



GENERAL GOVERNMENT COMMITTEE MEETING AGENDA

Online via Zoom and In Person at
Tumwater City Hall, Council Conference
Room, 555 Israel Rd. SW, Tumwater, WA
98501

Wednesday, January 14, 2026
8:00 AM

1. Call to Order
2. Roll Call
3. Approval of Minutes: General Government Committee, November 12, 2025
4. Service Provider Agreement with ICF Jones & Stokes, LLC for the Habitat Conservation Plan - Phase 3 Amendment 1 (Community Development Department)
5. Additional Items
6. Adjourn

Meeting Information

All committee members will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

<https://us02web.zoom.us/j/84224347351?pwd=DNR6jo1MzKKEc4MSkSEuNXDfjYYPM6.1>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 842 2434 7351 and Passcode 682764.

Public Comment

The public may submit comments by sending an email to council@ci.tumwater.wa.us, no later than 5:00 p.m. the day before the meeting. Comments are submitted directly to the Committee members and will not be read individually into the record of the meeting.

Post Meeting

Video of this meeting will be recorded and posted on our City Meeting page: <https://tumwater-wa.municodemeeetings.com>.

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City's ADA Coordinator

directly, call (360) 754-4129 or email ADACoordinator@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384.

MEETING MINUTES

TUMWATER GENERAL GOVERNMENT COMMITTEE

November 12, 2025



CONVENE: 8:00 a.m.

PRESENT: Chair Leatta Dahlhoff and Councilmember Joan Cathey

Excused: Councilmember Michael Althauser

Staff: City Administrator Lisa Parks, Parks & Recreation Director Chuck Denney, Community Development Department Director Brad Medrud, Transportation & Engineering Director Brandon Hicks, Water Resources & Sustainability Director Dan Smith, Deputy Community Development Director Sharon Lumbantobing, Associate Planner Dana Bowers and Administrative Assistant Jessica Lee.

APPROVAL OF MINUTES: **Councilmember Cathey moved, seconded by Councilmember Dahlhoff, to approve the minutes of October 8, 2025 as presented. A voice vote approved the motion.**

ORDINANCE NO. O2025-009 – COMPREHENSIVE PLAN AMENDMENTS: Planner Bowers presented the 2025 Comprehensive Plan Amendment related to the Capital Facilities Plan (CFP), which is a required component of the City's comprehensive plan and must be updated every two years. The committee received an overview of the Planning Commission and Public Works Committee review process, including explanations of why only the CFP is moving forward this year due to the suspension of other amendments during the broader comprehensive plan update. Staff also summarized Planning Commission's recommendation to approve and noted that a council work session could be scheduled if needed.

Councilmembers discussed UGA housing allocation concerns raised by community partners. Staff clarified that the City's planning is driven by TRPC projections, and no formal request to modify the Sustainable Thurston housing allocation

recommendation has been brought to Tumwater. Based on staff's presentation and prior review, the committee agreed that a work session was not necessary.

ADJOURNMENT: **With there being no further business, Chair Dahlhoff adjourned the meeting at 8:12 a.m.**

Prepared by Jessica Lee Administrative Assistant

TO: General Government Committee
FROM: Brad Medrud, Community Development Director
DATE: January 14, 2026
SUBJECT: Service Provider Agreement with ICF Jones & Stokes, LLC for the Habitat Conservation Plan - Phase 3 Amendment 1

1) Recommended Action:

Place Amendment 1 to the Service Provider Agreement with ICF Jones & Stokes, LLC for Phase 3 of the Bush Prairie Habitat Conservation Plan on the January 20, 2026, City Council consent calendar with a recommendation to approve and authorize the Mayor to sign.

2) Background:

Working together with the Port of Olympia and large group of stakeholders, the City is working on the HCP Phase 4 Grant tasks and looking to complete the implementation tasks of the HCP Phase 3 Grant by preparing the Bush Prairie Habitat Conservation Plan (HCP) with consultant assistance from ICF Jones & Stokes, LLC. The HCP is required as part the City and Port's incidental take permit application with U.S. Fish and Wildlife for the Olympia subspecies of the Mazama pocket gopher, the streak-horned lark, the Oregon spotted frog, and the Oregon vesper sparrow.

The goal of the HCP is to allow responsible growth to occur in the City, while providing superior species protection over what an ad-hoc, case by case permitting approach is providing currently. It is the intent of the HCP to cover all actions by private and public landowners that require City development approvals.

The HCP will allow operations and maintenance, recurring activities, and development to occur in some areas frequented by endangered species, offsetting any habitat loss with other, contiguous mitigation sites.

If the Bush Prairie HCP were not completed, development in a large portion of the City from small additions to single-family houses to larger development, as well as the City and Port's ongoing operations and maintenance activities would require individual HCPs and incidental take permits U.S. Fish and Wildlife.

The City and Port applied for the Phase 3 grant from USFWS in July 2022 and the grant was awarded in February 2023. The Phase 3 grant is a \$225,000.00 federal grant with a \$79,000 match (\$39,500 City/\$39,500 Port) of cash and staff time. The grant includes \$56,250 for WDFW to manage grant provided technical assistance and a WDFW \$14,750 match.

The amendment to the HCP Phase 3 Service Provider Agreement with ICF Jones & Stokes, LLC, will extend the term of the agreement to allow the City and the Port to complete the implementation measures that need to be in place before the HCP is approved.

3) Policy Support:

Comprehensive Plan Conservation Element Goal C-1: Support active measures to protect and enhance Tumwater's natural environment.

Comprehensive Plan Conservation Element Policy C-15.2: Protect, preserve, and restore habitats for species identified as endangered, threatened, or sensitive by the State or federal government, giving special consideration to measures necessary to preserve or enhance suitable habitat.

4) Alternatives:

None.

5) Fiscal Notes:

The attached amendment to the Service Provider Agreement is part of the Phase 3 HCP federal grant administered by WDFW and an internally funded work program task.

6) Attachments:

A. Service Provider Agreement with ICF Jones & Stokes, LLC for the Bush Prairie Habitat Conservation Plan Phase 3 Amendment 1

**FIRST AMENDMENT
TO
CITY OF TUMWATER
SERVICE PROVIDER AGREEMENT
FOR
BUSH PRAIRIE HABITAT CONSERVATION PLAN PHASE 3**

This FIRST AMENDMENT ("Amendment") is dated effective this _____ day of _____, 20____, and is entered into by and between the CITY OF TUMWATER, a Washington municipal corporation ("CITY"), and ICF JONES & STOKES, LLC, a Washington corporation, hereinafter referred to as the "SERVICE PROVIDER."

A. The CITY and the SERVICE PROVIDER entered into a Service Provider Agreement dated effective June 15, 2023, whereby the SERVICE PROVIDER agreed to provide technical expertise, where required, to perform the services and/or tasks set forth by the Service Provider Agreement ("Agreement").

B. Section 14 of the Agreement provided that the Agreement may only be amended by written agreement signed by the parties.

C. The CITY and the SERVICE PROVIDER are making significant progress towards completing the Bush Prairie Habitat Conservation Plan and desire to amend the Agreement to continue the Services described in Section 1 of the Agreement by extending the term of the Agreement.

NOW, THEREFORE, the parties agree to the following terms and conditions:

1. **TERM.**

Section 2 of the Agreement shall be amended to extend the term of the Agreement until September 1, 2027.

2. **FULL FORCE AND EFFECT.**

All other terms and conditions of the Agreement not modified by this Amendment shall remain in full force and effect.

DATED the effective date set forth above.

CITY:

CITY OF TUMWATER
555 Israel Road SW
Tumwater, WA 98501

SERVICE PROVIDER:

ICF Jones & Stokes, Inc.
1200 6th Avenue, Suite 1800
Seattle, WA 98101
UBI No. 94-1730361
Phone No. (703) 934-3461

LEATTA DAHLHOFF
Mayor

Signature (Notarized – see below)
Printed Name:
Title:

ATTEST:

Melody Valiant, City Clerk

APPROVED AS TO FORM:

Karen Kirkpatrick, City Attorney

STATE OF WASHINGTON

COUNTY OF THURSTON

I certify that I know or have satisfactory evidence that _____ (name) is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute the instrument and acknowledged it as the _____ (title) of _____ (company) to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

Notary Public in and for the State of Washington,
My appointment expires: _____.