Water	n/a	▪ Regional paddling routes on local waterways ▪ Includes launch and dock facilities

The trail facility inventory list has been updated with the development of the CFP. The updated inventory includes the trails identified in the 2020 PROS plan and newly developed trail facilities since the Plan was published. The updated inventory, including trail classifications and Length, is listed below:

Table 2-5 Trails Inventory

Trail Name	Classification	Length (feet)
50th Place Trail	Single-use	1,815
8th Court Circle Trail	Single-use	497
Abrams Park Trails-Disc Golf Coarse Trail	Multi-use	1,426
Abrams Park Trails-Heron Dr. to Pioneer St.	Multi-use	4,711
Abrams Park Trails-Hillhurst/Gee Creek Trail	Multi-use	2,640
Abrams Park Trails-Mayors Meadow Trail 1	Multi-use	1,161
Canterbury Trail	Single-use	1,149
Cedar Ridge Trail	Single-use	1,160
Clover Hill #5 Trail	Single-use	2,090
Hawks Landing Trail	Single-use	1,424
Heron Trail	Single-use	4,711
Hillhurst Highland Trail	Single-use	1,058
N. Falcon Trail	Single-use	180
Osprey Point Trail	Single-use	1,571
Pioneer Canyon Trails-N. 3rd Circle Trail	Multi-use	2,210
Pioneer Canyon Trails-N. Kyle Place Trail	Multi-use	611
Pioneer Canyon Trails-Pioneer Medium Trail	Multi-use	1,439
Pioneer Canyon Trails-Pioneer Picnic Trail	Multi-use	500
Reiman Trail	Single-use	906

Ridgefield Woods Trail	Single-use	916
Sevier 1 Trail	Single-use	876
Sevier 2 Trail	Single-use	1,187
Symthe Trail	Single-use	512
Teal Crest Trail	Single-use	300
Total Length (feet)		35,050
Total Length (miles)		6.6

In addition to land trails, the CFP has noted the water trail that is accessible within the City. The Lewis River-Vancouver Lake Water Trail includes 32 miles of water access between Vancouver Lake and Lewis River. Approximately 2.4 miles of the water trail extends through the City, following Lake River along Ridgefield National Wildlife Refuge and Ridgefield Waterfront Park. The City's waterfront park serves as an access point and launch site for the water trail.

Capital Facility Plan

The pace of anticipated growth in the City over the next two decades will require new investments in park and trail facilities. The CFP, in this section, identifies the necessary system investments to ensure that the City has sufficient lands and developed parks and trail facilities to accommodate community growth. The parks CFP below summarizes the anticipated needed investments in capital projects over the next six years, including:

- Costs to acquire new parklands.
- Costs to develop new park and trail facilities.
- Costs to repair existing assets.
- Capital costs associated with additional staff needed to plan, operate, and maintain new and existing parks.

Recommendations

The CFP below is based on the following recommendations provided during the development of the Plan:

- Continue the development of a regional trail system through the Gee Creek Greenway.
- Require the construction of new trails or the dedication of trail easements within residential and commercial developments. Focus on trail projects that expand connectivity across the City and maximize accessibility.
- In partnership with the Port, develop a waterfront park and trail that maximizes recreation opportunities along Lake River. Enhance connections to the Lewis River-Vancouver Lake Water Trail and the Ridgefield National Wildlife Refuge.
- Acquire park sites in priority areas to ensure equitable access to parks and recreation facilities throughout the City. In particular, the City should focus on land acquisition in the urban growth expansion area east of I-5 and new parklands in the Carty Road subarea.
- Incorporate trail connectivity improvement needs into transportation and utility system planning efforts. Important connectivity enhancement opportunities include replacing the Abrams Park vehicular bridge, which serves both park users and the City's drinking water wells, and the 10th Street I-5 overpass, which will link the City's east and west sides. Partner with private development to build new parks, tot lots, and pathways within urbanizing areas to ensure convenient, safe, and accessible access to open space for the City's newest residents.
- Partner with the county, school district, and non-profits to plan and develop park and recreational facilities that provide a high quality of life and access to outdoor areas.
- Maintain access to high-quality sports fields and take advantage of the economic benefits of youth league sports at city and school recreational facilities.
- Partner with the school district and non-profit organizations to expand recreational and community education programs. The City should also initiate a study to determine the types of recreational programs desired within the community, how much participants are willing to pay for these services, and the best method for expanding programs within the community (i.e., city-provided programs, partnerships with nonprofits or school district, etc.). Potential recreation programs include youth and adult sports leagues, enrichment classes, after-school programs, and summer activities.
- Develop design standards for park development, including facility types, typical amenities, and material and construction standards.
- Unify park signage and create a cohesive branded park system that represents the City.

6-Year Parks Capital Facility Plan

The CFP table below lists the priority projects and the anticipated costs for these improvements. The CFP will serve as the guide for future City annual budget requests. Most of the improvements listed below are projects and improvement costs identified in the 2020 PROS plan that have been carried forward to this CFP. The Major Maintenance program estimates annual expenses needed to maintain major park assets across the system and is anticipated to address the repair and replacement of aging facilities.

Table 3-1 CPF Priority Projects

Project Name	Type	Classification	2025	2026	2027	2028	2029	2030	TOTAL
2026-2032 Parks, Recreation, and Open Spaces (PROS) Plan	Planning	Planning Document		\$100,000					\$100,000
Trail System Assessment & Connectivity Plan	Planning	Planning Document			\$100,000				\$100,000
Parks Revenue Program	Planning	Revenue Study	\$50,000						\$50,000
Carty Road Neighborhood Park 1 (Target Area I)	Acquire	Neighborhood Park					\$400,000		\$400,000
Carty Road Community Park 2 (Target Area J)	Acquire	Community Park						\$600,000	\$600,000
East Side Community Park (Target Area C)	Acquire	Community Park			\$600,000				\$600,000
Upper Gee Creek Neighborhood Park (Target Area K)	Acquire	Neighborhood Park				\$400,000			\$400,000
Greely Farms Parkland (Target Area I)	Acquire	Community Park	\$375,000						\$375,000
Ridgefield Community Center*	Development	Community Center	\$1,500,000						\$1,500,000
<i>Design & Engineering</i>			\$1,500,000						\$1,500,000
<i>Construction</i>									\$0
Abrams Park Redevelopment*	Development	Park Renovation			\$240,000	\$960,000			\$1,200,000
<i>Phase 1 Design & Engineering</i>					\$240,000				\$240,000
<i>Phase 1 Construction</i>						\$960,000			\$960,000
Boyse Park*	Development	Community Park	\$245,000			\$170,000	\$670,000		\$1,085,000
<i>Phase 1 Design/Build</i>			\$245,000						\$245,000
<i>Phase 2 Design & Engineering</i>						\$170,000			\$170,000
<i>Phase 2 Construction</i>							\$670,000		\$670,000
Paradise Pointe Park*	Development	Community Park	PIF Credits				\$428,400	\$1,713,600	\$2,142,000
<i>Phase 1 Design/Build</i>			PIF Credits						\$0
<i>Phase 2 Design & Engineering</i>							\$428,400		\$428,400
<i>Phase 2 Construction</i>								\$1,713,600	\$1,713,600

Table 3-1 CPF Priority Projects (continued)

Project Name	Type	Classification	2025	2026	2027	2028	2029	2030	TOTAL
Horns Corner Park*	Development	Community Park		\$400,000	\$1,600,000				\$2,000,000
<i>Design & Engineering</i>				\$400,000					\$400,000
<i>Construction</i>					\$1,600,000				\$1,600,000
Refuge Park (Dog Park)*	Development	Community Park				\$150,000	\$600,000		\$750,000
<i>Phase 2 Design & Engineering</i>						\$150,000			\$150,000
<i>Phase 2 Construction</i>							\$600,000		\$600,000
Gee Creek Trail - North Segment*	Development	Arterial Trail	\$220,000		\$1,010,000				\$1,230,000
<i>Design & Engineering</i>			\$220,000						\$220,000
<i>Construction</i>					\$1,010,000				\$1,010,000
Waterfront Park (Partnership Project)*	Development	Community Park							\$0
<i>Design & Engineering</i>									\$0
<i>Construction</i>									\$0
Abrams Park Improvement – Caretake House Demolition	Major Maint.	Stewardship	\$60,000						\$60,000
RORC Improvement – Field House Design/Build	Major Maint.	Stewardship	\$220,000						\$220,000
Playground Replacement – Onslow Nature Playground	Major Maint.	Stewardship	\$25,000						\$25,000
Park Preservation Program	Major Maint.	Stewardship		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Park Preservation Program – RORC Specific	Major Maint.	Stewardship		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
		TOTAL	\$2,695,000	\$750,000	\$3,800,000	\$1,930,000	\$2,348,400	\$2,563,600	\$14,087,000

Table 3-1 CPF Priority Projects (continued)

*Notes
Development Estimate Assume 20% for Design/Engineering
Ridgefield Community Center - Construction Costs to be considered with Partnership Developments
Abrams Park Redevelopment - Estimate Based on Master Plan and 2024 RCO Application
Boyse Park - Estimate Based on Master Plan and 2024 RCO Application
Paradise Pointe Park - Estimate Based on Master Plan
Horns Corner Park - Estimate Based on Previous Parks CFP
Refuge Park (Dog Park) - Estimate Based on Previous Parks CFP
Gee Greek Trail North Segment - Estimate Based on Approved FLAP Grant Funding
Waterfront Park - Costs to be considered with Partnership Development

Implementation

Funding for the proposed parks system will require the CFP to be implemented through a combination of City-funded improvements, privately developed facilities, and partnership projects. The current funding strategies for park and trail improvements include a range of funding mechanisms, including:

- General Funds are dedicated from the City's annual budget for developing or rehabilitating park facilities or equipment. General fund projects may include partnership projects, Public Works (e.g., trail development within the right of way), and the acquisition of multipurpose sites (e.g., regional stormwater facilities that may include walking paths).
- Park Impact Fees are collected on new developments within the City to fund the construction of new parks and trail facilities to meet the demand of new residents. In lieu of collecting impact fees, the City may elect to defer fees in exchange for developer or HOA-constructed and maintained facilities.
- Metropolitan Park Districts, authorized under Chapter 35.61 of the Revised Code of Washington, may be created to fund the planning, development, maintenance, and management of parks and recreation facilities. The City should study the viability of creating a park district to fund the development and operation of its park system.
- Partnerships with the Ridgefield School District, Port of Ridgefield, Clark County, and other non-profit organizations that allow for the development or operations of public recreation and open space projects. Partnerships include work performed by civic organizations, schools, and other volunteer groups.
- Grants are available from the Washington State Recreation and Conservation Office, Federal Highway Administration, and other dedicated grant sources for the development or enhancement of park and trail projects. Grant projects often require a local match, which may include City park impact and general funds.
- Other funding sources include voter and council-approved bonds.

Implementation Principles

During the review of draft plan documents, the Ridgefield City Council requested that the plan include principles to guide the implementation of the CFP. The principles below outline a holistic approach to planning and developing the City's parks, trail, and open space system. The implementation principles include the following:

- **Remain Flexible and Opportunistic:** The CFP should acknowledge the City's desire to remain nimble. When unique or time-sensitive opportunities arise—such as property acquisitions, funding options, or partnerships—the City should be empowered to pursue them, even if they fall outside the original scope of the plan.
- **Use a "Conveyor Belt" Project Pipeline:** The CFP projects should move through an intentional annual sequence of master planning, design, and construction. This approach creates a steady flow of projects and positions the City to complete at least one major capital project per year while keeping the pipeline full.
- **Deliver and Celebrate Annually:** To maintain public confidence and momentum, the City aims to complete at least one significant park or trail project each year. These should be marked with ribbon cuttings or similar events to publicly celebrate progress and reinforce the City's commitment to parks and recreation.
- **Avoid Piecemeal or Phased Park Builds:** Where financially feasible, the City should construct parks in full rather than in partial or phased developments. Complete builds ensure that each park fully delivers on its intended design and purpose and benefits the community from the outset.

- **Promote Equitable Access Across the City:** The upcoming PROS Plan should assess park and trail access across Ridgefield to identify underserved areas. This data should inform investment priorities to ensure all residents have equitable access to quality outdoor recreation.
- **Advance Two New Community Parks:** The CFP should specifically identify and prioritize acquiring and developing two new community parks: one in the Carty Road Subarea and one on the East Side of the I-5 Freeway. These parks are critical to supporting the City's growth and meeting long-term recreation needs.

PROS Plan Update

Following the adoption of the CFP, the City should initiate an update to the 2020 PROS plan starting in late 2025. The PROS plan update will take approximately 12 months to complete, including public engagement and council adoption. The planning process should include the following elements:

- Update the PROS plan goals and objectives with a focus on universal accessibility, connectivity between trails and parks, and equitable distribution of park and trail facilities throughout the City.
- Conduct park-focused public and stakeholder engagement to refine community needs and desires.
- Evaluate current and future recreation trends.
- Based on community input, update the park inventory and classification system.
- Confirm the level of service and assess the needs of the City's park system based on community input.
- Develop a detailed capital plan with planning, design, and construction cost estimates.
- Prepare an implementation plan identifying strategies and funding options for building the park system.

Trail Connectivity Plan

In addition to updating the PROS plan, the City should develop a standalone Trail Connectivity & System Plan to identify missing links in the trail network and guide long-term planning for a fully connected trail system. The trail plan should focus on enhanced connectivity between downtown Ridgefield, the areas around Pioneer Street, and west of the 35th Avenue roundabout.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 22, 2025

AGENDA ITEM NAME: Motion - Approval of Water Conservation Strategy

GOVERNING LEGISLATION

WAC 246-290-100
RMC 13.05.040

PREVIOUS COUNCIL ACTION TAKEN:

Approval of Water Rate Structure and Conservation Options- Ordinance No. 1403
Adoption of 2024 Water System Plan Update and Water Use Efficiency Goals- Resolution No. 656

SUMMARY/BACKGROUND:

This Water Conservation Plan has been developed to provide the City of Ridgefield (City) with a structured approach to manage water demand during planned system outages, emergencies, and periods of peak seasonal demand that could otherwise exceed the system's current production and storage capacity.

Over the last 15 years the City has experienced rapid growth and development. During this time, new water infrastructure has been brought online and existing facilities have been upgraded to increase overall system capacity. However, it is important to note that despite investments in water infrastructure, the existing water system has limited capacity to support further increases in water demand and peak demands in recent summers have pushed the limits of the existing system.

The City's Capital Improvement Program outlines the construction schedule to bring new assets online to address these supply and storage deficiencies. However, these improvements are still more than a year from being completed. As a result, the City's ability to enact water conservation measures during periods of peak demand has taken on added importance.

This conservation plan has been tailored to reduce the seasonal peaks of water demand through a series of customer and City actions triggered by parameters like water production and available storage. The plan consists of 5 distinct phases that have increasing recommendations and restrictions designed to decrease water demand during high demand periods.

BUDGET/FINANCIAL IMPACTS:

Negligible financial impacts expected.

RECOMMENDED ACTION OR MOTION:

To adopt the Water Conservation Strategy:

"I move to approve the Water Conservation Strategy as presented."

STAFF CONTACT: Ryan Thamert, Utilities & Operations Director

ATTACHMENTS:

1. conservation strategy 2nd 5.22.25 (003)
2. Water Conservation Strategy



Water Conservation Strategy

Utilities and Operations Division | Public Works

City Council | May 22, 2025





Water Conservation Strategy

Structured approach to manage water demand during:

- System outages
- Emergencies
- Peak seasonal demand

The plan consists of 5 distinct stages that are designed to encourage water conservation as the demand on the water system increases

Tonight, we're going to discuss:

- Water Conservation Strategy plan overview
- Review of the changes since last meeting



Water Conservation Action Plan- Communication

Communication is key

- Each stage's customer responsibilities will be clearly communicated
- Education and Outreach will be the primary focus with enforcement being a last resort

Types of Communication

- Website
- Phone Calls and emails
- Social Media
- Utility Billing Inserts

Water Conservation Stage Signs

- Located along Pioneer near the Junction
- Indicate the current conservation stage
- Information directing customers to City's website for more information

Communications Changes

- HOA board members- using HOA database
- Contractors- hydrant meter renter agreement information
- Other contractors and businesses- using business license list



Water Conservation Action Plan- 5 Stages

	Trigger	Customer Actions	City Actions
Stage 1- Advisory	Automatically: May 1st - September 30th		Send out advisory notice with information about ways to conserve water
Stage 2	Water production reaches 2.5 MG per day	Consider limiting water to 3 days per week	Create plan to reduced watering scheduled. Delay hydrant flushing and street cleaning activities. Limit Public Works water use
Stage 3	Water production reaches 2.75 MG per day	Water only 3 days per week. No filling of pools or outdoor water features	2 days per week watering lawns, 3 days per week for drip irrigation, no fleet washing, pause hydrant meter permits unless necessary for public health and safety
Stage 4	Water production reaches 3 MG per day	1 day per week watering	No watering lawns, 2 days per week for drip irrigation, issue fines for noncompliant customers
Stage 5- Emergency	Triggered by multiple sources offline, reservoirs offline, or water main break and water production is over 2.5 MG per day	Prohibit all non drip irrigation, drip irrigation 1 day per week, fix residential leaks within 24 hours of being notified by Utilities Dept.	1 day per week for drip irrigation, issue fines for noncompliant customers

. *Bold= indicates changes from original presentation on 5/8/25



Thank You / Questions?



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CITY OF RIDGEFIELD

CLARK COUNTY

WASHINGTON



WATER CONSERVATION STRATEGY

G&O #23244
MAY 2025



Gray & Osborne, Inc.
CONSULTING ENGINEERS

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INTRODUCTION

This Water Conservation Plan has been developed to provide the City of Ridgefield (City) with a structured approach to manage water demand during planned system outages, emergencies, and periods of peak seasonal demand that could otherwise exceed the system's current production and storage capacity.

The plan is designed to reflect the City's present needs, which are outlined in greater detail in the following sections. It is recommended that the City periodically review and update this Water Conservation Plan to ensure that demand management strategies best fit with evolving water supply and demand conditions and infrastructure improvements.

SYSTEM OVERVIEW

The City of Ridgefield's water distribution system is supplied by six wells (identified as Wells 7, 8, 9, 10, 11 and Junction) as well as an intertie with Clark Public Utilities (CPU) which is located on South 5th Street east of the I-5 Junction. Two other interties with CPU are located in the north of the City's service area; however, these serve isolated stretches of distribution main and are not connected to the remainder of the City's system. The City also maintains three storage facilities (identified as the Cemetery Reservoir, The Junction Reservoir, and the High School Reservoir) which are used to maintain the pressure in the distribution system. A comprehensive description of all of the City's water system components can be found in the *2024 Ridgefield Water System Plan (WSP)*.

As previously mentioned, the City's reservoirs are key to establishing system pressure. The Cemetery Reservoir maintains pressure for the downtown area while High School Reservoir maintains system pressure for the remainder of the system. System pressure is maintained by ensuring that both reservoirs remain sufficiently full to provide a minimum of 30 psi to the highest in the water system. During a fireflow or emergency event, system pressure is allowed to dip as low as 20 psi; however, should pressure drop below 20 psi for an extended period of time, public notifications and a boil water notice are required by the Washington State Department of Health (DOH). The City operates a third reservoir, the Junction Reservoir, which is a ground level tank that can be used to refill the High School Reservoir via the Junction Booster Station. It is important that the Junction Reservoir remain at least 16 feet full, as this corresponds to the volume of water required to put out a large fire in the City's eastern commercial and industrial area.

PRESENT NEED

Over the last 15 years the City has experienced rapid growth and development. During this time, new water infrastructure has been brought online and existing facilities have been upgraded to increase overall system capacity. However, it is important to note that despite investments in water infrastructure, the existing water system has limited capacity to support further increases in water demand and peak demands in recent summers have pushed the limits of the existing system.

The *2024 Ridgefield Water System Plan* identified supply and storage capacities as the two growth limiting asset categories. It was projected that the City would reach a capacity deficit for supply in 2025 and storage in 2026 if growth continues as projected in the WSP and *Draft Clark County Comprehensive Growth Management Plan*.

The City's Capital Improvement Program outlines the construction schedule to bring new assets online to address these supply and storage deficiencies. However, these improvements are still more than a year from being completed. As a result, the City's ability to enact water conservation measures during periods of peak demand has taken on added importance.

Both the City's source and storage capacity limitations impact the water system's ability to maintain water supply and system pressure in the summer. This conservation plan has been tailored to reduce the seasonal peaks of water demand through a series of customer and City actions triggered by parameters like water production and available storage. The stages, triggers, and actions are described in detail in the Water Conservation Action Plan below.

As previously mentioned, the City should update this Water Conservation Plan as new infrastructure is brought online. As of Spring 2025, the City's Eastside Reservoir project is well into the design phase, with construction expected to begin in 2026. This project will add an estimated 2.5 million gallons of storage. The City is also actively pursuing multiple avenues to increase supply capacity, including an additional 1,000 gpm from a water main extension and CPU intertie on North Royle Road and additional wells at the Kennedy Farms development.

WATER CONSERVATION ACTION PLAN

Five distinct conservations "stages" have been created and are designed to increase in severity as the scenarios become more serious. Each stage is enacted when the specific trigger occurs and results in corresponding customer and City actions designed to curb water demand.

These triggers have been intentionally selected to allow for adequate reaction time by the City, water system operators, and customers, while also allowing for escalation to a more elevated and stringent stage should the need arise.

COMMUNICATION

Clear communication with the public is a key component of this action plan. The water conservation stages and corresponding customer responsibilities must be clearly communicated. The City has developed communication strategies for three distinct groups which are outlined below. These groups include:

- Water Meter Customers
- Non-Home Owner Associations (HOAs)
- Contractors and Businesses

Water Meter Customers

Once a conservation stage is triggered or enacted, the City will provide information to customers using their on-file preferred means of contact (robo-call or text message). The information provided will include an explanation of the current stage, as well as a summary of expected customer actions. Customers will also be informed of when the stage is expected to end (if such information is available) or be notified that the stage remains effective until demand conditions change.

Home Owner Associations

The City has an inventory of HOA emails and direct addresses and will communicate with these associations using their preferred means of contact. The City will designate each HOA as in either Group A or B, with each group representing a similar typical water consumption volume. These groups will be used to determine which days water is permitted should the City enter a conservation stage where that is required.

The City will communicate to each HOA which group they have been designated to when appropriate and will provide an explanation of the current stage, as well as a summary of expected HOA actions. HOAs will also be informed of when the stage is expected to end (if such information is available) or be notified that the stage remains effective until demand conditions change.

Contractors and Businesses

Need to be made aware of when water is limited or is no longer available from the City. An inventory of active construction contractors should be readily available as they have all filled out the *Hydrant Meter Rental Agreement*. This agreement outlines the conditions and limitations of City-produced water use. The City should make a point to contact construction contractors as conservation stages are reached and clearly state what the limitations and expectations are for the use of City Water. Contractors will also be informed of when the stage is expected to end (if such information is available) or be notified that the stage remains effective until demand conditions change.

The City may also choose to contact local landscaping contractors using the inventory of local City businesses. Landscaping contractors should be made aware of what conservation stage the City is in, how long it is expected to last (if such information is available or be notified that the stage remains effective until demand conditions change).

City Efforts

The City will also construct a “Water Conservation Stage Sign” on Pioneer Street which will display the current conservation stage and tell the public check the City’s website. A corresponding prominent banner that links to a summary of the current stage and customer actions will be updated accordingly on the City website. The City’s social media pages will display or link to the same information as well.

Internally, the Utilities Operations Director is responsible for ensuring the City actions and responsibilities are clearly delegated and communicated to City staff.

Stage I

Stage I is an advisory stage designed to remind customer and City staff of water conservation measures to curb seasonal demand or respond to anticipated drops in water supply.

Triggers

Stage I is triggered automatically on May 1st every year and will remain in effect until September 30th of every year.

Stage I may also be triggered by the – Public Works Utilities and Operations Director (PWUOD) when the potential for a water shortage exists due to a planned well shutdown, service of a storage reservoir, or water transmission main repair. In such cases it is not certain that there will be a water shortage, but an advisory may be issued as a precaution to prevent a shortage, or as a prudent response to drought conditions.

Customer Actions

Customers are to be reminded of the following conservation practices they can implement to promote water conservation:

- Limit water consumption to beneficial uses;
- Limit outdoor watering and encourage watering at night;
- Convert irrigation systems to drip systems;

- Maintain watering below saturation levels to minimize surface runoff and waste;
- Ensure pools, spas and ornamental fountains/ponds are equipped with recirculation pumps;
- Install automatic shut-off devices on any free-flowing hose application; and
- Refrain from washing cars at home.

City Actions

- Refrain from using hydrant meters for temporary water service and construction use during the hours of 7:00 am – 11:00 am.
- Prepare a list of HOAs, split into two groups (Groups A and B) which have roughly even water consumption.
- Prepare a list of construction contractors with active *Hydrant Meter Rental Agreements*.
- Prepare/update inventory of local landscaping contractors.

Stage II

Stage II is a response to typical seasonal water demand increase and marks the point when customers are asked to voluntarily enact water conservation practices outlined in Stage 1. Customers are also asked to consider limiting their irrigation. The City is encouraged to plan to limit irrigation of City-managed properties and delay water intensive activities.

Triggers

Stage II will be triggered when any of the following conditions occur:

1. **Water production (of wells and CPU intertie) reaches 2.5 MG;**
2. In the event of a major water main break or any other circumstances where the PWUOD is concerned about maintaining or replenishing sufficient storage reserves.

Once Stage II is triggered by the 2.5 MG water production threshold, Stage II will remain in effect until September 30th. If Stage II is triggered by the PWUOD, the same person will end the stage actions when normal operations are restored.

Customer Actions

The public will be asked to voluntarily enact water conservation practices outlined in Stage I, in addition to following:

- HOA Group A as well as properties with odd addresses are requested to limit outdoor watering to Monday, Wednesday, Friday; and
- HOA Group B as well as properties with even addresses are requested to limit outdoor watering to Tuesday, Thursday, Saturday.

City Actions

- Form a plan for odd/even watering days for City owned and irrigated properties;
- Delay water flushing or street cleaning when possible;
- Limit water use for construction.

Stage III

Stage III is a response to early sustained stress of the water system. In this stage customers and the City are required to significantly modify their water consumption behavior.

Triggers

Stage III is triggered when any of the following conditions occur:

1. **When total daily water production (of wells and CPU intertie) reaches 2.75 MG;**
2. When the water level in the Junction Reservoir reaches 16 feet and water production reached 2.5 MG anytime within the previous 3 days;
3. When any City well is out of service between June 1st and September 30th.

Stage III will remain in effect until all water sources are operational, the Junction Reservoir has maintained a water level above 16 feet, water production returns below 2.5 MG for 3 days and temperatures are forecasted to be below average for the next week.

Customers Actions

- HOA Group A as well as properties with odd addresses shall limit watering Monday, Wednesday, Friday;
- HOA Group B as well as properties with even addresses shall limit watering Tuesday, Thursday, Saturday;
- Pools, spas, and ornamental fountains/ponds are only allowed to operate if they are equipped with recirculation pumps;
- Pause permitting and/or filling of any swimming pools, artificial lakes, ponds, or streams;
- Require automatic shut-off devices on any free-flowing hose application;
- Automobiles can only be washed at commercial establishments that use recycled or reclaimed water.

City Actions

- Issue warnings to non-compliant customers clearly stating that fines and water shut-offs will occur should the City enter the Emergency Stage;
- Implement twice per week watering schedule for lawns at City owned and managed properties;
- Drip irrigation systems can be used three times per week;
- Only use water for Public Works maintenance when deemed necessary by the PWUOD or to maintain public health and safety;
- Stop washing fleet vehicles;
- Fire Department should postpone using water for training exercises;
- Rescind hydrant permits for temporary water service, unless necessary for public health and safety.

Stage IV

Stage IV is a response to prolonged stress of the City's water system. In this stage customers and the City are required to more drastically modify their water consumption behavior.

Triggers

Stage IV will be triggered when any of the following conditions occur:

1. **When total daily water production (of wells and CPU intertie) reaches 3.0 MG;**
2. When the Junction Reservoir Level reaches 16 feet and production has reached 2.75 MG within the previous 3 days;
3. When the South 5th Street Intertie or either ground level reservoirs are offline between June 1st and September 30th.

Stage IV will remain in effect until all sources are functional, the Junction Reservoir has maintained a water level above 16 feet, water production returns below 2.85 MG for 3 days and temperatures are forecasted to be below average for the next week.

Customers Actions

- All measures from the previous stage (Stage III) shall continue unless replaced by more restrictive requirements below;
- Limit lawn watering to once per week;
- HOA Group A as well as properties with odd addresses shall limit:
 - Drip irrigation to Mondays and Thursdays;
 - Lawn watering to Tuesdays;
 - Non-drip (hand watering) of landscapes other than lawns to Sunday.
- HOA Group B as well as properties with even addresses shall limit:
 - Drip irrigation to Tuesdays and Saturdays;
 - Lawn watering to Fridays;
 - Non-drip (hand watering) of landscapes other than lawns to Wednesdays.
- Restaurants only serve water upon specific request;
- Issue warnings to non-compliant customers clearly stating that fines and water shut-offs will occur should the City enter Stages IV and V.

City Actions

- All measures from the previous stage (Stage III) shall continue unless replaced by more restrictive requirements below;
- Stop watering lawns at City owned and managed properties;
- Drip irrigation systems can be used twice a week;
- Stop washing fleet vehicles;
- Rescind hydrant permits for temporary water service, unless necessary for public health;
- Issue fines and water shut-offs for non-compliant customers;
- Water shut-offs will occur should the City enter the Emergency Stage.

Stage V

Stage V is an emergency response to minimize water demand when the City's water system is critically stressed from an abnormally sustained drought or failure of critical infrastructure. In this stage customers and the City are required to immediately take action to minimize their water consumption behavior.

Triggers

Stage V is triggered when any of the following conditions occur:

1. **Multiple sources are offline and daily water production is over 2.5 MG;**
2. The High School reservoir is offline;
3. Multiple ground level tanks are offline;
4. A water supply emergency is called by the PWUOD.

Stage V will remain in effect until PWUOD ends the water supply emergency stage.

Customer Actions

- All measures from the previous stage (Stage IV) shall continue unless replaced by more restrictive requirements below;

- Prohibit all lawn watering;
- Prohibit non-drip (hand watering) of landscaping;
- Drip irrigation may be used one time per week;
- A contractor must be contacted to fix any residential leaks within 24 hours of notification by the utilities department.

City Actions

- All measures from the previous stage (Stage IV) shall continue unless replaced by more restrictive requirements below;
- Issue fines and water shut-offs for non-compliant customers;
- Request police support for enforcing emergency customer demand curbing actions;
- Drip irrigation systems may be used 1 day a week.