



**Town of Yacolt**  
**Council Meeting Agenda**  
**Tuesday, November 12, 2024**  
**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 Council Meeting Minutes 10-14-24
- [2.](#) DRAFT Special Council Meeting Budget Workshop 10-15-24
- [3.](#) DRAFT Minutes Special Council Meeting Res. 607 Workshop 11-6-24

**Citizen Communication**

Any written comments for Council regarding items on the agenda will be read at this time. Any oral comments regarding agenda items are limited to 3 minutes. Thank you.

**Unfinished Business**

- [4.](#) Interview/Appoint new Council Member at Pos. #4

**Executive Session if Necessary**

- [5.](#) Liquor License Application for Tacos Sensacion

**New Business**

- [6.](#) 2025 Proposed Budget Hearing
- [7.](#) 2025 Revenue Hearing and Resolution #628

- [8.](#) EMS 2025 Levy Hearing and Resolution 629
- [9.](#) Proposed Agreement for 2025 Engineering Services - Resolution #630
- [10.](#) Public Hearing - Land Use: SEPA Determination of Non-Significance

**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.

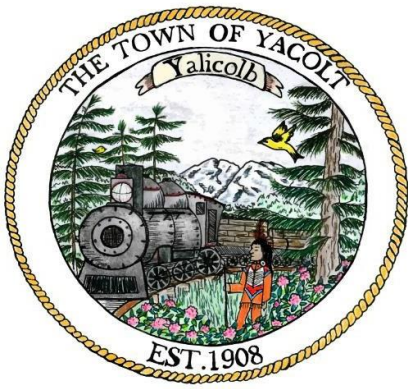
**Council's Comments**

**Mayor's Comments**

**Approve to Pay Bills on Behalf of the Town**

**Executive Session**

**Adjourn**



# Town of Yacolt Town Council Meeting Minutes

Monday October 14, 2024  
7:00 PM  
Town Hall

## Call to Order

7:00 PM

## Flag Salute

## Roll Call

Council Members Present: Jeff Carothers, Kandi Peto, Marina Viray

Council Members Absent: Craig Carroll

Vacant Council Seat: 4

Also present: Mayor Ian Shealy, Attorney David Ridenour, Public Works Director Terry Gardner, Town Clerk Stephanie Fields, and Town Civil Engineer Paul Dennis

## Late Changes to the Agenda

New draft minutes for prior meetings were added since the agenda was first published.

## Approve Minutes of 9/9/24 Council Meeting

**Motion:** Peto

**Aye:** Carothers, Peto, Viray **Nay:** 0

**Motion Carried**

**2<sup>nd</sup>:** Carothers

**Absent:** Carroll

## Approve Minutes of Special Meeting/Budget Workshop 9/10/24

**Motion:** Peto

**Aye:** Carothers, Peto, Viray **Nay:** 0

**Motion Carried**

**2<sup>nd</sup>:** Viray

**Absent:** Carroll

## Approve Minutes of Special Meeting/Budget Workshop 9/24/24

**Motion:** Carothers

**Aye:** Carothers, Peto, Viray **Nay:** 0

**Motion Carried**

**2<sup>nd</sup>:** Peto

**Absent:** Carroll

## Approve Minutes of Special Meeting/Budget Meeting 10/1/24

**Motion:** Carothers

**Aye:** Carothers, Peto, Viray **Nay:** 0

**Motion Carried**

**2<sup>nd</sup>:** Peto

**Absent:** Carroll

## Citizen Communication

Mayor presented written comment from Ronald Homola regarding agenda item-#9 "I don't think the only family restaurant in town should serve alcohol." Jonathan LaSalle mentioned rumor about 60 acres being annexed into town for building low-income, high-density housing. Mayor Shealy referred the speakers and audience to the GMA presentation, which is item #6 on the agenda. Jonathan said he'd like anyone to join him in opposition to high-density housing in Town. Anne VanAntwerp asked if Tacos Sensacion has a plan to separate liquor service from family seating area.

## Unfinished Business

### **Keller Short Plat Hearing**

Mayor Shealy introduced the hearing at 7:12pm. James Clark, Clark Land Design spoke on behalf of applicants. Council member Peto asked if approval of only 4 lots is an option. Clark replied that the application is for approval of up to 5 lots, and 5 lots seem to fit on the property. Council member Carothers asked if the applicant and engineers resolved open questions raised at the first part of the hearing. Paul Dennis explained that those questions were about setbacks regarding septic and storm water. Recommendation by Jackson Civil Engineering is to approve Short Plat *up to* five lots, based on ability to meet conditions before final plat. Council member Peto asked the year of the mobile home? Applicant doesn't know, but is sure it will meet town's criteria. Peggy Collette asked if the homes would be rented or sold. Mary Schabo said the mobile home will be for her daughter to live in and three lots will be sold. Council member Viray asked if trees will be cut down. Mary Schabo said any trees that can be left, will be. Mike Schabo asked if the comment was addressed with commenter. James Clark answered that at least the row of trees on the bottom will be left, but most will be cut down. Paul Dennis said they are recommending approving up to five lots, with conditions, per the report. Peggy Collette asked about driveway locations. With no more discussion, hearing was closed at 7:35pm.

**Motion to Approve the application for Short Plat of Parcel #229863000 (aka 25115 NE WH Garner Rd, Yacolt, WA) to create up to five parcels of at least 12,500 square feet each, with the conditions listed in the Staff Report was made by council member Jeff Carothers.**

**Motion:** Carothers

**Aye:** Carothers, Viray

**Motion Carried**

**Nay:** Peto

**2<sup>nd</sup>:** Viray

**Absent:** Carroll

### **Comprehensive Plan Update**

Paul Dennis presented. The update is mandated by Washington State Law, extended to the end of 2025. Must include higher density and lower income housing in plan update. Explained urban reserve. Site specific requests have been made. Mandate: we must plan for an additional 150 homes over the next 50 years. The county has just published a report on vacant buildable land. If no domestic water, minimum lot size would be 18,000 square feet per home. Also, we must add land for potential jobs increasing Citizens Advisory Committee needs more people, will meet with Jackson Civil Engineering as "stakeholders committee". Paul has a list of goals, wants to meet with stakeholders asap. Linda asked if neighbors are supposed to be notified. Chuck Zellmer asked if annexation is voluntary or involuntary. Paul Dennis explained the annexation process. Joannathan LaSalle asked if this is just conceptual, and if it approved, can it be changed. Paul Dennis, yes it can be changed annually, but it is a long public process. Jonathan LaSalle asked about low-income, high-density housing. Paul Denis answered current infrastructure cannot support high density, but the town does have to comply with low income requirements. Jordanna LaSalle asked about property reserved for jobs. This would be non-residential property. Chuck Z asked if Town has obligation to not discriminate. Paul answered the plan cannot discriminate even though it creates opportunities for affordable housing, affordable housing doesn't have to be approved. Laws can't be enacted to prevent low-income housing or to discriminate. Pete Roberts explained the need for grants, council member Jeff Carothers added to the discussion. Jon LaSalle said maybe grants aren't the best idea. The mayor explained the town still must follow rules. Ann Van Antwerp said if people don't come to meetings and find out / give input on what's really going on around Town, they shouldn't complain.

### **Scheduling 2025 WHY Racing Events**

Dates proposed were June 28<sup>th</sup> and 29<sup>th</sup>, 2025. Council member Peto stated WHY Racing Events should pay costs for Porta-Potties, since they will only be in use for WHY events, not Town events. <sup>1</sup>

**Motion to approve WHY Racing Event Dates as June 28<sup>th</sup> & 29<sup>th</sup>, 2025 and that the Town allow their racers to camp in the Rec Park was brought by council member Viray.**

**Motion:** Viray

**Aye:** Carothers, Peto, Viray

**Motion Carried**

**Nay:** 0

**2<sup>nd</sup>:** Peto

**Absent:** Carroll

## RMSA Insurance Assessment

Update only. Increase in Admin hours is the biggest part of insurance rates increasing. The new annual premium will be almost \$61,000.

## New Business

### Tacos Sensacion Liquor License Application

Discuss and decide if there is any reason to not approve Tacos Sensacion's application to serve alcoholic beverages at their restaurant. More information is needed to adhere to Washington State guidelines for separation of bar from dining room, distance from schools and churches.

**Motion to table item until the next council meeting was made by council member Jeff Carothers.**

**Motion:** Carothers

**Aye:** Carothers, Peto, Viray

**Nay:** 0

**Motion Carried**

**2<sup>nd</sup>:** Peto

**Absent:** Carroll

### Obligating the Remainder of the ARPA Funds

Clerk explained new option for obligating the remaining ARPA funds to pay Public Works Payroll and benefits.

### Rotate Finance Committee

**Council member Kandi Peto moved for the council to select Craig Carroll to serve on the finance committee through April 2025**

**Motion:** Peto

**Aye:** Carothers, Peto, Viray

**Nay:** 0

**Motion Carried**

**2<sup>nd</sup>:** Jeff Carothers

**Absent:** Carroll

### Clark County Mosquito Control District Board Appointee

**Council member Kandi Peto moved for the council to select Marina Viray to continue to serve as the Town of Yacolt's representative on the Clark County Mosquito Control Board for 2025-2026.**

**Motion:** Peto

**Aye:** Carothers, Peto, Viray

**Nay:** 0

**Motion Carried**

**2<sup>nd</sup>:** Carothers

**Absent:** Carroll

### Council Vacancy – Council Position #4

Discussed options to fill vacant council position #4. Council member Carothers suggested opening to applicants. Staff to post opening. Next council meeting will include interviews and appointment if applicable.

## Citizen Communication

None

## Town Clerk's Report

Clerk Stephanie Fields gave an update on audit with State of Washington, sent last items 10/14/24, will invite all Yacolt elected officials to an exit meeting within a week or two, after the completion of the reports. Went to the AWC/RMSA member meeting and convention; was very educational, networked; received an award for being proactive with Risk Management measures. Gave council members pamphlet from AWC with advice on connecting with community and legislators. Reminder to all that the next council meeting will be on TUESDAY November 12<sup>th</sup>, as the usual meeting day falls on Veteran's Day and Town Hall is closed.

## Public Works Department Report

Public Works Director Terry Gardner reported installing storm drain baskets, started vacuuming leaves last Friday. At the Railroad Advisory Board Meeting, Chelatchie Prairie shared they are doing 3 runs a day, 300 people a day. Already sold out for next weekend. West Rail is still fixing RR bridges, just finished the in-water work. Gave the Town 800 sandbags.

## Attorney's Comments

- Major Public Records Act response: Hood #5 concluded in August; no other major PRA responses due.
- Permitting: fence code for commercial fences that require higher than code, includes barbed wire – can we come up with a compromise to allow commercial applications that exception?

- Nuisance code does not give incentive to not violate the codes. (Consequences should cost more.)
- Tidbit: Rule for “Town” classification – limited to three square miles, with the condition of population of at least 1500 people (RCW 35.21.010). When exceeding those, all you must do is reclassify as code city.

**Council's Comments**

- Council member Carothers thanked people for showing up and speaking up.
- Council member Peto remarked that Harvest Fest went well.
- Council member Viray attended UCPB meeting this morning. They'll be streamlining process in 2025. Have been late processing grants, will be again in 2025. (All of Clark County) Thanked former council member Ronald Homola for serving on the council.

**Mayor's Comments**

Has updates regarding cameras and grants; will provide more information @ Budget Workshop meeting 10/15/24. Shared that the rumor mill kills things, wants townspeople to show up at meetings.

**Approve to Pay Bills on Behalf of the Town**

**Motion:** Peto

**Aye:** Carothers, Peto, Viray

**Nay:** 0

**2<sup>nd</sup>:** Viray

**Absent:** Carroll

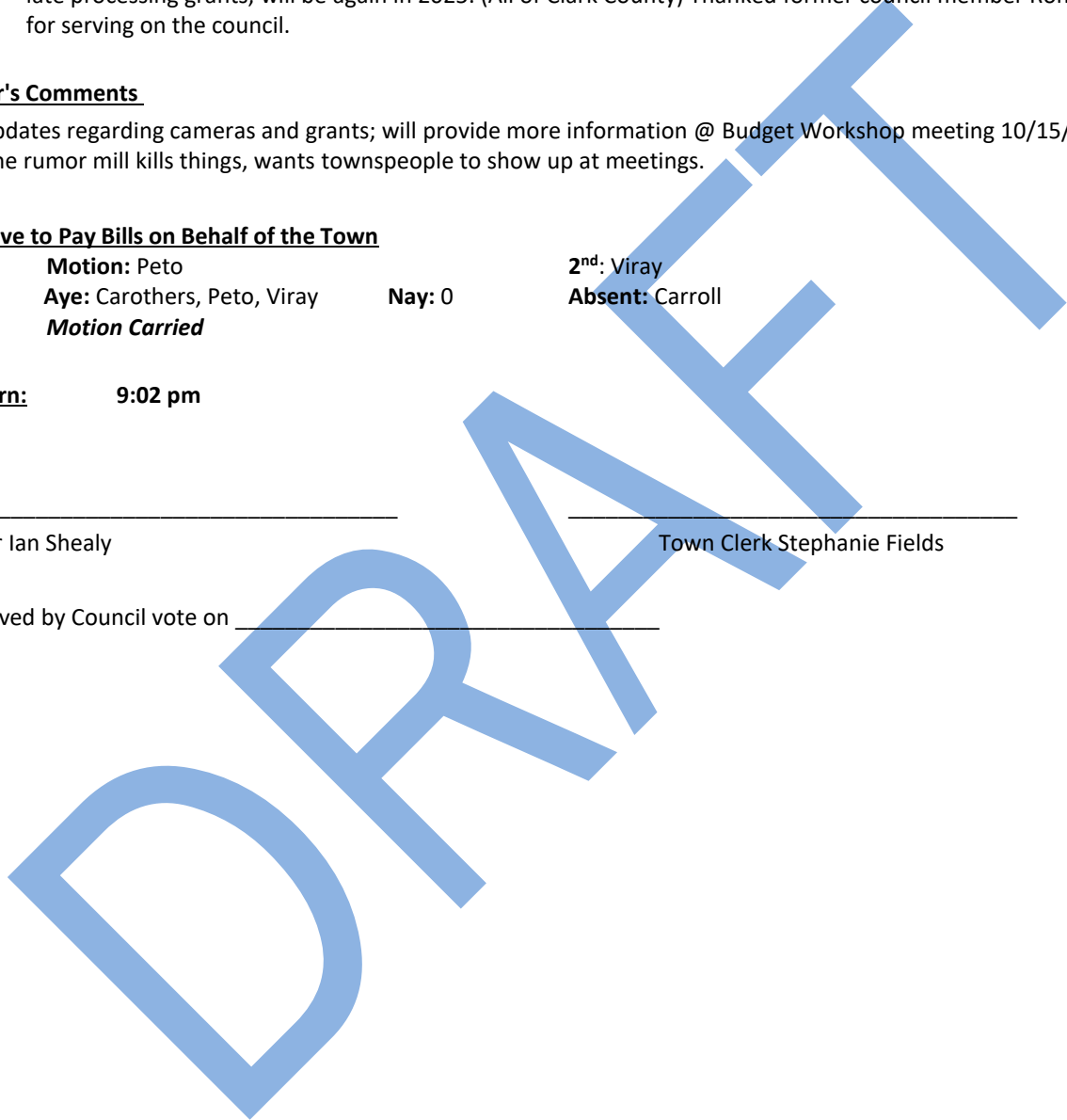
**Motion Carried**

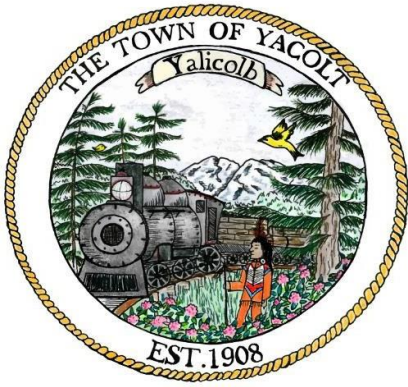
**Adjourn:** 9:02 pm

\_\_\_\_\_  
Mayor Ian Shealy

\_\_\_\_\_  
Town Clerk Stephanie Fields

Approved by Council vote on \_\_\_\_\_





# Town of Yacolt Special Council Meeting/Budget Workshop Minutes

Tuesday October 15, 2024

6:00 PM

Town Hall

## Call to Order

6:00 PM

## Flag Salute

## Roll Call

Council Members Present: Jeff Carothers, Kandi Peto, Craig Carroll, Marina Viray

Absent: none

Vacant seat: position #4

Also present: Mayor Ian Shealy, Public Works Director Terry Gardner, PW Admin Sean LaBarbera and Clerk Stephanie Fields

## **Budget Workshop**

Mayor Shealy shared that he met with leaders from the City of LaCenter to understand how they accomplish various community goals, including funding, staffing, security, and what resources the Town might consider for 2025.

The council, Mayor Shealy and staff reviewed and discussed payroll expenses. Mayor Shealy and council refined budget front to back, looking at areas to pare down expenditures. Clerk Fields made many changes on the spot. It was determined that once a few specific questions have been answered, the budget will be adjusted to reflect those and therefore no additional budget workshops will be necessary. Mayor will present the Proposed Budget at the first budget hearing in November.

**Adjourn:** 8:39pm

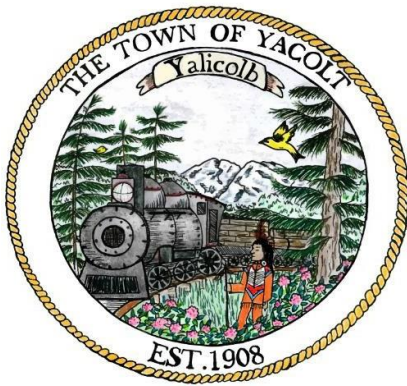
---

Mayor Ian Shealy

---

Clerk Stephanie Fields

Approved by Council vote on \_\_\_\_\_



**Town of Yacolt**  
**Special Council Meeting/  
Workshop re: Res. 607 Minutes**  
**Wednesday, Nov. 6<sup>th</sup>, 2024**  
**6:00 PM**  
**Town Hall**

**Call to Order**

6:00 PM

**Flag Salute**

**Roll Call**

Council Members Present: Jeff Carothers, Kandi Peto, Craig Carroll, Marina Viray

Also present: Mayor Ian Shealy, Attorney David Ridenour, Public Works Director Terry Gardner, and Clerk Stephanie Fields

**Discussion of Res. #607**

Attorney Ridenour began by presenting goals set by Clerk and Admin Assistant at a recent meeting: Predictability, Consistency, Faster Processing, and Less Expensive. Council agreed that these goals were important. The Mayor and Council expressed frustrations they've experienced and heard from citizens (ie: no set permit costs and inconsistent time frames). Ridenour explained complications with applications/processing, and that staff is always working toward processing more thoroughly so that the consultants' jobs are quicker and therefore less costly. He also mentioned that new laws effective January 1, 2025 will require faster processing. Council members discussed the possibility of turning permitting back over to Clark County. Ridenour then read a report from the head of permitting in Lakewood, WA regarding their permit processing issues, which are in-line with our own and apparently many other cities'. Council suggested several more meetings like this to help work toward the above goals.

**Adjourn:** 7:54 pm

---

Mayor Ian Shealy

---

Clerk Stephanie Fields

Approved by Council vote on \_\_\_\_\_





## Town of Yacolt Agenda Request

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

**Name:** Mayor Shealy

**Group Name:** Staff

**Address:** 202 W Cushman St  
Yacolt, WA 98675

**Phone:** (360) 686-3922

**Email Address:** mayor@townofyacolt.com

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Council Interviews – Position #4

**Proposed Meeting Date:** November 12, 2024

**Action Requested of Council:** Interview applicants for Council Position #4; go into executive session if deemed necessary; appoint new Council Member for Position #4 if Council deems any of the candidates to be qualified.

**Proposed Motion:** “I move that we appoint \_\_\_\_\_ to fill the vacancy at Council Position #4.”

**Summary/ Background:** Council Position #4 was vacated in September of this year, so it must be filled as soon as possible through 2025, at which time the position will be put on the regular ballot for completion of the term through 2027. Two candidates have applied to fill the position. Council Members were asked to come up with questions they will ask each candidate at this meeting. Afterward, they may go into executive session to discuss the candidates’ qualifications, or they may simply appoint a new Council member to fill Position #4. If they do not feel that any of the candidates they interviewed are qualified, they may wait until the December 9<sup>th</sup> Council Meeting to appoint a new Council member.

**Staff Contact(s):** Mayor Shealy or Clerk Stephanie Fields

[mayor@townofyacolt.com](mailto:mayor@townofyacolt.com) or [clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

(360) 686-3922





## Town of Yacolt Request for Council Action

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

**Name:** Mayor Shealy

**Group Name:**

**Address:** 202 W. Cushman  
Yacolt, WA 98675

**Phone:** (360) 686-3922

**Email Address:** [mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Tacos Sensacion Liquor License Application

**Proposed Meeting Date:** November 12, 2024

**Action Requested of Council:** Discuss/decide if there is any reason to not approve Tacos Sensacion's application to be able to serve alcoholic beverages at their restaurant.

**Proposed Motion:** "I move that the Town approves/disapproves Tacos Sensacion's application to serve alcoholic beverages at their restaurant."

**Summary/ Background:** The Town received a notice from the Washington State Liquor and Cannabis Board, informing us that Tacos Sensacion has applied for a license to serve alcoholic beverages at their restaurant. Along with the notice, they sent the attached form whereby the Town can respond with either approval or denial. A denial requires written reasoning, per the attached form.

This subject was first brought up to Council at the October 14<sup>th</sup> Council meeting. Council had questions regarding 1) floor layout/separation of the bar area from the remainder of the dining room, and 2) distance from the nearby school, church, and library. They instructed the Clerk to get an extension for the Town's response, and to verify whether the Liquor Control Board has evaluated the premises regarding their questions. Their response is attached.

**Staff Contact(s):** Clerk Stephanie Fields  
[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

Mayor Ian Shealy  
[mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)  
(360) 686-3922



**NOTICE OF LIQUOR LICENSE APPLICATION**

**WASHINGTON STATE LIQUOR AND CANNABIS BOARD**

License Division - P.O. Box 43098  
Olympia, WA 98504-3098  
Customer Service: (360) 664-1600  
Fax: (360) 753-2710  
Website: <http://lcb.wa.gov>

TO: MAYOR OF YACOLT  
RE: NEW APPLICATION

**RETURN TO: [localauthority@sp.lcb.wa.gov](mailto:localauthority@sp.lcb.wa.gov)**  
DATE: 10/04/24

UBI: 604-956-611-001-0001

License: 437506 - 2S County: 06  
Tradename: TACOS SENSACION

APPLICANTS:

TACOS SENSACION LLC

Address: 206 N RAILROAD AVE  
YACOLT WA 98675-5457

SANTIAGO GOMEZ, LORENA  
1992-08-10

Phone No.: 360-369-2459 PEDRO PESANTEZ

Privileges Applied For:  
SPIRITS/BR/WN REST SERVICE BAR

**As required by RCW 66.24.010(8)**, the Liquor and Cannabis Board is notifying you that the above has applied for a liquor license. You have 20 days from the date of this notice to give your input on this application. If we do not receive this notice back within 20 days, we will assume you have no objection to the issuance of the license. If you need additional time to respond, you must submit a written request for an extension of up to 20 days, with the reason(s) you need more time. If you **need information on SSN, contact our CHRI desk at (360) 664-1724.**

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. Do you approve of applicant? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you approve of location? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If you disapprove and the Board contemplates issuing a license, do you wish to request an adjudicative hearing before final action is taken? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| (See WAC 314-09-010 for information about this process)  |                          |                          |
| 4. If you disapprove, per RCW 66.24.010(8) you <b>MUST</b> attach a letter to the Board detailing the reason(s) for the objection and a statement of all facts on which your objection(s) are based. |                          |                          |

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF MAYOR,CITY MANAGER,COUNTY COMMISSIONERS OR DESIGNEE

clerk

---

**From:** Lau, Dean R (LCB) <dean.lau@lcb.wa.gov>  
**Sent:** Monday, October 21, 2024 10:09 AM  
**To:** clerk  
**Subject:** RE: License # 437506 TACOS SENSACION

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello,

We only look at churches and schools and check to see if they are at least 500 feet away (door-to-door, via the streets, etc.).

That being said, while the church is close, it is over 500 feet away.

So, both the school and the church are more than 500 feet away.

That is what we go by as far as the need (or not) to send out a letter to inform them of the liquor license application.

That does not mean they cannot get a license it only means that we are obligated to send a letter.

But in this case, we were not required to send a letter to the church or the school.

We do not initially have an enforcement officer stop by for any type of inspection.

We obtain floor plans and also photographs (to confirm what is on the floor plans).

That is what we go by initially.

At some point later, the enforcement officer stops by to visit.

Thank you.

Dean Lau  
Licensing and Regulation  
1025 Union Ave SE / PO Box 43098 / Olympia WA 98504  
Ph: 360-664-1623 | Email: [dean.lau@lcb.wa.gov](mailto:dean.lau@lcb.wa.gov)  
<https://lcb.wa.gov/>



Washington State  
**Liquor and Cannabis Board**

**Remember to place your license # in the subject line of all emails.**

---

**From:** clerk <clerk@townofyacolt.com>  
**Sent:** Monday, October 21, 2024 9:45 AM  
**To:** Lau, Dean R (LCB) <dean.lau@lcb.wa.gov>  
**Subject:** RE: License # 437506 TACOS SENSACION

Hello, and thank you for your response and granting the Town the extension. I do have a couple of questions for you: did an inspector come out and inspect the premises, and is the proximity to the nearby church, school, and library in compliance? I need to report back on the answers to these questions at the November 12<sup>th</sup> Council Meeting.

Thank you,  
Stephanie Fields  
Clerk, Town of Yacolt  
(360) 686-3922

Disclaimer: This email and its attachments may be subject to public disclosure.

---

**From:** Lau, Dean R (LCB) <[dean.lau@lcb.wa.gov](mailto:dean.lau@lcb.wa.gov)>  
**Sent:** Friday, October 18, 2024 8:44 AM  
**To:** clerk <[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)>  
**Subject:** License # 437506 TACOS SENSACION

Hello,

In response to your request for the extension:

The original due date was October 24, 2024.

**Your request for an extension has been granted for an additional 20 days.  
Thus, the revised due date is November 13, 2024**

Thank you.

Dean Lau  
Licensing and Regulation  
1025 Union Ave SE / PO Box 43098 / Olympia WA 98504  
Ph: 360-664-1623 | Email: [dean.lau@lcb.wa.gov](mailto:dean.lau@lcb.wa.gov)  
<https://lcb.wa.gov/>



Washington State  
**Liquor and Cannabis Board**

**Remember to place your license # in the subject line of all emails.**

---

**From:** clerk <[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)>  
**Sent:** Thursday, October 17, 2024 1:09 PM  
**To:** [localauthority@sp.lcb.wa.gov](mailto:localauthority@sp.lcb.wa.gov); Lau, Dean R (LCB) <[dean.lau@lcb.wa.gov](mailto:dean.lau@lcb.wa.gov)>  
**Subject:** Tacos Sensacion - Yacolt, WA

Dear Mr. Lau et al,

Please find enclosed a letter and a map regarding an extension for consideration of approval of a beer/wine/spirits license for Tacos Sensacion in Yacolt, WA. On the map, Tacos Sensacion is outlined in turquoise. The other buildings mentioned in the letter are circled in dark blue: the school is to the northwest, the church is to the south, and the library is to the east of Tacos Sensacion.

If you have any questions, please don't hesitate to reach out. I am generally in the office Mon-Thurs 9am-5pm.

Thank you,

Stephanie Fields  
Clerk, Town of Yacolt  
(360) 686-3922

Disclaimer: This email and its attachments may be subject to public disclosure.



## Town of Yacolt Request for Council Action

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

**Name:** Mayor Shealy

**Group Name:** Staff

**Address:** 202 W Cushman St  
Yacolt, WA 98675

**Phone:** (360) 686-3922

**Email Address:** mayor@townofyacolt.com

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Public Hearing on the 2025 Proposed Budget

**Proposed Meeting Date:** November 12, 2024

**Action Requested of Council:** Participate in the Hearing discussion; make suggestions for changes if necessary.

**Proposed Motion:** None; hearing only

**Summary/ Background:** Mayor Shealy, Town Council, and Staff have been working on a budget for 2025 since August. Several Budget Workshops have been held to review the Town's expenses and revenues in order to establish the proposed budget for 2025. This hearing is a chance for the general public to give input and ask questions about the Budget. An additional Public Hearing will be held on November 18<sup>th</sup>. The final budget will be presented for adoption following that Hearing. If not adopted at that time, it will be presented again at the December 9<sup>th</sup> Council meeting; but in any case it is mandatory for it to be adopted by December 31, 2024.

**Staff Contact(s):** Mayor Shealy or Clerk Stephanie Fields

[mayor@townofyacolt.com](mailto:mayor@townofyacolt.com) or [clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

(360) 686-3922

# TOWN OF YACOLT

## 2025 BUDGET





TOWN OF YACOLT- 2025 BUDGET

TABLE OF CONTENTS

DIRECTORY OF OFFICIALS	3
MAYOR'S MESSAGE	4
SALARY SCHEDULE	6
PROPOSED BUDGET	7
ORDINANCE	8

## DIRECTORY OF TOWN OFFICIALS

### ELECTED:

Ian Shealy	Mayor
Jeffrey Carothers	Council Position #1
Kandi Peto	Council Position #2
Craig Carroll	Council Position #3
TBD	Council Position #4
Marina Viray	Council Position #5

### APPOINTED:

David Ridenour	Town Attorney
Devin Jackson	Town Engineer

### KEY STAFF:

Stephanie Fields	Town Clerk
Terry Gardner	Public Works Director

## MAYOR'S MESSAGE

Dear Town Council and Citizens of Yacolt,

It has been an honor to serve you over the course of this past year. As I look forward to the coming year, I'm proud to be a part of this great group of people that make up our council, staff and citizens who work endlessly to try and make our community better.

The budget that we have put together for the next year covers the areas that we would like to focus on. As with any budget, it is not absolute but the best allocation of funds for what we have to work with. For 2025 our main focus will still be working on improving the quality of life for the community while working on infrastructure and parks.

Over the course of the past year, we have been working on many projects both community focused and operational. With the loss of the work crew from Larch Correctional the town faced a negative impact in terms of public works. Our public works department was able to grow with additional part-time and seasonal employees. As 2025 comes we will be moving our part-time employee to full-time, allowing for better coverage for the team. Thanks to our Public Works director the Town has been able to acquire much needed equipment and vehicles through interlocal relationships that he has built.

A sense of community is something that means a lot to many of us in our town. Thanks to local business owners, private citizens and town staff working tirelessly on their own time we have been able to make progress in events and community involvement. We now have a regularly scheduled events meeting once month where citizens are invited to come provide ideas, feedback and help volunteer for community events. As I look forward to next year my hope is that many more from our community will use these opportunities to get involved and help continue the work of improving the quality of life in our Town through events.

I think we can all agree that Law enforcement in our community has been a hot topic for many years. As the Town continues to work towards acquiring funding for more staffing over the coming years, I wanted to give a big thank you to Deputy Harris with the Clark County Sheriff's Department. Over this last year Deputy Harris has gone above and beyond for our community. He has worked many hours building relationships with the town and community members where there simply hasn't been one for years. While Yacolt is not his only responsibility he has worked as if it is. I truly appreciate all of his effort and for the support from the Sheriff's department as a whole.

As a reminder to our community, vandalism is a big issue for the town. We have a very limited budget and staffing. But every month public works has to fix things that have been broken for no reason. As a whole the town roughly spends thousands of dollars on fixing

public property that has been vandalized. With our limited budget, these are funds that could be better used elsewhere. Although no municipality can stop vandalism completely, my hope is that as a community we can pull together and help lessen this. If you see something, please say something to our staff. As the year comes to an end we will be working on the installation plan and then acquiring security cameras that we plan to have operational in 2025.

For 2025 we will be working on park improvements, street improvements and working on building a public works building as the current location is being outgrown. As always, my hope is that our community will continue to come together and continue to help make Yacolt a great place to live.

From the bottom of my heart a big thank you to everyone who has come together from our community to help volunteer and support our town.

Sincerely,

-Mayor Shealy

## TOWN OF YACOLT SALARY SCHEDULE

CLASSIFICATION	ANNUAL WAGE	AVG. HRS. WEEKLY	HOURLY WAGE
Public Works Director	\$66,500	40	\$32
Public Works Maint.:			
Part-time	\$34,000	30	\$24
Full-time	\$60,500	40	\$27
Public Works Maint.:			
Seasonal	\$14,400	30	\$22
Town Clerk	\$62,500	40	\$30
Administrative Asst.:			
Part-time	\$40,500	30	\$26
Full-time	\$52,000	40	\$25

*[+ Any needed overtime for Meetings & Town Events]*

<b>TOWN PAID BENEFITS:</b>	
Full Time Employees	90/10- Medical, Dental, Vision
Full Time Employees	60/40 PERS

### 2025 WAGE DISTRIBUTION OF PAYROLL & BENEFITS TO MULTIPLE FUNDS

Town Clerk Administrative Assistant Public Works Seasonal	General Fund
Public Works	Streets, Cemetery, Storm Water

## 2025 PROPOSED BUDGET

Fund #	Fund Name	Estimated Beginning Fund Balance	Estimated Revenues (Including Interfund Activity)	Aggregate Total Fund Resources	Total Appropriations (Including Interfund Activity)	Estimated Ending Fund Balance
001	General Fund	\$ 1,300,000	\$ 1,485,400	\$ 2,785,400	\$ 1,900,745	\$ 884,655
002	General Reserve Fund	\$ 353,000	\$ -	\$ 353,000	\$ 300,000	\$ 53,000
101	Street Fund	\$ 157,000	\$ 255,000	\$ 412,000	\$ 290,700	\$ 121,300
103	Cemetery Fund	\$ 20,000	\$ 10,000	\$ 30,000	\$ 12,850	\$ 17,150
105	REET Fund	\$ 290,000	\$ 50,000	\$ 340,000	\$ -	\$ 340,000
114	Park Impact Fees	\$ 170,000	\$ 5,000	\$ 175,000	\$ 35,000	\$ 140,000
115	Transportation Impact Fees	\$ 185,000	\$ 380,000	\$ 565,000	\$ 420,000	\$ 145,000
119	School Impact Fees	\$ -	\$ 50,500	\$ 50,500	\$ 50,500	\$ -
403	Stormwater Fees	\$ 120,000	\$ 50,000	\$ 170,000	\$ 85,000	\$ 85,000
	Totals	\$ 2,595,000	\$ 2,285,900	\$ 4,880,900	\$ 3,094,795	\$ 1,786,105

**DRAFT ORDINANCE #**

**AN ORDINANCE OF THE TOWN OF YACOLT, WASHINGTON, ADOPTING THE FINAL ANNUAL BUDGET FOR THE TOWN OF YACOLT FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025; ESTABLISHING EMPLOYMENT POSITIONS AND SALARY/BENEFITS SCHEDULES; AND PROVIDING FOR SUMMARY PUBLICATION**

**Whereas**, the Mayor of the Town of Yacolt, (hereafter “Town” or “Yacolt”), in consultation with the Town Clerk and the Town’s staff, prepared and submitted a preliminary annual budget for the fiscal year ending December 31, 2025 to the Town Council and filed the budget with the Town Clerk;

**Whereas**, the Town Clerk, pursuant to RCW 35.33.061, published a notice in the official newspaper of the Town for two consecutive weeks on October 23<sup>rd</sup> and October 30<sup>th</sup> stating that the preliminary budget for 2025 had been filed with the Town Clerk on October 31, 2024 and would be made available to any taxpayer requesting a copy;

**Whereas**, pursuant to the published notice, the Town held public hearings on November 12, 2024 and November 18, 2024, for the purpose of receiving public comment regarding the preliminary 2025 budget and 2025 revenue sources, and all persons wishing to be heard were heard;

**Whereas**, the Town Council has considered the proposed 2025 annual budget, and has made such adjustments and changes to the budget as it deems necessary and proper;

**Whereas**, the proposed 2025 annual budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the Town for the purposes set forth in the budget, and the estimated expenditures set forth in the budget are sufficient and necessary to meet the various needs of the Town during fiscal year 2025;

**Whereas**, the Town Council finds that the Town’s 2025 budget is appropriate and necessary for the preservation of the general public health, safety and welfare of the community; reflects revenues and expenditures that are intended to ensure the provision of vital municipal services at acceptable levels; and is in the best interests of the Town and its residents; and,

**Whereas**, the Town Council is in regular session this **18<sup>th</sup> day of November, 2024**, and all members of the Town Council have had notice of the time, place, and purpose of said meeting:

**NOW THEREFORE, be it Ordained by the Town Council of the Town of Yacolt, Washington:**

**Section 1 - Legislative Findings and Adoption of Recitals:** Each and every recital set forth above is adopted as a true and correct legislative finding of the Town Council for purposes of this Ordinance.

**Section 2 - Adoption of Yacolt’s 2025 Annual Budget:** The final annual budget for the Town of Yacolt, Washington, for the fiscal year ending December 31, 2025 is hereby adopted at the fund level in its final form and content as set forth in the document entitled “Town of Yacolt Budget 2025”, three copies of which are on file in the Office of the Town Clerk.

**Section 3 - Summary of Yacolt’s 2025 Annual Budget:** The Town’s estimated 2025 resources, including beginning fund balances and revenues for each separate fund, the appropriations authorized by the Town Council in the 2025 budget for each separate fund, and the aggregate totals (net of transactions between funds) for all such funds combined, are set forth in summary form below:

Fund #	Fund Name	Estimated Beginning Fund Balance	Estimated Revenues (Including Interfund Activity)	Aggregate Total Fund Resources	Total Appropriations (Including Interfund Activity)	Estimated Ending Fund Balance
001	General Fund	\$ 1,300,000	\$ 1,485,400	\$ 2,785,400	\$ 1,900,745	\$ 884,655
002	General Reserve Fund	\$ 353,000	\$ -	\$ 353,000	\$ 300,000	\$ 53,000
101	Street Fund	\$ 157,000	\$ 255,000	\$ 412,000	\$ 290,700	\$ 121,300
103	Cemetery Fund	\$ 20,000	\$ 10,000	\$ 30,000	\$ 12,850	\$ 17,150
105	REET Fund	\$ 290,000	\$ 50,000	\$ 340,000	\$ -	\$ 340,000
114	Park Impact Fees	\$ 170,000	\$ 5,000	\$ 175,000	\$ 35,000	\$ 140,000
115	Transportation Impact Fees	\$ 185,000	\$ 380,000	\$ 565,000	\$ 420,000	\$ 145,000
119	School Impact Fees	\$ -	\$ 50,500	\$ 50,500	\$ 50,500	\$ -
403	Stormwater Fees	\$ 120,000	\$ 50,000	\$ 170,000	\$ 85,000	\$ 85,000
Totals		\$ 2,595,000	\$ 2,285,900	\$ 4,880,900	\$ 3,094,795	\$ 1,786,105

**Section 4 - Authorities and Duties of the Mayor and Town Clerk:** The Mayor and Town Clerk are hereby authorized and directed to make all adjustments to the 2025 Annual Budget to accomplish the purposes of this Ordinance. The Mayor is hereby authorized to fill such employment vacancies as may currently exist and/or as may occur in the future, up to total staffing levels specified in the budget, without further authorization.

**Section 5 - Positions, Wages and Benefits for Town Employees:** The various positions, salary ranges and benefits for the Town's employees are adopted in the form and amounts described in Exhibit A, attached hereto and incorporated herein. The Mayor may make salary adjustments as deemed appropriate in the exercise of reasonable discretion.

**Section 6 - Ratification and Confirmation of Prior Acts:** All acts taken by Town officers and staff prior to the enactment of this Ordinance that are consistent with and in furtherance of the purpose or intent of this Ordinance are hereby ratified, approved and confirmed by the Town Council. Any expenditure of monies during fiscal year 2024 and prior to the effective date of this Ordinance is hereby ratified, approved and confirmed. Further, because the Town's operating budget for fiscal year 2025 relies upon anticipated year-end fund balances derived from revenues collected and expenditures incurred in fiscal year 2024, the Town Council hereby ratifies and confirms all revenues, from whatever source derived, and expenditures incurred by the Town to the extent such revenues and expenditures are in accordance with the Town's budget for fiscal year 2024 or any subsequent budget amendments formally approved by the Town Council.

**Section 7 - Severability and Construction:** If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, or its application to any person or circumstances is held invalid, the remaining portion of this Ordinance shall remain in full force and effect, and the application of the provision to other persons or circumstances shall not be affected. If any provision of this Ordinance is found to be inconsistent with provisions of the Yacolt Municipal Code, this Ordinance is deemed to control.

**Section 8 - Transmittal to AWC:** Pursuant to RCW 35.33.075, the Town Clerk is hereby directed to transmit a copy of the complete, final 2025 annual budget (as adopted) to the Association of Washington Cities, together with a copy of this Budget Ordinance.

**Section 9 - Yacolt Municipal Code:** This Ordinance # [REDACTED] is a special Ordinance of the Town of Yacolt involving the Town's 2025 budget. Being applicable for only a specific and limited period of time, this Ordinance # [REDACTED] shall not result in any amendment to the Yacolt Municipal Code.



**Section 10 - Savings Clause:** Except as provided herein and in any prior amendments, all provisions of Ordinances #594 and #597 shall remain in full force and effect.

**Section 11 - Effective Date and Publication of Summary:** This Ordinance shall take effect immediately upon adoption and publication according to law. Notice of this Ordinance shall be provided by publication of the following summary in the Town’s official newspaper:

**Town of Yacolt - Summary of Ordinance # [redacted] 2025 Annual Budget**

The Town Council of the Town of Yacolt adopted Ordinance # [redacted] at its regularly scheduled Town Council meeting held on **November 18**, 2024. The content of the Ordinance is summarized in its title as follows:

“An Ordinance of the Town of Yacolt, Washington, Adopting the Final Annual Budget for the Town of Yacolt for the Fiscal Year Ending December 31, 2025; Establishing Employment Positions and Salary/Benefits Schedules; and Providing for Summary Publication”

The effective date of the Ordinance is **November 27**, 2024.

A copy of the full text of the Ordinance 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 **27th day of November, 2024**.  
Stephanie Fields, Town Clerk

**PASSED** by the Town Council of the Town of Yacolt, Washington, at a regular meeting thereof this **18<sup>th</sup>** day of **November**, 2024.

**TOWN OF YACOLT**

\_\_\_\_\_  
Ian C. Shealy, 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 Ordinance is a true and correct copy of Ordinance # [redacted] of the Town of Yacolt, Washington, entitled “An Ordinance of the Town of Yacolt, Washington, Adopting the Final Annual Budget for the Town of Yacolt for the Fiscal Year Ending December 31, 2025; Establishing Employment Positions and Salary/Benefits Schedules; and Providing for Summary Publication” as approved according to law by the Town Council on the date therein mentioned. The Ordinance has been published or posted according to law.

Attest:

\_\_\_\_\_  
Stephanie Fields, Town Clerk

Approved: November 18, 2024  
Published: November 27, 2024  
Effective Date: November 27, 2024  
Ordinance Number: [redacted]

Exhibit “A” to Town of Yacolt Ordinance # [REDACTED]:

## TOWN OF YACOLT SALARY SCHEDULE

CLASSIFICATION	ANNUAL WAGE	AVG. HRS. WEEKLY	HOURLY WAGE
Public Works Director	\$66,500	40	\$32
Public Works Maint.:			
Part-time	\$34,000	30	\$24
Full-time	\$60,500	40	\$27
Public Works Maint.:			
Seasonal	\$14,400	30	\$22
Town Clerk	\$62,500	40	\$30
Administrative Asst.:			
Part-time	\$40,500	30	\$26
Full-time	\$52,000	40	\$25

*[+ Any needed overtime for Meetings & Town Events]*

TOWN PAID BENEFITS:	
Full Time Employees	90/10- Medical, Dental, Vision
Full Time Employees	60/40 PERS

### 2025 WAGE DISTRIBUTION OF PAYROLL & BENEFITS TO MULTIPLE FUNDS

Town Clerk Administrative Assistant Public Works Seasonal	General Fund
Public Works	Streets, Cemetery, Storm Water



## Town of Yacolt Request for Council Action

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

**Name:** Clerk Fields

**Group Name:**

**Address:** 202 W. Cushman  
Yacolt, WA 98675

**Phone:** (360) 686-3922

**Email Address:** [clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Public Hearing on 2025 Revenue, Resolution #628 Yacolt 2025 Property Tax Levy

**Proposed Meeting Date:** November 12, 2024

**Action Requested of Council:** Consider the Clerk's presentation and any public comments regarding expected revenues for 2025; following the hearing, approve or deny Resolution #628 for the Town's proposed 2025 Tax Levy.

**Proposed Motion:** "I move that the Town adopts Resolution #628, approving a 1% increase over last year's levy (or with the change to reflect no increase over last year's levy)."

**Summary/ Background:** Without further proceedings, the Town is allowed to increase their property tax levy by up to 1% over the prior year. While the Town's expenses have certainly increased by more than that, the Clerk feels that a 1% increase will help the Town to meet its budget obligations. The increase will cost each homeowner a total of just under \$5.00 more on their tax bill next year, on average. This Resolution allows for the 1% increase and directs Clark County to collect the taxes in 2025 on the Town's behalf (or alternatively would allow for collection of property taxes at the existing rate). Either way, we are required to pass a Resolution before the end of this month for the County to collect property taxes at all on the Town's behalf.

**Staff Contact(s):** Clerk Stephanie Fields  
[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

Mayor Ian Shealy  
[mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)

(360) 686-3922



Ordinance / Resolution No. 628
RCW 84.55.120

WHEREAS, the Council of Town of Yacolt has met and considered its budget for the calendar year 2025 ; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 227,837.35 ; and,

WHEREAS, the population of this district is less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2025 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 2,278.37 which is a percentage increase of 1 % from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 12 day of November, 2024 .

Three horizontal lines for signatures on the left and right sides.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.



## Town of Yacolt Request for Council Action

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

**Name:** Chief Bryce Shirley

**Group Name:** Yacolt EMS

**Address:** 404 S. Parcel Ave.  
Yacolt, WA 98675

**Phone:** (360) 686-3271

**Email Address:** b.shirley@northcountryems.org

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Public Hearing for EMS 2025 Tax Levy, and Resolution #629

**Proposed Meeting Date:** November 12, 2024

**Action Requested of Council:** Following the presentation by a representative from EMS, consider any public comments on the proposed EMS Levy; after the hearing, vote on adoption of Resolution #629, the proposed 2025 EMS Regular Tax Levy of \$74,977.35. This is in addition to the already voter approved 3-yr. Excess Levy in the amount of \$208,498.79.

**Proposed Motion:** "I make a motion that the Town adopts (or does not adopt) Resolution #629 for the 2025 EMS Regular Tax Levy, as presented."

**Summary/ Background:** By passing this Resolution, we will be giving Clark County the authority to collect Yacolt's portion of the taxes necessary to fund North Country EMS in 2025, ensuring continuation of their service as we have known it.

**Staff Contact(s):** Clerk Stephanie Fields  
[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

Mayor Ian Shealy  
[mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)  
(360) 686-3922

**Resolution No. 629**  
**RCW 84.55.120**

**WHEREAS**, the                      Council of                      Town of Yaoclt EMS has met and considered  
 (Governing body of the taxing district) (Name of the taxing district)  
 its budget for the calendar year           2025          ; and,

**WHEREAS**, the districts actual levy amount from the previous year was \$           74,977.35          ; and,  
 (Previous year's levy amount)

**WHEREAS**, the population of this district is  more than or  less than 10,000; and now, therefore,  
 (Check one)

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy  
 is hereby authorized for the levy to be collected in the           2025           tax year.  
 (Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$           749.77            
 which is a percentage increase of           1          % from the previous year. This increase is exclusive of  
 (Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,  
 solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations  
 that have occurred and refunds made.

Adopted this           12th           day of           November          ,           2024          .

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.



## Town of Yacolt Request for Council Action

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

**Name:** Mayor Shealy

**Group Name:** Staff

**Address:** 202 W Cushman St  
Yacolt, WA 98675

**Phone:** (360) 686-3922

**Email Address:** [mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Resolution #630: Agreement for 2025 Engineering Services

**Proposed Meeting Date:** November 12, 2024

**Action Requested of Council:** Review proposed contract for Jackson Civil Engineering (JCE) for consideration of Jackson as our Town Engineer for calendar year 2025. Adopt Resolution #630 which approves the proposed contract and authorizes the Mayor to execute the contract with Jackson Civil Engineering on behalf of the Town.

**Proposed Motion:** "I move that we adopt Resolution #630, approving the proposed contract with Jackson Civil Engineering and authorizing the Mayor to execute that contract with Jackson Civil Engineering (JCE), for JCE to act as our Town Engineer for the 2025 calendar year."

**Summary/ Background:** Jackson Civil Engineering has contracted as our Town Engineering firm since 2017. When the Town posted a Request for Qualifications for any interested parties to submit a statement of their qualifications, Jackson was the only company who submitted a statement of qualifications. The proposed Agreement is attached to Res. 630 as an Exhibit. The Agreement reflects an increase in hourly rates and the term of the Agreement runs from January 1, 2025 through December 31, 2025. There are other changes in this year's proposed Agreement, which may warrant that negotiations be held, which may be reason to table this Resolution until the December 9<sup>th</sup> Council meeting to give time for that negotiation.

**Staff Contact(s):** Mayor Shealy or Clerk Stephanie Fields

[mayor@townofyacolt.com](mailto:mayor@townofyacolt.com) or [clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)  
(360) 686-3922





**DRAFT Resolution #630**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YACOLT,  
WASHINGTON, APPROVING AN AGREEMENT FOR ENGINEERING SERVICES  
FOR CALENDAR YEAR 2025 WITH JACKSON CIVIL ENGINEERING, LLC,  
AND AUTHORIZING THE MAYOR TO SIGN THE AGREEMENT.**

Whereas, the Town of Yacolt, (hereafter “Town” or “Yacolt”), desires to retain the services of an engineer to provide professional engineering services as needed by the Town for calendar year 2025;

Whereas, the Town advertised a Request for Qualifications, (hereafter “RFQ”), pursuant to RCW 39.80 to identify an engineer that best meets the Town’s forecasted engineering needs by publishing such RFQ in The Reflector on October 9, 2024;

Whereas, the Town received one response to the RFQ from Jackson Civil Engineering, LLC, which was reviewed by the Mayor, Town Clerk and Public Works Director;

Whereas, the Town has negotiated an Agreement for Engineering Services with Jackson Civil Engineering, LLC, and that Agreement has been reviewed and approved by the Town Attorney;

Whereas, the Town’s Mayor, Town Clerk and Public Works Director determined that Jackson Civil Engineering, LLC, is qualified and able to perform the duties of Town Engineer for the Town of Yacolt, and have recommended that the firm of Jackson Civil Engineering, LLC be selected by the Town Council to serve as the Town Engineer during calendar year 2025; and,

Whereas, the Town Council of the Town of Yacolt is in regular session this 12<sup>th</sup> day of November, 2024, 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: That the Agreement for Engineering Services, a copy of which is attached hereto as Exhibit A and incorporated herein by this reference, is hereby accepted and approved by the Town Council. The Mayor of the Town of Yacolt is hereby authorized to execute the Agreement for Engineering Services for and on behalf of the Town of Yacolt.

Section 2: This Resolution shall be effective upon passage, approval, and signatures hereon in accordance with law.

Resolved by the Town Council of the Town of Yacolt, Washington, at a regular meeting thereof this 12<sup>th</sup> day of November, 2024.

TOWN OF YACOLT

\_\_\_\_\_  
Ian Shealy, 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 #630 of the Town of Yacolt, Washington, entitled “A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YACOLT, WASHINGTON, APPROVING AN AGREEMENT FOR ENGINEERING SERVICES FOR CALENDAR YEAR 2025 WITH JACKSON CIVIL ENGINEERING, LLC, AND AUTHORIZING THE MAYOR TO SIGN THE AGREEMENT”, as approved according to law by the Yacolt Town Council on the date therein mentioned.

Attest:

\_\_\_\_\_  
Stephanie Fields, Town Clerk

Published: \_\_\_\_\_  
Effective Date: November 12, 2024  
Resolution Number: 630

## EXHIBIT 'A'

### AGREEMENT FOR ENGINEERING SERVICES

THIS AGREEMENT is by and between the **Town of Yacolt**, a municipal corporation located in the County of Clark, State of Washington, (hereinafter referred to as "Town"), and Jackson Civil Engineering, LLC, with an office located at 704 E Main Street, Suite 103, Battle Ground, WA 98604, (hereinafter referred to as "Engineer").

The parties recite and declare that:

1. The Town is in need of an engineer to perform and render engineering services to the Town.
2. The Engineer employs persons who, through education and experience, possess the requisite skills to provide competent engineering services for the Town.
3. The Town is, therefore, desirous of engaging the services of the Engineer.
4. The Town performed a recruiting process, as required under Ch. 39.80 RCW, and found Engineer best met the qualifications required by the Town for the Town's forecasted engineering needs.

For the reasons set forth above and in consideration of the mutual covenants and promises of the parties hereto, the Engineer and Town agree as follows:

#### **Section One - Purpose of Employment**

Town hereby retains Engineer as Town Engineer to perform and render engineering services to the Town as its general Town Engineer. Engineer is an independent contractor and not a Town employee.

#### **Section Two - Acceptance and Duration of Employment**

The Town does hereby retain and appoint the Engineer as its Town Engineer for and during a period commencing immediately, and continuing thereafter through December 31, 2025, unless and until terminated pursuant to Section Seven, below, for the performance of engineering services set forth in Section Four, below. Town reserves the right to contract with other engineers for project-specific engineering as required by Washington public contracting requirements, Federal public contracting requirements, or as the Town deems appropriate.

#### **Section Three - Place of Work**

It is understood that the Engineer's services will be rendered largely at the Engineer's office in Battle Ground, but that the Engineer will, on request and as work requires, come to the Yacolt Town Hall or such other places as designated by the Town, to work on Town projects and meet with Town representatives.

#### **Section Four - Nature of Duties**

As Town Engineer, Engineer shall perform as requested by the Town: engineering services, manage and oversee construction contracts, prepare engineering and project estimates, prepare documents necessary and proper in connection with the business of the Town; and, in general, to render such engineering services of every kind and nature as the Town shall require or deem proper in its business.

### **Section Five - Compensation**

The Town agrees to pay the Engineer:

- A. \$270.00 per hour for all services rendered by Devin Jackson - Principal, in increments of ¼ hour.
- B. \$175.00 per hour for all services rendered by Paul Dennis - Senior Planner, in increments of ¼ hour.
- C. \$162.00 per hour for all services rendered by position Yu-an Chen - Civil Engineer, in increments of ¼ hour.
- D. \$125.00 per hour for all services rendered by position Hunter Rodgers – Engineering Technician, in increments of ¼ hour.
- E. \$120.00 per hour for all services rendered by position Lauren Voorhies - Project Administrator, in increments of ¼ hour.
- F. \$230 per hour for all services rendered by a 2-person Field Crew, in increments of ¼ hour.
- G. Invoice amount plus 15% for all subcontractors rendering services on behalf of Engineer.
- H. If Engineer hires additional employees, the rate of compensation for services rendered by those employees shall be determined by mutual written agreement between the Town and Engineer prior to the performance of work.
- I. In addition to the compensation set forth above, the Town shall reimburse the Engineer for all reasonable and necessary expenses which may be paid or incurred by him/her on behalf of the Town, subject to Town review and audit of receipts in support thereof.
- J. Engineer reserves the right to adjust rates annually as necessary to accommodate annual cost increases. Increases shall be limited to 10% unless otherwise agreed upon by both parties. Any adjustment of hourly rates by Engineer will occur on the first of each year.

### **Section Six - Other Employment**

The Engineer shall devote all time reasonably necessary to the business of the Town but shall not by this retainer be prevented or barred from taking other employment of a similar or other character by reason of the employment herein specified.

### **Section Seven - Termination**

This Agreement may be terminated by either party at any time on thirty (30) days' prior written notice to the other party.

### **Section Eight - Modification**

No modification or waiver of this Agreement or of any covenant, condition, or provision herein contained shall be valid unless in writing and duly executed by the party to be charged therewith.

### **Section Nine - Indemnification / Insurance**

Engineer shall defend, indemnify, and hold the Town, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney

fees arising out of or resulting from the acts, errors, or omissions of the Engineer in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Town.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Engineer and the Town, its officers, officials, employees, and volunteers, the Engineer's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Engineer's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Engineer's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

**A. Insurance Term**

Engineer shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Engineer, its agents, representatives, or employees.

**B. No Limitation**

Engineer's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Engineer to the coverage provided by such insurance, or otherwise limit the Town's recourse to any remedy available at law or in equity.

**C. Minimum Scope of Insurance**

Engineer shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Town shall be named as an additional insured under the Engineer's Commercial General Liability insurance policy with respect to the work performed for the Town using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Engineer's profession.

**D. Minimum Amounts of Insurance**

Engineer shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

**E. Other Insurance Provision**

Engineer's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance in respect to respect the Town. Any insurance, self-insurance, or self-insured pool coverage maintained by the Town shall be in excess of the Engineer's insurance and shall not contribute with it.

**F. Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

**G. Verification of Coverage**

Engineer shall furnish the Town with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Engineer before commencement of the work.

**H. Notice of Cancellation**

Engineer shall provide the Town with written notice of any policy cancellation within two (2) business days of their receipt of such notice.

**I. Failure to Maintain Insurance**

Upon discovery of failure on the part of the Engineer to maintain the insurance as required, the Town may, after giving ten (10) business days' notice to the Engineer to correct the breach, immediately terminate the contract.

**J. Town Full Availability of Engineer's Limits**

If the Engineer maintains higher insurance limits than the minimums shown above, the Town shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Engineer, irrespective of whether such limits maintained by the Engineer are greater than those required by this contract or whether any certificate of insurance furnished to the Town evidences limits of liability lower than those maintained by the Engineer.

**Section Ten - Notice**

Notice required under this Agreement shall be deemed sufficient if made in writing and sent by certified mail to either party at the following addresses, or such other address as may hereafter be specified by either party in writing:

**Town of Yacolt**  
202 W. Cushman St.  
Yacolt, WA 98675

**Jackson Civil Engineering**  
704 E Main St, STE 103  
Battle Ground, WA 98604

**Section Eleven - Title VI of the Civil Rights Act of 1964**

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**Section Twelve - Access to Records Clause**

The Town and other authorized representatives of the state and federal governments shall have access to any books, documents, papers, and records of the Engineer which are directly pertinent to the contract for the purposes of making audit, examination, excerpts, and transcriptions.

Engineer agrees to maintain such records and follow such procedures as the Town may prescribe. In general, such records will include information pertaining to the contract, obligations and unobligated balances, assets and liabilities, outlays, equal opportunity, labor standards (as appropriate), and performance.

All such records and all other records pertinent to this contract and work undertaken under this contract shall be retained by Engineer for a period of three (3) years, unless a longer period is required to resolve audit findings or litigation. In such cases, Town shall request a longer period of record retention.

**Section Thirteen - Section 109 of the Housing and Community Development Act of 1974, as amended**

No person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

**Section Fourteen - Public Law 101-336, Americans with Disabilities Act of 1990**

Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

**Section Fifteen - Age Discrimination Act of 1975, as amended**

No person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance [42 U.S.C. 610 *et. seq.*]

**Section Sixteen - Section 504 of the Rehabilitation Act of 1973, as amended**

No otherwise qualified individual shall, solely by reason of his or her handicap, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving federal funds [29 U.S.C. 794].

**Section Seventeen - Complete Agreement**

This written Agreement embodies the whole agreement between the parties and there are no inducements, promises, terms, conditions, or obligations made or entered into by either the Town or the Engineer other than contained herein.



**Section Eighteen - Confidentiality**

The Engineer may, from time to time, receive information which is deemed by the Town to be confidential. The Engineer shall not disclose such information without the prior express written consent of the Town or upon order of a court of competent jurisdiction.

**Section Nineteen - Applicable Laws and Standards**

The Parties, in the performance of this Agreement, agree to comply with all applicable federal, state, and local laws and regulations. The Engineer warrants that its design, construction documents, and services shall conform to all applicable federal, state, and local statutes and regulations.

The law of the State of Washington shall apply in interpreting this Agreement. The venue for any lawsuit arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Clark County.

**IN WITNESS WHEREOF**, the parties have executed this Agreement at Yacolt, Washington, this \_\_\_\_\_, 2024.

TOWN OF YACOLT:

ENGINEER:

\_\_\_\_\_  
Ian Shealy, Mayor  
Town of Yacolt

\_\_\_\_\_  
Devin Jackson,  
P.E. Principal

ATTEST:

Approved as to Form:

\_\_\_\_\_  
Stephanie Fields  
Town Clerk

\_\_\_\_\_  
David Ridenour  
Town Attorney

# JACKSON CIVIL

## STATEMENT OF QUALIFICATIONS



October 28, 2024  
Town of Yacolt  
202 W. Cushman St  
Yacolt, WA 98675  
RE: Request for On-Call Engineering Services

Dear Selection Committee,

Jackson Civil would like to submit our proposal for on-call engineering services related to streets, water, and sanitary sewer. We believe we are in the best position to provide as-needed services to the town throughout the year for the following reasons:

- **Jackson Civil has established relationships with the town.** Our firm has an existing relationship with the Town of Yacolt. In addition, we take an active interest in small cities and have a track record of proactively working with local communities. Our firm actively communicates and responds to both project and non-project related questions and concerns.
- **Jackson Civil has experience scoping and administering projects in small cities.** Our Principal has worked with the Town of Yacolt and the Cities of Forks, Napavine, Winlock, Tenino, Rainier, and Oakville to successfully scope, fund, design, and administer projects.
- **Jackson Civil has experience overseeing land use applications.** Our firm assists various communities throughout Western Washington with the administration of land use and SEPA applications.
- **Jackson Civil has the availability, existing relationships, and resources to ensure successful project delivery.** We have the resources and experience to work with the Town of Yacolt to scope capital projects, seek project funding, design projects as needed, and assist with construction inspection and administration.

Jackson Civil Engineering has the ability and resources to commence work immediately and appreciates the town's consideration.

Sincerely,  
Jackson Civil Engineering, LLC

Devin Jackson,  
P.E. Principal



# FIRM DESCRIPTION

## FIRM DESCRIPTION

*Professional Engineering LLC Washington License Number: 3757  
Office Address: 704 E Main St. Suite 103, Battle Ground, WA 98604*

Jackson Civil Engineering LLC (DBA Jackson Civil) is a multidisciplinary firm with expertise in the design and construction administration of transportation, water, and sewer capital projects as well as scoping, estimating, and grant writing. Our firm currently serves as the On-Call Engineer for small cities throughout Washington including Forks, North Bonneville, Yacolt, Winlock, Westport, and Napavine.

We emphasize communication with project stakeholders including the public, city staff, city officials, outside agencies, and consultants. Team members have in depth experience presenting in public forums, assisting agency staff in communicating controversial aspects of capital projects to the public, coordinating team members, and the dissemination of information to overcome challenges as they arise during all phases of a project.

Our firm has a wealth of experience designing, administering, and inspecting roadway projects that utilize both federal funds and/ or state funds. In the last year we have worked on over eight projects in seven cities across Washington. The projects included sidewalk improvements, pavement repairs, full depth reclamations, sewer main extension, and complete roadway rebuilds. To date all projects have been delivered on-time and on-budget

Jackson Civil has relationships with various firms, municipalities, and governmental agencies and our relationships ensure the absolute best product to our clients. Devin Jackson, Principal, has 15 years of experience in public works and has worked to scope, design, and administer projects in Washington and Oregon.

## References

**Kevin Goodrich**  
Public Works Director  
City of Westport  
360-268-0131

**Bryan Morris**  
Public Works Director  
City of Napavine  
360-880-6137

**Bryan Henrichsen**  
Public Works Director  
City of North Bonneville  
541-490-2370

# PRINCIPAL IN CHARGE

## Devin Jackson, PE

Devin Jackson will serve as Principal-in-charge and project manager. His established relationships and 15+ years of experience in the field as a designer, inspector, project manager, and principal will be utilized to guarantee accurate and timely project delivery. As a civil engineer licensed in Oregon and Washington Devin has a passion for creating positive impacts in communities by developing infrastructure projects to foster economic growth and improve the quality of life for residents. He considers among his greatest accomplishments writing grants, designing, and administering projects for several municipalities including North Bonneville, Stevenson, Yacolt, Forks, Westport, Vader, and Mossyrock. Municipalities have requested these services due to funding increasing in scarcity year after year and applications that have historically gone unanswered.

### Education

BS, Civil Engineering  
Washington State  
University

### Licenses

Washington Professional  
Engineer, #49478  
Oregon Professional  
Engineer, #90913PE



## Project Experience

- City of North Bonneville – Evergreen Drive Site Improvements (State Funded)
- Town of Yacolt - Emergency Pavement Repair (State Funded)
- Town of Yacolt - Yacolt Ave Intersection Reconstruction (State Funded)
- Multiple Cities - Lewis-Thurston Chip Seal Bundle (State Funded)
- Small City Grant Applications
- Town of Yacolt – Town Engineer (Federal/State Funded Projects)
- City of North Bonneville - City Engineer (Federal/State Funded Projects)
- City of Napavine - City Engineer (Federal/State Funded Projects)
- City of Westport - City Engineer (Federal/State Funded Projects)

# KEY PERSONNEL

## Paul Dennis

Senior Planner

Paul brings more than 30 years of land use and economic development experience to Jackson Civil Engineering (JCE). He has a proven track record in assisting community's to achieve their goals through development of master plans, revitalizing downtowns, state and federal environmental studies, entitlement and permitting development projects, cost estimating, project management, public relations, financial feasibility, and construction. In addition to his proven skills in land use and economic development, Mr. Dennis has deep roots in the community, with strong relationships throughout government agencies, businesses, and associations that support community development.

### Education

BA, Economics  
Western Washington University

### Projects

Napavine, Yacolt,  
Mossyrock, Winlock -  
Comprehensive Plan Update



## Yu-An Chen

Civil Engineer

Yu-An Chen, Ph.D., has previously worked at Iowa State University, Applied Research Associates, and Florida Department of Transportation prior to joining Jackson Civil. With over 7 years of research and field experience in pavement/roadway design, he is skilled in construction material properties testing and inspection, machine learning systems, non-destructive testing (NDT) techniques, quality control as well as the development of test strategies and prediction models. More recently he has obtained experience designing stormwater projects, including detention and treatment facilities as well as conveyance. He's familiar with AutoCAD, Civil3D, WWHM2012, and HydroCAD. As a Civil Engineer, his duties will include drafting, design assistance, development of special provisions, assistance estimating, and construction inspection and administration.

### EDUCATION

BS, Civil Engineering  
National Chi Nan University,  
Taiwan  
MS, Civil Engineering  
National Central University,  
Taiwan  
PH.D, Civil Engineering  
Iowa State University, Iowa

### LICENSES

Washington Professional  
Engineer #23013961 Oregon  
Professional Engineer  
#100483PE

### PROJECTS

Lewis-Thurston Chip Seal  
Bundle  
Oakville - School Street  
Improvements  
Westport - N Forrest Street  
Improvement  
Westport - Hancock Ave  
Reconstruction



# KEY PERSONNEL

## Hunter Rodgers

*Engineer In Training*

Hunter Rodgers has graduated from Prairie View A&M University with a BSCE and is currently working as an Engineering Technician at Jackson Civil. As an Engineering Technician he assists with the development of detailed plans and designs, while also conducting research and analysis. He is familiar with AutoCAD and Civil3D.

**EDUCATION**

*BS, Civil Engineering Prairie View A&M University*

**LICENSES**

*Engineer In Training*

**PROJECTS**

*Yacolt - Inspections  
North Bonneville - TIB 2024  
Pavement Repairs*



## Lauren Voorhies

*Project Administrator*

Lauren Voorhies provides project administration for Jackson Civil Engineering. She has previously worked for state historical institutions in Nevada that aimed to preserve and maintain cultural and natural resources. In addition, she has collaborated with the Bureau of Land Management and Indigenous Communities to develop and strengthen methods of engagement and partnership for the care and stewardship of past and future heritage collections. Lauren will assist in project management and administration.

**Education**

*BA, History  
University of Nevada, Reno*

**Projects**

*Grant Writing  
Lewis-Thurston Chip Seal  
Bundle*





# RELEVANT PROJECTS

## Town of Yacolt - On-Call Engineer

Jackson Civil has served as the Yacolt Town On-Call Engineer since February of 2016. This relationship started with grant writing when Jackson Civil was brought in to seek funding for an intersection rebuild project the city had been unable to finance for several years. Working with staff, grant scope and estimate were revised, submitted, and ultimately

funded for the original project plus additional chip sealing work in the project vicinity. Since then Jackson Civil has successfully designed and administered multiple TIB funded transportation projects. Our firm has also actively worked with the Town of Yacolt to source federal funding for street improvements.

## Town of Yacolt - Hoag Street Improvements

Jackson Civil is working with the Town of Yacolt to scope and administer the W Hoag Street Improvements Project. The project involves grinding and inlaying the existing roadway, repairing sidewalk to ensure ADA compliance, and installing a new ADA

compliant ramp to connect the new sidewalk to the Railroad Ave Subdivision. The project spans approximately 950 linear feet between Railroad Avenue and S Parcel Avenue. The project is scheduled to be completed by December 2025.

## Town of Yacolt - Subdivision Plot Review

Jackson Civil is working with the Town of Yacolt to conduct inspections of subdivision plots. The purpose of the inspections is to ensure sidewalk and driveway approaches are constructed in compliance with ADA standards. During field inspections, concrete forms are measured to verify that the sidewalk panels and

driveway approaches met Yacolt's standards for thickness and slope. Jackson Civil also reviewed construction material tickets provided by the contractor to certify that all materials met the town's requirements.



## Town of Yacolt - Emergency Pavement Repair

Jackson Civil worked with the Town of Yacolt to scope and administer emergency pavement repairs throughout the town. The repairs addressed failing pavement sections due to age. The construction portion was funded by an outside grant agency with a short deadline for completion. Due to these constraints,

coordination and efficiency between Jackson Civil, town staff, the railroad agency, and grant agency were paramount. The project was successfully designed and constructed in three months.

## City of North Bonneville - On-Call Engineer

Jackson Civil currently serves as the city of North Bonneville's On-Call Engineer. As part of this role, we've worked closely with staff to design and administer large and small scale capital improvement projects. Projects included a full depth reclamation of Evergreen Drive and Cascade

Drive for just over one mile and a deep gravity sewer main extension. Both projects were completed on time and on budget.

## City of Napavine - On-Call Engineer

Jackson Civil currently serves as the City of Napavine's On-Call Transportation Engineer. We've been working with city staff to design and administer a large scale roadway reconstruction project. Grant writing services are provided as needed and have been utilized to date for various multi-modal transportation projects.

Additionally, Devin Jackson has provided guidance to city staff and council regarding adopted resolutions, municipal code revisions, and land use processes.

# FAMILIARITY WITH YACOLT

## Ability to Undertake Anticipated Work

Jackson Civil is prepared to assist with the following:

- Comprehensive Planning
- Land Use Planning Review
- Roadway Projects
- Parks Projects
- Additional Needs as Requested



# Town of Yacolt

## Request for Council Action

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

**Name:** Stephanie Fields, Town Clerk  
Devin Jackson, Town Engineer

**Group Name:** Staff

**Address:** 202 W. Cushman St.  
P.O. Box 160  
Yacolt, WA 98675

**Phone:** Town Clerk (360) 686-3922

**Email Address:** clerk@townofyacolt.com

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Public Hearing: Jorgensen Timber SEPA Determination of Non-Significance for DNR Timber Harvest Application.

**Proposed Meeting Date:** November 12, 2024.

**Action Requested of Council:** Following a public hearing on the SEPA Determination of Non-Significance, the Council is expected to make a final decision on whether or not to approve the Determination of Non-Significance as presented.

**Proposed Motion:** “I make a motion to approve the Determination of Non-Significance for the proposed timber harvest by Jorgensen Timber at the 10-acre Parcel identified as Tax Parcel 64526-000.”

**Summary/ Background:** Jorgensen Timber LLC is the owner of a 10-acre parcel of land located at tax parcel #64526-000, (Southwest of Hoag Street, West of Parcel Avenue, and South of Yacolt Creek). Jorgensen Timber has applied for a permit from the Department of Natural Resources (DNR) to harvest the timber from 8.5 acres of the 10-acre parcel. The purpose of the timber harvest is to allow for the future subdivision of the parcel to accommodate single-family homes. The parcel is zoned R1–12.5.

Yacolt is the Lead Agency with responsibility to determine whether there would be possible significant adverse environmental impacts from the proposal. Working through its Town Engineer, the Town has made a threshold determination that the proposal would not have probable significant adverse environmental impacts. Based on that

determination the Town Engineer has prepared a Determination of Non-Significance (DNS).

The Council's responsibility is to hold a public hearing on the subject and consider any evidence and testimony received. Following the public hearing, the Council should decide whether to accept and approve the Determination of Non-Significance, or whether further work should be done with the Town Engineer to evaluate possible environmental impacts, the availability of mitigating measures, etc.

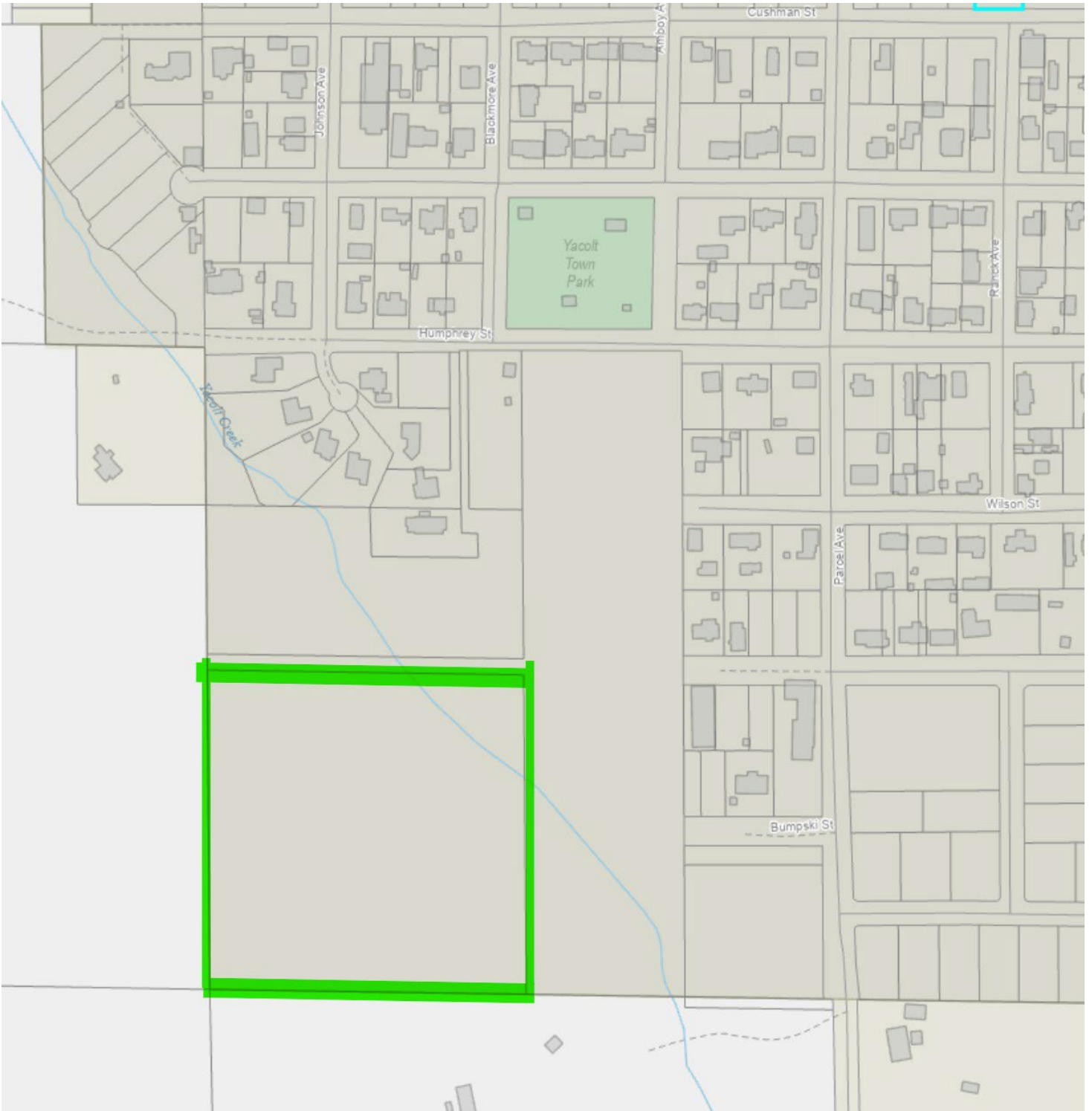
**Attachments:**

1. Area Map Showing the Subject Parcel.
2. Determination of Non-Significance (DNS). (2 pages)
3. SEPA Environmental Checklist. (17 pages)

**Staff Contact(s):**

Stephanie Fields, Town Clerk.  
Devin Jackson, Town Engineer.

# AREA MAP



**STATE ENVIRONMENTAL POLICY ACT (SEPA)  
DETERMINATION OF NON-SIGNIFICANCE**

**CASE NO:** 2024 JORGENSEN TIMBER HARVEST

**APPLICANT:** JORGENSEN TIMBER LLC

---

**Project Description:** Applicant proposes to log subject property under a Class IV-G Forest Practices permit to be issued by the Washington State Department of Natural Resources.

**Location:** Southwest of Hoag Street, west of S Parcel Avenue, and south of Yacolt Creek

**Parcels:** 64526-000

**Legal Description:** #11 OF SEC 2 T4NR3EWM 10A.  
10.00 ACRES

**SEPA Determination:** Determination of Non-significance (DNS)

**Comment Deadline:** **November 8, 2024** (comments should be delivered to the town hall office at 202 W. Cushman, Yacolt, WA, 98675 no later than 4:00 pm)

As lead agency under the State Environmental Policy Act (SEPA) Rules [Chapter 197-11, Washington Administrative Code (WAC)], the Town of Yacolt must determine if there are possible significant adverse environmental impacts associated with this proposal. The options include the following:

- **DS = Determination of Significance** (The impacts cannot be mitigated through conditions of approval and, therefore, requiring the preparation of an Environmental Impact Statement (EIS);
- **MDNS = Mitigated Determination of Non-Significance** (The impacts can be addressed through conditions of approval), or;
- **DNS = Determination of Non-Significance** (The impacts can be addressed by applying the Town Code).

**Determination:**

**Determination of Non-Significance (DNS).** The Town of Yacolt, as lead agency for review of this proposal, has determined that this proposal does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030 (2) (e). This decision was made after review of a completed environmental checklist and land use application documents as they apply to the Town's Municipal Code and adopted standards.

**Date of Publication and Comment Period:**

Publication date of this DNS is **October 23, 2024**, and is issued under WAC 197-11- 960. The lead agency will not act on this proposal until the close of the 14-day comment period, which ends on **November 8, 2024**.

**SEPA Appeal Process:**

A final decision on this proposal will not be made until after the comment period described above. An **appeal** of any aspect of this decision, including the SEPA determination and any required mitigation, must be filed with the Town of Yacolt within fourteen (14) calendar days from the date the notice of that final decision is mailed to parties of record. The appeal must be in writing and should contain the following information:

1. The case number designated by the Town and the name of the applicant.
2. The name and signature of each person or group (petitioners) and a Statement showing that each petitioner is entitled to file an appeal as described in ESHB 1724 Section 415. If multiple parties file a single petition for review, the petition shall designate one party as the contact representative with the Town Clerk/Treasurer. All contact with the group regarding the petition, including notice, shall be with this contact person.
3. A brief statement describing why the SEPA determination is in error.
4. Mail or deliver appeals to the following address:

Appeal to the Town Council  
Town of Yacolt  
202 W. Cushman St./PO Box 160  
Yacolt, WA 98675

**Staff Contact Person:** Stephanie Fields (360) 686-3922  
[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

**Responsible Official:** Mayor Ian Shealy  
Town of Yacolt  
202 W. Cushman St.  
Yacolt, WA 98675



April 23, 2024

Town of Yacolt  
PO Box 160  
Yacolt, WA 98675

Re: Tax parcel #64526000

Hello,

Enclosed you will find the SEPA Environmental Checklist for Jorgensen Timber LLC's 10-acre parcel located in Yacolt. We look forward to hearing from you, in a timely manner, with the fees associated with this application.

Thank you for your assistance in this process.

Sincerely,

Lorie Spogen  
Manager  
Jorgensen Timber LLC

LS.dlj

enclosure



307 NW. PARK CHEHALIS, WA 98532 | 360.748.7080  
MAIL: PO BOX 1503 CHEHALIS, WA | FAX: 360.748.7083 | INFO@JORGENSENTIMBER.COM

# SEPA<sup>1</sup> Environmental Checklist

---

<sup>1</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/Checklist-guidance>



## Purpose of checklist

---

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization, or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

## Instructions for applicants

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. **You may use “not applicable” or “does not apply” only when you can explain why it does not apply and not when the answer is unknown.** You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to **all parts of your proposal**, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

## Instructions for lead agencies

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

## Use of checklist for nonproject proposals

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B, plus the Supplemental Sheet for Nonproject Actions (Part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in “Part B: Environmental Elements” that do not contribute meaningfully to the analysis of the proposal.

### A. Background

**1. Name of proposed project, if applicable:**

Jorgensen Yacolt 3

**2. Name of applicant:**

Jorgensen Timber LLC.

**3. Address and phone number of applicant and contact person:**

Jorgensen Timber LLC. Attn.: ~~Jerad~~ Spogen  
Mark  
PO Box 1503  
Chehalis, WA 98532  
360-748-7080

**4. Date checklist prepared:**

3/21/2024

**5. Agency requesting checklist:**

City of Yacolt

**6. Proposed timing of schedule (including phasing, if applicable):**

Timber harvest occur during DNR permit window of 3 years from approval. No specific timeline has been established and is market dependent.

**7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.**

The site will be subdivided and developed for single family residences. No project specifics have been determined. The forest practices permit and this SEPA are separate from any future development proposals.

**8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.**

No environmental info has been or will be prepared related to this proposal.

**9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.**

No other application will be applied for beyond the Class IV-g forest practices permit submitted in conjunction with this SEPA.

**10. List any government approvals or permits that will be needed for your proposal, if known.**

DNR forest practices permit.

**11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)**

The covered project will include the commercial timber harvest of 8.5 acres. This area will not be reforested due to its future development.

**12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the**

range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

This project includes portions of Clark County Parcels #64526000 and 64520000. Tax lots #11 OF SEC 2 T4NR3EWM 10A and #2 & 14 OF SEC 2 T4N R3EWM 10.50A

## B.Environmental Elements

### 1. Earth

[Find help answering earth questions<sup>2</sup>](#)

**a. General description of the site:**

Flat to rolling

**b. What is the steepest slope on the site (approximate percent slope)?**

15%

**c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them, and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.**

Yacolt loam and Cinebar silt loam.

**d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.**

No indications present.

**e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.**

Minimal excavation and grading associated with the construction of a logging road and landing. Affected area will be less than 1.0 acre with no end haul required.

**f. Could erosion occur because of clearing, construction, or use? If so, generally describe.**

Minimal erosion could occur due to clearing. DNR Forest Practices rules and Best Management Practices will be implemented on site to prevent erosion during timber harvest operations.

**g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?**

---

<sup>2</sup> <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-earth>

No impervious surfaces will be created as part of the timber harvest.

**h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.**

Best Management Practices to prevent erosion may include rock, straw mulch, or grass seeding in disturbed areas.

## 2. Air

[Find help answering air questions<sup>3</sup>](#)

**a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.**

Exhaust emission from logging equipment and potential dust from harvesting and hauling activities.

**b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.**

None

**c. Proposed measures to reduce or control emissions or other impacts to air, if any:**

Operation timing or water trucks could reduce dust emission but could increase soil disruption.

## 3. Water

[Find help answering water questions<sup>4</sup>](#)

**a. Surface:**

[Find help answering surface water questions<sup>5</sup>](#)

**1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.**

Yacolt Creek is adjacent to this project. No other waters are located in or adjacent to the site.

**2. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.**

The project will include timber harvesting up to the DNR required buffer. The buffer restricts harvest within 105 feet of bank full width. An additional buffer of 35' is

---

<sup>3</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-Air>

<sup>4</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-3-Water>

<sup>5</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-3-Water/Environmental-elements-Surface-water>

located outside of this area, where 20 leave trees per acre will be retained. Total buffer width is 140’.

3. **Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.**

None

4. **Will the proposal require surface water withdrawals or diversions? Give a general description, purpose, and approximate quantities if known.**

No

5. **Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.**

No

6. **Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.**

None

**b. Ground:**

[Find help answering ground water questions<sup>6</sup>](#)

1. **Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give a general description, purpose, and approximate quantities if known.**

No

2.

3. **Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.**

No waste material will be discharged to the ground from timber harvesting.

**c. Water Runoff (including stormwater):**

1. **Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.**

---

<sup>6</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-3-Water/Environmental-elements-Groundwater>

Stormwater runoff during timber harvest will be discharged to the forest floor for infiltration.

**2. Could waste materials enter ground or surface waters? If so, generally describe.**

No Waste materials will enter surface waters.

**3. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.**

The timber harvest will not alter drainage patterns.

**d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:**

DNR Forest Practices rules and Best Management Practices will be implemented on site to prevent erosion during timber harvest operations.

## 4. Plants

[Find help answering plants questions](#)

**a. Check the types of vegetation found on the site:**

deciduous tree: alder, maple, aspen, other

evergreen tree: fir, cedar, pine, other

shrubs

grass

pasture

crop or grain

orchards, vineyards, or other permanent crops.

wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other

water plants: water lily, eelgrass, milfoil, other

other types of vegetation

**b. What kind and amount of vegetation will be removed or altered?**

8.5 acres of mature timber will be harvested.

**c. List threatened and endangered species known to be on or near the site.**

None known

**d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.**

None

**e. List all noxious weeds and invasive species known to be on or near the site.**

None

## 5. Animals

[Find help answering animal questions<sup>7</sup>](#)

- a. List any birds and other animals that have been observed on or near the site or are known to be on or near the site.

Examples include:

- hawk, songbirds
- deer,

- b. List any threatened and endangered species known to be on or near the site.

None Known

- c. Is the site part of a migration route? If so, explain.

This site is located within the Pacific Flyway

- d. Proposed measures to preserve or enhance wildlife, if any.

None proposed

- e. List any invasive animal species known to be on or near the site.

None Known

## 6. Energy and natural resources

[Find help answering energy and natural resource questions<sup>8</sup>](#)

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Deisel fuel for logging equipment.

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

No

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.

None

## 7. Environmental health

[Health Find help with answering environmental health questions<sup>9</sup>](#)

<sup>7</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-5-Animals>

<sup>8</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-6-Energy-natural-resou>

<sup>9</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-7-Environmental-health>

- a. **Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur because of this proposal? If so, describe.**

None

1. **Describe any known or possible contamination at the site from present or past uses.**

No known or possible contamination from past or present use.

2. **Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.**

None known.

3. **Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.**

None known

4. **Describe special emergency services that might be required.**

None required

5. **Proposed measures to reduce or control environmental health hazards, if any.**

None proposed.

**b. Noise**

1. **What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?**

None

2. **What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site)?**

Typical logging operation noise levels during daylight hours.

3. **Proposed measures to reduce or control noise impacts, if any:**

Logging to occur during daylight hours to reduce its effects on neighboring properties.

## **8. Land and shoreline use**

[Find help answering land and shoreline use questions<sup>10</sup>](#)

- a. **What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.**

---

<sup>10</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-8-Land-shoreline-use>



Forest land or single-family rural residence on forestland. No foreseen affects on neighboring properties.

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses because of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?**

The 8.5 acre site is a working forest and will be removed from forest land use. This area is incorporated in the City of Yacolt.

- 1. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how?**

No affect on this or surrounding properties.

- c. Describe any structures on the site.**

The foundation of an old lumber mill is located within the stream buffer.

- d. Will any structures be demolished? If so, what?**

No structures will be demolished.

- e. What is the current zoning classification of the site?**

R1-12.5

- f. What is the current comprehensive plan designation of the site?**

UL P/OS

- g. If applicable, what is the current shoreline master program designation of the site?**

Not applicable

- h. Has any part of the site been classified as a critical area by the city or county? If so, specify.**

The stream buffer is a County critical area and will be unaffected by the timber harvest.

- i. Approximately how many people would reside or work in the completed project?**

None following timber harvest. Unknown for future development.

- j. Approximately how many people would the completed project displace?**

None

- k. Proposed measures to avoid or reduce displacement impacts, if any.**

Not applicable

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.**

Following DNR Forest Practices rules and Best Management Practices will be implemented on site to prevent erosion during timber harvest operations.

- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:**

None.

## 9. Housing

[Find help answering housing questions<sup>11</sup>](#)

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.**

None following timber harvest. Unknown for future development.

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.**

None

- c. Proposed measures to reduce or control housing impacts, if any:**

None

## 10. Aesthetics

[Find help answering aesthetics questions<sup>12</sup>](#)

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?**

No structure will be built.

- b. What views in the immediate vicinity would be altered or obstructed?**

None

- c. Proposed measures to reduce or control aesthetic impacts, if any:**

None

## 11. Light and glare

[Find help answering light and glare questions<sup>13</sup>](#)

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?**

---

<sup>11</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-9-Housing>

<sup>12</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-10-Aesthetics>

<sup>13</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-11-Light-glare>

None

- b. Could light or glare from the finished project be a safety hazard or interfere with views?**

None

- c. What existing off-site sources of light or glare may affect your proposal?**

None

- d. Proposed measures to reduce or control light and glare impacts, if any:**

Not applicable

## 12. Recreation

[Find help answering recreation questions](#)

- a. What designated and informal recreational opportunities are in the immediate vicinity?**

None

- b. Would the proposed project displace any existing recreational uses? If so, describe.**

None

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:**

Not applicable

## 13. Historic and cultural preservation

[Find help answering historic and cultural preservation questions<sup>14</sup>](#)

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.**

The foundation of an old sawmill is located within the stream buffer.

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.**

None

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.**

GIS data.

---

<sup>14</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-13-Historic-cultural-p>

- d. **Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.**

None

## 14. Transportation

[Find help with answering transportation questions<sup>15</sup>](#)

- a. **Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.**

This site will be accessed by a road extension from West Humphrey Street in Yacolt.

- b. **Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?**

No immediate access to this property from public transit.

- c. **Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle, or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).**

This project only includes the harvesting of timber and will not require road improvements.

- d. **Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.**

No

- e. **How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?**

No additional trips after the timber harvesting activity is completed.

- f. **Will the proposal interfere with, affect, or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.**

It will not interfere with or affect any agricultural or forest products movement.

- g. **Proposed measures to reduce or control transportation impacts, if any:**

None.

## 15. Public services

[Find help answering public service questions<sup>16</sup>](#)

---

<sup>15</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-14-Transportation>

<sup>16</sup> <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-15-public-services>

- a. **Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.**

No increased need from this project.

- b. **Proposed measures to reduce or control direct impacts on public services, if any.**

None

## 16. Utilities

[Find help answering utilities questions<sup>17</sup>](#)

- a. **Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other:**

None

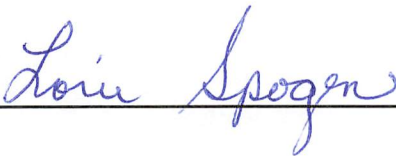
- b. **Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.**

None

## C. Signature

[Find help about who should sign<sup>18</sup>](#)

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

X 

Type name of signee: Lorie Spogen

Position and agency/organization: Manager, Jorgensen Timber LLC

Date submitted: 4/8/2024

## D. Supplemental sheet for nonproject actions

[Find help for the nonproject actions worksheet<sup>19</sup>](#)

Do not use this section for project actions.

<sup>17</sup> <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-16-utilities>

<sup>18</sup> <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-C-Signature>

<sup>19</sup> <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-d-non-project-actions>

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

- 1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?**
  - **Proposed measures to avoid or reduce such increases are:**
  
- 2. How would the proposal be likely to affect plants, animals, fish, or marine life?**
  - **Proposed measures to protect or conserve plants, animals, fish, or marine life are:**
  
- 3. How would the proposal be likely to deplete energy or natural resources?**
  - **Proposed measures to protect or conserve energy and natural resources are:**
  
- 4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection, such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?**
  - **Proposed measures to protect such resources or to avoid or reduce impacts are:**
  
- 5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?**
  - **Proposed measures to avoid or reduce shoreline and land use impacts are:**
  
- 6. How would the proposal be likely to increase demands on transportation or public services and utilities?**

- **Proposed measures to reduce or respond to such demand(s) are:**

**7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.**