



Town of Yacolt
Town Council Meeting Agenda
Monday, June 13, 2022
7:00 PM
Town Hall

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

Approve Minutes of Previous Meeting(s)

- [1.](#) Draft Minutes from 5-9-22 Council Meeting

Citizen Communication

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.

Unfinished Business

- [2.](#) Clark County/Waste Connections Interlocal Agreement
- [3.](#) Library Lease Rate
- [4.](#) 6-Year Transportation Improvement Plan Public Hearing and Approval (Res. 606)
- [5.](#) Building Department/Administrative Authority

New Business

- [6.](#) NCLL Field Lights Proposal
- [7.](#) Yacolt Ghost Field Use Agreement
- [8.](#) Commission on Aging Presentation
- [9.](#) Records Review

[10.](#) Battle Ground School District Impact Fees

[11.](#) Permit Approvals

Town Clerk's Report

Public Works Department Report

Attorney's Comments

Citizen Communication

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.

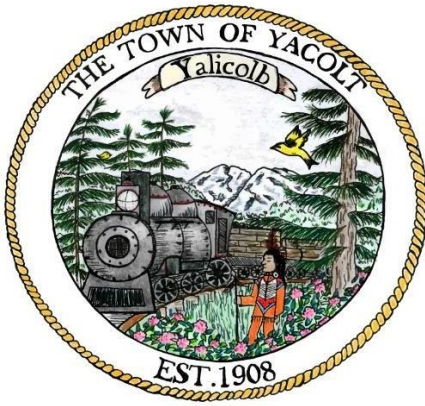
Council's Comments

Mayor's Comments

Approve to Pay Bills on Behalf of the Town

Executive Session

Adjourn



Town of Yacolt

Town Council Meeting Minutes

Monday, May 9, 2022

7:00 PM

Town Hall / Virtual / Telephonic

Call to Order

7:00 PM

Flag Salute

Roll Call

Council Members Present: Amy Boget, Michelle Dawson, Joshua Beck, Ronald Homola, Marina Viray

Council Member Absent: Amy Boget

Also present: Mayor Katelyn Listek, Town Attorney David Ridenour, Public Works Director Terry Gardner, Clerk Stephanie Fields

Late Changes to the Agenda

Discussion of Clark County Recycling Contract

Approve Minutes of 4-11-22 Meeting

Motion to approve minutes from April 11th meeting with minor corrections as discussed

Motion: Homola 2nd: Boget

Aye: Boget, Dawson, Beck, Homola, Viray **Nay:** 0

Motion Carried

Citizen Communication

None

Unfinished Business

Clark County Recycling Contract

This topic was carried over from last month's council meeting, since so many questions remained unanswered at that meeting. Council discussed Waste Connections' proposal for bi-weekly recycling pickups vs. a rate increase. Their concerns include the likelihood of pick-up postponements due to inclement weather, and that the decision they make needs to be in the best interest of their constituents. Attorney Ridenour reminded Council that some of Waste Connections' decisions and proposal may have been in response to state-level requirements going forward. Council still felt like they needed to speak face-to-face with representatives from Clark County Public Health and Waste Connections. The clerk said she would invite reps to come for a Q & A session at the June meeting.

Hardin Property Update

The court did approve the sale of the property for \$115,000. The sale is scheduled to close on May 16th, and payment will be made to the Town shortly thereafter. This closes a decades-old nuisance case, and results in a positive financial outcome for the Town.

Alternative to National Night Out

Council once again discussed the possibility of joining with the Fire Station/EMS in their July 30th Safety Fair as an alternative to National Night Out. There was some discussion, and the consensus was that we should still do the National Night Out on Tuesday, August 2nd. Since July 31st is the Town's official birthday, Mayor Listek suggested that we participate in the Safety Fair by celebrating the Town's birthday, handing out birthday cupcakes. Then we should also ask the Fire Dep't./EMS if they will still bring their rigs to our National Night Out on Aug. 2. Council all agreed that this was a good plan.

New Business

Rotate Finance Committee

Councilmember Boget was nominated to be on the finance committee through the October meeting.

Motion: Viray **2nd:** Homola
Aye: Boget, Dawson, Beck, Homola, Viray **Nay:** 0
Motion Carried

Library Lease Renewal

Mayor Listek mentioned that the Library is planning to make some building and drainage/septic repairs at their own expense, and that they have donated a shipping container to the Town. Public Works Director Gardner said that the library has really been taking good care of the building and property. After brief discussion, motion was made to extend the Library's Lease Agreement with no changes.

Motion: Homola **2nd:** Boget
Aye: Boget, Dawson, Beck, Homola, Viray **Nay:** 0
Motion Carried

Building Permit Forms Update/ Administrative Decisions on Certain Permits

Ridenour stated that there has been and will continue to be a growing number of inquiries in permits. The Clerk, Engineer, Inspector, and he have been working as a team to create new forms which incorporate all the elements that are statutorily required. He explained the new forms and the Cost Recovery concept, and how the new forms and permits in general are designed to protect both homeowners and the Town. After giving some history on past cleanup of old code and mentioning that we still have a lot of work to do cleaning up even more of the existing code, he spoke about the possibility of changing our code so that some minor permits might be able to be approved administratively (after due diligence by the Town's consultants) rather than having to wait to be approved at monthly Council meetings. While agreeing that they would always need to see/approve land use decisions, Council then discussed where they might draw the line on allowing for administrative decisions if a new ordinance was written to change code. Ridenour said that our Town Engineer and Building Inspector would be consulted, to incorporate their thoughts into the drafting of a new ordinance on this.

6-Year Transportation Improvement Plan Update

Gardner said that he, John, and Devin Jackson (Town Engineer) went over every street in Town. They decided that what is in the existing TIP remains our current priorities for 2023-2028, and the plan will be presented to Council for approval at the June Council meeting.

Town Clerk's Report

- ARPA Report was submitted on April 27th and the Annual Report is Due to the State Auditor by May 27th.
- Took a preliminary Hazard Mitigation class and will be compiling a complex set of reports for CRESA's Hazard Mitigation Planning project.
- Will soon begin working on a Data Request from the State Auditor's Office as a prep for the 2021-2023 Audit.
- Has been getting a lot of complaint calls, many on nuisance-type properties, and a complaint that people are once again living in the motorhome at the old Tallman's property. Wants to start putting together some "Nuisance" letters.

Public Works Department Report

- Thanked all the volunteers at the Town CleanUp: Ronald, Ben, Nick, Nikko, and Josh.
- Will be meeting tomorrow morning again with Sheriff Deputies re: tagging and towing abandoned cars from our streets.

Attorney's Comments

Wanted to be sure everyone knows that we will not be *required* to have virtual meetings after June 1st, although we still *can*. Homola then asked if we should perhaps retain the ability to have virtual meetings, just in case, and Clerk Fields answered that we have GoToMeetings paid for through next February.

Motion was made to cease virtual meetings as of June 1st.

Motion: Boget **2nd:** Beck

Aye: Boget, Dawson, Beck, Homola, Viray **Nay:** 0

Motion Carried

Citizen Communication

David Reis thanked the Town CleanUp volunteers who helped him and his wife out.

Council's Comments

- Boget – Thanked Gardner and Mayor Listek and all who have donated their time for the Town. She will be gone in August, so will miss the August Council meeting and National Night Out.
- Homola – Enjoyed working with Gardner, Beck, and other volunteers at the Town CleanUp.
- Viray- Thanked the vendors who braved the weather at the first Outdoor Market.

Mayor's Comments

- Thanked the volunteers, Impact Automotive for hosting the Pot-A-Plant-For-Mom event, and Amboy Market for facilitating the paint recycling at Town CleanUp.
- Plugged the upcoming circus on May 23rd. Tickets are available at Impact Automotive and the Learning Center
- Wants to get together with business, church, and activity leaders in Town to plan events way ahead of time in an effort to prevent scheduling conflicts.

Approve to Pay Bills on Behalf of the Town

Motion was made to pay the bills on behalf of the Town

Motion: Homola

2nd: Boget

Aye: Boget, Dawson, Beck, Homola, Viray

Nay: 0

Motion Carried

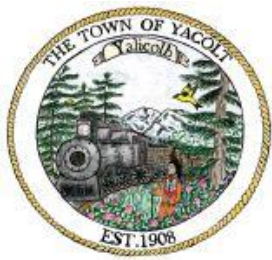
Adjourn

9:06 pm

Mayor Katelyn Listek

Clerk Stephanie Fields

Approved by Council vote on _____



Town of Yacolt

Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Clerk Stephanie Fields

Group Name:

Address: 202 W. Cushman
Yacolt, WA 98675

Phone: 360-686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Interlocal Agreement with Clark County for Waste Connections Trash and Recycling Collection

Proposed Meeting Date: June 13, 2022

Action Requested of Council: Listen to the presentation by Brian Schlottmann of Clark County Public Health and Derek Ranta of Waste Connections; get answers to any questions you may have; vote on entering into a new Interlocal Agreement with Clark County for Waste Connections to continue to collect our recycling and trash, on a weekly or bi-weekly basis (recycling) and weekly basis (trash).

Proposed Motion: "I move that the Town of Yacolt enter into a new Interlocal Agreement with Clark County to have Waste Connections continue to collect our trash on a weekly basis, and to collect our recycling (weekly/bi-weekly) going forward."

Summary/ Background: Over the past two Council meetings, Council has discussed the options offered by Waste Connections for Recycling and Trash collection: Trash collection would remain weekly, although Waste Connections is offering free larger rolling bins to homeowners in Yacolt. Recycling collection has two options: bi-weekly collection, for which the rates would remain the same as they are, or weekly collection, for which the monthly rates would increase by between \$2-\$3 per average household. If we choose the bi-weekly recycling option, Waste Connections will no longer charge the Town for picking up the Town's trash/recycling. Since our current Agreement ends as of June 30th, we must enter into a new Agreement effective July 1st. Council must now vote on which plan they choose.

Staff Contact(s): Clerk Stephanie Fields

clerk@townofyacolt.com

Mayor Katelyn Listek

mayorlistek@townofyacolt.com

(360) 686-3922



Town of Yacolt

Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Katelyn J. Listek, Mayor
Address: 202 W. Cushman St.
P.O. Box 160
Yacolt, WA 98675
Email Address:

Group Name: Mayor and Staff
Phone: (360) 686-3922
Alt. Phone:

ITEM INFORMATION:

Item Title: Library Lease – Review of Monthly Lease Rate.

Proposed Meeting Date: June 13, 2022.

Action Requested of Council: Consider whether the Town should ask for a voluntary increase of the rent due under the Town’s Lease Agreement with the Fort Vancouver Regional Library District.

Proposed Motion: “I move that the Council authorize Mayor Listek or her designee to ask the Fort Vancouver Regional Library District for a voluntarily increase in the monthly rent for the upcoming extension of their Lease Agreement with the Town.

Summary/ Background: The Town Council approved a 5-year automatic renewal of its Lease of the Old Town Hall building to the Vancouver Regional Library District at its meeting on May 9, 2022. The monthly rent during the first 5-year term was \$200.00. No changes were proposed for the upcoming 5-year term. The rented area is 800 square feet. The \$200.00 rental rate equates to annual rent of \$3.00 per square foot.

Staff proposes a discussion about whether this rental rate is sufficient and represents a fair rental value for the building. The Town does not have an appraisal, but general information about rental rates in Clark County for office and commercial properties is available through many resources, (including, for example, online at loopnet.com).

A simple pro forma spreadsheet showing sample rental rates and their impact on the Town’s revenue is provided below. A copy of the 2022 budget for the Fort Vancouver Regional Library District is also attached.

Pro Forma Yacolt Library Lease Rates					
Monthly Rent	Annual Rent	Annual Rate Per Sq. Foot	Leased Area	5-Year Term Revenue	Total 5-Year Revenue Increase
Existing Contract					
\$ 200.00	\$ 2,400.00	\$ 3.00	800	\$ 12,000.00	
Contract Extension					
\$ 200.00	\$ 2,400.00	\$ 3.00	800	\$ 12,000.00	<i>n/a</i>
\$ 600.00	\$ 7,200.00	\$ 9.00	800	\$ 36,000.00	\$ 24,000.00
\$ 1,200.00	\$ 14,400.00	\$ 18.00	800	\$ 72,000.00	\$ 60,000.00
\$ 1,666.67	\$ 20,000.00	\$ 25.00	800	\$ 100,000.00	\$ 88,000.00

Staff Contact(s): Stephanie Fields, Town Clerk.
 Katelyn Listek, Mayor of Yacolt.
 (360) 686-3922

Fort Vancouver Regional Library District
Statement Of Revenue - Budget - Fiscal Year 2022
APPROVED 12/13/2021

REVENUE		2021 Budget Amended	2022 Budget	Dollar Difference	Percent Change
311.10	Property Taxes - Clark	23,500,000	\$24,250,000	\$750,000	3.19%
311.10	Property Taxes - Cowlitz	350,000	\$325,000	-\$25,000	-7.14%
311.10	Property Taxes - Klickitat	1,350,000	\$1,345,500	-\$4,500	-0.33%
311.10	Property Taxes - Skamania	700,000	\$675,000	-\$25,000	-3.57%
	Property Taxes	25,900,000	\$26,595,500	\$695,500	2.69%
311.11	Other General Tax	0	0	\$0	0%
318.20	Leasehold Excise Tax	120,000	120,000	\$0	0%
	Other Taxes	120,000	120,000	\$0	0.00%
332.00	Federal in-lieu of Taxes	5,000	5,000	\$0	0.00%
335.05	State Forest Boards	300,000	225,000	-\$75,000	-25.00%
338.72	INET City of Vancouver (PEG)	61,000	61,000	\$0	0.00%
338.72	Contracts - Clark County Jail	500	500	\$0	0.00%
	Intergovernmental, Grants & Contracts	366,500	291,500	-\$75,000	-20.46%
341.60	Equipment Use Fees	20,000	20,000	\$0	0.00%
347.21	Non-Resident Borrower Fee	2,000	6,000	\$4,000	200.00%
347.90	Lost / Damaged Material Fee	25,000	25,000	\$0	0.00%
347.50	Collection Agency Referral Fee	5,000	5,000	\$0	0.00%
	Charges for Services	52,000	56,000	\$4,000	7.69%
361.11	Investment Interest	140,000	120,000	-\$20,000	-14.29%
362.00	Rental Income	0	2,500	\$2,500	0.00%
367.10	Gifts/Contributions	15,000	15,000	\$0	0.00%
369.90	Miscellaneous	500	2,500	\$2,000	400.00%
369.90	Grants	20,000	150,000	\$130,000	650.00%
369.90	Other Miscellaneous - E-Rate	200,000	200,000	\$0	0.00%
395.00	Sale of Assets	2,000	20,000	\$18,000	900.00%
	Miscellaneous	377,500	510,000	\$132,500	35.10%
	Subtotal-Operating Revenues	26,816,000	\$27,573,000	757,000	2.82%
397.10	Transfer in (unrestricted)	0	0	\$0	0.00%
397.10	Transfer in (restricted)	0	2,400,000	\$2,400,000	100.00%
	Transfer from Reserves	0	2,400,000	\$2,400,000	100.00%
369.40	Insurance	4,000,000	250,000	-\$3,750,000	-93.75%
338.72	Yale Valley Library District	825,000	162,500	-\$662,500	-80.30%
369.90	Library Friends Groups	4,000	150,000	\$146,000	3650.00%
369.90	Fort Vancouver Regional Library Foundation	2,400,000	1,000,000	-\$1,400,000	-58.33%
	Reimbursements	7,229,000	1,562,500	-\$5,666,500	-78.39%
	Grand Total Revenue	34,045,000	\$31,535,500	-\$2,509,500	-7.37%

Fort Vancouver Regional Library District
Statement of Expenditure Budget - Fiscal Year 2022

Library Operating Budget

<u>Bars</u>	<u>Description</u>	2021 Budget Amended	2022 Budget	Dollar Difference Between 2021 & 2022	Percentage Increase or Decrease
Personnel: Wages & Benefits					
572.00	Wages	11,563,314	12,000,000	436,686	3.78%
572.24	Benefit - Medical	2,501,458	2,560,000	58,542	2.34%
572.24	Benefit - Dental	306,644	300,000	-6,644	-2.17%
572.24	Benefit - Life, LTD, STD	132,891	125,000	-7,891	-5.94%
572.22	Benefit - PERS	1,459,354	1,540,000	80,646	5.53%
572.21	Benefit - FICA	871,318	910,000	38,682	4.44%
572.25	Benefit - L & I	117,603	100,000	-17,603	-14.97%
572.2X	Benefit - PFMLA	17,941	20,000	2,059	11.48%
572.28	Unemployment Expense	10,000	10,000	0	0.00%
	Personnel Subtotal:	16,980,523	17,565,000	584,477	3.44%
Equipment: Technology & Supplies					
572.30	Supplies	400,000	\$392,525	-7,475	-1.87%
572.35	Small Equipmt (FFE)	250,000	\$266,700	16,700	6.68%
572.38	Technology	525,000	\$433,000	-92,000	-17.52%
572.33	Library Software and Professional	300,000	350,000	50,000	16.67%
	Equipment Subtotal:	1,475,000	1,442,225	-32,775	-2.22%
Resources: Books, Materials & e-resources					
572.34	Library Books & Materials	1,600,000	2,300,000	700,000	43.75%
572.39	Electronic Resources	1,400,000	1,600,000	200,000	14.29%
	Resources Subtotal:	3,000,000	3,900,000	900,000	30.00%
Operations: Services, Overhead and Maintenance					
572.41	Professional Services	1,238,000	1,725,000	487,000	39.34%
572.42	Communications	419,400	387,800	-31,600	-7.53%
572.43	Training / Travel	50,000	108,000	58,000	116.00%
572.44	Advertising	15,000	30,000	15,000	100.00%
572.45	Rentals / Leases	1,223,349	567,925	-655,424	-53.58%
572.46	Insurance	223,700	220,000	-3,700	-1.65%
572.47	Utilities	408,500	458,855	50,355	12.33%
572.48	Repairs & Maintenance	775,000	704,250	-70,750	-9.13%
572.49	Misc / Dues / Printing / Other	131,200	165,700	34,500	26.30%
572.50	Intergovernmental Services	2,500	3,640	1,140	45.60%
	Operations Subtotal:	4,486,649	4,371,170	-115,479	-2.57%
Subtotal-Operating Expenditures		25,942,172	27,278,395	1,336,223	5.15%
Capital Projects: Library Improvements					
572.62	Buildings / Non-Owned	\$1,500,000	500,000	-1,000,000	-66.67%
572.62	Yale	\$450,000	40,000	-410,000	-91.11%
594.62	Buildings / Owned	\$2,000,000	3,392,105	1,392,105	69.61%
594.64	Machinery & Equipment	\$427,828	325,000	-102,828	-24.03%
	Capital Projects Subtotal:	4,377,828	4,257,105	-120,723	-2.76%
Reserves-Library Development					
572.38	Reserve Projects	3,725,000	0	-3,725,000	0.00%
	Reserves Subtotal:	\$ 3,725,000	0	-3,725,000	0.00%
Grand Total All Expenditures:		\$34,045,000	\$ 31,535,500	-\$ 2,509,500	-7.37%



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Mayor Listek

Group Name:

Address: 202 W. Cushman
Yacolt, WA 98675

Phone: 360-686-3922

Email Address: mayorlistek@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: 6-Year Transportation Improvement Plan

Proposed Meeting Date: June 13, 2022

Action Requested of Council: Following the Public Hearing for the TIP, adopt Resolution #606 (without or with changes specified).

Proposed Motion: "I move that the Council pass Resolution #606 and adopt the 6-Year Transportation Improvement Plan as presented by staff without change."

(Alternately, the Motion for adoption could be made with the Council's specified changes and additions.)

Summary/ Background: RCW 35.77 requires that all cities and towns create perpetual six-year plans for proposed transportation improvements. Yacolt is required to update its six-year plan annually before July 1st of each year. Based on the Council's direction following discussion at this meeting, staff will prepare a revised six-year plan for 2023-2028. The proposed new plan will be the subject of a public hearing at the Council's June 13, 2022 regular meeting. Following that public hearing, the Council may revise and/or adopt the final six-year plan as presented. The plan must be filed with the Secretary of Transportation within 30 days of its adoption, or by July 1st, whichever is earlier.

Other noteworthy elements of the statute are listed below.

1. The Town's Six-Year Transportation Plan must be consistent with the Comprehensive Plan. (RCW 35.77.010(1)).

2. The Plan must include any new or enhanced bicycle or pedestrian facilities identified pursuant to 36.70A.070(6) or other applicable changes that promote nonmotorized transit. (RCW 35.77.010(1)).
3. The Six-Year Plan must specifically set forth projects and programs of regional significance. (RCW 35.77.010(1)).
4. The Six-Year Plan must contain information as to how the Town will expend its moneys, including funds made available for nonmotorized transportation purposes. (RCW 35.77.010(2) and RCW 47.30).
5. The Six-Year Plan must contain information as to how the Town will preserve railroad right-of-way in the event the railroad ceases to operate in the Town's jurisdiction. (RCW 35.77.010(3)).
6. Each annual revision to the Six-Year Plan must include consideration of, and, where practicable, provisions for bicycle routes. However, the Town is not required to provide for bicycle routes where the cost of establishing them would be excessively disproportionate to the need or probable use. (RCW 35.77.015).
7. The Town is allowed to enter into agreements with the County to perform road construction and maintenance services. Such agreements must be approved by Town ordinance. (RCW 35.77.020, 030, and 040).

Staff Contact(s): Clerk Stephanie Fields

clerk@townofyacolt.com

Mayor Katelyn Listek

mayorlistek@townofyacolt.com

(360) 686-3922

Resolution #606

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YACOLT, WASHINGTON, ADOPTING THE TOWN'S REVISED COMPREHENSIVE SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR 2023-2028, AND REPEALING ALL CONFLICTING ORDINANCES AND RESOLUTIONS

Whereas, the Town of Yacolt, (hereafter “*Town*” or “*Yacolt*”), is required by RCW 35.77 to review and revise annually its Six-Year Transportation Improvement Program, consisting of street-related improvement projects in priority order, proposed to be completed within the next six years;

Whereas, the purpose of the revised and extended Program is to ensure that the Town will have available advance plans for use as a guide in carrying out a coordinated street construction program, and as a program and schedule for the financing of anticipated public improvements;

Whereas, notice of the time and place for a public hearing on the revised and extended plan was published in the Town’s official newspaper on June 8, 2022, with said public hearing being scheduled for June 13, 2022, during a regular public meeting of the Town Council;

Whereas, the scheduled public hearing was held on June 13, 2022, at which the Council accepted testimony from the general public on the revised and extended plan and discussion was had as to the improvements of various streets and related transportation facilities within the Town, together with the specific priority of each project, as required by RCW 35.77.010;

Whereas, the revised and extended plan provides a logical and necessary means to implement in a coordinated and financially feasible manner elements of the Town’s Comprehensive Plan; to coordinate the Town’s plans with other government agencies; and to qualify the Town for various tax and grant funding opportunities;

Whereas, the Town Council makes the following findings with respect to the revised and extended plan:

- 1). The revised and extended plan is consistent with Yacolt’s Growth Management Plan;
- 2). The revised and extended plan addresses pedestrian and bicycle facilities adequately;
- 3). The cost of providing significant bicycle routes would be excessively disproportionate to the need or probable use of such facilities at this time;
- 4). The revised and extended plan is exempt from the expenditure requirements for nonmotorized traffic facilities described in RCW 47.30.050 pursuant to the terms of that statute; and,
- 5). The revised and extended plan described in this Resolution is in the best interest of the public and the residents of the Town of Yacolt;

Whereas, the Town has satisfied applicable public hearing and notice requirements prior to adoption of this Resolution;

Whereas, the Yacolt Town Council desires to adopt the revised and extended plan attached to this Resolution as Exhibit A; and,

Whereas, the Town Council of the Town of Yacolt is in regular session this 13th day of June, 2022, and all members of the Town Council have had notice of the time, place, and purpose of said meeting:

NOW THEREFORE, be it Resolved by the Town Council of the Town of Yacolt, Washington, as follows:

Section 1 - Adoption of Plan. The Town of Yacolt’s Comprehensive Six-Year Transportation Improvement Program for 2023-2028, attached hereto as Exhibit “A”, is hereby adopted as the current transportation improvement program for the Town of Yacolt.

Projects and timeframes identified in the Six-Year Transportation Improvement Program are estimates only, and may change due to a variety of circumstances. The projects and timeframes are not intended by the Town to be relied upon by property owners or developers in making development decisions.

In the event a railroad ceases to use any railroad right-of-way within the Town, the Town will utilize all reasonable options available under state or federal law to preserve the right-of-way for future rail purposes pursuant to RCW 35.77.010(3).

Section 2 - Instructions to the Clerk. The Town Clerk shall:

- a). Transmit a copy of this Resolution, (with the attached revised and extended Comprehensive Six-Year Transportation Improvement Program for 2023-2028), to the Secretary of Transportation for the Washington State Department of Transportation. The Town Clerk is directed to file these documents with the Washington State Department of Transportation within thirty (30) days of the adoption of this Resolution, or by July 1, 2022, whichever date is earliest;
- b). Cause notice of the adoption of this Resolution to be published forthwith in the Town’s official newspaper pursuant to Section 6 below;
- c). Promptly forward copies of this Resolution to the Washington Transportation Improvement Board, (TIB), the appropriate department of the Public Services Department of Clark County, Washington, and such other offices as may be required; and,
- d). Promptly post a copy of this Resolution on the Town’s website for public inspection.

Section 3 - Repealer. All ordinances, resolutions, and/or parts of ordinances and resolutions of the Town of Yacolt in conflict herewith, are hereby repealed.

Section 4 - Severability. If any section, sentence, clause or phrase of this Resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any section, sentence, clause or phrase of this Resolution.

Section 5 - Adoption of Recitals. The foregoing Recitals are hereby ratified and confirmed as being true and correct and are hereby made a part of this Resolution upon adoption hereof.

Section 6 - Effective Date. This Resolution shall be effective upon passage, approval and signatures hereon in accordance with law. The Town Clerk may publish the following summary of this Resolution:

Town of Yacolt - Summary of Resolution #606

The Town Council of the Town of Yacolt adopted Resolution #606 at its regularly scheduled Town Council meeting held on June 13, 2022. The content of the Resolution is summarized in its title as follows: “A Resolution of the Town Council of the Town of Yacolt, Washington, Adopting the Town’s Revised Comprehensive Six-Year Transportation Improvement Program for 2023-2028, and Repealing All Conflicting Ordinances and Resolutions”.

The effective date of the Resolution is June 13, 2022. A copy of the full text of the Resolution will be mailed upon request to the undersigned at the Town of Yacolt Town Hall, P.O. Box 160, Yacolt, WA 98675: (360) 686-3922.

Published this 29th day of June, 2022.
Yacolt Town Clerk.

Resolved by the Town Council of the Town of Yacolt, Washington, at a regular meeting thereof this 13th day of June, 2022.

TOWN OF YACOLT

Katelyn J. Listek, Mayor

Attest:

Stephanie Fields, Town Clerk

Approved as to Form:

David W. Ridenour, Town Attorney

Ayes: _____
Nays: _____
Absent: _____
Abstain: _____

TOWN CLERK'S CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of Resolution #606 of the Town of Yacolt, Washington, entitled "A Resolution of the Town Council of the Town of Yacolt, Washington, Adopting the Town's Revised Comprehensive Six-Year Transportation Improvement Program for 2023-2028, and Repealing All Conflicting Ordinances and Resolutions" as approved according to law by the Yacolt Town Council on the date therein mentioned.

Attest:

Stephanie Fields, Town Clerk

Published: June 29, 2022
Effective Date: June 13, 2022
Resolution Number: 606

Town of Yacolt, Clark County, Washington

Six Year Transportation Improvement Plan From 2023 to 2028

Public Hearing:
Adopted: Resolution#

Project Description	Priority	Financing	2023	2024	2025	2026	2027	2028
General Planning Evaluation								
Engineering review and planning evaluation of the Town's streets, sidewalks, curbs, gutters, drainage, bicycle and pedestrian elements, ADA transition planning, and/or railroad crossing structures.	1	State Funds: \$25,000 Local Funds: \$25,000 Total Funds: \$50,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Yacolt -Town Wide								
Crack sealing of Yacolt roads Town wide	1	State Funds: \$0 Local Funds: \$45,000 Total Funds: \$45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -
E. Hoag Street								
NE Railroad Ave to terminus Pavement preservation	1	State Funds: \$21,090 Local Funds: \$1110 Total Funds: \$22,200	\$ 22,200	\$ -	\$ -	\$ -	\$ -	\$ -
South Hubbard								
E Jones to E Hoag St Pavement preservation	2	State Funds: \$38,680 Local Funds: \$2,000 Total Funds: \$40,680	\$ -	\$ 40,680	\$ -	\$ -	\$ -	\$ -
Cushman Street								
Int. Railroad to BYCX Railway ADA Compliance Crossing	2	State Funds: \$134,900 Local Funds: \$7,100 Total Funds: \$142,000	\$ -	\$ 142,000	\$ -	\$ -	\$ -	\$ -
E. Valley Road								
S. Hubbard to Dead End Pavement preservation	2	State Funds: \$24,000 Local Funds: \$3,600 Total Funds: \$27,600	\$ -	\$ -	\$ 27,600	\$ -	\$ -	\$ -
West Yacolt Rd								
Pavement preservation 1900 lin. ft.	3	State funds \$ 65,760 (RSTP) Local Funds: \$6,000 Total Funds: \$71,760	\$ -	\$ -	\$ 71,760	\$ -	\$ -	\$ -
E. Wilson								
S. Hubbard to Dead End Pavement preservation	2	State Funds: \$22,800 Local Funds: \$5,640 Total Funds: \$28,440	\$ -	\$ -	\$ -	\$ 28,440	\$ -	\$ -
E. Farrer Street								
N. Hubbard to N. Pine Ave. Pavement preservation	4	State Funds : \$ 40,200 Local Funds: \$0 Total Funds: \$40,200	\$ -	\$ -	\$ -	\$ 40,200	\$ -	\$ -
N. Pine Street								
E. Yacolt Rd. to Dead End Pavement preservation	4	State Funds: \$48,600 Local Funds: \$0 Total Funds: \$48,600	\$ -	\$ -	\$ -	\$ 48,600	\$ -	\$ -
N. Hubbard Road								
E. Yacolt Rd. to N. Dead End Pavement preservation	4	State Funds: \$0 Local Funds: \$50,280 Total Funds: \$50,280	\$ -	\$ -	\$ -	\$ 50,280	\$ -	\$ -
W. Hoag Street								
S. Railroad Ave. to Dead End New pavement on 1/2 of street and side walk repairs	5	State Funds: \$237,500 (CDBG) Local Funds: \$12,500 Total Funds: \$250000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -
Blackmore Avenue								
W. Humphrey St. to W. Jones Pavement preservation	6	Local Funds: \$9,750 State Funds: \$9,750 Total Funds: \$19,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,500
W. Christy Street								
N. Amboy Road to Dead End Pavement preservation	6	State Funds: \$42,588 Local Funds: \$0 Total Funds: \$42,588	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,588
N. Cedar Avenue								
E. Yacolt Road to Dead End Pavement preservation	6	State Funds: \$50,280 Local Funds: \$0 Total Funds: \$50,280	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,280



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: David W. Ridenour	Group Name: Town Attorney
Address: 202 W. Cushman St. P.O. Box 160 Yacolt, WA 98675	Phone: (360) 991-7659
Email Address: david@davidridenourlaw.com	Alt. Phone:

ITEM INFORMATION:

Item Title: Building Department: Delegation of Authority to Approve Some Building Permits.

Proposed Meeting Date: June 13, 2022.

Action Requested of Council: Discuss delegating the Council’s authority to approve certain building permit applications to the Mayor and/or the Town Clerk.

Proposed Motion: None.

Summary/ Background:
At its last regular meeting, the Council discussed whether to delegate additional authority to the Mayor or Town Clerk to approve certain kinds of building permit applications. The general idea is that certain kinds of building projects should present few difficulties or challenges. A faster process for approving those kinds of projects would save time and money for both the project applicants and the Town.

A general discussion followed, and ideas were shared for how to define which kinds of projects should be approved administratively, and which kinds should be presented to the Council for review.

The suggestions for administrative approvals included projects under a specified dollar limit; those where no engineering plans were involved; or those for which outside approvals have been received from the Town Engineer and Town Building Inspector.

The Mayor and staff have discussed the issue further since the Council’s meeting. The Mayor, staff and consultants are naturally in favor of reducing the time and cost of permit processing wherever possible. The Town is working to improve the Town’s internal systems for processing permits so that permit processing is reliable, consistent, and

reasonable in terms of our work with applicants and our obligation to enforce a wide variety of building and land use codes.

This matter is being brought back to the attention of the Council to invite further discussion, this time with additional information about the history of the key sections of the Yacolt Municipal Code that govern building permit applications, and additional thoughts about the pros and cons of different plans for administrative approvals. This additional information is provided below.

Staff Contact(s):

Stephanie Fields, Town Clerk.
Katelyn Listek, Mayor of Yacolt.
David W. Ridenour, Town Attorney.
(360) 686-3922.

=====

The History of Building Permit Application Review in Yacolt

1997:

Before 2015, all building permit applications were first reviewed by the Town Council before going to Clark County for further processing, final approvals and inspections. This arrangement was explained in Ordinance #371, adopted on February 3, 1997. The Ordinance also provided for administrative approval of certain projects by the Mayor:

SECTION 16: CONDITIONS TO BE MET PRIOR TO ISSUANCE OF BUILDING PERMIT

A. Initial application for a building permit shall be made to the Town Clerk on a form supplied by the Town. An initial application shall be consider [sic] by the Town Council. Following approval of an initial building permit application by the Town Council, the Mayor shall consider issuance of a certification of compliance with zoning and other pertinent local regulations. The initial building permit application filed with the Town and the zoning certification of compliance shall be submitted to the Clark County Building Division by the applicant. The applicant shall provide the County with any additional required information on forms provided by the County. No construction shall be undertaken on the project in question, until such date stated on the building permit for the project issued by the County.

B. Minor construction may be determined to be exempt from a building permit, following the submission of an application to the Town Clerk on forms provided by the Town and approval of such application by the Mayor. Construction exempt from the a building permit is that which total value as determined in section 304 (b) of the Building Code or as otherwise documented by the applicant does not exceed fifteen hundred dollars (\$1,500) and a contractor is not involved and the construction of any fence;

PROVIDED that the construction or alteration does not involve any engineered structural components, or reduce existing egress, light, air and ventilation, or include electrical, plumbing or mechanical fixtures whose installation requires a licensed contractor. This exemption shall not otherwise exempt the construction or alteration from the substantive standards of the codes enumerated in RCW 19.27.031 as amended and maintained by the State Building Code Council under RCW 19.27.031.

2011:

In 2011, the Council talked about expanding the kinds of building permit applications that could be processed and approved administratively. The key change was the addition of an initial administrative approval for certain emergency situations. Ordinance #484, adopted on September 6, 2011, provided the following rules for administrative approvals:

Section I - Amendment of Section 16 of Ordinance #371.

Section 16 of Ordinance #371 of the Town of Yacolt, adopted February 3, 1997, is hereby amended to read as follows:

SECTION 16: CONDITIONS TO BE MET PRIOR TO ISSUANCE OF BUILDING PERMIT

A. Initial application for a building permit shall be made to the Town Clerk on a form supplied by the Town. An initial application shall be considered by the Town Council. Following approval of an initial building permit application by the Town Council, the Mayor shall consider issuance of a certification of compliance with zoning and other pertinent local regulations. The initial building permit application filed with the Town and the zoning certification of compliance shall be submitted to the Clark County Building Division by the applicant. The applicant shall provide the County with any additional required information on forms provided by the County. No construction shall be undertaken on the project in question until such date stated on the building permit for the project issued by the County.

B. Minor construction may be determined to be exempt from a building permit, following the submission of an application to the Town Clerk on forms provided by the Town and approval of such application by the Mayor. Construction exempt from a building permit is that which total value as determined in section 304 (b) of the Building Code or as otherwise documented by the applicant does not exceed fifteen hundred dollars (\$1,500) and a contractor is not involved; or the construction of any fence: PROVIDED that the construction or alteration does not involve any engineered structural components, or reduce existing egress, light, air and ventilation, or include electrical, plumbing or mechanical fixtures whose installation requires a licensed contractor. This exemption shall not otherwise exempt the construction or alteration from the substantive standards of the codes enumerated in RCW 19.27.031 as amended and maintained by the State Building Code Council under RCW 19.27.031.

C. Emergency Construction may be undertaken prior to consideration of a building permit application by the Town Council and prior to submitting documents to the Clark County Building Division upon approval by the Mayor or the Mayor's designee. Application for emergency construction shall be made to the Town Clerk on a form supplied by the Town. Situations justifying emergency construction may include conditions which substantially endanger or impair the health or safety of the occupant(s), or deprive the occupant(s) of hot or cold water, heat, or electricity, or are imminently hazardous to life. Applicants applying for permission to proceed with emergency construction under this sub-section remain subject to the requirement to promptly apply for a building permit through the Town, to file with the Clark County Building Division, and to pay any fees or charges otherwise due. This exemption shall not otherwise exempt the construction or alteration from the substantive standards of the codes enumerated in RCW 19.27.03 I as amended and maintained by the State Building Code Council under RCW 19.27.031.

2012:

The following year, at the May 7, 2012 Council meeting, the Council again talked about bypassing the Council for the approval of some “small” or minor building projects. I agreed to look into the history of Ordinance #371 with respect to ‘emergency’ and ‘minor’ projects, and wrote the attached letter to the Council dated May 17, 2012. The Council was apparently satisfied that the matter had been already been adequately addressed, and no further action was taken.

2014:

In 2014, the Town decided to terminate its interlocal agreement with Clark County providing for building department services. Notice of termination was given to Clark County on November 14, 2014. No changes were made to the Town’s ordinances and resolutions at the time to describe Yacolt’s building department procedures or plans, (other than ordinances adopting various international codes, which have since been repealed).

2019:

The Council next adopted Ordinance #576 on September 16, 2019. According to information from the meeting when this Ordinance was adopted, the purpose of the amendment was to: 1). Remove references to Clark County as the authorized agency to process building permits, and 2). Clarify that building permit fees would be established by Resolution. The language about permit processing and administrative approvals was changed to the following:

SECTION 16: CONDITIONS TO BE MET PRIOR TO ISSUANCE OF BUILDING PERMIT

A. Initial application for a building permit shall be made to the Town Clerk or designee on a form supplied by the Town.

B. Emergency Construction may be undertaken prior to consideration of a building permit application by the Building Department upon approval by the Mayor or the Mayor's designee. Application for emergency construction shall be made to the Town Clerk on a form supplied by the Town. Situations justifying emergency construction may include conditions which substantially endanger or impair the health or safety of the occupant(s), or deprive the occupant(s) of hot or cold water, heat, or electricity, or are imminently hazardous to life. Applicants applying for permission to proceed with emergency construction under this sub-section remain subject to the requirement to promptly apply for a building permit through the Town, and to pay any fees or charges otherwise due. This exemption shall not otherwise exempt the construction or alteration from the substantive standards of the codes enumerated in RCW 19.27.031 as amended and maintained by the State Building Code Council under RCW 19 .27 .031.

2022:

Prior to the adoption of Ordinance #576, the Town adopted a Municipal Code, (in 2017). The Yacolt Municipal Code, (YMC), is maintained as a current statement of all active ordinances of general application adopted by the Town of Yacolt. As of June 8, 2022, the YMC's Chapter on building department procedures and administrative approvals reads as follows:

18.100.010 Permit application.

Initial application for a building permit shall be made to the town clerk or designee on a form supplied by the town. [Ord. 576 § 1(A), 2019; Ord. 484 § 1(A), 2011; Ord. 426, 2003; Ord. 371 § 16(A), 1997.]

18.100.020 Minor construction.

Minor construction may be determined to be exempt from a building permit, following the submission of an application to the town clerk on forms provided by the town and approval of such application by the mayor. Construction exempt from a building permit is that which total value as determined in Section 304(b) of the building code or as otherwise documented by the applicant does not exceed \$1,500 and a contractor is not involved; or the construction of any fence; provided, that the construction or alteration does not involve any engineered structural components, or reduce existing egress, light, air and ventilation, or include electrical, plumbing or mechanical fixtures whose installation requires a licensed contractor. This exemption shall not otherwise exempt the construction or alteration from the substantive standards of the codes enumerated in RCW 19.27.031 as amended and maintained by the State Building Code Council under RCW 19.27.031. [Ord. 484 § 1(B), 2011; Ord. 426, 2003; Ord. 371 § 16(B), 1997.]

18.100.030 Emergency construction.

Emergency construction may be undertaken prior to consideration of a building permit application by the building department upon approval by the mayor or the mayor's designee. Application for emergency construction shall be made to the town clerk on a form supplied by the town. Situations

justifying emergency construction may include conditions which substantially endanger or impair the health or safety of the occupant(s), or deprive the occupant(s) of hot or cold water, heat, or electricity, or are imminently hazardous to life. Applicants applying for permission to proceed with emergency construction under this section remain subject to the requirement to promptly apply for a building permit through the town and to pay any fees or charges otherwise due. This exemption shall not otherwise exempt the construction or alteration from the substantive standards of the codes enumerated in RCW 19.27.031 as amended and maintained by the State Building Code Council under RCW 19.27.031. [Ord. 576 § 1(B), 2019; Ord. 484 § 1(C), 2011.]

Other Considerations for Administrative Approvals of Building Permits

When deciding whether certain building permit projects should be approved by the Town Council or administratively by the Mayor, Town Clerk, or another official, there are many factors to consider. Again, the goals of faster approvals and lower costs are shared by everybody involved with this process. But any action designed to achieve those goals should be taken with care to avoid potential unintended consequences.

The following is a list of subjects that have come up in staff's discussions when considering how to implement a broader plan for administrative permit approvals.

1. The building department is still in development: Yacolt's building department is not a finished product. Yacolt is still developing its building permit procedures, forms and systems. The Town Council may want to approve building permit applications for a while if only to watch the progress of that development, and to ensure that the Council is satisfied with the progress before delegating more of its control.
2. Will a delegation of authority work for future mayors and clerks? Providing administrative authority to approve building permits may lead to inconsistent processing because the position of Mayor is a volunteer position that attracts leaders with dramatically different time availability and interests. Yacolt's laws should not be tailored to any particular elected leader or staff member. They must be general statements of law that will likely be effective and workable regardless of the unique qualities of people hired or elected in the future.
3. Approvals based on "cost" or "value": Drawing a line for administrative approvals based on an arbitrary dollar amount for a project's value or cost is fraught with difficulties, (and potentially additional work). How would "cost" be determined and verified, (remembering that some projects involve contractors and other are constructed partially or completely by home owners)? How would "value" be determined and verified, when the Town would probably be forced to rely solely on the representation of applicants?
4. Administrative approvals based on consultant approval may lead to mistakes: It has been suggested that an administrative approval might be appropriate so long as

the building inspector and Town Engineer sign off on the application. However, in some cases, a decision to allow administrative approvals based on specific consultant approvals may invite approvals that should have been reviewed by other consultants. Sometimes this might be due to the fact that unusual consultant review is needed, (such as, recently, for the cell tower). In other cases, an outside review may be fairly common, but not for all types of projects, (such as approvals by the Health Department, required where the project has a possible impact on existing or future septic systems). Administrative approvals might need some sort of subjective authority over what consultants should be consulted. How would the Town address the need for oversight of subjective authority, if desired?

5. Public complaints may be unavoidable: The public would like the fastest possible permit approvals at all times. Without a clear and rational distinction between the kinds of permits that would go to the Council versus the kinds of permits that could be approved administratively, there might be no change in the number of complaints from the public about where the line has been drawn.

6. How would the Town and Council ensure compliance with building codes?: A basic assumption of all building department procedures is that the Town is adequately enforcing the many codes that apply to different projects. If more authority is delegated for administrative approvals, what mechanisms would the Council have in place to ensure that processing and approvals are being correctly handled?

7. What is a “simple” building permit application?: The challenges for defining a new policy for administrative approvals boil down to that question. Unfortunately, there seem to be few opportunities for describing a simple kind of permit, that is in fact *always* simple in a black-and-white kind of way.

The Town has addressed this challenge in the past by limiting administrative approvals to certain ‘minor construction’ activities and very limited ‘emergency construction’ situations. It is important to remember that even in those exceptions, the Town must still 1). Receive and process applications, and 2). Enforce all applicable building and land use codes. Sometimes, when the Town tries to speed up or simplify a process, we can inadvertently make it longer, more difficult, and more expensive instead.

Again, the Mayor and staff are focused on efficiency, speed and lower costs for applicants. Nobody is opposed to changes that bring about those benefits as long as the Town is not forced to compromise its responsibilities. As a starting point, there may be opportunities for greater administrative approvals when general building and land use codes are not affected, (such as situations where *only* mechanical or plumbing work is involved).

The above issues are offered merely to invite a more complete discussion of the policies being considered. Other ideas and concerns can be discussed at the Council meeting.

DAVID W. RIDENOUR

Attorney at Law

1014 Franklin Street
Vancouver, WA 98660

360.906.1556
Fax: 360.906.1558
Davidwr@copper.net

Via e-mail only to Town Clerk

May 17, 2012

The Honorable Mayor Jeff Carothers
Town of Yacolt
P.O. Box 160
Yacolt, WA 98675

Re: Procedures for Issuing Building Permits for Minor Construction
My file number: **252-01**

Dear Mayor Carothers and Members of the Town Council:

At the Council's meeting on May 7, 2012, there was some discussion about whether it should be necessary to bring every building permit application to the Council for approval, even though some of the applications might be for very small and inconsequential projects. I mentioned to the Council that your discussion triggered a memory of a similar discussion in the past which I thought resulted in new language for the Town's Building Permit Ordinance. I am writing to share the information I found on the subject.

The Town Council held a workshop on August 23, 2011, to discuss building permit fees and related questions including minor construction projects and emergency construction projects. I wrote a letter to the Council dated September 1, 2011, as we worked on new language for an amendment to the Building Permit Ordinance. Eventually, the Council adopted Ordinance #484, which included language for the Building Permit Ordinance (#371) regarding "minor construction" and "emergency construction". The purpose of the language was to give the Mayor and his staff the ability to approve certain permit applications without requiring that the applications be presented to the full Town Council first.

A copy of Ordinance #484 and my letter of September 1, 2011, are enclosed for your convenience. I hope this information is helpful to the Council.

Very truly yours,

/s/

David W. Ridenour
/dwr

enclosures



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Ken Pierce

Group Name: NCLL

Address:

Phone:

Email Address: kenpierce78@gmail.com

Alt. Phone:

ITEM INFORMATION:

Item Title: North Clark Little League's Proposal to Install Lights Over Field 2

Proposed Meeting Date: June 13, 2022

Action Requested of Council: Decide on whether to allow NCLL to install lights over Field 2, at their expense

Proposed Motion: "I move that we (allow/do not allow) NCLL to install lights above Field 2, as proposed (or with the following conditions _____)."

Summary/ Background: NCLL is interested in putting up 4 utility poles (either 30, or 50 ft poles) and 200w LED lights on field 2. This would provide the opportunity for additional practices, as well as night games and other tournament opportunities for our local youth. Kyle at Clark Public Utilities, reached out to other local PUD's and we are able to get poles donated from Seattle City lights. We are also working on Clark Public Utilities donating time and resources to set the poles. At this time we don't expect any contribution from Town resources, and the project would be funded by NCLL, with permission from Town Council.

Staff Contact(s): Clerk Stephanie Fields

Mayor Katelyn Listek

clerk@townofyacolt.com

mayorlistek@townofyacolt.com

(360) 686-3922



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Richard Boone

Group Name: Yacolt Ghost

Address:

Phone:

Email Address:

calderaproductionsco@gmail.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Field Use Agreement with Yacolt Ghost

Proposed Meeting Date: June 13, 2022

Action Requested of Council: Decide on whether to enter into a Field Use Agreement with Yacolt Ghost, a 14U club softball team, similar to the Agreement with NCLL and KWRL, for the time during NCLL's off-season.

Proposed Motion: "I move that we (do/do not) enter into a Field Use Agreement with the Yacolt Ghost for the use of Field 3 during the periods of time between NCLL's spring and fall seasons, and under the same terms as NCLL's and KWRL's Agreements (or under the following terms _____)."

Summary/ Background: The Yacolt Ghost team will be representing the greater Yacolt area in places like Chehalis, Longview, Vancouver and Portland. The tournaments we participate in attract college recruiters and scouts looking at the girls from Yacolt as possible players on their future teams. With that in mind they need a place to practice. Richard Boone, coach of the Yacolt Ghost, has already spoken with Trevor Conder, president of NCLL about this. Trevor did not have any issues with the Ghost using Field 3 between their last game, on June 11th and Labor Day, after which Fall Baseball starts, and as long as the Ghost does not use any of NCLL's equipment. Since our existing Agreements with both NCLL and KWRL are non-exclusive, this agreement is feasible.

Staff Contact(s): Clerk Stephanie Fields

clerk@townofyacolt.com

Mayor Katelyn Listek

mayorlistek@townofyacolt.com

(360) 686-3922



Town of Yacolt Agenda Request

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Susan Ellinger

Group Name: Commission on Aging

Address:

Phone: 564-397-4516

Email Address: susan.ellinger@clark.wa.gov

Alt. Phone:

ITEM INFORMATION:

Item Title: Commission on Aging 2021-2022 Update

Proposed Meeting Date: June 13, 2022

Action Requested of Council: Listen to the presentation made by representative(s) from the Commission on Aging

Proposed Motion: None

Summary/ Background: The Commission on Aging would like to provide an annual update to City Council summarizing their 2021 focus, the Road to Recovery from COVID-19. They can also share an overview of their 2022 focus, Innovation through Connection.

Attached is their 2021 Annual Report.

Staff Contact(s): Stephanie Fields, Town Clerk
Katelyn Listek, Mayor
(360) 686-3922



2021 ANNUAL REPORT



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FROM THE CHAIR

DEAR COMMUNITY MEMBERS, Thank you for helping make this year's focus on the road to recovery from COVID-19 a success. Your attendance, questions and comments at our public meetings were invaluable. Your passion and commitment to finding solutions that make Clark County more age-friendly have been crucial elements of our process.

We took what we learned from you and our speakers during our virtual "fireside chats" and developed the findings and recommendations in this report and will present it to the Clark County Council, city councils and the community at large. We hope these recommendations will help our community leaders within Clark County make informed, aging-friendly decisions about creating and maintaining more prepared and resilient communities.

Our report details our year-long focus on the road to recovery from COVID-19. We thank our speakers and look forward to continuing our partnerships.

Looking ahead, we remain steadfast in our charge to educate, raise awareness and advocate through focus areas outlined in the Aging Readiness Plan: community engagement, supportive services, healthy communities, housing and transportation. Surveys across the country show that more than 85 percent of older adults prefer to remain in their home or community as they age, and these focus areas are crucial to ensure that desire is within reach for each of us.

Next year's focus will be on innovation through connection, which ties to the community engagement chapter in the Aging Readiness Plan. Our goal for 2022 is to identify opportunities for creative solutions to address gaps in connecting with one another and to resources. We will also be embarking on the first update to the Aging Readiness Plan since its adoption ten years ago, including the addition of an Emergency Preparedness chapter in light of the COVID-19 pandemic.

We are grateful to Clark County for creating the Commission on Aging in 2012 as a forum to address important issues. Our goal then and now is to achieve an "all-age friendly, livable community." We continue to count on you to reach that goal.

Thank you,



Chuck Green, Chair
Commission on Aging

WHO WE ARE

AGING READINESS PLAN

In 2010, knowing more than 10,000 people nationwide turn 65 each day, the then-Board of County Commissioners appointed a 24-member panel to assess the county's capacity to serve its older residents. The Aging Readiness Task Force developed the Aging Readiness Plan, which identified five focus areas: housing, transportation, supportive services, healthy communities and community engagement. The plan includes perspectives about how to effectively cultivate and protect what residents say they want most – the ability to age in the home and community where they live.

COMMISSION ON AGING

The Commission on Aging was established on May 20, 2012, and is tasked with leading and managing the implementation of the Aging Readiness Plan and fostering county-wide awareness, dialogue and insight into challenges and opportunities for residents of all ages, incomes and abilities. The commission is supported by volunteer members appointed by the Clark County Council. Commission members provide leadership, education, advocacy and community awareness and serve as community ambassadors.

2021 Members

Nancy Dong
Cass Freedland
Chuck Green, Chair
Amy Gross
Franklin Johnson, Vice-Chair
Meghan McCarthy
Linda O'Leary
Larry Smith
Tanya Stewart
Pamela Wheeler

Commission on Aging Mission As community ambassadors, the Commission on Aging provides leadership, advocacy, community awareness and partnerships to initiate change toward an all-age-friendly, livable community.



2021 FOCUS ON ROAD TO RECOVERY FROM COVID-19

The Commission on Aging dedicated its ninth year to the topic of the road to recovery from COVID-19. At each meeting, experts provided insights on a specific aspect of what we can learn from the COVID-19 pandemic, especially related to older adults, to better cope with the current situation and to make sure our community is better prepared for a future large-scale or global emergency. These discussions were targeted to:

- educate commission members and the public;
- direct questions to the expert to gain further information;
- seek comments and questions from the public;
- share information and highlight community resources; and
- identify ways to shape policy or advocate for change.

The commission will conclude its 2021 focus on the road to recovery from COVID-19 by holding a joint meeting with the Clark County Council on Wednesday, Feb. 16, 2022, and sharing its major findings and recommendations.



SPEAKER HIGHLIGHTS

Guest speakers conversed with commission members and the public in virtual “fireside chats.” This section provides excerpts from those conversations.

We hope these selections provide a glimpse into what the commission heard and learned during 2021. These conversations were critical to informing the commission’s major findings and recommendations, presented later in the report.

ROAD TO RECOVERY KICK-OFF

PRESENTERS

Dr. Melissa Cannon
Western Oregon University

Neil Degerstedt
Long Term Care Ombudsman Program
Area Agency on Aging and Disabilities of
Southwest Washington

The social aspect needs to be addressed; the sooner the better. This goes for long-term care residents and seniors in general. We need to try and have safe distancing and making certain that people coming in have been vaccinated. We need to do it in a safe way. People seem to be responding to at least keeping their distance and, if they have a cough or sniffle, to wear a mask. That will be a part of our life for short- and long-term; people will wear masks to a greater extent, especially during outbreaks of the flu, etc. Would love to see people back together, able to give hugs, but has to be done in a safe way.

We have a lot of work to do. We really need to stop the spread of misinformation, depoliticize these issues, and invest in science. There are lots of good lessons learned to carry forward and do better next time. – Dr. Melissa Cannon

We will be dealing with a lot of traumatized [long-term care] residents. How can we best serve them and best connect them with the best support systems? Hoping once visitation is allowed again and resident rights are restored to the level prior to the pandemic, that’s when the work really begins for us. I know this past year [2020] involved a lot of grief, sorrow, and pain. Next year [2021], I’m looking at it as a year of healing and looking forward to helping people. – Neil Degerstedt

Recovery is going to look different for everyone. Some people never felt that affected and already feel like we’re recovered. Others are not going to see a return to normal for a really long time. – Dr. Melissa Cannon

The Red Cross responds to approximately eight calls per month for families displaced by a fire. In nine out of ten cases, the family doesn't have a preparedness kit ready.

– Victor Magana

FIRST AND EARLY RESPONDERS

PRESENTERS

MaryJane Rose and Victor Magana
American Red Cross, Cascades Region

Chief Robert Milano
Emergency Medical Services
City of Vancouver

On calls, we run into seniors who may no longer be able to care for themselves. The only option the fire department currently has is protective services through the state. There can be a range in time in how quickly the state is able to respond. When people are in crisis, the last thing they need to do is wait for help. The fire department is looking at a way to build out some sort of live portal to point seniors to other levels of services in the county. They could then share that information with people while they are in crisis.

We are working on a fall and slip program. This is the most common type of call we receive. We want to advocate for ways to alleviate some of those risks.

Q: What is on your wish list?

A: *An employee position who could do the follow-up with our high-risk communities who use 911 a lot. This person could find different avenues for these customers other than 911. This person could also help with different community involvement opportunities too.* – Chief Robert Milano

For older adults, there is a huge need in making sure people know who their point of contact is for medical devices, equipment...and how long they can sustain certain items when not at home, and a plan to work within those needs. In an emergency, it may take a while to get those services. This was a huge challenge with us with COVID-19 and displacement from fires. – Victor Magana

Being prepared in advance and having things like a list of medications, physicians, a go-bag ready to go...with copies of medical cards, phone numbers of physicians... It's very helpful to a first responder and to the Red Cross in the event of opening a shelter...With the fires this past year, we could have saved a lot of time in tracking down that information with individuals. We advocate for a two-week ready kit and to have all of that information in the kit. – MaryJane Rose

RESOURCES

Community Emergency Response Teams (CERT)
www.certclarkcountywa.com/

MapMyNeighborhood
mil.wa.gov/map-your-neighborhood

Ready kit checklist
www.redcross.org/content/dam/redcross/get-help/pdfs/brcr_checklist/EN_Be-Red-Cross-Ready-Factsheet.pdf



We need to recognize the importance of support for individuals providing the care. There's a saying 'whole persons caring for whole persons,' meaning, full care for patients and those providing the care. – Dr. Gregg VandeKieft



hush-naidoo-jade

SERIOUS ILLNESS AND CAREGIVER SUPPORT

PRESENTERS

Peggy Maguire
Cambia Health Foundation

Gregg VandeKieft, M.D.
Providence Institute of Human Caring and
Providence St. Peter Hospital

Palliative care is specialized medical care for people living with serious illness. This type of care is focused on providing relief from the symptoms and stress of the illness. The goal is to improve quality of life for both the patient and the family. (<https://www.capc.org/>)

The biggest lesson for me was the exposure of many disparities, gaps and inequities that existed prior to COVID-19 in our health system. We're not all in the same boat. For the underserved populations, people traditionally on the outside of our health system, multiple studies showed communities of color were disproportionately impacted by the pandemic and were more at risk of getting infected and dying from the disease. Exposure and access to care were impacted. Underlying conditions put people at higher risk. COVID-19 has really taught us how the social determinants of health impact lives.

Some hospitals were overwhelmed during the winter surge. Palliative care doctors were unprepared for this, and these are specialists who are used to talking about serious illness and dying. Caregiver (in this instance, healthcare workers) burnout is profound. This applies to family caregivers too.

One of the silver linings of the pandemic is the increased access to telehealth service. In serious illness care, think about people wanting to be at home and how hard it can be to get into an office setting for a check-in. It can be more convenient if you can check-in with your palliative care team by video conference. Expansion of telehealth during the pandemic is really good for consumers and the healthcare system. We think it's here to stay—hope it's here to stay. Telehealth won't replace a face-to-face visit, but it can be part of the whole recipe. – Dr. Gregg VandeKieft

One area funded through the Cambia Foundation was development of a series of communication tools that helped clinicians engage in conversations that are typically palliative care specialist specific training. Some tools and techniques from the palliative care field were made accessible to a broader swath of the workforce, such as talking maps to help people address and screen serious illness and COVID-19.

Make it easy to engage in difficult and important conversations about what matters to people in shaping their healthcare. For example, make it easy to: name a healthcare proxy, identify what matters to you, and have what matters to you honored and respected in the healthcare system. -Peggy Maguire

RESOURCES

Center to Advance Palliative Care (CAPC)
<https://www.capc.org>

End-of-Life Nursing Education Consortium
www.aacnnursing.org/ELNEC

Project ECHO
hsc.unm.edu/echo

ARCHANGELS – LOOK, LOVE, LIFT
we-are-archangels.squarespace.com/look-love-lift

Moms Meals
www.momsmeals.com

Papa Pals
www.papa.com

Isolation creates even bigger problems. We can provide the most nutritious food and if people are isolated in their homes, they are not going to thrive. We are trying to combine good nutrition and human connection to enable them to deal with their changes and stay healthy as long as possible. That has been really important during the pandemic. -Suzanne Washington

FOOD AS MEDICINE

PRESENTERS

Neil Barnard, M.D.

Physicians Committee for Responsible Medicine

Suzanne Washington

Meals on Wheels People

I would shift our dietary input away from animal products and towards plants. If we did that well, our health would revolutionize to a great extent. -Dr. Neil Barnard

For the people we are serving, many, if not most, are down the path of having mobility changes, physical changes, mental health changes, losing friends, etc. For us, providing nutritious food is important for people who already have chronic conditions or who don't have money or the ability to cook food.

Isolation creates even bigger problems. We can provide the most nutritious food and if people are isolated in their homes, they are not going to thrive. We are trying to combine good nutrition and human connection to enable them to deal with their changes and stay healthy as long as possible. That has been really important during the pandemic.

As we age, how we taste things changes. Our body tricks us into thinking we're full when we're not or that we can eat sugar because we are going to die anyway. We need to eat healthier, even if we don't feel like it, all along the way. -Suzanne Washington

Currently, procedures pay better than guidance. In our clinic, we would get paid more if we amputated diabetics' feet than guiding them on lifestyle changes. Surgeons nowadays make \$500,000 to \$1 million a year. Primary care doctors make a fraction of that and practices that employ them lose money and

are getting swallowed up by huge hospital conglomerates. We need to stop paying so much for procedures and pay more for dietetic care. We need people to understand the key things that effect our health, i.e., heart disease and diabetes can be treated and are reversible, medical schools need to teach this information, and hospitals need to model it, like what happened with smoking. We need to help people get over their natural nervousness of quitting eating unhealthy foods. -Dr. Neil Barnard

We are constantly working with our federal partners to understand how important nutrition is. We need more funding just for nutrition. We also need more funding for medically tailored meals. We are working with local hospitals on programs for prevention and transition out of the hospital, to provide people with healthy food before they enter or come out of the hospital. We are in a research project with Kaiser where they are tracking the benefits on the financial side as well as the savings if you feed someone for 90-days after leaving the hospital, will it reduce the likelihood of being readmitted? The Food as Medicine coalition is doing research across the country on things like this and advocates for more money up front for fewer procedures later. -Suzanne Washington

They [patients] come in not because they want to change, but because they want their diabetes, for instance, to get better. I take about two minutes to describe how foods play a role in diabetes.... In the case of diabetes for example, I'll take an 8.5 x 11 piece of paper and draw an oval on the piece of paper. I explain: 'This is a muscle cell in your body and it's driven by glucose. In your body the glucose isn't getting into your cells, that's called insulin resistance. Why is that? You can't see this, but if I looked inside your cells with a magnetic resonance scanner, I would find that you are filled with fat particles. Where did those come from? The salmon, chicken, cheese, etc. that you ate. If I stop eating those things, will my diabetes get better? Well, let's see.' Then they and their reluctant spouse



spend one-hour with a dietician. You don't have to confront their skepticism. They should be skeptical. The dietician draws up a menu, very soon they get results and feel better. It's important to explain how the foods work in their body and then just try it. You have to make a powerful diet so they will get better fast. That's what can make people believers. - Dr. Neil Barnard

RESOURCES

Food is Medicine Coalition
fimcoalition.org

Physicians Committee for Responsible Medicine
PCRM.org



The pathway I see is three parts: 1) we need a screening protocol to collect info and ask questions; 2) we need a resource directory; 3) we need a way the clinics or social service organizations can create a pathway to use the resource and close the loop with people to get the services. The above may sound easy, but it's not.

– Judy Zerzan-Thul

SOCIAL DETERMINANTS OF HEALTH

PRESENTERS

Judy Zerzan-Thul
Washington State Health Care Authority

Gillian Feldmeth
NowPow

The Commission's guests explained that social determinants of health are the conditions in which people are born, grow, work and age. The terminology is currently changing from "social determinants of health" to "health-related social needs." Homelessness, employment, food, transportation, and criminal justice are all examples. You could also include race/ethnicity, income level or, whether you have a car, high school diploma, etc. Health-related social needs change over time depending on life stage.

They further explained that there is often an assumption that a social determinant of health (SDH) is a negative thing, but there can be positive SDH as well. Having a job can lead to improved health outcomes. Oftentimes in the communities they work with, taking the asset-based approach can be helpful when working with individual community members. In terms of life ages and stages, the idea that, and COVID exposed this, any of us at any point in time could enter a scenario where something that wasn't an issue before could become an issue. It's important to understand that as we age and circumstances change, the SDH are quite dynamic.

NowPow is a health technology company. *We provide people with the knowledge of resources in their community that may help address identified needs. Many of our partners, which involve health systems, community-based organizations, health departments, etc. use our tech to systematically assess need at the individual level by asking the individual if they are experiencing any challenges. The questions may differ depending on who we are working with. We put a large emphasis on engaging the individual on understanding what their priorities are. Community partners are asking their clients questions and then asking if they want support with that need. Putting the patient first can lead to improved outcomes.* – Gillian Feldmeth

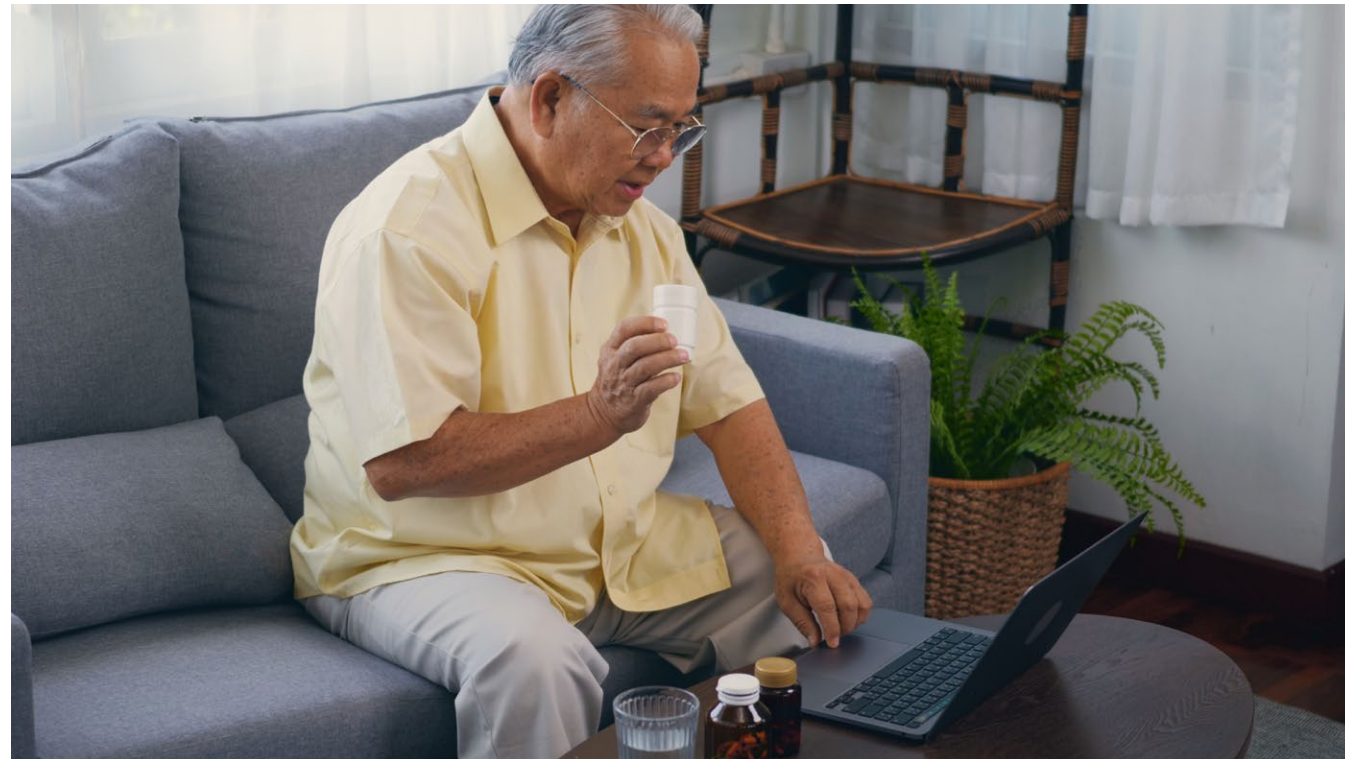
The magic starts to happen when you connect the person in front of you and some of these tools to help figure that out. If we ask things in aligned ways, as we move across communities

and organizations, we will all know what we're asking and can better connect people. For example, at the Health Care Authority (HCA), we have five different ways to ask about race and ethnicity. You can't connect the categories because we are asking slightly different questions. The data isn't as helpful when it isn't aligned. We need to figure out on a community level how do we make sure we're asking the same question, so people don't feel like they're getting asked the same question repeatedly, and how we can translate the information across providers. We can't share data if things don't match.

We have been thinking about social risk adjustment. Many times, in healthcare systems, things are risk adjusted and identify where there are people at higher risk for higher utilization. There is interesting work that some algorithms might have some racial bias and further disadvantage people. Social risk adjustment is about: how do you make sure you are not putting bias into your equation? North Carolina has a nice model where they pay more for primary care providers in high poverty areas. Providers ask questions and connect patients to resources and adequately reimburse people with enough money in system to connect people to resources.

The rural healthcare system was set up in the '60s and is hospital focused. It's not set up for in-home support or primary care. There isn't always internet structure for in-home telecommunication. How can we do better with things like telemedicine in rural areas? – Judy Zerzan-Thul

Regarding social isolation, at NowPow we often get individuals asking us to add certain types of resources to the directory. In the pandemic, we saw requests around social connection. We saw hotlines or community-based organizations add calling clients to their service offerings to address this need. It was interesting to see in our data, where frontline social workers and community health workers were explicitly asking or sensing need to further support folks feeling isolated. That's always an interesting space for us to be in. The community organizations are doing this work. Tech can complement it and a community-based organization should use the best available tech and shouldn't have to rely on outdated methods to track things. This is like how health systems are investing in digital technology." – Gillian Feldmeth



The biggest barrier is the disconnect between incomes and cost of housing. The delta keeps growing.

– Andy Silver

HOUSING AND HOMELESSNESS

PRESENTERS

Andy Silver
Vancouver Housing Authority

Tim Zaricznyj
Providence Supportive Housing

Jonathan Kumar
Samaritan

People have worked and saved, but a fixed income doesn't keep up with escalated costs of housing. They downsize and it's still not enough. – Tim Zaricznyj

People with fixed incomes may include older adults and people with disabilities. It also includes people who work in sectors like the service industry or retail that are not paying wages for people to afford housing.

With older adults, the demand for affordable housing has skyrocketed as the cost of housing has separated from what most peoples' fixed incomes are. – Andy Silver

Anyone on a fixed income living in a community with increased cost of living is at risk for homelessness and experiencing housing insecurity. Someone is considered housing insecure if they are paying more than 50% of their income to housing.

Samaritan is a support platform for people experiencing homelessness. Human service providers and health systems use Samaritan to engage with Samaritan members to address vital needs. The first Samaritan member spent three years living

RESOURCES

Social Intervention Research and Evaluation Network (SIREN)
sirennetwork.ucsf.edu

Accountable Community of Health for Southwest Washington (SWACH)
southwestach.org

Healthier Washington
wsha.org/our-members/projects/healthier-washington

NowPow
www.nowpow.com



on the street, uses a wheelchair and was not accessing social services on a consistent basis because there were a lot of barriers. A nonprofit reached out to him and gave him a Samaritan membership. He got a beacon to store critical documents. He set goals. Samaritan and the supporting nonprofit surrounded him with a team of supporters and community volunteers who could send words of encouragement and could send cash. He was able to get some basic needs met, i.e., food and clothing. Samaritan provides bonuses for achieving action steps toward your goals. He connected with a housing navigator on a monthly basis, and, within six or seven months moved into an apartment. After getting housing, he got a lot healthier.

There are a lot of invisible barriers that were keeping this person from housing.

I think we would all wish that every single person had a stable home. I think we can get there. It's a matter of building the right type of affordable homes and providing a social home to people. In terms of causes of homelessness, people often don't have a friend or family network to keep them afloat when a tragedy or decision happens. Even with the pervasiveness of homelessness,

the numbers are in our favor. If we all do small acts of kindness, commit to being a neighbor and not a stranger, take ownership and treat people who are homeless as if they were one of our family members, then this problem goes away.

– Jonathan Kumar

RESOURCES

Providence Supportive Housing:

www.providence.org/supportive-housing

Vancouver Housing Authority (VHA)

vhausa.org

Council for the Homeless

www.councilforthehomeless.org

Samaritan

www.samaritan.city



PERSONAL ECONOMICS/ FINANCIAL RECOVERY

PRESENTERS

Scott Bailey

Washington State Employment Security Department

Gary Beagle

Intrustment Northwest

A Pew Research Center study of adults' financial situation in January 2021 compared to one-year prior showed that 30% of adults surveyed said they were better off financially than the year before, 21% said they were worse, and the rest said they were the same.

There were budget changes for households, such as a decrease in spending on entertainment, food, etc., which created an increase in savings. – Gary Beagle

The biggest economic issue is the eviction issue. We've seen a steady increase in houselessness in the country and locally. Even before the recession, almost half of rental households were characterized as income distressed. It doesn't take much to nudge folks off the edge in those situations when something happens that requires money (i.e., a medical procedure, etc.)

Good news in Clark County is that we have been recovering faster than the state/nation. As of August, we were only .6% employment below where we were in Feb. 2020 when COVID kicked in. We are looking ahead to see what extent remote work continues. We are seeing an interesting push/pull on employers wanting employees back and employees not wanting to come back. In addition, it will be interesting to see how the great refusal of not wanting to go back to a job that was not fulfilling and how that will impact working conditions going forward. Some employers are offering hiring bonuses or bigger wages, which helps some, but not all of it. Supply constraints is another issue. The immediate cause was COVID, but if you peel back the immediate cause, you see more issues. Supply chains are very fragile, and one break in the link can cause serious problems. – Scott Bailey

We need to figure out how to support people in the lower income groups going forward because stimulus funding was helpful to meet their needs, such as Medicaid clients receiving funding through CARES Act to get medical supplies/needs taken care of (dental/vision/hearing aids). Medicare does not cover much dental/vision.

We need to work with state legislators to get more money for individuals in supportive services to meet basic needs.

We have seen households spending down their savings to become eligible for Medicaid. We have seen some long-term care facilities cost \$8,000/month. This new program [WA long term care program] will save the state money under Medicaid dollars because it means households may not need to shift over to Medicaid and use up their savings, it allows younger individuals to talk about savings, it provides alternative options to long-term care facilities (i.e., money could be spent on home care). It will have a lot of benefits. – Gary Beagle

RESOURCES

Statewide Health Insurance Benefits Advisors (SHIBA)

www.insurance.wa.gov/about-shiba-services

Consumer Financial Protection Bureau

www.consumerfinance.gov/coronavirus

The FDIC's Money Smart for Older Adults

www.fdic.gov/resources/consumers/money-smart/teach-money-smart/money-smart-for-older-adults

Administration for Community Living

acl.gov/

Washington Long-term Care Program

wacaresfund.wa.gov



COMMISSION FINDINGS AND RECOMMENDATIONS

Recovery from the COVID-19 pandemic is going to look different for everyone. Our future will never be the same. For some people, they never felt affected by the virus and already feel like our community has recovered. For others, they may not feel a “return to normal” for a very long time. It is likely that many changes due to the pandemic will continue and that “normal” may look different moving forward. In our focus this year, we listened for findings and recommendations on what a more resilient Clark County might

look like for older adults and other vulnerable community members, to aid in recovery from the current pandemic and to better prepare our community for a future emergency.

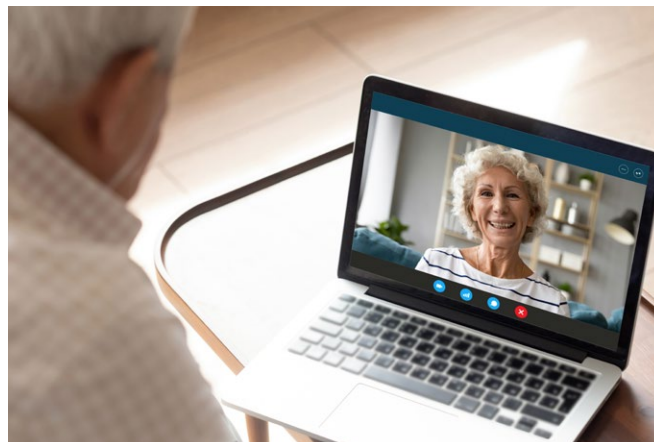
We all know Clark County has resilient people. Our findings and recommendations this year highlight ways to build on that resiliency, to create a more connected, prepared, and healthy community.

Community engagement

Findings

From the closure of senior centers to the inability of families to visit loved ones in long-term care facilities, phone and video calls helped those who can use the technology, but could not replace in-person human connection, social contact and interaction. Prior to the pandemic, research showed one of the strongest indicators of someone's ability to cope and be resilient is their social contacts. (Clark County Commission on Aging, March 17, 2021). Local organizations created new programs because the need for personal connection was so apparent. For example, Meals on Wheels People created a Friendly Chat program where 600 of their clients opted into the program and 300 volunteers made calls to have a chat with an older adult. Meals on Wheels People also had trained volunteers to conduct Wellness Check calls, focused on identifying anything their clients might need and offering to connect them to resources.

Healthcare and social service providers have found that texting technology has been helpful to reach some people who do not have a computer but may have a cell phone. (Clark County Commission on Aging, August 18, 2021). Written communication became increasingly important without in-person options. In Polk County, Ore. for example, the community health faculty at Western Oregon University developed a monthly newsletter tailored for the older population. When an emergency occurs in the future, methods such as this, which don't rely on phones or computers, may be used to communicate with older adults. (Clark County Commission on Aging presentation, March 17, 2021).



Another challenge during the pandemic has been the drop-off in the number of volunteers for many organizations and the challenge of not having enough volunteers to help provide community services. Many community volunteers are older adults who stopped volunteering due to safety concerns during the pandemic. (Clark County Commission on Aging presentation, March 17, 2021).

Recommendations

- The Commission on Aging, Area Agency on Aging & Disabilities of Southwest Washington (AAADSW), Clark County businesses, and community service providers who work with older adults should incorporate lessons learned from communities that have done a good job reaching older adults during the pandemic. The Commission on Aging would like to team with AAADSW to share and distribute these best practices.
- Local service providers should continue their outreach efforts to establish connections and build relationships with older adults. New or expanded older adult connection programs, that reach community members who are still isolated, are also needed.
- Local Clark County service providers should continue to be creative in the ways they recruit volunteers and ensure the use of volunteers' skills in ways that are safe.

Supportive services

Findings

Caregivers. Caregiving has a significant impact on the health of the caregiver as well as the patient with the original diagnosis. A 2020 report showed 83% of caregivers surveyed were under increased stress since the start of the pandemic (Rosalynn Carter Institute for Caregiving, 2020). Forty-two percent of caregivers surveyed said the support they normally received from their community had declined. A Centers for Disease Control and Prevention report in 2020 notes many caregivers have contemplated suicide and experienced an increase in other chronic behavioral health conditions (Czeisler MÉ, Lane RI, Petrosky E, et al., 2020). Hospitals and long-term care facilities are also experiencing a high rate of staff turnover. The healthcare profession is expecting to be challenged to maintain its workforce moving forward, and, at the same time, is anticipating a surge in nursing and medical school interest from young people. (American



Nursing Association, 2021; U.S. Bureau of Labor Statistics, 2021; Berlin, G., Lapointe M., and Murphy M., 2021).

Connections to resources. The pandemic highlighted gaps in being able to connect people to the resources they need. There is a need to ask questions to collect information and identify needs. Having good resource directories, pathways to use the resources and connecting people with services is critical. Efforts to connect organizations and individuals to local resources are underway both locally and nationally. However, there are still many gaps in Clark County between service providers and community members who need services. The following are a few examples of efforts that are underway.

- Southwest Washington Accountable Communities for Health (SWACH) is the regional organization that convenes community leaders to prioritize and solve regional health issues. SWACH includes bidirectional interconnection of care: mental and physical health needs; community-based care coordination; opioid use; chronic disease prevention and control. They convene tribes, hospitals and providers, community, and social service organizations. They have been working since 2016 to

address issues such as connecting people to services to improve health outcomes.

- A closed-loop referral platform is a tool that supports social service or healthcare professionals in sending client or patient information to a community-based organization to help address a patient's needs outside of a clinical setting. Closed loop referral platforms that enhance social and medical care coordination are growing and helping connect people to services. Tech companies such as NowPow and Samaritan, while very different in mission, are both trying to connect people with resources. One organization is focused on connecting healthcare providers and patients with community resources and the other is connecting social service providers and people who are experiencing homelessness with resources.
- Valuable community resource centers already exist in our communities, such as school family resource centers, churches, etc. The commission heard stories of resources being provided through these existing community nodes, such as a grandparent getting needed resources through the family resource center at their grandchild's school.



- Approximately 75-80% of local fire and rescue calls are for medical emergencies. Local emergency response providers are looking for alternative models to better support high system utilizers who call 911 frequently, some of which are older adults who can no longer care for themselves. Clark County Fire and Rescue (CCFR) is participating in a pilot program funded by SWACH. The program is called Community Assistance Referral Education Services (CARES). The CCFR CARES program is an innovative mobile integrated healthcare response to improve population health and enhance the patient experience and life situation. Participants are identified by CCFR crews and health system/hospital partners. Program staff provide connection to services, education, effective use of resources, and advocacy and follow-up services for patients and health system/hospital partners. A CCFR social worker and paramedic make up the CCFR CARES team and SWACH serves as the regional hub of community care coordination infrastructure and closed loop referral system. So far, one and a half years into the pilot program, there is approximately an 80% reduction in 911 usage of the people who participated in the program.

Recommendations

- More than ever before it is critically important to support our caregivers. We all need to practice acts of kindness and support to family and professional caregivers. Employers should review their Human Resource policies and identify ways to better support caregivers. This applies to the healthcare sector with professional caregivers as well as all sectors of family caregiving. Examples of recommendations are provided in the Sept. 22, 2021, Recognize, Assist, Include, Support, & Engage (RAISE) Family Caregivers Act Initial Report to Congress.
- Local fire and rescue departments and health service providers should evaluate and learn from the Clark County Fire & Rescue – SWACH pilot program, fall and environmental risk reduction program, and other creative innovative care response models, to develop a long-term sustainably funded model.
- The Commission on Aging should learn more about the Clark County Fire & Rescue CARES program in 2022.
- Local healthcare and service providers can research projects in other communities where closed-loop referral networks are already being used, such as the recent partnership between Long Beach, Calif. and UniteUs. Service providers can learn from these examples.



- Healthcare providers in Clark County can use closed-loop referral platforms for enhanced social and medical care coordination, assisting staff to connect their patients with local services. Community organizations can provide their information to these platforms, so that their services are listed and easy to find.

Healthy communities

Findings

For our older population, various chronic diseases and medications increased their risk of COVID-19 complications. The current healthcare system incentivizes, by paying more for, procedures like surgery, than for doctors to provide diet and lifestyle care to their patients. However, if we eat healthy food and maintain an active lifestyle, we are less likely to experience severe chronic conditions as we age and may be more resilient to certain types of health pandemics complicated by existing conditions. (Clark County Commission on Aging presentation, July 21, 2021).

For every issue the Commission discussed and heard about this year, available data shows that by race, African Americans, Latinos, Native Americans, and Pacific Islanders are more negatively impacted. This is characterized by reduced resources, information distribution and health outcomes. (Clark County Commission on Aging presentation, October 2021; U.S. Government Accountability Office, 2021; Lopez et al., 2021; Centers for Disease Control and Prevention, 2021).

The Commission also found that community members who are donating food or funds to help address local food insecurity challenges could be worsening existing health challenges. There can be a disconnect, for example, with those who donate food and their fellow community members who are in need of food, where the foods that are donated are not healthy, further exacerbating health disparities. (Clark County Commission on Aging presentation, July 21, 2021; Cooksey Stowers et al., 2020).

Recommendations

- Clark County and its cities need to build relationships and trust with community members who have traditionally been underserved and are most vulnerable to health impacts, such as communities of color. County and city officials need to have conversations to listen and learn from these community-members, and then act to address community needs.
- Clark County schools and workplaces can promote healthy eating and lifestyle options for students and employees, respectively. Increased funding for school meals would be essential to support change in schools. Workplaces offering flexible schedules to promote work/life balance would also complement any healthy eating and lifestyle initiatives.
- Local hospitals should implement and elevate the American Medical Association (AMA) healthy hospital food guidelines in their food service.
- Explore opportunities to dialogue with people who donate food about health equity and its relationship to what is donated.
- Current programs that provide healthy foods to those in need should continue to be supported. In addition, the opportunity to support the creation of new partnerships in these efforts should be explored.



Housing

Findings

The pandemic had a significant effect on housing across the county. Even before the pandemic, almost half of rental households were characterized as cost burdened and nearly 30 percent were severely cost burdened (Harvard Joint Center for Housing Studies, 2021). The U.S. Department of Housing and Urban Development (HUD) defines cost-burdened families as those “who pay more than 30 percent of their income for housing” and “may have difficulty affording necessities such as food, clothing, transportation, and medical care.” Severe rent burden is defined as paying more than 50 percent of one’s income on rent. (U.S. Department of Housing and Urban Development, 2021). In the Clark County area, 12 to 15 percent of renters were estimated to be behind on their rental payments mid-year 2021, (Harvard Joint Center for Housing Studies, 2021). When you do not have a home, it creates barriers to dealing with anything else. The biggest challenge is the disconnect between incomes and cost of housing, with the Portland-Clark County area having the fifteenth highest home price-to-income ratio in the country. (Jones, 2021). This impacts people with fixed incomes such as some older adults and people with disabilities. (Vancouver Housing Authority, 2021). It also includes people who work in sectors like the service industry or retail that are not paying wages for people to afford housing. (National Low Income Housing Coalition, 2021).





Recommendations

- For healthcare systems that build housing to address the linkages between housing and health, focus on high utilizers of the healthcare system, such as older adults with multiple conditions. Explore creative housing models that combine independent living options with healthcare needs. (Example: Providence Supportive Housing has tested multiple models.)
- County and city councils can continue to create policy and adopt development code to remove barriers for non-profits, housing authorities and mission-driven housing developers to build housing that is affordable to people who are priced out of market-rate housing. One example of a barrier that could be removed is to allow regulated affordable housing and housing with permanent supportive services to be built in commercial zones in urban areas.

Emergency preparedness

Findings

We have been challenged to think about essentials during this public health pandemic. In emergency situations, it may be several days or more until needed help is available. Being prepared in advance includes having things like a

list of medications, list of physicians, a go-bag ready with copies of medical cards, phone numbers and other critical information. The American Red Cross advocates for every person/household to have a two-week ready kit. American Red Cross staff estimate that 9 out of 10 families who they assist do not have a preparedness kit ready.

Recommendations

- Neighborhood Associations should contact CRESA for emergency preparedness presentations. The form to request a presentation is available at cresa911.org/contact.
- Community members should learn more about emergency preparedness to be able to better take care of themselves and their fellow community members during an emergency. There are several existing volunteer neighbor-helping-neighbor-type programs, that can help when professional disaster response may not be available yet. Community Emergency Response Teams (CERT) trainings, Search and Rescue Teams, Map My Neighborhood/Be 2-weeks Ready programs, etc. are just a few examples of existing programs or resources available to community members. Learn more at cresa911.org.
- The Clark County Council approved the Commission on Aging's request to add an Emergency Preparedness chapter to the Aging Readiness Plan. The Commission should begin this work in 2022.

SILVER CITIZEN AWARD

CAROL STARBUCK

Clark County recognizes that older adults are valuable contributors to the vitality of this community. To encourage and support older adults for their contributions to their communities, the Clark County Commission on Aging established the Silver Citizen Award program to recognize older adults who go above and beyond in service. The recipient of the commission's second annual Silver Citizen Award is Carol Starbuck. Ms. Starbuck is 77 years old, is a resident of Camas, and has served as a volunteer with the Trauma Intervention Program Northwest, also known as TIP. TIP volunteers are called to emergency scenes and homes to provide immediate emotional and practical support to victims and their families when something bad or traumatic has happened. Carol has been a volunteer with TIP for 25 years.

Carol is a vibrant, funny, and level-headed person who is unafraid to march into tragedy, help those who have suffered a great loss, and assist them in finding their balance. As a TIP volunteer, Carol may be requested 24/7 and 365 days a year to serve the Clark County community in emergencies when immediate, practical, and emotional support to loved ones is needed in the midst of a crisis, usually when a death has occurred. Since 2007, Carol has responded to more than 241 scenes of tragedy, has spent over 360 hours directly with bereaved citizens and has served 902 clients in the Clark County area. Carol has a humble approach that makes a huge impact. She quietly but confidently supports her fellow community members on the worst days of their lives, one call at a time.

It's just icing on the cake to be recognized for what you love to do. - Carol Starbuck

The award recognizes the valuable contributions older adults make to the vitality of the community and is open to any county resident 65 years or older who has enhanced the community through their life's work, engagement of others, volunteerism and/or other impactful acts of service to the community for any age group. Service in any field of endeavor will be considered (e.g., education, radio, television, business, healthcare, art, music, journalism, faith-based, athletics, politics, volunteer service). A couple may receive the award jointly when both have been involved in service and various community endeavors.





IMPLEMENTING THE AGING READINESS PLAN

UPDATE

The Commission on Aging has developed several programs to implement the Aging Readiness Plan, including advocacy of Universal Design for homes and raising awareness of issues important to our aging population. In 2016, the commission began to revisit the primary focus areas outlined in the plan (Housing, Supportive Services, Transportation and Healthy Communities).

HEALTHY COMMUNITIES

In 2019, the commission focused on healthy communities to educate and raise awareness about resources and needs in Clark County to build a healthier community, especially for older adults. Recommendations emphasize community adaptations, business, and design ideas for how our communities can better support our physical, mental, and emotional health as we age.

Fresh food options

In their 2019 Annual Report, the commission recommended promotion of mobile fresh food trucks that could park and serve areas that do not have easy access to fresh food and recommended improving access to farmers markets. Several area fresh food delivery services continued to expand offerings in 2021. Some local farmers markets also continued offering no-contact



pick-up options. Some of these efforts were in response to COVID-19, others have been in process for many years.

Business practices

The commission recommended age-friendly business practices and initiatives in their 2019 Annual Report. In response to COVID-19, many area grocery stores continued to offer special shopping times reserved for older adults and no-contact grocery pick-up options. These offerings are consistent with the type of age-friendly business practices the commission has advocated for in its recommendations.

TRANSPORTATION

In 2018, the commission focused on transportation to educate and raise awareness about transportation resources and needs in Clark County to improve transportation options if driving is no longer an option for an older adult. The commission’s recommendations centered on thoughtful development design and regulations to promote transit and pedestrian access options in urban areas and community transportation options for rural areas.

North County Shuttle Service
Community in Motion is now providing North County Shuttle Service,

or round-trip transportation from an individual’s home in north Clark County to/from Battle Ground. This program follows a pilot program that began in 2020. The service provides access to multiple destinations within Battle Ground including medical appointments, shopping, meal sites, community services and socialization opportunities. The program is open to seniors, persons with disabilities and those who are homebound due to a lack of transportation resources.

Clark County Transportation System Plan
The 2012 Aging Readiness Plan and 2018 Commission on Aging annual

report explore alternatives to driving as a method for ensuring mobility equals independence. Clark County is working to create a Transportation System Plan (TSP) that provides direct guidance on how to build, operate and maintain Clark County’s major roadway network. The TSP will also address complementary elements of the larger transportation system including transit connectivity, multi-use trails development, state highway coordination and freight railroad safety – maintained by other entities. The TSP addresses a diversity of transportation needs while integrating social, economic, environmental and livability aspirations. It will bridge goals and policies in the Comprehensive Plan with implementation of new and improved infrastructure. A TSP will help implement the 2012 Aging Readiness Plan to provide a sense of independence and mobility for people of all ages using Clark County’s transportation network.

SUPPORTIVE SERVICES

In 2017, the commission focused on supportive services to educate and raise awareness about services that exist, or may need to exist, to help Clark County’s older adults age in their own home and familiar neighborhoods as long as possible. The commission’s recommendations centered on advocacy and promotion of existing services provided in the county; increasing the number of memory care facilities and smaller assisted living communities; supporting resources for caregivers; and assigning a Clark County Sheriff’s deputy to the Elder Justice Center team. The deputy was assigned to the team in 2018.

In 2021, supportive service providers in Clark County continued to heroically adapt to challenges from the COVID-19 pandemic and creatively figured out ways to support older adults in the community. The speaker series section of this report highlights some examples of these efforts.

HOUSING

In 2016, the Commission on Aging focused on housing and centered its recommendations on encouraging the construction and remodeling of homes and neighborhoods to be places everyone could visit regardless of ability. Since the Commission on Aging’s 2016 focus and recommendations on housing, several jurisdictions have been working on ways to encourage development of age-friendly housing, such as encouraging more single-story, barrier-free homes through incentive programs (City of Ridgefield) and land use policy (City of Camas).

Housing projects

Multiple jurisdictions in the county worked on housing projects in 2021 to encourage a wider variety of housing options and price points. They include Battle Ground, Camas, Ridgefield, Vancouver, and Clark County. Battle Ground and Camas adopted housing action plans. Vancouver continues to work on several code updates, one of



which would, if adopted, incentivize visitable housing to be built in the city. Ridgefield adopted new housing code amendments including incentives for building ADUs, smaller single-family homes, and a diversity of housing types. Clark County had a Commission on Aging member and a representative from the Area Agency on Aging and Disabilities of SW Washington participate in the county's housing project advisory group; a group that is helping steer the county's housing action plan. The county's draft housing action plan includes a recommendation to incentivize visitable housing to be built in the unincorporated Vancouver urban growth area. The commission plans to continue engaging with housing initiatives to advocate for aging-in-place opportunities.

EDUCATION, AWARENESS, AND ADVOCACY

Throughout the year, the commission worked to provide education, community awareness and advocacy to move toward an all-age-friendly community. Below are some events and actions the commission members participated with to provide information or advocate on topics related to aging in Clark County.

- City councils. Commission members presented the 2020 Commission on Aging Annual Report and key takeaways to the city councils in Clark County, to keep them updated on the commission's progress and discuss any local issues related to older adults.
- Silver Citizen Award. To encourage and support older adults for their contributions to their communities, the Clark County Commission on Aging presented

its second annual Silver Citizen Award program to recognize older adults who go above and beyond in service.

- Community member survey. Commission members created a community member survey to find out how older adults like to connect with other people and to resources. The survey was distributed countywide in print and online formats, in collaboration with several community partners, and will help inform the commission's work in 2022.
- Proclamations. The commission successfully advocated for the county council to proclaim May as Older Americans Month and supported local organizations who advocated the county council to proclaim county residents learn more about dementia and become a dementia friend.



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For other formats

Contact the Clark County ADA Office

Voice 564.397.2322

Relay 711 or 800.833.6388

ada@clark.wa.gov

www.clark.wa.gov/aging



COMMUNITY PLANNING

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Vancouver, WA 98666-9810

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Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Katelyn J. Listek, Mayor **Group Name:** Mayor and Staff
Address: 202 W. Cushman St. **Phone:** (360) 686-3922
 P.O. Box 160
 Yacolt, WA 98675

Email Address: **Alt. Phone:**

ITEM INFORMATION:

Item Title: Records Review Project.
Proposed Meeting Date: June 13, 2022.
Action Requested of Council: Consider a plan for the review of government records that had been scheduled for destruction.
Proposed Motion: “I move that the Council authorize Mayor Listek to hire temporary employees to review designated Town records for retention or destruction, consistent with the plan presented to the Council, and that the Council be updated on the progress and cost of the project.
Summary/ Background: In 2020, the Town’s staff organized Yacolt’s records room and determined that 5 bins of historical records could be destroyed pursuant to record retention rules. The State Archivist’s Office has suggested that these records be reviewed a second time to ensure compliance with the rules.

 Staff has proposed a plan for reviewing the records, and invites the Council’s input regarding all elements of the plan.

 A letter from the Town Attorney describing the basic elements of the plan is attached.

Staff Contact(s): Stephanie Fields, Town Clerk.
 Katelyn Listek, Mayor of Yacolt.
 (360) 686-3922

DAVID W. RIDENOUR

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Via e-mail only to clerk@townofyacolt.com
June 6, 2022

Yacolt Town Council
Town of Yacolt
P.O. Box 160
Yacolt, WA 98675

Re: Document Review Project
My file number: **382-01**

Dear Members of the Yacolt Town Council:

Mayor Listek and the Town's staff have been preparing for a project that involves reviewing a large number of the Town's records. We are requesting the Council's direction and approval of a plan for that review. This letter will provide some background about the project and a proposed plan and budget for the work.

Background

Yacolt has five recycling bins full of records stored upstairs in Town Hall. The records were scheduled for shredding and destruction in mid-2020. Before the bins were removed from Town Hall, Mayor Listek directed a quick inspection of the records to verify that correct decisions had been made for whether the records could legally be destroyed. (Specific rules exist for the retention and destruction of government records.)

That spot-check of the records raised concerns that mistakes may have been made in the process of reviewing the records for destruction. The Town prepared a report about its concerns and shared the report with a senior records consultant with the Washington Secretary of State's Office.

The purpose of the report was to seek an outside opinion from an expert familiar with the Town's records about whether the Town's spot-check had discovered real problems. The State consultant confirmed that errors had been made, and concluded that none of the records in the bins should be destroyed until they were re-inspected for proper handling.

This presented a daunting challenge to the Town, especially in the midst of a Covid-19 outbreak and the turn-over of staff in the Town Clerk's office that year. Through 2021 and into this year, the Mayor, Town Clerk and I have worked to develop options for how the Town might best complete this difficult task.

Proposed Plan

Our proposal is to hire two temporary workers to organize and review the records a second time. The process would begin with orientation and planning followed by practicing the document review process under the supervision of the State consultant, myself, and/or the Town Clerk. The pair would then work more independently to review the records while maintaining destruction logs and seeking advice and assistance as needed. Where the proper disposition of a record is in doubt, the record will be set aside for review by the State consultant, the Town Clerk, or myself.

The Town Clerk and Mayor would be directly involved in supervising the process. The Town Clerk would be particularly involved with the organization and storage of records that will be retained, (because records have no value unless they are organized and can be readily located when needed).

The two temporary employees being proposed for the job are my wife, Boyang Ridenour, and Claire B., a colleague of Boyang's from college. This is a plan that I initially resisted for the obvious reasons that some might consider this a conflict of interest or inappropriate for some other reason. I have tried to find equivalent or better alternatives for the Town, but was not successful.

The fact is that Boyang is already very familiar with the Town and its functions. She has already provided valuable assistance to me on challenging projects involving the Town's records. Both candidates are available to work on this project, with flexible schedules that can match the needs of the Town. Because these two people seem like such a good fit for the project, I am willing to suggest them to the Council. Naturally we want any questions and concerns to be answered before the work would begin. Other solutions may still be considered.

Budget

We propose to provide Boyang's services through my law firm at \$25.00 per hour. Claire B. would be hired as a temporary employee of the Town at \$25.00 per hour. My initial estimate for the entire project is roughly \$10,000.00. (Final actual costs for the work could be significantly higher or lower.)

Conclusion

More detail about this plan is available in the attached email that I sent to the State consultant in October of last year. If any of the Council is interested, I would be happy to provide copies of the Town's original memorandum to the State consultant and any other documents related to the project.

This will not be an easy or fun job. The work requires focus and simultaneous attention on multiple tasks while complying with a detailed 'rule book' for document retention that is roughly 300 pages long. With so many unknowns surrounding the task, this proposal is the best solution that your staff and consultants have been able to put together. Our plans for the work would obviously continue to evolve, especially as the records are actually being reviewed and we are able to learn more about them. We look forward to discussing the particulars of the project with you at your June 13, 2022 meeting.

Very truly yours,



David W. Ridenour
/dwr

enclosure

From: [David Ridenour](#)
To: [Ganzel, Jaime](#)
Subject: RE: Document Review Project
Date: Thursday, October 21, 2021 7:33:00 PM
Attachments: [image007.png](#)

Dear Jaime;

Thank you for this information. That helps me get to the next stage of planning, which I want to run by you for your input.

First, I have concluded that Yacolt's circumstances are unique, and that it is important to have people working on the project that are somewhat local, somewhat familiar with Yacolt's situation, are flexible with their scheduling, and available to take on a fairly large document review process even though that have other commitments in their lives. I called attorneys I trust about paralegal or assistants who might be interested in the work. I called a former associate who worked on Yacolt matters and might be interested in a side-job. I considered talked to the local community college about exceptional students they may have in their paralegal program. I talked to many people, trying to balance cost, availability, and of course that "x-factor" of being trustworthy, sharp as a tack, and detail-oriented.

I have two people that I think are willing and able to do the job at a very reasonable cost. They are two ladies who are both upper classmen at Washington State University. Both are in their thirties. They know each other and work very well together, (having done so in college classes for writing assignments and group projects).

One is my wife, who has been my assistant for years in the law office, and has been involved with Yacolt matters for years. (This was not my idea, and it is one that I resisted for months. But the Mayor has a lot of confidence in her and trusts her. Absent better alternatives, I'm now willing to accept the idea, though we will need to be careful and transparent.) She is a very hard and focused worker, and very careful and efficient when handling detailed information. She will be a machine when it comes to turning a mess of loose papers in recycling bins into discreet records in banker's boxes ready for more careful review, as well as many other aspects of the project.

The second person is highly intelligent and professional, having worked for years in family startup companies in the medical devices field as an office manager and with investor relations. I've seen her college work, and can say that she is one of the best writers I've seen in a long time. She is intelligent. When my wife suggested her for the project, I was thrilled with the idea, and shocked I didn't think of her first. I was shocked a second time when she agreed to do the work at a reasonable rate.

I have a great deal of confidence in both of these people, and I believe Mayor Listek will be thrilled to have them both assist with the project. I think they will be willing to work in the \$25-\$30 range. My wife will be billed through my law firm. I will propose that the other person be hired by the Town as a temporary employee.

The plan to attack this project will involve several people. The two key workers will be charging

through the records and making decisions as best they can. This will start slowly, but they will pick up confidence and speed as they go. They will work with the Town Clerk frequently, and possibly the Mayor too, in terms of records organization and handling. (The Town key employees have to know where the records are going and why.) The workers will have some ability to confer with you, as Katie Younce did. This will be invaluable, especially in the beginning. I will also be making myself available, especially in the beginning, to provide assistance and direction as they learn what they are trying to accomplish.

It made sense to me to start the project with an orientation. I will have all current CORES information available for them, and that includes handy reference binders with the general CORES rules that they will be referring to most frequently. I also propose that we do nothing until we have all watched some of the webinars that are available on your website. Unless you have better ideas, I propose that we watch 1). "Basics of Managing Records" starring Jaime Ganzel, 2). "Retention Schedules Demystified"; and 3). "Scanning & Tossing: Quick Review of Subjects About Transferring to Archives". I have set aside about three hours to watch the webinars, review the CORES books, tour the Town's records room and other locations where records are stored, and walk through practice reviews of actual records together. We will develop a simple process for reviewing and handling records, use of destruction logs, and general recordkeeping tools so that our work efforts can be explained later.

I propose to work on one bin at a time, identifying the discreet records and making decisions about each record using the criteria that you have suggested before. Especially at the beginning, we will analyze the experience to see where we can make improvements. Are there unexpected problems that need to be solved? Will we discover that the records all seem to actually be appropriate for destruction after all, increasing our confidence in the original work that was done? Will we come up with reasonable short cuts to minimize the time and cost? In other words, this process will go through a natural evolution where we learn how to efficiently and accurately make the necessary decisions.

I cannot say that I am optimistic about finishing a box per hour. First of all, nothing is in a box. The records are loose, thrown together in bins, and there is no context to tell us whether they are primary records or unnecessary copies, etc. The organization of the records room was dramatically improved by the work Katie Younce did, and has been further improved by Mayor Listek and the current Town Clerk. But there is more to do before that room will make sense as an organized depository for all of the different records and subjects we are going to encounter, especially when the two people doing the work are going to be new to much of the subject matter. We aren't just making decisions about records – we are also implementing those decisions. That means records to be retained will then have to be filed, or prepared for archiving, etc.

I estimate that there are 36 bankers boxes of records, (based on the generally-accepted rule that a standard recycling bin holds about 7 boxes, plus or minus). The first box or two will be tortuously slow to process because everything will be new. Speed of review will increase over time. My estimate is that we will be able to review and process an average of 1.3 bankers boxes per person every 4 hours. That's based on my experience with the records, with the CORES rules, and with what I've seen in the bins and records room. My experience is very limited, and my estimate may be

completely worthless. You estimated a much faster rate, and I hope that your estimate proves to be correct.

The big unknown is how many records are we talking about? Boxes don't matter. Records matter. A bankers box with 5 big records is much different than a bankers box with hundreds of records. Let's pretend that Yacolt's boxes have an average of only 60 records per box. To process a box per hour, somebody would have to be able to review and understand the key dates and subject matter of each record, identify the CORES rule that applies, and then process the decision, all at a rate of one record every 60 seconds. I can't imagine that would be possible, and I can't imagine that we will be facing only 60 records per box. I think there will be hundreds of records per box. I don't think we'll be able to really estimate the time and cost for this project until we are several hours into it, and have a basis for making estimates. If we do that and decide that we are failing, we will regroup and talk about a plan b.

Based on my projections, with orientation, preparation, processing and recordkeeping, I have come up with an estimated cost to the Town of roughly \$10,000. Hopefully the final cost will be significantly less, but it could be more. I am sensitive to the fact that we can't simply leave every difficult decision to Jaime, and surprise you with 15 bankers boxes containing thousands of records. We are going to have to try much harder than that.

I wanted to share this plan with you before I propose it to the Mayor for her review. Knowing that you have offered your thoughts on the plan will be very helpful to the Mayor. I will share our correspondence with her, of course.

That's about it. In particular I'm interested in your recommendations in terms of the orientation process. We can get you on the phone as we run into real-time issues once the time comes.

If you think this is a reasonable plan, and the Mayor does to, I would push to start the process soon – November for sure. There will be challenges to making time for the work, especially with the holidays and other demands. But I believe the project can and should be finished by sometime in January. It will be a great day when the Town can have the bins picked up, old records shredded, and an organized efficient records room to work with.

As always, thank you for your advice and help.

David

David W. Ridenour
Attorney at Law
13019 N.W. 47th Avenue
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Office/Cell: **360.991.7659**
Email: **david@davidridenourlaw.com**

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From: Ganzel, Jaime <jaime.ganzel@sos.wa.gov>
Sent: Tuesday, October 19, 2021 4:28 PM
To: David Ridenour <david@davidridenourlaw.com>
Subject: RE: Document Review Project

Hello David,

Thank you for your email regarding potential solutions for Yacolt's document review project.

(1). Can the WSA provide an option to the Town? Does the State have the personnel and the ability to solve these records questions for the Town? If so, can you provide an estimate of cost per hour, etc.? (I know that's a long-shot, but I'm leaving no stone unturned.)

WSA does not charge for our training and consultation services. However, we don't have the personnel to cover a project of this size. If the town were to hire an independent records management consultant, I would say you'll probably end up paying somewhere between \$30-\$45/hr. If a professional records management consultant isn't in the budget, I would recommend looking for someone with organization skills, attention to detail, and complex problem-solving skills.

(2). If the Town is able to handle most of the work in-house, you mentioned that you would be able to come down to review the records where the proper disposition is unclear to us. Can you tell me a little bit more about how that would work? Will there a cost to the Town for that assistance?

Yes, we can schedule a day for me to come down and help the Town find the correct retention for the trickier records – ideally, this would be a few boxes. The process is very informal, just let me know when you've got the records whittled down and I'll let you know what availability I have. I can also help via phone or email throughout the project or can schedule a web conference meeting any time to talk through more complex issues. These services are all free of charge.

Best wishes,

JAIME GANZEL | SENIOR RECORDS CONSULTANT

Washington State Archives – Southwest Regional Branch
1129 Washington St. SE, MS: 40238 · Olympia, WA 98504-0238
Office: 360.586.0368 | Cell: 360.790.3077 | jaime.ganzel@sos.wa.gov
[Washington State Archives](#) | [Digital Archives](#)
Pronouns: she/her/hers

Have I helped you with Records Management? Please tell me how I did.

For Training: <https://www.surveymonkey.com/r/ArchivesTrainingSurvey>

For a Consultation: <https://www.surveymonkey.com/r/ArchivesConsultationSurvey>

-

To receive updates on records management advice, records retention schedules and training, click on the appropriate link: [State Government Agency Notifications](#) – [Local Government Agency Notifications](#)

documents for the Council's review to allow approval of the CFP and Interlocal Agreement.

Additional background will be provided during the Council meeting.

Attachments:

- 1). Battle Ground School District Capital Facilities Plan – 2022-2028.
- 2). Resolution C-22. (Battle Ground School District's adoption of the Capital Facilities Plan.)
- 3). Impact Fee Formula. (Excel Spreadsheet)
- 4). Proposed Interlocal Agreement between the Battle Ground School District and the Town of Yacolt.

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**BATTLE GROUND SCHOOL DISTRICT
CAPITAL FACILITIES PLAN**

2022-2028

BOARD OF DIRECTORS

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**Presented to the Battle Ground School Board
May 9, 2022**

**Adopted by the Battle Ground School Board
May 23, 2022**

SECTION 1 INTRODUCTION

A. Purpose of the Capital Facilities Plan

The Washington State Growth Management Act (the “GMA”) includes schools in the category of public facilities and services. School districts have adopted capital facilities plans to satisfy the requirements of the GMA and to identify additional school facilities necessary to meet the educational needs of the growing student populations anticipated in their districts.

The Battle Ground School District (the “District”) has prepared this Capital Facilities Plan (the “CFP”) to provide Clark County (the “County”) and the City of Battle Ground (“Battle Ground”) and the Town of Yacolt (“Yacolt”) and the City of Vancouver (“Vancouver”) with a schedule and financing plan for capital improvements over the next six years (2022-2028).

In accordance with the Growth Management Act, Clark County Code Sections 40.620.030 – 40.620.040, City of Battle Ground Municipal Code Sections 3.60.064, City of Vancouver Code Section 20.915.060 and Town of Yacolt Code Section 3.15.010-110, this CFP contains the following required elements:

- The District's standard of service, which is based on program year, class size by grade span, number of classrooms, types of facilities and other factors identified by the District.
- Future enrollment forecasts for each grade span (primary, middle, and high schools).
- An inventory of existing capital facilities owned by the District, showing the locations and capacities of the facilities, based on the District's standard of service.
- A forecast of the future needs for capital facilities and school sites based on the District's enrollment projections.
- The proposed capacities of expanded or new capital facilities over the next six years based on the inventory of existing facilities and the standard of service.
- A six-year plan for financing facilities within projected funding capacities, which clearly identifies sources of public money for such purposes. The financing plan separates projects and portions of projects which add respond to growth from those which do not, since the latter are generally not appropriate for impact fee funding.
- A calculation of impact fees to be assessed and supporting data substantiating such fees.

B. Overview of the Battle Ground School District

The Battle Ground School District is situated along the Interstate 5 corridor in northern Clark County. It encompasses the City of Battle Ground, a community that is experiencing accelerated growth, the town of Yacolt, a portion of City of Vancouver and is bordered by Evergreen, Vancouver, Ridgefield, La Center, Hockinson, Washougal, Woodland, and Green Mountain School Districts. Total land is approximately 271 square miles.

The District serves a population of 11,719 students (headcount October 2021), with seven primary schools (K-4), six middle schools (5-8), two comprehensive high schools (grades 9-12), one high school science magnet program, one alternative high school, one alternative K-12 school and one alternative school grades 3-12 program. For purposes of facility planning, the Capital Facility Plan considers grades K-4 as primary, grades 5-8 as middle school and grades 9-12 as high school.

In April 2021 the District was notified that they would no longer be able to lease the building housing the 3-12 alternative program after the 2021-22 school year. Plans have been made to transition the school building

onto the campus adjacent to the former Lewisville campus. Students will temporarily be split between a ten-plex and the surplused A and B building on the campus. The District attempted to address overcrowding and failing building concerns, specifically for schools located in the southern end of the District through three attempts to pass a bond. (November 2016, Feb 2018 and April 2018) Each of those attempts failed to reach the 60% supermajority required by state law. Through a boundary adjustment and enrollment losses during the COVID-19 pandemic overcrowding has subsided but outdated and failing buildings remain a concern. Additionally, with the use of the Lewisville campus a need for District storage has increased due to spaces being used to pivot the alternative 3-12 into a different facility.

The most significant issues facing the District in terms of providing classroom capacity to accommodate existing and projected demands are:

- The continued expansion of the Urban Growth Boundaries in Clark County and the resulting increase in students;
- The District will be implementing Transitional Kindergarten programs at 4 sites in 2022-23. This will require the ability to add multiple classroom spaces.
- Increased student enrollment due to the implementation of Transitional Kindergarten puts a strain on building core facilities such as cafeterias, gyms, libraries, office space, playgrounds and parking lots. The District anticipates having to expand the capacity of such facilities in order to meet program expectations for students, families and staff.
- Many school sites in our District house students in excess of the capacity of the facility. Portable and modular classrooms are used at all sixteen (100%) school sites and will continue to be used until new brick and mortar sites can be financed and built.
- The COVID-19 pandemic and a switch to remote learning, as well as additional strategies to address learning loss, has created a need for increased emphasis on technology use. This has been seen in the number of student devices needed as well as the infrastructure to run those devices.
- Increased needs associated with student safety including modernizing either existing buildings to secure campuses and buildings from outside intruders or building new schools that feature modern safety features and limited access from the outside.
- Citizens approved Initiative 1351, which when implemented will require lower class sizes. Lower class sizes will require additional classrooms and facility improvements, and funding to pay for them.

SECTION 2 DISTRICT EDUCATIONAL PROGRAM STANDARDS

School facility and student capacity needs are dictated by the types and amounts of space required to accommodate the District's adopted educational program. The role that quality education plays in growing a strong local economy is vital. In order to accomplish the community value of having a strong local economy, schools must have quality facilities. These facilities serve as the supporting space for developing the whole child within a community to prepare them for a competitive global economy. The educational program standards which typically drive needs for educational space for students include grade configuration, optimum facility size, class size, educational program offerings, supplemental program offerings, specialty spaces, classroom utilization and scheduling requirements.

In addition to the student population, other factors such as collective bargaining agreements, government mandates, and community expectations affect classroom space requirements. Space is necessary for regular classrooms, the fine and performing arts, physical education, STEM, Special Education, Title I, Highly Capable, Bilingual Education, technological applications, computer labs, preschool and daycare programs, intervention programs, and other

specialized programs. Space must be provided for common areas such as media centers, cafeterias, kitchens, and auditoriums. Space is needed for groups of students/staff to work together. These programs can have a significant impact on the available student capacity within school facilities. Further, the community expects all spaces to be well utilized during the school day and available after the school day for public use.

A. District Educational Program Standards:

Core program includes the following:

- Core classroom space for all curriculum areas which includes space for group learning, direct instruction, and individual student work to meet the rigors set forth in state standards.
- Science classroom space that supports advanced coursework (including water, sinks, gas, hoods, and safety equipment). Students must achieve rigorous state mandated science standards. This requires specialty space that is not met by adding portables. High school and middle school science lab space is a high priority.
- With the added emphasis on STEM education there is a need to offer flexible classroom space where project based labs and classroom instruction can happen in adjacent classrooms.
- Physical education space is needed for students to meet rigorous health and fitness standards. This includes covered areas outdoors, fields, gymnasiums, and other multi-use spaces.
- Technological competency is expected for all students. Space must be allocated for technology equipment and applications in classrooms and specialty spaces. Square footage for this equipment and its infrastructure is not calculated in current state allowances, but must be provided.
- Art, music, and theater arts spaces are critical to the core program for students. Spaces are necessary to adequately meet the rigorous standards of these state required programs.
- Library/Media services (research, technology, collaboration) and space must be provided for students to achieve the rigors in the core program. Information driven educational environments require that students have access to information through appropriately sized library/media space.
- Classroom spaces for the implementation of calming rooms at all K-12 comprehensive sites to support dysregulated students and the social-emotional needs of all students.
- Extra-curricular activities need adequate space in order to safely support program activities.
- Office spaces for support staff that work within specific programs supporting District programs.

Special services are essential to meet the needs of special populations.

- Special Education services are delivered at each of the schools within the District. Program standards and services vary based on the disability of the students and their individual education plan (IEP). Implementing each student's IEP often requires large and small specialty spaces, which the District must provide. Program standards change as a result of various external or internal influences. External influences include changing federal mandates, funding changes, and the introduction of new technological applications which meet the needs of students. Internal influences include modifications to the program year, class size, grade configurations, and specialized facilities.
- Special populations receive additional support through Federal, State, and Levy funding, including Title 1 Reading and Math, State Learning Assistance Program for reading and math, Highly Capable, and Bilingual. Funding for these programs does not include the expense of adding facilities to support them.
- Early Childhood programs, such as preschool programs, are essential to develop early childhood literacy skills, and are vital to the community. These programs require specialty space which is not funded by the state.
- Supplementary services (Career and Technical Education programs) provide multiple pathways to prepare students for a broader range of post-secondary learning opportunities. The services require additional spaces that have not been calculated in current state square footage allowance formulas.
- Adequate facilities for an 18-21 year old transition program as mandated by state and federal law.

Support services are often overlooked core services, and are essential to a quality educational program.

- Food service delivery, storage, preparation, and service require spaces that are specially designed and equipped. As student populations increase, adequately calculating space needs for this core service is crucial to the overall planning of the facility. Adequacy in planning for this space has significant impacts on the overall learning environment for students if not done appropriately.
- Transportation support centers are required to handle growing transportation needs.
- Warehouse, purchasing and maintenance support facilities must also be considered and are often overlooked as core support services needed to serve both current enrollment and growth.
- Administrative support facilities must also be considered and are often overlooked as core support services need to serve both current enrollment and growth.

B. Elementary Educational Program Standards (Grades K-4 and transitional kindergarten)

The District educational program standards, which directly affect elementary school capacity, include:

- Class sizes for transitional kindergarten and kindergarten are targeted not to exceed 22 students per class.
- Class sizes for grades 1-3 are targeted not to exceed 23 students per class.
- Class sizes for grade 4 is targeted not to exceed 25 students per class.
- Specialist allocations are to include art, music and health/fitness; total average class size in grades K-3 are targeted not to exceed 17 students per class.
- Separate classroom space must be provided for music and art instruction.
- Physical education instruction requires adequate space for movement and use of equipment.
- Special education services are provided in separate classrooms for some children, while others need highly specialized spaces that likely include self-help skills, cooking, and motor development.
- Instructional intervention programs need separate instructional areas.
- All schools must have a library/media resource center large enough to meet student needs.
- All schools must have a cafeteria large enough to meet student needs.
- All schools must have adequate office space to provide counseling, mental health and nursing services.
- All schools must have adequate parking available for staff and families.

C. Middle and High School Program Standards (Grades 5-12)

The District education program standards, which directly affect middle school and high school capacity include:

- Class size for middle school grades 5-8 is targeted not to exceed 28 students.
- Class size for high school grades 9-12 is targeted not to exceed 30 students; however, some classes exceed 30 students and some have less than 30. For the purposes of determining capacity, an average class size of 28 students was used.
- Special Education for some students is provided in separate classrooms.
- All schools must have a cafeteria large enough to meet student scheduling and student body need.
- Science labs and other specialized STEM spaces.
- Specialized programs require instructional space as follows:
 - Intervention programs need separate instructional areas.
 - Space for individual and group study, practice labs, production rooms.
 - Media Center/Library.
 - Program Specific Classrooms (science, music, theater arts, visual arts, career and technical education such as woodshops, welding, culinary, automotive, video production, and many more).

- All schools must have adequate office space to provide counseling, career development, mental health and nursing services.
- All schools must have adequate parking available for staff and families.

SECTION 3 CAPITAL FACILITIES INVENTORY

The facilities inventory serves to establish a baseline for determining the facilities necessary to accommodate future demand (student enrollment) at acceptable levels of service. This section provides an inventory of capital facilities owned and operated by the District including schools, portables, undeveloped land and support facilities. School facility capacity was inventoried based on the space required to accommodate the District's educational program standards.

A. Schools

School capacity is determined based on the number of home room teaching stations within each building and the space requirements of the District's current educational program. It is this capacity calculation that is used to establish the District's baseline capacity, and to determine future capacity needs based on projected student enrollment. Grades K-4 are considered primary schools, grades 5-8 are middle schools and grades 9-12 are high schools. The school capacity inventory is summarized in Tables 1, 2, and 3.

Table 1 – Primary School Inventory (Grades K-4)

Primary School	Location	Building Area (Square Feet)	October 2021 Student Headcount Enrollment	Teaching Stations - Note 1	Permanent Student Capacity - Note 2
Captain Strong	1002 NW 6th Ave Battle Ground, WA	71,511	557	26	589
Daybreak	1900 NW 20th Ave. Battle Ground, WA	62,389	474	23	517
Glenwood	9716 NE 134th St. Vancouver, WA	44,261	527	20	452
Maple Grove	610B SW Eaton Blvd Battle Ground, WA	82,043	456	28	616
Pleasant Valley	14320 NE 50th Ave. Vancouver, WA	49,726	491	18	411
Yacolt	406 W. Yacolt Rd. Yacolt, WA	71,857	695	25	579
Tukes Valley	20601 NE 167th Ave. Battle Ground, WA	62,389	463	21	469
HL River (K-4) ALE - Note 3	610A SW Eaton Blvd Battle Ground, WA	11,603	319	6	274
CAM (3-4) ALE	715 NW Onsdorf Blvd., Battle Ground, WA	Leased Facility	93	N/A	N/A
Total		455,779	4,075	167	3,907

Notes:

1. The music rooms, physical education spaces, computer labs, special education classrooms, intervention classrooms and library/media spaces are not counted as teaching stations in the primary schools because they are pull-out programs (not homeroom classrooms).
2. Capacity for grades K-4 facilities is calculated at an average of 24 students per general education teaching station and an average of 17 for special education teaching stations.
3. HomeLink River ALE capacity for grades K-4 facilities is calculated at an average of 48 students per general education teaching station and 34 an average 34 for special education teaching stations based on program offerings.

Middle School	Location	Building Area	October 2021 Student Headcount Enrollment	Teaching Stations - Note 1	Permanent Student Capacity - Note 2
Amboy	22115 NE Chelatchie Rd, Amboy, WA	82,619	557	26	684
Daybreak	1900 NW 20th Ave. Battle Ground, WA	62,389	438	15	343
Laurin	13601 NE 97th Ave. Vancouver, WA	64,953	687	18	427
Chief Umtuch	700 NW 9th St. Battle Ground, WA	79,268	569	24	606
Pleasant Valley	14320 NE 50th Ave. Vancouver, WA	49,726	429	14	359
Tukes Valley	20601 NE 167th Ave. Battle Ground WA	62,389	499	18	449
CAM (5-8) (ALE)	715 NW Onsdorf Blvd. Battle Ground, WA	Leased Facility	229	N/A	NA
HL River (5-8) ALE - Note 3	610A SW Eaton Blvd. Battle Ground, WA	11,603	327	6	314
Total		412,947	3,735	121	3,182

Notes:

1. The music rooms, physical education spaces, computer labs, art rooms, CTE rooms, special education classes, intervention classes, and library/media spaces are not included as teaching stations in the middle schools because they are exploratory programs (not homeroom classrooms).
2. Capacity for grades 5-8 facilities is calculated at an average of 28 students per general education teaching station and an average of 17 for special education teaching stations.
3. HomeLink River ALE capacity for grades 5-8 facilities is calculated at an average of 56 students per general education teaching station and 34 an average 34 for special education teaching stations based on program offerings.

Table 3 – High School Inventory (Grades 9-12)					
High School	Location	Building Area (Square Feet)	October 2021 Student Headcount	Teaching Stations - Note 1	Permanent Student Capacity - Note
Battle Ground	300 W Main Street Battle Ground, WA	264,234	1,706	78	2,019
Prairie	11500 NE 117 Ave. Vancouver, WA	215,580	1,469	72	1,702
CASEE B – HS Magnet Program - Note 3	11104 NE 149 St. Brush Prairie, WA	Leased Facility*	Students are counted in BGHS and PHS count	N/A	N/A
Summit View (ALE) - Note 4	11104 NE 149 St. Brush Prairie, WA	Leased Facility*	221	N/A	NA
CAM (9-12) ALE	715 NW Onsdorf Blvd. Battle Ground, WA	Leased Facility*	124	N/A	N/A
HL River (9-12) ALE - Note 5	610A SW Eaton Blvd, Battle Ground, WA	11,603	389	5	280
Total		491,417	3,909	155	4,001

Notes:

1. The music rooms, physical education spaces, and computer labs are counted as teaching stations because they are not special pull-out programs at the high school. The instructional space that is used for shop class and for library/media was not counted as teaching stations because they are used for special programs and pull-out programs.
2. Capacity for grades 9-12 facilities is calculated at an average of 28 students per general education teaching station and an average of 17 for special education teaching stations.
3. Summit View High School is an alternative high school program located on an 80-acre site that is leased from the Department of Natural Resources
4. The CASEE B High School Magnet Program is located on an 80-acre site that is leased from the Department of Natural Resources.
5. HomeLink River ALE capacity for grades 5-8 facilities is calculated at an average of 56 students per general education teaching station and 34 an average 34 for special education teaching stations based on program offerings.

B. Portables

Portable classrooms are used on an interim basis to house students until funding can be secured to construct permanent classrooms. Capacity that is provided by portables is not considered permanent facility capacity. Table 4 outlines an inventory of these facilities. The District currently uses 174 portable classrooms plus cafeterias, office buildings and daycare centers. Portable classrooms are used for regular education, special education pull-out, and other special programs, until these programs can be provided in permanent brick and mortar facilities.

Table 4 – Inventory of Portable Classrooms

School	Portable Classrooms	School	Portable Classrooms
Captain Strong Primary	14	Chief Umtuch Middle	10
Daybreak Primary	8	Amboy Middle	4
Glenwood Heights Primary	24 + cafeteria and one daycare	Laurin Middle	12
HomeLink River	16 + cafeteria and daycare	Pleasant Valley Middle	12
Tukes Valley Primary	10	Tukes Valley Middle	10
Pleasant Valley Primary	14	Battle Ground High	9
Yacolt Primary	16 + 1 daycare portable	Summit View Middle School Program	NA
Maple Grove K-8	4	Prairie High	1
Daybreak Middle	10		

C. Support Facilities

In addition to schools, the District owns and operates additional facilities that house operational support programs and offices for the District. An inventory of these facilities is provided in Table 5.

Table 5- Support Facility Inventory

Facility	Building Area	Site Location
Administrative Offices – (CASEE A&C)	28,737	11104 NE 149 th St., Brush Prairie, WA 98606

District Print Shop, Community Education, Science Resource Center, Nutrition Services Offices/Storage and Professional Development Classrooms	57,130	406 NW 5th Avenue, Battle Ground, WA 98604 These office occupy portions of the Former Lewisville Middle School – The admin/media center building, cafeteria, building A and building C
District Warehouse	12,240	400 N. Parkway Ave., Battle Ground, WA 98604
450 Buildings – Maintenance and Grounds Department	22,771	300 W. Main St., Battle Ground, WA 98604
Dodge House	1,754	612 N.W. 9th St., Battle Ground, WA 98604
450 Modular Building – Facilities and Transportation Office	1,792	300 W. Main Street, Battle Ground, WA 98604

D. Land Inventory

The District owns the following undeveloped sites:

Future School Sites:

- A 50-acre site intended for future schools located on NE 199th Street in Vancouver.
- A 20-acre site intended for future schools located on NE 152nd Ave in Vancouver.
- A 4.24 acre site including a 2,232 sq. ft. house at 9916 NE 134th St., Vancouver. This property is adjacent to the Glenwood/Laurin school sites.
- A 2.88 acre site at 602 NW 5th Avenue, Battle Ground, WA 98604. This property abuts the Battle Ground High School site.
- A 51.32 acre site intended for future schools located on Highway 503 at NE Chelatchie Road in Amboy.

Other Property:

- A 2.51 acre building lot donated to the District in 2018. The lot will likely be surplussed and sold.
- A one acre site that is topographically unsuitable for school site development. This property is known as the Tum Tum Lodge.

**SECTION 4
STUDENT ENROLLMENT PROJECTIONS**

A. Projected Student Enrollment 2021-2028

The District’s enrollment projections are based on an enrollment forecast update prepared by the District. Enrollment trends prior to the Covid19 pandemic were used to determine enrollment forecasts.

Grade	2021	2022	2023	2024	2025	2026	2027	2028
Kindergarten	806	885	885	885	885	885	885	885
Grade 1	815	833	914	914	914	914	914	914
Grade 2	781	816	834	916	916	916	916	916
Grade 3	829	793	828	846	929	929	929	929
Grade 4	833	847	810	846	865	949	949	949
Total Primary School	4,064	4,174	4,271	4,408	4,509	4,594	4,594	4,594
Grade 5	887	837	851	814	850	869	954	954
Grade 6	933	912	861	875	837	874	893	981
Grade 7	884	942	921	869	883	844	883	902
Grade 8	1,042	878	935	914	863	877	838	876
Total Middle School	3,746	3,569	3,567	3,471	3,433	3,465	3,568	3,713
Grade 9	1,003	1,071	902	961	939	886	901	861
Grade 10	1,047	1,007	1,075	905	964	943	890	905
Grade 11	940	919	884	944	795	847	828	781
Grade 12	919	971	950	913	975	821	875	855
Total High School	3,909	3,968	3,810	3,723	3,674	3,497	3,493	3,402
Total	11,719	11,710	11,649	11,602	11,615	11,556	11,656	11,709

2021 enrollment is the actual number of students that were enrolled in October 2021. The District's CFP focuses on short term enrollment forecasts with an eye towards long range facility needs.

**SECTION 5
CAPITAL FACILITIES NEEDS**

A. Facility Needs

The District’s facility needs are identified by subtracting existing capacity from the student enrollment forecast in 2028. Facility needs are expressed in terms of “unhoused” students or students that cannot be housed in permanent (brick/mortar) facilities and, therefore, would attend basic education classes in portable classrooms. In and utilize additional portable classrooms. The cost of the portables is not included in the impact fee calculation; however, impact fee revenue can be used to fund the purchase of portable facilities.

As shown in Table 7, the District needs to add capacity to serve 11,709 students.

Table 7 – Facility Needs

Facility	Permanent Capacity	Forecast Enrollment	Facility Needs
Primary Schools (K-4)	3,907	4,594	687
Middle Schools (5-8)	3,182	3,713	531
High Schools (9-12)	3,987	3,402	0
Totals	11,076	11,709	1,218

The District shows facility needs to construct two new 450 student primary K-4 facilities and two new 450 student middle school 5-8 facilities, however only one new 450 student primary K-4 and one new 450 student middle school is listed. The District is not prepared to construct two new K-4 and 5-8 schools for enrollment capacity during this six year facility plan. The District also shows facility needs to replace or modernize one new primary and middle school, utilize modular portables, improve and expand support facilities such as maintenance shops and warehouses. Table 8 identifies the costs and anticipated financing for these facilities.

Table 8 – Cost and Financing

Future Projects	Additional Capacity	Cost	Portion of cost attributed to growth (2)	Financing			
				Bonds (1)	State Funding Assistance (4)	Impact Fees (3)	
Modernize or Replace One K-4 Schools	0	\$28,734,750					
Modernize or Replace One 5-8 School	0	\$30,882,600					
Construct One K-4 Schools	450	\$28,734,750	\$28,734,750				
Construct One 5-8 Schools	450	\$30,882,600	\$30,882,600	\$ -	\$ -	\$ 24,000,000	
Modular Portables	200	\$3,000,000	\$3,000,000	Unsecured Financing			
District Warehouse	Support due to growth	\$2,500,000	\$2,500,000				
District Maintenance Bldg	Support due to growth	\$2,500,000	\$2,500,000				
CAM Campus Portables - Three 10-Plex	446	\$9,000,000	\$9,000,000		\$ 48,233,017	\$ 14,501,683	\$ 50,000,000
Futures Program (18-21 year olds)	15	\$500,000					
TOTAL		\$136,734,700	\$76,617,350		\$48,233,017	\$ 14,501,683	\$ 74,000,000

1) The estimate for unsecured bonds represents the funds the District must secure to fully fund the improvements (total costs minus secured impact fees, unsecured impact fees, and state funding assistance); 2) Projects and portions of projects which remedy existing deficiencies are not appropriate for impact fee funding. Thus, impact fees will not be used to finance projects or portions of projects which do not add capacity or respond to growth. Support facilities are included in response to growth; 3) The estimate for unsecured impact fees is based on the average number of permits issued in 2020 and 2021 multiplied by the proposed impact fee. The District is assuming it will collect impact fee revenue at that rate for the six-year planning period; and 4) The estimate for unsecured state funding assistance is provided by OSPI based on aging K-8 facilities eligible for modernization or replacement. The state formula for unhoused students does not currently provide funding assistance.

**SECTION 6
CAPITAL FACILITIES FINANCING PLAN**

As shown in table 8, the District needs to construct one K-4 facility and one 5-8 facility, modernize or replace existing K-8 facilities and make other capital improvements for a total estimated cost of \$136,734,700. The improvements will be paid for with \$24,000,000 in secured funding, plus \$112,734,700 in unsecured funds. Financing the improvements is dependent on the state providing funding assistance and the voters approving a bond.

Funding for planned improvements is typically secured from a number of sources including voter approved bonds, state funding assistance, and impact fees. Each of these funding sources is discussed in greater detail below.

A. Financing for Planned Improvements

1. General Obligation Bonds

Bonds are typically used to fund construction of new schools and other capital improvement projects. A 60% voter approval is required to approve the issuance of bonds. Bonds are then retired through collection of property taxes. The District must pass a bond since it is the primary source of funding for the capital improvements listed in this plan.

2. State Funding Assistance

State funding assistance comes from the Common School Construction Fund (“the Fund”). Bonds are sold on behalf of the Fund, and then retired from revenues accruing predominantly from the sale of timber from the common school lands. If these sources are insufficient, the legislature can appropriate funds or the State Board of Education can change the standards. School districts may qualify for state funding assistance for specific capital projects based on a prioritization system. Based on the District’s assessed valuation per student and the formula in the state regulations, the District is currently eligible for state funding assistance for new schools based on the unhoused students at a level of approximately 60.27% of the state defined funding formula. The funding assistance percentage typically does not equal the total share of state assistance. It can be much less because the actual construction costs are typically more than what’s provided in the state defined formula. Currently the state formula for construction costs is \$246.83 per square foot and actual construction costs are approximately \$550.00 per square foot.

Impact Fees

The collection of school impact fees generates partial funding for construction of public facilities needed to accommodate new development. School impact fees are collected by the City/County on behalf of the District. Impact fees are calculated based on a formula, which includes the portion of District construction resulting in increased capacity in schools. Impact fees account for a small fraction of the total cost to fund facility improvements. See next Section.

**SECTION 7
SCHOOL IMPACT FEES**

The GMA authorizes jurisdictions to collect impact fees to supplement funding of additional public facilities needed to accommodate new development. Impact fees cannot be used for the operation, maintenance, repair, alteration, or replacement of existing capital facilities used to meet existing service demands.

A. School Impact Fees

The County’s and Cities’ impact fee programs require school districts to prepare and adopt Capital Facilities Plans meeting the specifications of the Growth Management Act. Impact fees are calculated in accordance with the local jurisdiction’s formula, which is based on projected school facility costs necessitated by new growth, and are contained in the District’s CFP.

B. Methodology and Variables Used to Calculate School Impact Fees

The District’s impact fees have been calculated utilizing the formula in the Clark County, City of Battle Ground, City of Vancouver, and Town of Yacolt Impact Fee Ordinances. The resulting figures in the attached Appendix A

are based on the District's cost per dwelling unit to construct the improvements that are needed for growth. These schools will add capacity that is needed to serve new development. Credits have also been applied in the formula to account for future state match funds the District could receive. At this time, credit for projected future property taxes that will be paid by the owner of the dwelling unit is not included because without a current capital projects levy, no taxes are collected for capital projects in the District at this time.

C. Proposed Battle Ground School District Impact Fee Schedule

The school impact fee calculation results in a fee of \$11,535 per single family home and \$4,963 per multi-family home.

The District requests collection of school impact fees in the amounts of:

Single Family	\$ 10,760
Multi-Family	\$ 3,845

BATTLE GROUND SCHOOL DISTRICT NO. 119

RESOLUTION NO. C-22

A resolution of the Board of Directors of the Battle Ground School District No. 119 adopting a Capital Facilities Plan.

WHEREAS, the Growth Management Act (GMA) requires counties and cities to adopt comprehensive land use plans that, among other things, address the provision of public services to respond to growth and development;

WHEREAS, public schools are one of the public services that, with assistance from school districts, the counties and cities plan for;

WHEREAS, the Battle Ground School District assists Clark County, the City of Battle Ground, the City of Vancouver, and the Town of Yacolt to implement the GMA through the adoption of the Battle Ground School District Capital Facilities Plan and school impact fees;

WHEREAS, the GMA authorizes Clark County, the City of Battle Ground, the City of Vancouver and the Town of Yacolt to collect school impact fees from residential development in order to ensure that school facilities are available to respond to growth and development;

WHEREAS, Clark County, the City of Battle Ground, the City of Vancouver and the Town of Yacolt have adopted school impact fee ordinances that, among other things, require the District to update their Capital Facilities Plan every four years;

WHEREAS, the district has updated its Capital Facilities Plan and student enrollment in Clark County, the City of Battle Ground, the City of Vancouver, and the Town of Yacolt;

WHEREAS, the District will need to build new facilities to add capacity and support facilities to serve unhoused students in response to growth;

WHEREAS, existing funding sources are not sufficient to fund the new facilities that are needed to serve growth;

WHEREAS, the District requests Clark County, the City of Battle Ground, the City of Vancouver, and the Town of Yacolt continue collecting school impact fees in the amount recommended in the Capital Facilities Plan to supplement other public funds that, in combination with the school impact fees will be used to fund the new facilities.

NOW THEREFORE, BE IT RESOLVED:

1. The Battle Ground School District No. 119 hereby adopts the District's 2022-2028 Capital Facilities Plan. The CFP shall be submitted to Clark County, the City of Battle Ground, the City of Vancouver and the Town of Yacolt for adoption and incorporation into their comprehensive Land Use Plans.

2. The Battle Ground School District No. 119 requests that Clark County, the City of Vancouver, the City of Battle Ground and the Town of Yacolt impose and collect school impact fees on new residential development in the following amounts:

\$10,760 for single-family homes

\$3,845 for multi-family homes

ADOPTED by the Board of Directors of Battle Ground School District No. 119, Clark County, Washington, at an open public meeting thereof, held this **23rd day of May 2022**, the following Directors being present and voting:

DocuSigned by:
Mark Watrin
8C0080FAF8C14C3...
President Mark Watrin

DocuSigned by:
Mary Snitily
A49654969F764DC...
Director Mary Snitily

DocuSigned by:
Rob Henrikson
91A00CB75721407...
Director Rob Henrikson

DocuSigned by:
Ted Champine
F1C2BFC6F043471...
Director Ted Champine

DocuSigned by:
Jackie Maddux
C1878E27B90348D...
Director Jackie Maddux

ATTEST:

DocuSigned by:
Denny Waters
9711322B836241F...
Superintendent Denny Waters
Secretary for the Board

Battle Ground Public Schools

Single-Family			
Elementary	Middle School	High School	Formula
\$28,734,750	\$30,882,600	0	Facility Cost
450	450	0	Additional Capacity
\$63,855.00	\$68,628.00	0	Cost per Student (CS)
0.139	0.128	0.134	Student Factor (SF)
\$8,875.85	\$8,784.38	\$0.00	CS x SF
\$246.83	\$246.83	\$246.83	Boeck Index
90	117	130	OSPI Sq Ft
60.27%	60.27%	60.27%	State Match Eligibility %
\$1,861.04	\$2,227.90	\$0.00	State Match Credit (SM)
\$7,014.80	\$6,556.49	\$0.00	CS x SF – SM
		\$13,571.29	Cost per Single Family Residence
		\$0.00	Cost per Single Family Residence - Tax Credit
		(\$2,035.69)	15% reduction (A)
		\$11,535.60	Calculated Single Family Fee Amount
			Recommended Fee Amount
Multi-Family			
Elementary	Middle School	High School	Formula
\$28,734,750	\$30,882,600	0	Facility Cost
450	450	0	Additional Capacity
\$63,855.00	\$68,628.00	0	Cost per Student (CS)
0.068	0.047	0.053	Student Factor (SF)
\$4,342.14	\$3,225.52	\$0.00	CS x SF
\$246.83	\$246.83	\$246.83	Boeck Index
90	117	130	OSPI Sq Ft
60.27%	60.27%	60.27%	State Match Eligibility %
\$910.44	\$818.06	\$0.00	State Match Credit (SM)
\$3,431.70	\$2,407.46	\$0.00	CS x SF – SM
		\$5,839.16	Cost per Single Family Residence
		\$0.00	Cost per Single Family Residence - Tax Credit
		(\$875.87)	15% reduction (A)
		\$4,963.29	Calculated Single Family Fee Amount
			Recommended Fee Amount

**INTERLOCAL AGREEMENT FOR THE COLLECTION, DISTRIBUTION,
AND EXPENDITURE OF SCHOOL IMPACT FEES**

THIS INTERLOCAL AGREEMENT (Agreement) is entered into this ___ day of _____ 2022, by and between the Town of Yacolt (Town) and the Battle Ground School District No. 119 (District).

WHEREAS, the Washington State Legislature passed the Growth Management Act of 1990 and 1991, Chapter 36.70A RCW, et seq. and Chapter 82.02 RCW, et seq. (Act), which authorizes the collection of impact fees on development activity to provide public school facilities to serve new development; and

WHEREAS, the Act requires that impact fees may only be collected for public facilities which are addressed by a capital facilities element of a comprehensive land use plan; and

WHEREAS, On May 3, 1994, the Yacolt Town Council adopted Ordinance No. 352 for the purposes of implementing the Act for the collection of school impact fees; and

WHEREAS, the Town has collected and continues to collect school impact fees on behalf of the District; and

WHEREAS, the District periodically prepares a Capital Facilities Plan in compliance with the Act for adoption by the District's School Board; and

WHEREAS, the District agrees to provide a copy of its adopted Capital Facilities Plan to the Town for consideration and incorporation into its Comprehensive Plan; and

WHEREAS, the Town and the District desire to enter into this Agreement under terms and conditions, as further provided below, pursuant to and in accordance with the Interlocal Cooperation Act, Chapter 39.34 RCW, for the purposes of administering and distributing the authorized school impact fees.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES HEREIN, IT IS AGREED THAT:

1. General Agreement. The Town and the District agree to comply with the terms of this Agreement which govern the collection, distribution, and expenditure of school impact fees.
2. Responsibilities of the District. The District, by and through their employees, agents, and representatives, agrees to:

2.1 No later than every six years submit to the Town a six-year capital facilities plan or an update of a previously adopted plan which meets the requirements of the Act on or before December 1st of the year it is submitted.

2.2 Authorize the County, as Treasurer for the District, to establish a District Impact Fee Fund as a subfund of the District's Capital Projects Funds in which impact fee revenues and interest revenues will be deposited. The fund shall be an interest-bearing fund, and such interest received shall be invested in a manner consistent with the investment policies of the District.

2.3 Expend impact fee revenues provided to the District under this Agreement, and all interest proceeds on such revenues, solely for expenditures authorized by chapter 82.02 RCW, as written or hereafter amended, and by Ordinance No. 352, related to facilities identified in the District's Capital Facilities Plan as adopted by the Town as a sub-element of the capital facilities element of the Town's Comprehensive Plan.

2.4 Refund impact fees and interest earned on impact fees which have been disbursed to the District's Capital Projects Funds when a refund is required under applicable law and documentation in support of such refund, as may be reasonably required by the District, is provided by the Town; including but not limited to (1) when the proposed development activity does not proceed and no impact to the District has resulted, unless the District determines that it has expended or encumbered the fees in good faith prior to the application for a refund, (2) when the impact fees or interest earned on impact fees are not expended or encumbered within the time limits established by law, or (3) when the school impact fee program is terminated.

2.5 Maintain all accounts and records necessary to ensure proper accounting for all impact fee funds and compliance with this Agreement, the Act, and Ordinance No. 352, as amended.

3. Responsibilities of the Town. The Town, by and through its employees, agents, and representatives, agrees to:

3.1 Timely review and take action on the District's updated Capital Facilities Plan and revised impact fee schedule for the District.

3.2 Assess and collect impact fees pursuant to the District's then current Capital Facilities Plan, as adopted by the Town, and Chapter 3.15 of the Yacolt Municipal Code, as written or hereafter amended, before the issuance of permits set forth in YMC 3.15.220.

3.3 Deposit all impact fees collected on behalf of the District in a Town Fund specifically identified and reserved for the District. Funds received by the Town Building Department and attributed to impact fees which are paid under protest shall not be

available for transfer to the District, and shall be held by the Town or County, as is applicable, until the matter underlying said protest has been resolved pursuant to YMC 3.15.230, at which time said impact fees paid under protest shall be distributed according to the resolution of said protest.

3.4 Distribute reports monthly to the District on the amount of impact fees collected, the person or entity who paid the fees, a description of the property where the development paying the fees is located, the permit number(s) associated with each payment, the interest attributed to the District that month for each contribution, and the name of any project/development and the number and type of units for which school impact fees were paid under protest pursuant to YMC 3.15.230, and the corresponding amount of school impact fees paid under protest

3.5 Remit impact fees collected from the Town's Fund to the Battle Ground School District on a monthly basis with monthly report as described in 3.4.

3.6 Determine whether exemptions from the payment of impact fees should be made pursuant to YMC 3.15.270.

3.7 Cooperate with the District and assist the District in determining student generation factors of new developments and/or other demographic and development information.

4. Audit.

4.1 Both party's records and documents with respect to all matters covered by this Agreement shall be subject to inspection, review, or audit by the other party.

4.2 Each party agrees to cooperate with any monitoring or evaluation activities conducted by the other party that pertain to the subject of this Agreement. Each party agrees to allow the other party to have full access to and the right to examine during normal business hours, all of the subject party's records with respect to all matters covered by this Agreement. Each party and/or any of its employees, agents, or representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all invoices, materials, payrolls, and record of matters covered by this Agreement. The party requesting the audit will give fifteen (15) days advance notice to the other party of fiscal audits to be conducted.

4.3 The results and records of any such audit shall be maintained and disclosed in accordance with Chapter 42.56 RCW.

4.4 Duties owed under this section shall not be diminished or extinguished by the prior termination of this Agreement pursuant to Section 6.

5. General Terms.

5.1 This Agreement shall become effective when executed by both parties and shall remain in effect until terminated pursuant to Section 6 of this Agreement.

5.2 It is recognized that amendments to this Agreement may become necessary, and such amendment shall become effective only when the parties have executed a written addendum to this Agreement.

5.3 The parties acknowledge that the Town is vested with the authority to impose and collect school impact fees. The parties agree that the Town shall in no event be liable to the District for the payment of money in connection with the school impact fee program, with the exception of remitting to the District the impact fees collected for the District and the interest earned thereon.

5.4 To cover the Town's administrative costs in collecting and depositing impact fee revenue into the applicable fund, generating monthly and annual reports as required herein and generally undertaking all appropriate accounting measures, the District agrees to pay to the Town, upon receipt of an acceptable invoice, a flat fee of \$25.00 per month for the Town's reporting requirement plus \$3.00 for each building permit issued.

6. Termination.

6.1 The obligation to collect impact fees under this Agreement may be terminated without cause by the Town or the District, in whole or in part, at any time. All other obligations under this Agreement shall remain in effect until both of the following conditions have been satisfied: (1) the Town or the District provide written notice that this Agreement is being terminated; and (2) neither the District nor the Town on behalf of the District retain unexpended or unencumbered impact fees and interest earned thereon.

6.2 Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or by law that either party may have in the event that the obligations, terms, and conditions set forth in this Agreement are breached by the other party.

7. Severability. In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement which can be given effect without the invalid terms, condition or application. To this end the terms and conditions of this Agreement are declared severable.

8. Nondiscrimination. There shall be no discrimination against any employee or independent contractor paid by any funds which are the subject of this Agreement or against

any applicant for such employment because of race, religion, color, sex, age, sexual orientation, handicap, or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training.

8.1 The District and any independent contractor paid by funds which are the subject of this Agreement shall comply with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

9. Rights to Other Parties. It is understood and agreed that this Agreement is solely for the benefit of the parties hereto and conveys no right to any other party.

10. Governing Law and Filing. This Agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by, the laws of the State of Washington. This Agreement shall be filed with the clerk of the District and the Town Clerk.

11. Administration.

11.1 Town of Yacolt
Attn: Town Clerk
Address: 202 W. Cushman Street
Yacolt, Washington 98675
Phone: 360-686-3922

11.2 Battle Ground School District
Attn: Superintendent
Address: 11104 NE 149th Street
Brush Prairie, WA 98606
Phone: 360-885-5300

12. Entire Agreement/Waiver of Default. The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this Agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the Town and the District, which shall be attached to the original Agreement.

13. Indemnification. Each party will protect, save, and hold harmless the other, and its officers, agents, and employees, from all claims, actions, costs, damages, or expenses of any nature whatsoever by reason of the acts or omissions of each party, its assigns, agents, contractors, licensees, invitees, employees or any person whomsoever arising out of or in connection with any acts or activities authorized by this Interlocal Agreement. Each party

further agrees to defend the other and their authorized agents and employees in any litigation, including payment of any costs or attorney fees for any claims or action commenced thereon arising out of or in connection with the acts or activities authorized by this Interlocal Agreement. This obligation shall not include such claims, costs, damages, or expenses which may be caused by the sole negligence of the other or its authorized agents and employees. PROVIDED further, that if the claims or damages are caused by or result from the concurrent negligence of each party and their agents or employees, this indemnity provision shall be valid and enforceable only to the extent of the other's concurrent negligence. The District specifically agrees to defend and hold Town harmless from any claims, actions, costs, damages or expenses of any nature including the costs of legal defense in the event that any action is brought challenging the authority, validity, legality, or constitutionality of school impact fees charged or to be charged under Chapter 3.15 of the Yacolt Municipal Code.

No liability shall attach to the District or the Town by reason of entering into this Agreement except as expressly provided herein.

14. Compliance with Chapter 39.34 RCW. This Agreement will continue in effect until terminated under Section 6 (Duration). This Agreement does not create any separate legal or administrative entity, does not involve the financing of a joint or cooperative undertaking, and does not involve the acquisition, holding or disposing of real property. Prior to its entry into force, this Agreement must be listed by subject on each party's website or other electronically retrievable public source.

IN WITNESS WHEREOF, the Town and the District have executed this Agreement this date: ____ day of _____ 2022 (the date the last party to this Agreement signs).

TOWN OF YACOLT, a municipal corporation

BATTLE GROUND SCHOOL DISTRICT, No. 119,
a municipal corporation

By: _____
Katie Listek, Mayor

By: _____
Denny Waters, Superintendent

By: _____
Stephanie Fields, Town Clerk

By: _____
Mark Watrin, President, Board of Directors

APPROVED AS TO FORM:

David Ridenour, Town Attorney



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Clerk Stephanie Fields

Group Name:

Address: 202 W. Cushman
Yacolt, WA 98675

Phone: 360-686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Permit Approvals

Proposed Meeting Date: June 13, 2022

Action Requested of Council: Consider the various building, plumbing, and mechanical permits presented before you and decide whether to approve or deny them.

Proposed Motion: "I move that we approve the permits presented before us tonight."

(Or, alternately, "I approve the permits presented with the exception of _____, which does not meet the Town's permitting standards.")

Summary/ Background: A number of permits have been applied for and are awaiting Council's decision on whether to approve or deny them. Attached are pertinent pages from permit applications which are considered complete. More applications are expected to be deemed complete between the time of this writing and the time of the meeting. If those are completed in time, they will additionally be presented at the meeting for Council consideration and approval/denial.

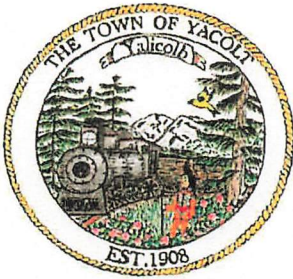
Staff Contact(s): Clerk Stephanie Fields

Mayor Katelyn Listek

clerk@townofyacolt.com

mayorlistek@townofyacolt.com

(360) 686-3922



Town of Yacolt

202 W. Cushman Street - P.O. Box 160
Yacolt, WA 98675
Tel: (360) 686-3922 Fax: (360) 686-3853
Email: townofyacolt@townofyacolt.com
www.townofyacolt.com

Office Use Only	
Date Received:	_____
Reply Deadline:	_____
Permit Name:	_____
Permit Number:	_____
Issue Date:	_____

Master Permit Application

(Attach additional pages if you need more space.)

General Project Description

Please describe the proposed project, including the existing use(s) of the property, proposed use(s) of the property, and all expected land use and construction elements. Replacing existing 3ton AIR handler with like kind 3ton ~~air~~ Lennox AIR HANDLER & ADDING 3ton ~~heat~~ Heat pump. Heat pump located on the left side of home with approximately 8ft from property line.

Land Use Elements: (e.g., subdivision, short plat, variance, conditional use permit, road access, zoning, SEPA, etc.)
Construction Elements: (e.g., new construction/remodel/addition, commercial, single-family home, multi-family, detached garage, accessory building, fence, demolition, re-roof, right-of-way work, etc.)

Estimated Total Cost of the Project, (labor and material): \$ 15,432

Property Information

Property Street Address: 107 N Blackmore Ave, Yacolt, WA 98675
 Tax Parcel Number(s): _____
 Legal Description: _____

Owners' Name(s): CASEY THOMPSON
 Owners' Mailing Address: 107 N Blackmore Ave, Yacolt, WA 98675
 Owners' Phone Number(s): 360-457-6252
 Owners' Cell Phone Number(s): 360-991-8614
 Owners' Email Addresses: CASEYRTHOMPSON21@gmail.com

Occupants' Name(s): _____
 Occupants' Phone Number(s): _____
 Occupants' Cell Phone Number(s): N/A
 Occupants' Email Addresses: _____







Town of Yacolt

202 W. Cushman Street - P.O. Box 160
Yacolt, WA 98675

Tel: (360) 686-3922 Fax: (360) 686-3853

Email: townofyacolt@townofyacolt.com
www.townofyacolt.com

Office Use Only	
Date Received:	_____
Reply Deadline:	_____
Permit Name:	_____
Permit Number:	_____
Issue Date:	_____

Master Permit Application

(Attach additional pages if you need more space.)

General Project Description

Please describe the proposed project, including the existing use(s) of the property, proposed use(s) of the property, and all expected land use and construction elements. Adding an AC unit to an existing furnace

Land Use Elements: (e.g., subdivision, short plat, variance, conditional use permit, road access, zoning, SEPA, etc.)
Construction Elements: (e.g., new construction/remodel/addition, commercial, multi-family, single-family home, detached garage, accessory building, fence, demolition, re-roof, right-of-way work, etc.)

Estimated Total Cost of the Project, (labor and material): \$ \$5,000.00

Property Information

Property Street Address: 403 E Wilson St Yacolt, WA 98675
Tax Parcel Number(s): _____
Legal Description: _____

Owners' Name(s): JACOB SANDSBURN
Owners' Mailing Address: 403 E Wilson St Yacolt, WA 98675
Owners' Phone Number(s): (360) 713-4573
Owners' Cell Phone Number(s): _____
Owners' Email Addresses: _____

Occupants' Name(s): Same as owner
Occupants' Phone Number(s): _____
Occupants' Cell Phone Number(s): _____
Occupants' Email Addresses: _____

Other Contact Information

(If not applicable to the Project, please indicate "N/A" below.)

Primary Contact Information

Contact Person: _____
Company Name: _____
Contact Address: _____
Phone Number(s) (incl. cell): _____
Contact Email Address: _____

Project Manager / Other Authorized Representative

Company Name: _____
Company Address: _____
Company Phone Number(s): _____
Contact Name: _____
Contact Email Address: _____
Contact Phone, (incl. cell): _____

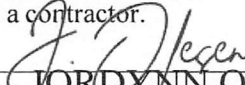
Contractor Information *(Must be provided prior to issuance of permit)*

Contractor Company Name: Apex Air
Company Address: 18004 NE 72ND AVE VANCOUVER WA 98686
Company Phone Number(s): 360-342-8109
Contact Name: JORDYNN OLESEN
Contact Email Address: JORDYNNA@APEXAIRCO.COM
Contact Phone: 360-342-8109
Contractor's WA State UBI Number: 603 386 548
Contractor's WA L&I License Number: APEXAAL861JG
Contractor's WA State Contractor's License Number: _____
Licensing Bond, (company and amount): _____
 Attach or enclose a copy of current contractor registration card for verification purposes.

If Construction by Owner: If the project will be constructed or partially-constructed by the property owner, confirm that you have read the contractor licensing requirements? Yes No
Cite exemption number in RCW 18.27: _____

OR

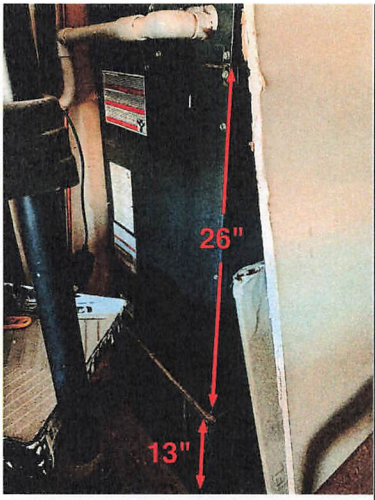
If Owner is Contractor: I have read RCW 18.27.010 relating to definitions of general contractors and specialty contractors, and RCW 18.27.110 which prohibits the issuance of permits without proof of registration, and verify that the owner is a contractor.

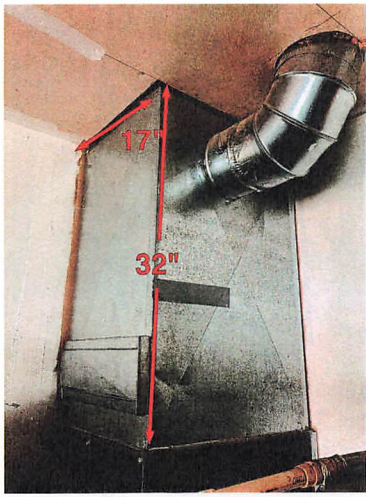
Signature:  Date: 5/9/22
Printed Name: JORDYNN OLESEN Title: HR MANAGER/ SERVICE COORDINATOR
Signature: _____ Date: _____
Printed Name: _____ Title: _____

Other Consultant(s) *(Civil engineer, architect, sub-contractor, etc.)*

Company Name: _____
Company Address: _____
Company Phone Number(s): _____
WA State UBI Number: _____
WA State Licensing Information: _____
Contact Person: _____
Contact Email Address: _____
Contact Phone: _____









Yacolt, WA 98675

Tel: (360) 686-3922 Fax: (360) 686-3853

Email: townofyacolt@townofyacolt.com
www.townofyacolt.com

Date Received:	_____
Reply Deadline:	_____
Permit Name:	_____
Permit Number:	_____
Issue Date:	_____

Master Permit Application

(Attach additional pages if you need more space.)

General Project Description

Please describe the proposed project, including the existing use(s) of the property, proposed use(s) of the property, and all expected land use and construction elements. Re-roof, Siding tear off replace with T1-11, Gutters and downspouts will be replaced. Paint interior and exterior, interior trim

Land Use Elements: (e.g., subdivision, short plat, variance, conditional use permit, road access, zoning, SEPA, etc.)
Construction Elements: (e.g., new construction/remodel/addition, commercial, single-family home, multi-family, detached garage, accessory building, fence, demolition, re-roof, right-of-way work, etc.)

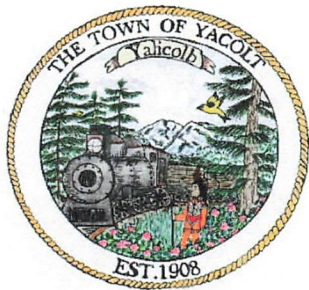
Estimated Total Cost of the Project, (labor and material): \$ 30,000

Property Information

Property Street Address: 501 East Yacolt, Yacolt WA 98675
Tax Parcel Number(s): 64920002
Legal Description: _____

Owners' Name(s): Robert Treacy
Owners' Mailing Address: 6100 NW Nightshade St. Camas, WA 98607
Owners' Phone Number(s): ~~360~~-503-853-5157, 360-513-7716 - Cell
Owners' Cell Phone Number(s): _____
Owners' Email Addresses: rtreacy@gmail.com

Occupants' Name(s): _____
Occupants' Phone Number(s): _____
Occupants' Cell Phone Number(s): _____
Occupants' Email Addresses: _____



Town of Yacolt

202 W. Cushman Street - P.O. Box 160
Yacolt, WA 98675
Tel: (360) 686-3922 Fax: (360) 686-3853
Email: townofyacolt@townofyacolt.com
www.townofyacolt.com

Office Use Only	
Date Received:	_____
Reply Deadline:	_____
Permit Name:	_____
Permit Number:	_____
Issue Date:	_____

Master Permit Application

(Attach additional pages if you need more space.)

General Project Description

Please describe the proposed project, including the existing use(s) of the property, proposed use(s) of the property, and all expected land use and construction elements.

Adding a bathroom upstairs.
work included: Adding a 3" combo in crawl space. Put a 90
up and plumbed in a bathroom at the top of the stairs. Also
added a 4 foot shower in the bathroom. ~~we~~ we used ABS pipe
and wirsbo for water.

trim will include toilet, shower trim, Lav sink,

Land Use Elements: (e.g., subdivision, short plat, variance, conditional use permit, road access, zoning, SEPA, etc.)

Construction Elements: (e.g., new construction/remodel/addition, commercial, single-family home, multi-family, detached garage, accessory building, fence, demolition, re-roof, right-of-way work, etc.)

Estimated Total Cost of the Project, (labor and material): \$ 4,000

Property Information

Property Street Address: 501 East Yacolt Rd

Tax Parcel Number(s): 64720002

Legal Description: _____

Owners' Name(s): Robert Treacy

Owners' Mailing Address: 6100 NW Nightshade St Camas WA 98607

Owners' Phone Number(s): 360-513-7716

Owners' Cell Phone Number(s): _____

Owners' Email Addresses: Rtreacy@gmail.com

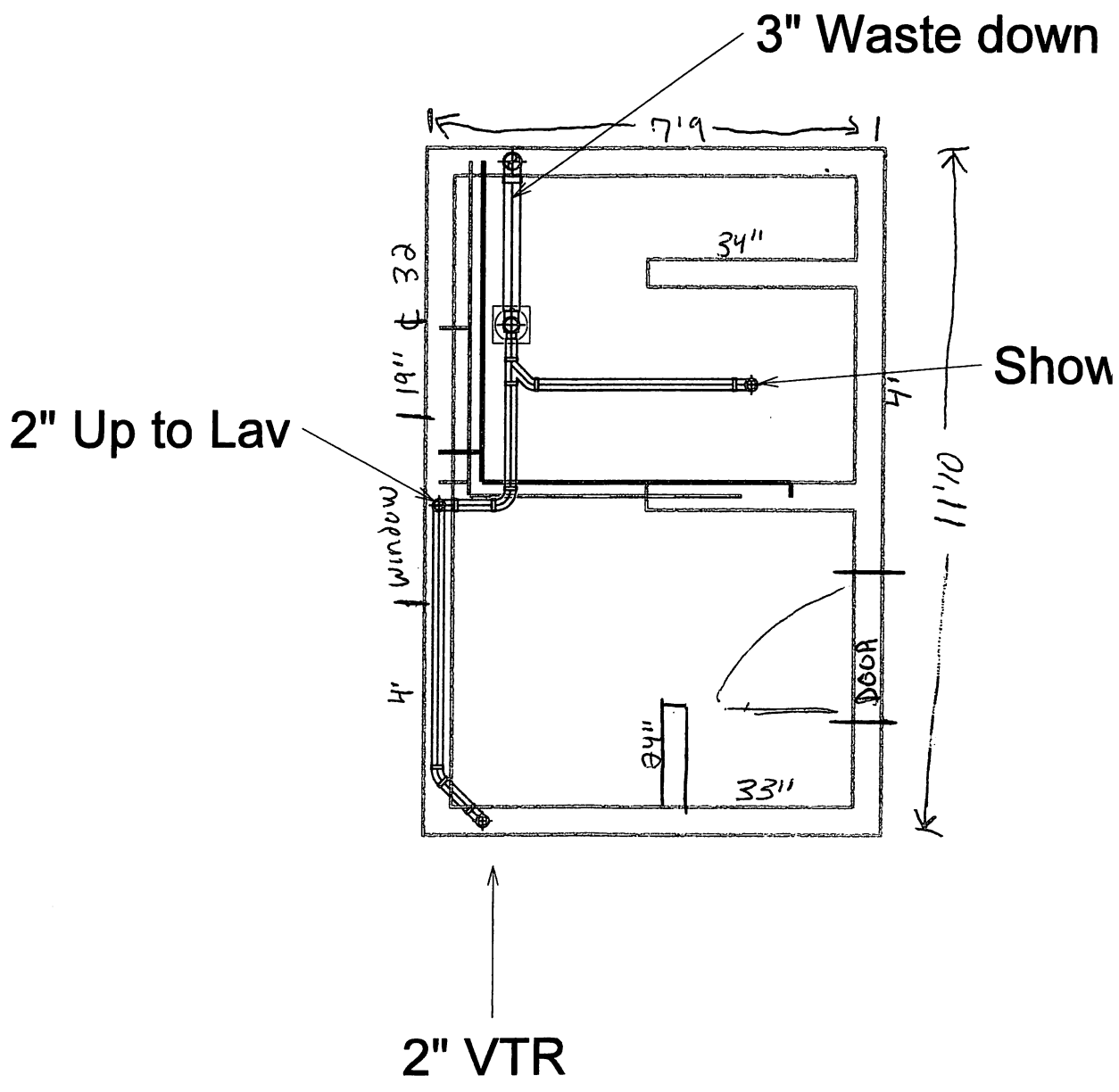
Occupants' Name(s): _____

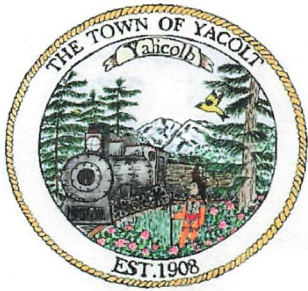
Occupants' Phone Number(s): _____

Occupants' Cell Phone Number(s): _____

Occupants' Email Addresses: _____

proved
1-24-2022
[Signature]





Town of Yacolt

202 W. Cushman Street - P.O. Box 160
Yacolt, WA 98675

Tel: (360) 686-3922 Fax: (360) 686-3853

Email: townofyacolt@townofyacolt.com
www.townofyacolt.com

Office Use Only

Date Received: _____
Reply Deadline: _____
Permit Name: _____
Permit Number: _____
Issue Date: _____

Master Permit Application

(Attach additional pages if you need more space.)

General Project Description

Please describe the proposed project, including the existing use(s) of the property, proposed use(s) of the property, and all expected land use and construction elements.

PROPOSED PROJECT: FENCE FOR PRIVACY

USE OF PROPERTY: HOME

Land Use Elements: (e.g., subdivision, short plat, variance, conditional use permit, road access, zoning, SEPA, etc.)

Construction Elements: (e.g., new construction/remodel/addition, commercial, single-family home, multi-family, detached garage, accessory building, fence, demolition, re-roof, right-of-way work, etc.)

Estimated Total Cost of the Project, (labor and material): \$ Material only \$6,000/Labor (70 Hrs.)

Property Information

Property Street Address: 151 S. SPRUCE AVE YACOLT WA 98675

Tax Parcel Number(s): 986060474

Legal Description: BELCORP SP 4-323 LOT 2

Owners' Name(s): WILLIAM & EMILY USKOSKI

Owners' Mailing Address: 151 S. SPRUCE AVE YACOLT WA 98675

Owners' Phone Number(s): (360) 409-3070

Owners' Cell Phone Number(s): (360) 947-7348

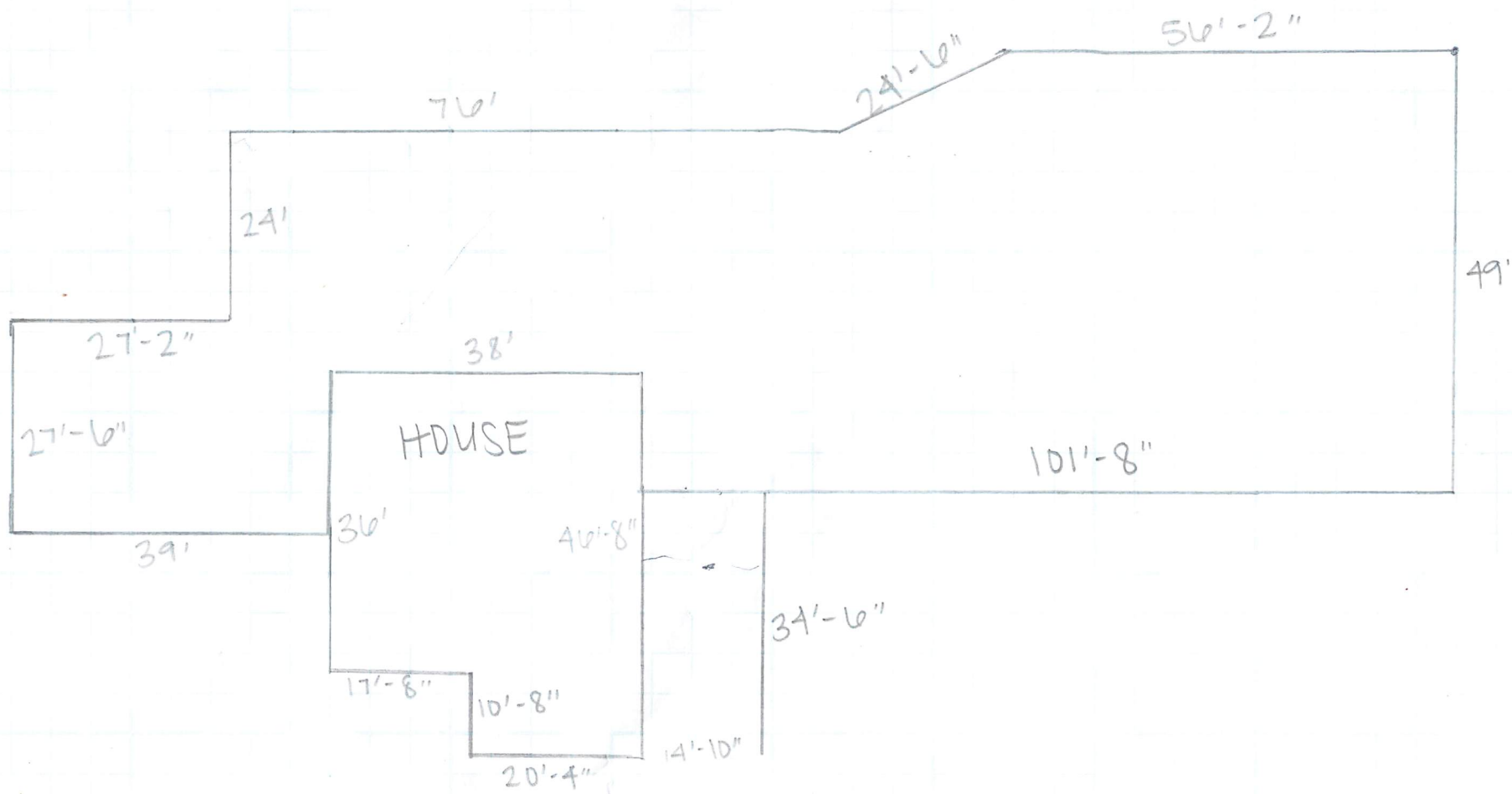
Owners' Email Addresses: emilydobrava@gmail.com

Occupants' Name(s): SAME AS ABOVE

Occupants' Phone Number(s): _____

Occupants' Cell Phone Number(s): _____

Occupants' Email Addresses: _____



TOTAL LENGTH OF FENCE
459'-6"

4x4 - 18.65
Crest 80 LB. 101 e

①

②

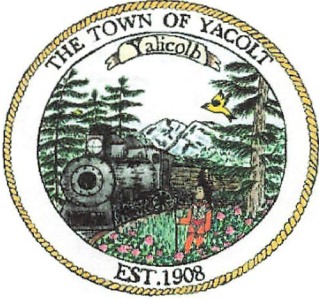
③

④

⑤

⑥

⑦



Town of Yacolt

202 W. Cushman Street - P.O. Box 160
Yacolt, WA 98675

Tel: (360) 686-3922 Fax: (360) 686-3853

Email: townofyacolt@townofyacolt.com
www.townofyacolt.com

Office Use Only

Date Received: _____
Reply Deadline: _____
Permit Name: _____
Permit Number: _____
Issue Date: _____

Master Permit Application

(Attach additional pages if you need more space.)

General Project Description

Please describe the proposed project, including the existing use(s) of the property, proposed use(s) of the property, and all expected land use and construction elements.

- Existing and proposed use of property - Residential
- ~~Proposed~~ Addition

Land Use Elements: (e.g., subdivision, short plat, variance, conditional use permit, road access, zoning, SEPA, etc.)

Construction Elements: (e.g., new construction/remodel/addition, commercial, multi-family, single-family home, detached garage, accessory building, fence, demolition, re-roof, right-of-way work, etc.)

Estimated Total Cost of the Project, (labor and material): \$ 20,000.00

Property Information

Property Street Address: 400 East Yacolt Rd.

Tax Parcel Number(s): 100920000

Legal Description: Twin Falls Add to Yacolt Lots 7 & 8 Blk 2

Owners' Name(s): Grayson Wantaja

Owners' Mailing Address: 400 E. Yacolt Rd. Yacolt, WA 98675

Owners' Phone Number(s): 360-605-9154

Owners' Cell Phone Number(s): 360-838-3462

Owners' Email Addresses: juliawantaja@gmail.com

Occupants' Name(s): Julia Wantaja

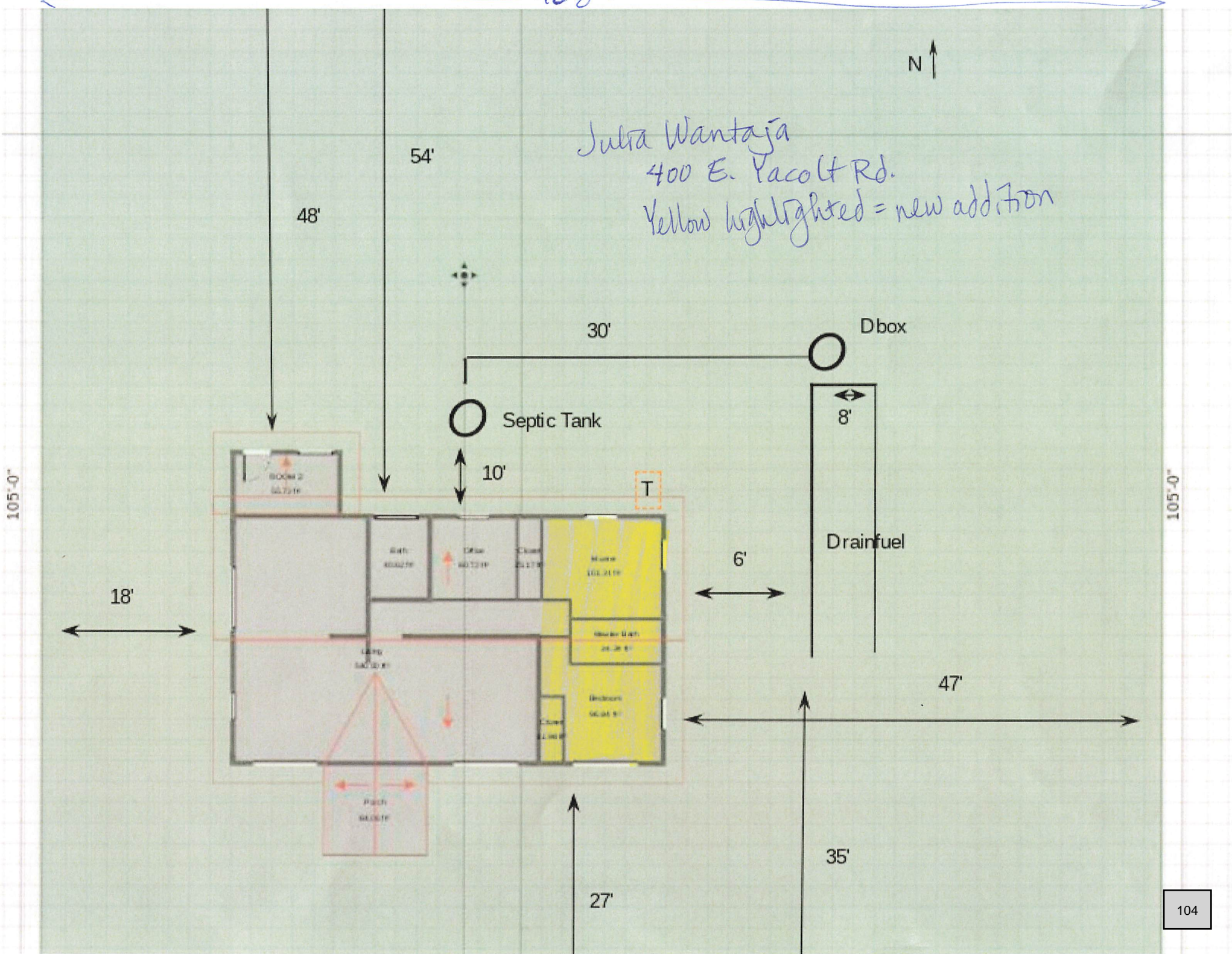
Occupants' Phone Number(s): 360-838-3462

Occupants' Cell Phone Number(s): _____

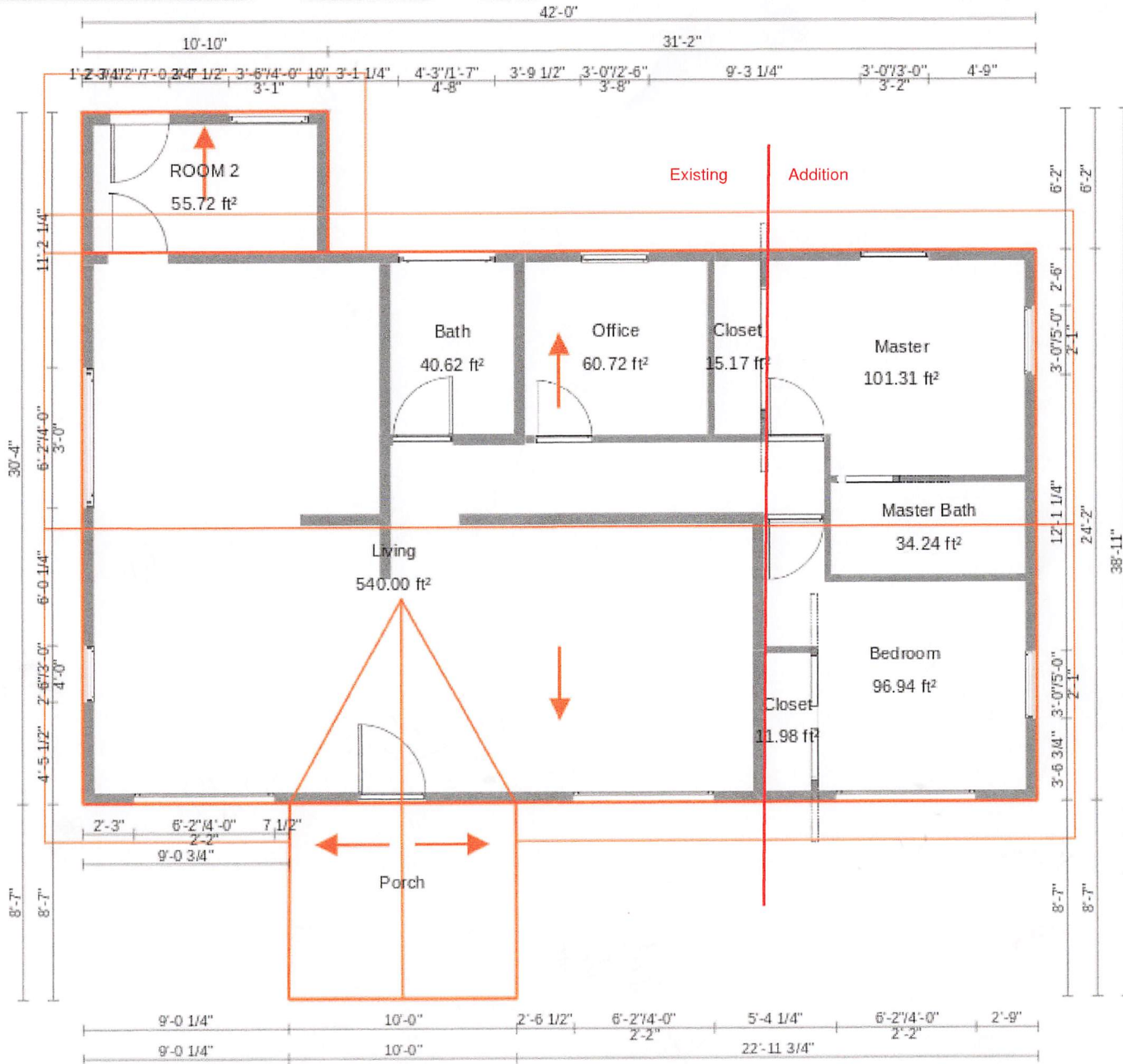
Occupants' Email Addresses: juliawantaja@gmail.com



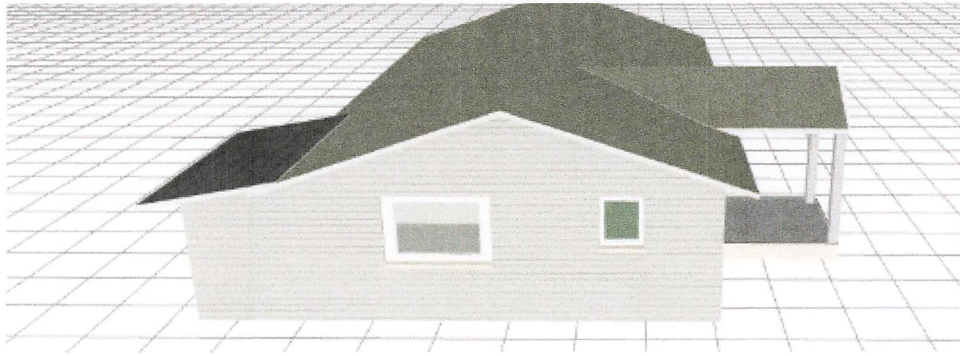
Julia Wantaja
400 E. Yacolt Rd.
Yellow highlighted = new addition



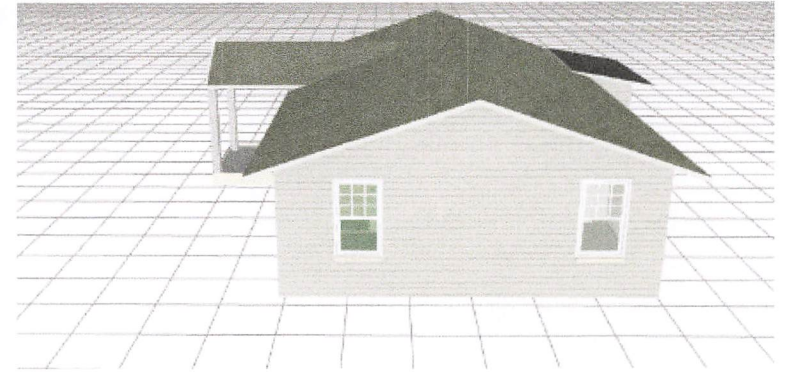
- Notes
- 6"x18" concrete footing with (1)#4 rebar
 - 6" concrete stemwall with (1) #4 rebar and verts at 48" OC
 - 2x12 floor joists at 24" OC
 - 2x6 wall studs
 - Stick frame roof with 2x6 bottom chord and 2x6 top chord? Or engineered trusses.
 - R-21 wall insulation



Wantaja Addition
 400 East Yacolt Rd
 Yacolt, WA 98604



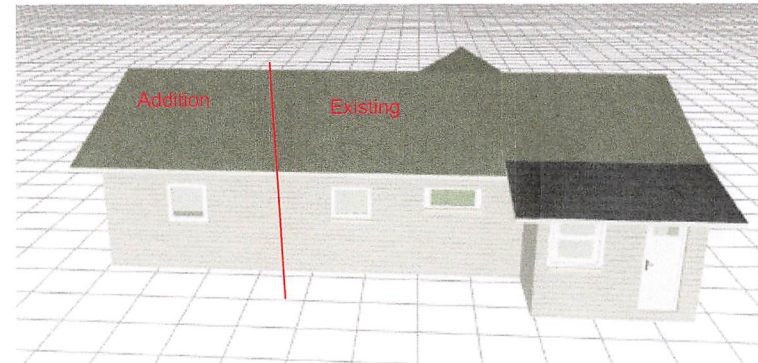
West Elevation



East Elevation



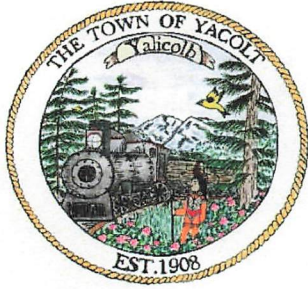
South Elevation



North Elevation

Wantaja Addition
400 East Yacolt Rd
Yacolt, WA 98604

Elevations



Town of Yacolt

202 W. Cushman Street - P.O. Box 160
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Office Use Only

Date Received: _____
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Permit Name: _____
Permit Number: _____
Issue Date: _____

Master Permit Application

(Attach additional pages if you need more space.)

General Project Description

Please describe the proposed project, including the existing use(s) of the property, proposed use(s) of the property, and all expected land use and construction elements.

*Build storage shed for
Storage. Build 12 foot wide, x 14 foot long, x 9 foot
11 inches high storage shed. Storage shed to have T-111
style siding on three sides. Roof to be composition
style shingle. Floor to be gravel*

Land Use Elements: (e.g., subdivision, short plat, variance, conditional use permit, road access, zoning, SEPA, etc.)

Construction Elements: (e.g., new construction/remodel/addition, commercial, single-family home, multi-family, detached garage, accessory building, fence, demolition, re-roof, right-of-way work, etc.)

Estimated Total Cost of the Project, (labor and material): \$ 5,200⁰⁰

Property Information

Property Street Address: 208 E Clark Yacolt WA 98675
Tax Parcel Number(s): _____
Legal Description: _____

Owners' Name(s): Matt Hurst
Owners' Mailing Address: 208 E Clark Yacolt WA 98675
Owners' Phone Number(s): 360 633-5495
Owners' Cell Phone Number(s): _____
Owners' Email Addresses: _____

Occupants' Name(s): Same as above Matt Hurst
Occupants' Phone Number(s): 360 633-5495
Occupants' Cell Phone Number(s): _____
Occupants' Email Addresses: _____

Other Contact Information

(If not applicable to the Project, please indicate "N/A" below.)

Primary Contact Information

Contact Person: Adam Willcocks
Company Name: Blacktail Construction LLC
Contact Address: 19719 NE 399th St Ambury WA 98601
Phone Number(s) (incl. cell): 503 482 3841
Contact Email Address: adamw28@hotmail.com

Project Manager / Other Authorized Representative

Company Name: Blacktail Construction
Company Address: 19719 NE 399th St Ambury WA 98601
Company Phone Number(s): 503 482 3841
Contact Name: Adam Willcocks
Contact Email Address: adamw28@hotmail.com
Contact Phone, (incl. cell): 503 482 3841

Contractor Information (Must be provided prior to issuance of permit)

Contractor Company Name: Blacktail Construction LLC
Company Address: 19719 NE 399th St Ambury WA 98601
Company Phone Number(s): 503 482 3841
Contact Name: Adam Willcocks
Contact Email Address: adamw28@hotmail.com
Contact Phone: 503 482 3841
Contractor's WA State UBI Number: 604 890 811
Contractor's WA L&I License Number: BLACKCL780D4
Contractor's WA State Contractor's License Number: BLACKCL780D4
Licensing Bond, (company and amount): North River Insurance Company
[X] Attach or enclose a copy of current contractor registration card for verification purposes.

If Construction by Owner: If the project will be constructed or partially-constructed by the property owner, confirm that you have read the contractor licensing requirements? [] Yes [] No
Cite exemption number in RCW 18.27:

OR

If Owner is Contractor: I have read RCW 18.27.010 relating to definitions of general contractors and specialty contractors, and RCW 18.27.110 which prohibits the issuance of permits without proof of registration, and verify that the owner is a contractor.

Signature: [Signature] Date: 6-7-2022
Printed Name: Adam Willcocks Title: owner
Signature: Date:
Printed Name: Title:

Other Consultant(s) (Civil engineer, architect, sub-contractor, etc.)

Company Name:
Company Address:
Company Phone Number(s):
WA State UBI Number:
WA State Licensing Information:
Contact Person:
Contact Email Address:
Contact Phone:

North West
 East Clark St
 208
 98875
 N ↘

