



CITY OF  
**TUMWATER**

**PUBLIC WORKS COMMITTEE  
MEETING AGENDA**

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

**Thursday, May 07, 2026  
11:00 AM**

1. Call to Order
2. Roll Call
3. Interlocal Agreement with City of Olympia, City of Lacey, and Thurston County for Implementing the South Sound Green Program (Water Resources & Sustainability Department)
4. Canopy Equity Program (Water Resources and Sustainability Department)
5. Additional Construction Funds Request with Active Construction Inc. for the 2nd Avenue Pedestrian and Bicycle Improvements project (Transportation & Engineering Department)
6. Additional and Future Items
7. 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/83354560744?pwd=Zz0DpZu3kzmY98c23YbW4wv4AkJia3.1>

**Listen by Telephone**

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 833 5456 0744 and Passcode 996804.

**Public Comment**

The public may submit comments by sending an email to [council@ci.tumwater.wa.us](mailto: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.municodemeetings.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](mailto: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.

TO: Public Works Committee  
 FROM: Grant Gilmore, Water Resources Specialist  
 DATE: May 7, 2026  
 SUBJECT: Interlocal Agreement with City of Olympia, City of Lacey, and Thurston County for Implementing the South Sound Green Program

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1) Recommended Action:

Place the Interlocal Agreement with the Cities of Olympia and Lacey, and Thurston County for the Implementation of the South Sound Green (SSG) Program on the May 19, 2026, City Council consent calendar with a recommendation to approve and authorize the Mayor to sign.

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2) Background:

SSG is a program provided by the Thurston Conservation District that provides water quality education aimed at middle school students for the Tumwater School District and its regional partners. This work is coordinated and managed in part through the Water Resources & Sustainability Department and the Regional Environmental Education Partnership coordinator. The goal of this contract is to meet the city's education and outreach obligations identified in the National Pollution Discharge Elimination System (NPDES) permit requirements identified under section S5.C Public Education.

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3) Policy Support:

As an NPDES permittee, stormwater pollution and prevention education is a required deliverable to meet one of the regulated items identified in section S5.C Public Education.

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4) Alternatives:

- Discontinue water quality and stormwater education aimed at middle school ages within the Tumwater School District through SSG.
  - Develop and implement a new education outreach program designed for middle school students to meet NPDES permit requirements.
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5) Fiscal Notes:

Participating agencies will provide funding to the Thurston Conservation District in the amounts shown below based on population size, with Tumwater's share at 13% of the total cost. The budget will increase by five percent (5%) annually, for each jurisdiction, for the life of this contract. Tumwater's cost is paid through the Stormwater Utility Fund.

Jurisdiction 2026 Baseline

- |                            |                            |
|----------------------------|----------------------------|
| • City of Lacey \$19,656   | • City of Tumwater \$8,400 |
| • City of Olympia \$19,656 | • Thurston County \$18,720 |
- 

6) Attachments:

A. Interlocal Agreement for the South Sound Green Program

**INTERGOVERNMENTAL SERVICES CONTRACT  
FOR SOUTH SOUND GREEN  
BETWEEN  
THE CITIES OF LACEY, OLYMPIA, TUMWATER, AND THURSTON COUNTY  
AND THE THURSTON CONSERVATION DISTRICT**

THIS CONTRACT, pursuant to chapter 39.34 RCW, is made and entered into in five duplicate originals by and between the Cities of Lacey, Olympia, Tumwater, and Thurston County, hereinafter “LOCAL JURISDICTIONS” and THURSTON CONSERVATION DISTRICT, hereinafter “DISTRICT”. Wherein the DISTRICT administers a watershed education program for grades 4-12 known as South Sound GREEN (SSG) the LOCAL JURISDICTIONS enter into this contract.

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

**I. PURPOSE OF CONTRACT**

The LOCAL JURISDICTIONS have storm and surface water utilities with a regulatory responsibility to provide education to the general public, including school aged children, on the impacts of stormwater on surface waters and to provide opportunities to become involved in stewardship activities. In addition, the Local Jurisdictions have determined that providing stormwater and watershed-education through local partnerships offers a cost-effective method to deliver required educational messages. The Local Jurisdictions enter into this contract with the DISTRICT because it has a proven record of administering an effective watershed education program for grades 4-12 known as South Sound GREEN (SSG).

**II. CONTRACT SCOPE**

The LOCAL JURISDICTIONS shall work with the DISTRICT to prepare an annual Work Plan to describe the watershed education program activities each year. The annual Work Plan for each year shall be reviewed and approved in writing by the representatives of the LOCAL JURISDICTIONS by December 31<sup>st</sup> of the preceding year. In the event an annual Work Plan is not approved prior to December 31<sup>st</sup> of the preceding year, the LOCAL JURISDICTIONS can agree to an extension by which the annual Work Plan shall be reviewed and approved.

**III. SERVICES PROVIDED BY THE CONTRACTOR**

- A. District
  - i. Represents that it is qualified and possesses the necessary expertise, knowledge, training, and skills, and has the necessary licenses and/or certification to perform the duties set forth in this Contract.

- ii. Through the SSG program, shall perform the services set as described and agreed upon in the annual Work Plan, which are designed to reduce or eliminate behaviors and practices that contribute to adverse stormwater impacts.
- iii. Shall perform according to standard industry practice of the work specified by this Contract.
- iv. Shall provide labor and materials. Unless otherwise provided for in the Contract, no material, labor, or facilities will be furnished by the LOCAL JURISDICTIONS.
- v. Shall complete its work in a timely manner and in accordance with the schedule agreed to by the parties.
- vi. Shall submit billing invoices along with companion narrative progress reports to each jurisdiction on a quarterly basis within two weeks of the end of each calendar quarter. Quarterly narrative progress reports shall be provided to each jurisdiction in a format that is determined by and acceptable to the respective jurisdiction. In addition to the narrative, the 4<sup>th</sup> quarter report shall include the cumulative year-end numbers of participants by jurisdiction.
- vii. Shall serve as the administrator of this Contract.

**IV. LOCAL JURISDICTIONS**

- A. In order to assist DISTRICT in fulfilling its duties under this Contract, LOCAL JURISDICTIONS shall provide the following:
  - i. Assistance with developing an annual Work Plan, that shall be agreed upon in writing by the LOCAL JURISDICTIONS.
  - ii. Services, documents, or other information identified and agreed to in the annual Work Plan.

**V. BASE ANNUAL FUNDING**

A. The budget for the services under this Contract is established, and must be maintained by the DISTRICT, as follows. In consideration for the services described, the LOCAL JURISDICTIONS shall provide funding to the DISTRICT, in the amounts shown below, except in the event of a non-appropriation of funds. The budget will increase by five percent (5%) annually, for each jurisdiction, for the life of this contract.

Jurisdiction	2026 Baseline
City of Lacey	\$19,656
City of Olympia	\$19,656
City of Tumwater	\$8,400
Thurston County	\$18,720

- B. Payment to the DISTRICT by each jurisdiction shall be on a quarterly basis, with 25 percent of each jurisdiction's annual payment being paid each quarter. Payment shall be made to the DISTRICT following receipt by each jurisdiction, of the DISTRICT'S invoice and progress report summarizing services rendered to date under this Contract. The DISTRICT will work with each LOCAL JURISDICTION to determine preferred report content and format.

#### **VI. NON-APPROPRIATION OF FUNDS**

Should a LOCAL JURISDICTION fail to secure the base funding amount specified in Section V, due to non-appropriation of funds, the LOCAL JURISDICTION shall provide written notice to the other LOCAL JURISDICTIONS and the DISTRICT within thirty (30) calendar days of its budget adoption. The LOCAL JURISDICTIONS and the DISTRICT agree to meet within fourteen (14) calendar days thereafter to discuss the impacts of such a budget non-appropriate or reduction. The LOCAL JURISDICTIONS either separately or collectively may elect to redistribute costs or eliminate DISTRICT services at their discretion.

#### **VII. EFFECTIVE DATE; DURATION OF CONTRACT**

The term of this Contract shall commence upon the approval of the LOCAL JURISDICTIONS' respective governing bodies and the DISTRICT, and following posting on the DISTRICT's public website. This Contract will continue in effect until December 31, 2030, unless extended by mutual agreement of the Parties pursuant to Section X of this Contract. By this Contract, the parties ratify performance described in this Contract that was performed between January 1, 2025 and execution of this Contract by all parties.

#### **VIII. HOLD HARMLESS AND INDEMNIFICATION**

The DISTRICT agrees to indemnify, defend, and hold harmless LOCAL JURISDICTIONS, their elected officials, employees, and agents from and against any and all liabilities, losses, damages, expenses, actions, and claims, including reasonable attorneys' fees, arising out of or in connection with the DISTRICT'S performance of this Contract except for any damages arising out of bodily injury to persons or damage to property arising from the sole negligence of the LOCAL JURISDICTIONS, their agents or employees.

It is further specifically and expressly understood that the indemnification provided herein constitutes the DISTRICT'S waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Contract.

#### **IX. CONTRACT REPRESENTATIVE; NOTICE**

Each party to this Contract shall have a representative. The LOCAL JURISDICTIONS' representatives shall serve on the South Sound GREEN Advisory Committee. Each representative shall serve as the contract administrator for his or her jurisdiction, for purposes of this Contract. Notice required under this Contract shall be sent by email and to the address designated for the parties, below. Contract representatives may be changed upon notice to the other parties. Notice will be deemed to be

received three business days following deposit in the U.S. Mail, postage prepaid, or by electronic read receipt, or alternatively, electronic return response from the Jurisdiction’s representative.

**THURSTON CONSERVATION DISTRICT**

Thurston Conservation District Board Chair or designee  
Thurston Conservation District  
2918 Ferguson St. SW, Suite A  
Tumwater, WA 98512  
Phone: (360) 754-3588, Ext. 108

**CITY OF LACEY**

Water Resources Specialist or designee  
Lacey Water Resources

420 College Street SE  
Lacey, WA 98503  
Phone: (360) 491-5600

**CITY OF OLYMPIA**

Senior Program Specialist – Stormwater Education & Outreach or designee  
Olympia Water Resources  
PO Box 1967  
Olympia, WA 98507-1967  
Phone: (360) 570-3936

**CITY OF TUMWATER**

Water Resources Specialist or designee  
Tumwater Water Resources  
555 Israel Rd. SW  
Tumwater, WA 98501  
Phone: (360) 754-4148

**THURSTON COUNTY**

Education and Outreach Specialist or designee  
CPED - Community Planning  
3000 Pacific Ave SE  
Olympia, WA 98501  
Phone: (360) 754-4013

**X. TERMINATION AND MODIFICATION**

Any party may terminate participation in this Contract by giving 30 days’ written notice of intent to terminate to the other parties, provided that LOCAL JURISDICTIONS shall be obligated to pay the quarterly invoice for the quarter in which the LOCAL JURISDICTION terminates. This Contract may only be modified by agreement of all the parties hereto, executed in writing, in the same manner as this Contract. However, modification may be executed solely through written agreement between each and every named agency representative, as identified under Section IX of this Contract, for the following:

- a. Any modification to the annual Work Plan, as identified under Section II.
- b. Any modification of the annual budget as designated under Section V.

**XI. JURISDICTION AND VENUE**

This Contract has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to interpretation and performance. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Contract or any provisions thereof, shall be instituted only in any of the courts of competent jurisdiction in Thurston County, Washington.

**XII. SEVERABILITY**

- a. If, for any reason, any part, term or provision of this Contract is held by a court of competent jurisdiction to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.
- b. If it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith.

**XIII. ENTIRE AGREEMENT**

The parties agree that this Contract is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Contract shall be in writing and signed by all parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Contract does not constitute a waiver of the provisions of this Contract.

**XIV. RECORDATION**

Per RCW 39.34.040, this Contract shall be posted and electronically available to the public on the DISTRICT's website.

**XV. Miscellaneous**

No real or personal property is to be jointly acquired, held, or disposed under this Contract. No separate legal or administrative entity is created by this Contract.

IN WITNESS WHEREOF, the parties hereto have executed this Contract in quintuple originals to take effect on the date as prescribed in Section VII.

THURSTON CONSERVATION DISTRICT

\_\_\_\_\_  
Thurston Conservation District Board Chair

Date: \_\_\_\_\_

CITY OF LACEY

\_\_\_\_\_  
City Manager

Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

CITY OF OLYMPIA

Steven J Burney  
City Manager

Date: 02/25/2026

APPROVED AS TO FORM:

Michael M. Young  
Senior Deputy City Attorney

ATTEST:

Sean Krier  
City Clerk

CITY OF TUMWATER

\_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

THURSTON COUNTY BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Vice-Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Board Member

Date: \_\_\_\_\_

Board Member

Date: \_\_\_\_\_

Board Member

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk

APPROVED AS TO FORM:

PROSECUTING ATTORNEY

\_\_\_\_\_  
Deputy Prosecuting Attorney

TO: Public Works Committee  
FROM: Brian Caughlan, Urban Forester  
DATE: May 7, 2026  
SUBJECT: Canopy Equity Program

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1) Recommended Action:

No action requested. This is an opportunity for discussion on the topic.

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2) Background:

In 2024 the city was awarded a pass-through grant from the U.S. Forest Service (River Network) to fund several programs and 50% of the Urban Forester’s salary and benefits. Milestone 3 of this grant is to plan and launch a Canopy Equity Program. Staff will implement this program by inviting residents of identified target neighborhoods to participate in the program, hosting a workshop to teach proper planting and tree care, and then distributing trees, irrigation bags, mulch, and compost to the residents. The goal of reaching out to property owners directly is to encourage them to follow through with the program. Neighborhoods were identified on the basis of grant requirements which center on equity, existing canopy, and urban heat island effect.

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3) Policy Support:

2026 - 2032 City Council Strategic Plan / Be a leader in environmental health and sustainability:

Implement the Urban Forestry Management Plan.

- Action 1.1 (A). Increase canopy cover in the city to expand the community and urban forest.
  - Objective 6.3. Provide education and incentives for maintaining and enhancing the number of trees in community and urban forests on private property.
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4) Alternatives:

For information only, no alternatives are suggested. The program was designed to meet grant requirements and has little room for alterations at this time.

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5) Fiscal Notes:

This two-year project is entirely funded through the U.S. Forest Service (River Network) grant budgeted in the General Fund (25%) and Stormwater Utility Fund (75%). The estimated cost (not including staff time) is \$67,000.

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6) Attachments:

N/A

TO: Public Works Committee  
 FROM: Colby Fletcher, Construction Manager  
 DATE: May 7, 2026  
 SUBJECT: Additional Construction Funds Request with Active Construction Inc. for the 2nd Avenue Pedestrian and Bicycle Improvements project

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1) Recommended Action:

Increase the change order authority provided to the Transportation and Engineering Director under Tumwater Municipal Code 2.14.060 from 10 percent to 20 percent for the 2nd Avenue Pedestrian and Bicycle Improvements project, and place on the May 19, 2026 City Council consent calendar.

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2) Background:

The 2nd Avenue Pedestrian and Bicycle Improvements Project addresses traffic congestion, bicyclist safety, and pedestrian accessibility deficiencies in the vicinity of 2nd Avenue and Linwood Avenue. The project includes construction of a roundabout, bike lanes, new sidewalks and curb ramps, street lighting, landscaping, school and residential access improvements, and upgrades to City utilities in accordance with associated planning documents.

The City Council awarded the construction contract to Active Construction Inc. in the amount of \$3,545,545.00. The project is currently under construction and is anticipated to be completed by Fall 2026.

Per Tumwater Municipal Code (TMC) 2.14.060, Change orders or contract amendments, *“In addition to, and without limiting, the authority granted elsewhere in this chapter, a department director is authorized to approve and sign contract change orders or contract amendments, provided the total change order or contract amendment does not exceed the original contract amount by more than ten percent and sufficient funds are available within the existing budget.”* Current estimates indicate construction costs will exceed the contract bid amount by more than 10 percent, which exceeds the authority provided to staff under TMC 2.14.060. Accordingly, staff are proactively requesting City Council approval to increase change order authority to align with the project total construction cost and to avoid potential delays or claims associated with payment processing.

Cost increases are attributed to a variety of unforeseen conditions encountered during construction, including unknown utility conflicts, existing infrastructure not meeting current standards, discovery of previously unidentified obstructions, expanded utility work due to deteriorating infrastructure within the project limits, increased pavement and storm drainage improvements necessitated by poor existing conditions, and market volatility in oil prices affecting material costs.

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3) Policy Support:

**Strategic Priorities & Goals 2026-2032**

Create and Maintain a Transportation System Safe for All Modes of Travel

- Implement 2nd Avenue and Linwood Transportation Plan

- Bike and pedestrian system improvements

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4) Alternatives:

- Reject the request for additional funds and do not complete project construction.

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5) Fiscal Notes:

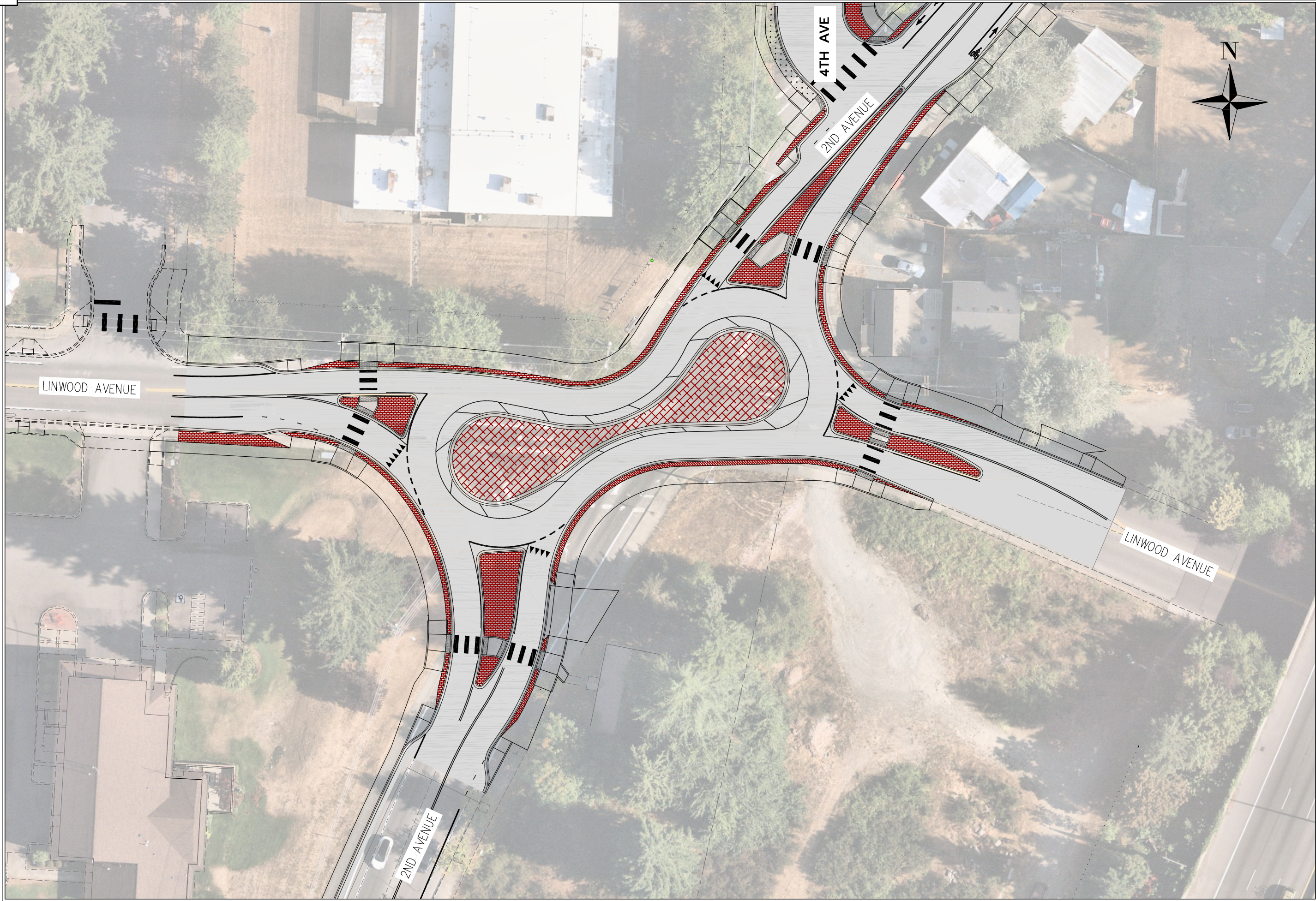
The funds are available in the Transportation CFP, Water CFP, and TBD. A portion of the project is funded by a Safe Routes to School grant.

The additional construction costs for this project will be funded under the city CFP funds and TBD fund as applicable.

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6) Attachments:

- A. Project Overview



DESIGNED BY: \_\_\_\_\_  
 DRAWN BY: \_\_\_\_\_  
 CHECKED BY: \_\_\_\_\_  
 APPROVED BY: \_\_\_\_\_  
 SCALE: H V

CITY OF TUMWATER  
 TRANSPORTATION AND  
 ENGINEERING DEPARTMENT  
 555 ISRAEL ROAD SW, TUMWATER, WA 98501  
 Phone: (360) 754-4140

REVISIONS: \_\_\_\_\_  
 DATE: \_\_\_\_\_

PROJECT  
**2ND AVENUE PEDESTRIAN &  
 BICYCLE IMPROVEMENTS**  
 PROJECT OVERVIEW

JOB : \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 INDEX: \_\_\_\_\_  
 SHEET: **1** OF **2**



MATCH LINE SEE SHEET 1 FOR ROUNDABOUT

DESIGNED BY: \_\_\_\_\_  
 DRAWN BY: \_\_\_\_\_  
 CHECKED BY: \_\_\_\_\_  
 APPROVED BY: \_\_\_\_\_  
 SCALE: H V

CITY OF TUMWATER  
 TRANSPORTATION AND  
 ENGINEERING DEPARTMENT  
 555 ISRAEL ROAD SW, TUMWATER, WA 98501  
 Phone: (360) 754-4140

REVISIONS: \_\_\_\_\_  
 DATE: \_\_\_\_\_

PROJECT: **2ND AVENUE PEDESTRIAN & BICYCLE IMPROVEMENTS**  
**PROJECT OVERVIEW**

JOB : \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 INDEX: \_\_\_\_\_  
 SHEET: **2 OF 2**