

Topic: Sedro-Woolley City Council Meeting

Join Zoom Meeting

<https://zoom.us/j/91786850179?pwd=Vys0Y29XalZmQTRmemJBM2txVDIUQT09>

Meeting ID: 917 8685 0179

Passcode: 091845

OR One tap mobile

+12532158782,,91786850179#,,,,*091845# US (Tacoma)

+16699006833,,91786850179#,,,,*091845# US (San Jose)

OR Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

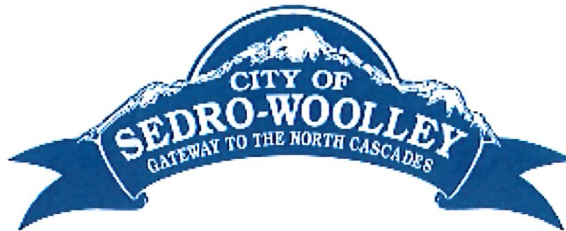
+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 917 8685 0179

Passcode: 091845



Next Ord: 1981-21
Next Res: 1066-21

VISION STATEMENT

SEDRO-WOOLLEY IS A FRIENDLY CITY THAT IS CHARACTERIZED BY CITY GOVERNMENT AND CITIZENS WORKING TOGETHER TO
ACHIEVE A PROSPEROUS, VIBRANT AND SAFE COMMUNITY

MISSION STATEMENT

TO PROVIDE SERVICES AND OPPORTUNITIES WHICH CREATE A COMMUNITY WHERE PEOPLE CHOOSE TO
LIVE, WORK AND PLAY

CITY COUNCIL AGENDA

March 24, 2021

6:00 PM Via Zoom

Sedro-Woolley Municipal Building

Council Chambers

325 Metcalf Street

- a. **Call to Order**
- b. **Pledge of Allegiance**
- c. **Roll Call**
- d. **Approval of Agenda**
- e. **Consent Agenda**.....8-39
 - Note: Items on the Consent Agenda are considered routine in nature and may be adopted by the Council by a single motion, unless any Councilmember wishes an item to be removed. The Council on the Regular Agenda will consider any item so removed after the Consent Agenda.
 - 1. Minutes from Previous Meeting (Including March 3, 2021 Study Session)
 - 2. Finance
 - Claim Checks #194946 to #195045 plus EFT's in the amount of \$382,419.32
 - Payroll Checks #60318 to #60328 plus EFT's in the amount of \$324,066.07
 - 3. Lease Agreement with Skagit Valley Farm
- f. **Introduction of Special Guests and Presentations**
 - 1. Swearing in of new Police Officers
 - Brady A. Moore
 - Maxwell R. Rosser
 - Katherine P. Wilson
 - 2. PUD Annual Update and Presentation with George Sidhu, General Manager
 - 3. Acknowledging Councilwoman Brenda Kinzer years of service
- g. **Staff Reports**
- h. **Councilmember and Mayor's Reports**
- i. Proclamation(s) *(none scheduled as of the date of this agenda)*
- j. **Public Comments**.....40
 - The public comment period will be closed. However, you may provide written questions or comments via email, or by letter.*
- k. Public Hearing(s) *(none scheduled as of the date of this agenda)*
- l. Unfinished Business *(none scheduled as of the date of this agenda)*

- m. **New Business**
 - 1. ADA Transition Plan (*1st reading*)41-137
 - 2. Discussion: Protection of Skagit Head Waters.....138-165
- n. **Information Only Items**
 - 1. Skagit County EMS Annual Report.....166-182
- o. **Good of the Order**
- p. Executive Session (*none scheduled as of the date of this agenda*)
- q. **Adjournment**

There may be an Executive Session during or following the meeting.

Next Meeting(s)

April 7, 2021	Study Session	6:00 PM	Public Safety Training Room Via Zoom
April 14, 2021	Council Meeting	6:00 PM	Council Chambers Via Zoom

**COMMITTEE ASSIGNMENTS
2021**

Public Safety	Chuck Owen, Chair JoEllen Kesti Karl de Jong <i>Staff liaison: Chief Tucker & Chief Klinger</i>
Utilities	JoEllen Kesti, Chair Glenn Allen Kevin Loy <i>Staff liaison: Mark Freiburger</i>
Finance, Personnel & Risk Management	Brenda Kinzer, Chair Chuck Owen Brendan McGoffin <i>Staff liaison: Doug Merriman</i>
Parks & Recreation	Glenn Allen, Chair Kevin Loy Brendan McGoffin <i>Staff liaison: Nathan Salseina</i>
Planning	Brendan McGoffin, Chair Brenda Kinzer Chuck Owen <i>Staff liaison: John Coleman</i>
Business Development	Karl de Jong, Chair Brenda Kinzer Glenn Allen <i>Staff liaison: Doug Merriman</i>
Technology	Kevin Loy, Chair JoEllen Kesti Karl de Jong <i>Staff liaison: Bill Chambers</i>
Mayor Pro-tem	JoEllen Kesti

COUNCIL COMMITTEE ASSIGNMENTS

II. Council Committees

A. Annually, at the first meeting of the year, the Mayor shall appoint two councilmembers and a council chairperson to each standing committee of the Council, subject to confirmation by the city council.

B. Standing Committees

1. **Public Safety:** To consider issues and make recommendations to the full Council related to the police department, fire department, municipal court and public policies relevant to those departments.

2. **Utilities:** To consider issues and make recommendations to the full Council related to the City's sewer, storm water and solid waste utilities including operational policies, rates and related policies.

3. **Finance, Personnel & Risk Management:** To consider issues and make recommendations to the full Council related to financial management policies, financial reports and personnel issues including personnel policies.

4. **Parks & Recreation:** To consider issues and make recommendations to the full Council related to the parks department and the provisioning of parks and recreation programming in the City.

5. **Business Development:** To consider issues and make recommendations to the full Council related to the attraction of new businesses and the retention of existing businesses within the City.

6. **Planning:** To consider issues and make recommendations to the full Council related to long-term planning and growth in the City.

7. **Technology:** To consider issues and make recommendations to the full Council related to long-term planning for technology in the City.

C. The Role of City Council Committees

1. City Council Committees are intended to enhance communication between the Legislative Branch and the Executive Branch at the early phase of the development of significant items affecting public policy questions.

2. These Committees will enable City administration to obtain early feedback from representative members of the City Council on issues affecting public policy prior to their presentation, as necessary, to the full City Council.

3. City Council Committee members develop and maintain a deeper level of knowledge on matters of a technical nature which might affect public policy in order to increase the positive exchange of information and discussions between City Council members, City staff, and the public.
4. When appropriate, items may be considered by a City Council Committee before a final recommendation from the appropriate City Board or Commission (i.e., Planning Commission, Parks Board).
5. City Council Committees do not replace the City Council as final decision makers on behalf of the full City Council. Council Committees make no staff direction on administrative matters, specific assignments, or work tasks. If Committee members seek additional information from an outside party or consultant resulting in additional cost to the City, approval to incur such cost must be approved by the full City Council.
6. Any discussion or feedback expressed or received at a Committee meeting should not be construed or understood to be a decision by or for the City Council. Further, any recommendation the Committee may make to the City Council is based on information possessed by the Committee at the time the recommendation is made and may be revised or amended upon receipt by the Committee of additional or newer information.

D. Operational Guidelines and Functional Structure

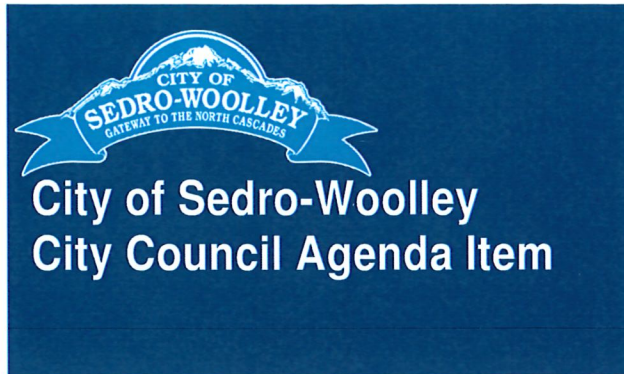
1. City Council Committees consist of three Council members one of whom is the committee chair. The Mayor may attend and participate in all Committee meetings.
2. No member of the City Council may serve on more than three Committees.
3. Council Committees will meet at least quarterly.
4. Council Committees have no delegated authority from the City Council and shall not take testimony from the public.
5. The Staff Liaison will coordinate with the Mayor and City Supervisor on the preparation of the agenda to determine whether items will be presented to a Committee or placed on the Council's regular agenda to be considered by the full City Council. Any item may be referred to the full Council by the Committee considering that item.
6. The full City Council by majority vote may refer any item on its agenda to an appropriate Committee for further review and recommendation.
7. Committee meetings are intended to allow regular attendance by City Council Committee members, as well as the Staff Liaison, staff, the Mayor and the City Supervisor, as necessary. In order to prevent inadvertent violations of the Open Public Meetings Act, attendance by non-member Council members that will result in a quorum of the full City Council is prohibited.

8. The regular Council meeting agenda shall include an opportunity for Committee reports at which time any appointed Committee member may report to the Mayor and City Council on pertinent and timely issues before a Committee.

E. City Liaison Role

1. The City Supervisor serves as an advisor to each City Council Committee; however, each Committee has an identified staff liaison at the Director-level. The responsibilities of the Staff Liaison are as follows:

- a. Attend all meetings of the City Council Committee.
- b. Research information and prepare reports and correspondence as required for the Committee.
- c. Provide administrative support to the Committee, including distribution of documents to the Committee as required.
- d. Coordinate with the Committee chair to prepare agendas.
- e. Schedule meetings.
- f. Prepare Committee minutes within one week of the meeting and submit to the City Clerk for posting and distribution to the full City Council.
- g. Serve as the communication link between the Committee and City administration, City departments, and Council as appropriate.



Agenda Item No. a-e

Date: March 24, 2021

Subject: Call to Order; Pledge of Allegiance; Roll Call;
Approval of Agenda; Consent Agenda;

TO: Mayor and City Council

FROM: Doug Merriman, City Supervisor

- a. CALL TO ORDER - The Mayor will call the March 24, 2021 Meeting to Order
- b. PLEDGE OF ALLEGIANCE - The Mayor will lead the City Council and citizens in the Pledge of Allegiance to the United States of America.
- c. ROLL CALL - The Recorder will note those in attendance and those absent.
 - ____ Ward 1 Councilmember Brendan McGoffin
 - ____ Ward 2 Councilmember JoEllen Kesti
 - ____ Ward 3 Councilmember Brenda Kinzer
 - ____ Ward 4 Councilmember Glenn Allen
 - ____ Ward 5 Councilmember Chuck Owen
 - ____ Ward 6 Councilmember Karl de Jong
 - ____ At-Large Councilmember Kevin Loy
- d. APPROVAL OF AGENDA
- e. CONSENT AGENDA - Mayor will ask for Council approval of Consent Agenda items.

MAR 24 2021

CITY OF SEDRO-WOOLLEY

6:00 P.M. COUNCIL CHAMBERS
AGENDA NO. e-1

City Council/Planning Commission

Joint Study Session

6:00 P.M. March 3rd, 2021

Via ZOOM meeting

Mayor Johnson called the council study session to order at 6:00 P.M.

Roll Call: Mayor Julia Johnson, Council Members: Glenn Allen, Kevin Loy, Brenda Kinzer, JoEllen Kesti, Brendan McGoffin, and Chuck Owen. Absent: Karl de Jong, Staff Members: Planning Director John Coleman, IT Director Bill Chambers, Finance Manager Jill Scott.

Planning Commission Roll Call from Commissioner Joe Fatizzi: Eric Johnson and Danielle Freiberger. Absent: Joe Franett, Silas Maddox, Pat Higgins, and Stacy Penno.

Mayor Johnson noted that Councilmember Karl de Jong was present after the planning commission roll call was completed.

Proposed 2021 Comprehensive Plan and Zoning Amendments (First Reading)

Planning Director John Coleman presented some of the items that have come before the planning commission and some of the future goals for the Planning Commission. Two things for 2021 is two rezone requests. One was a holdover from 2020 and was from Bob Ruby to rezone 3 acres of land for mixed commercial to residential 5. Second item is a request from the Bucko Family to change two parcels off of Cook Rd that are zoned mixed commercial. They have requested to change those 5.2 acres of land to residential 15. Discussion followed from all City Council Members and the Planning Commissioners present.

Adjournment

Study Session was adjourned by Mayor Johnson at 7:15 P.M.

ATTEST:

APPROVED:

MAR 24 2021

CITY OF SEDRO-WOOLLEY

6:00 P.M. COUNCIL CHAMBERS
AGENDA NO. e-1

Regular Meeting of the City Council
March 10th, 2021– 6:00 P.M. – Via ZOOM

Call to Order

Mayor Julia Johnson called the meeting to order at 6:00 P.M.

Pledge of Allegiance

ROLL CALL: Present: Mayor Julia Johnson, Councilmembers: JoEllen Kesti, Brenda Kinzer, Chuck Owen, Kevin Loy, Brendan McGoffin, and Karl de Jong. Absent: Glenn Allen. Staff: Public Works Director Mark Freiburger, Police Chief Lin Tucker, IT Director Bill Chambers, Fire Chief Dean Klinger, IT Specialist Glen Gardner, City Supervisor/Finance Director Doug Merriman, Finance Manager Jill Scott, Planning Director John Coleman, City Attorney Nikki Thompson, Officer Laura Carr, and Recorder Trina Wolf. Special Guests from Boys & Girls Clubs of Skagit County: CEO/President Ron McHenry, Executive Vice President Ian Faley, VP of Operations, Mountains & Sound Christina Trader, and Development Associate Rachel Olson. *Councilmember Allen joined during the Pledge of Allegiance.

Approval of Agenda

Mayor Johnson made note that item #2 on the new business, which is the Solid Waste Recycling, would be pulled and the Utility Committee would look at it and then bring a recommendation to the council at a later date. Councilmember Kinzer moved to approve the agenda with the noted changes, seconded by Councilmember Owen. Motion carried (7-0).

Consent Agenda

1. Minutes from Previous Meeting
2. Finance - Claim Checks #194852 to #194945 plus EFT's in the amount of \$726,584.16 - Payroll Checks #60304 to #60317 plus EFT's in the amount of \$415,559.79
3. Lease Agreement with Sedro-Woolley Youth Football & Cheer
4. Resolution No. 1063-21 - Possible Surplus of Units
5. Surplus Resolution No. 1064-21 for Controlled Property
6. Reimbursement Resolution No. 1065-21
7. Council Chambers Audio Upgrade
8. Central Washington University - Paramedic Student Preceptorship
9. Out of State Travel/Training Request - Police Department

Councilmember Kinzer moved to approve the consent agenda items 1 thru 9. Councilmember Owen seconded. Motion carried (7-0).

Special Guests

Boys & Girls Club of Skagit County presented information in regards to the feasibility studies currently being done as well as surveying citizens for a project grant from the Department of Commerce to provide childcare through the Boys & Girls Club specifically for the Sedro-Woolley area.

Staff Reports

Fire Chief Dean Klinger –the numbers for COVID continue to drop and vaccine numbers keep going up. This Friday is the last day for testing at the county fairgrounds. Starting next Tuesday, it will open as vaccine only location. Still no update on Phase 3.

Police Chief Tucker – Three trainees are out on their own. Many saw the Facebook post on the Blake decision. WA state supreme court has decided that controlled substances are no longer illegal to possess in smaller, personal amounts. Ultimately, the legislature could make a change on this. Can look up WA State Supreme Court vs. Blake. Recently had someone going 70mph in a 25 mph zone. Looking at 50 traffic problem locations.

Planning Director John Coleman – Building Inspector, Tony Niskanen is retiring. We have a job announcement out for the open position. Planning commission is still working on Shoreline Master Program update and electronic reader boards throughout the city, not just the Central Business District. Planning committee of the council might have meeting March 24th, just ahead of the next City Council Meeting.

Director of Public Works Mark Freiburger – ADA transition plan has a final draft. First read will be on March 24th and hope for adoption on April 14th because it is due to be in place by April 21st. WWTP electrical improvements project started this week and will be about a two-month project. Design for SR20/SR9-Township intersection improvements will be delayed because the lead time for poles and controllers is 4-6 months. BNSF have supplied final drawings for the undercrossing and should see contract for agreement March 24th or April 14th.

IT Director Bill Chambers – Cemetery management software has been presented for final review. Avidex selected for phase 2.1 of A/V upgrade for the council chambers. Working with Sgt. Blunt on criminal justice information system. Skagitnet Fiber meeting on Monday for technology grant funds. Working to form a technology advisory group with internal staff.

Finance Manager Jill Scott – We are continuing to work on 2020 annual report. Prior fiscal year takes time but changes always come out from the state. There are five new classifications vs the two classes we currently use. The goal of new system is additional level of information to management. Then we will roll balances forward into the new year. Also working with the Police Department to facilitate controlled, limited opening for fingerprinting.

City Attorney Nikki Thompson – don't have anything to add.

City Supervisor Doug Merriman – today the house approved American Rescue Plan which is \$1.9 trillion relief package. In the initial list, Sedro-Woolley has been allocated \$2.6 million dollars. Money won't be sent to us, but will be a reimbursement for fund spent to help mitigate COVID effects in town. Staffing is doing public records training. We will be finalizing the Library construction project. Also, will get a summary of the financial budget for the library to the council soon.

Councilmember and Mayor's Reports

Councilmember JoEllen Kesti – Clean Up Day 2021 in honor of former Mayor, Paul Rhodius proclaimed April 5th, 1919 asking residents to clean up their land and so we will be offering free yard waste drop off. Starting April 5-26, will have access to a free drop-off every Monday and Saturday 8am-4pm.

Mayor Johnson noted this is only for citizens within city limits and proof of residency via driver's license or recent utility bill will be required. Not open to any citizens from other cities.

Councilmember Kinzer – brought forward a proposal for the Northern State Hospital stating that recently there has been a lot of vandalism. Proposed a joint task force between the port, county and the city to see if there are grants that would help with security of the site. Discussion followed including the measures that have been taken and are in the planning process to help increase security and decrease criminal activity on site at the Historical Northern State Hospital area.

Councilmember Chuck Owen – nothing for tonight.

Councilmember Kevin Loy – nothing to say at the moment.

Councilmember McGoffin – residents have had lots of questions about the Bucko development—Mark (Freiberger) and John (Coleman) have been a great help.

Councilmember Karl de Jong – (bad connection)

Councilmember Glen Allen – Suggested that maybe the city could put a trailer up on site at the Northern State Hospital grounds and have live-in security at night.

Councilmember Karl de Jong –want to recognize Chief Tucker for being out in the community, his community involvement and for his leadership.

Mayor Johnson – Ward 3, no applications yet. Lots of interest but no actual applications turned in just yet. Council Retreat will be Friday May 7th from 3-7pm. Managers to present on May 5th to discuss budget for 2022 and that will be about a 2 hours at a work session and the remainder will be on the 7th.

Councilmember De Jong--- noted that he will be out of town on May 7th.

Public Comments

6:59 P.M.—open to public comments

6:59 P.M. – closed to public comments

Unfinished Business

Planning Director John Coleman --- Proposed 2021 Docket items of Comprehensive Plan (2nd reading) Bucko family rezoning request and the Ruby Golf Course – holdover from last year about rezoning at the golf course. Just looking for a motion to adopt the 2021 Comprehensive Plan docket.

Mayor: asked if anyone would like to make a motion and Councilmember Kinzer made a motion and it was seconded by Councilmember McGoffin. Motion carried (7-0).

New Business

Code Enforcement Officer Laura Carr -- Ordinance No. 1980-21--Title 6 hasn't had a major update since 2015. So we are really due for some housekeeping and need to align with RCW. Proposing to clarify and remove ambiguity and that we are consistent with neighboring jurisdictions. Have 2 new ordinances to add. Chapter 6.08 guard dog: we have had instances where we have had a dog that was not being managed well but was trained to attack and takedown. So we need an ordinance to declare a dog is dangerous and the property must be secure and posted, the animal be under control and also have number listed so that someone can call if the dog gets loose. Would also impose registration fee for guard dog. They will just need to update the registration each year and code enforcement would be able to verify that the ordinance requirements are being met.

The second ordinance being proposed is in regards to found stray animals. Currently no code specifying what to do when a stray animal is found. We need an ordinance to establish proper procedure so citizens know what to do.

Also proposing we change the word "Chickens" to "hens". We have already codified the issue of any animal that makes disturbing noise. Would rather not get into specific species of which animals can be kept. This wording should help with the issue of the citizen that is wanting to keep quail.

Also want to note that the state legislature has repealed the financial hardship as acceptable excuse for neglect. SWPD has open door policy for people to bring their pet, if they are unable to feed or care for the animal.

Councilmember Kesti----thanked officer Carr for going above and beyond to help protect people and animals in Sedro-Woolley. Asked if a motion be made since Officer Carr presented thorough information that was clear and concise.

Mayor confirmed that was possible and a motion to pass Ordinance 1980-21 made by Councilmember Kesti and seconded by Councilmember de Jong. Motion carried (7-0).

Good of the Order

Mayor Johnson reminded the council that the Burlington Mayor and City Council have asked if we can provide any sort of contribution (one-time contribution) to the Pease Road shelter project in Burlington. Councilmember Loy stated he would support. Councilmember Kinzer asked if there was a dollar amount to consider. Mayor stated she would like to see \$5,000 of discretionary funds could be used. Councilmember Kinzer said the project is very needed and stated support to give \$10,000 as a one-time contribution if the rest of the city council would agree. Councilmember Allen asked Mr. Merriman if there is \$10,000 to give. Mr. Merriman stated the funds were available to the council.

Councilmember Allen-makes a motion to provide \$10,000 to help the city of Burlington with the Pease Road shelter project.

Councilmember Owen stated he would support with no strings attached and we are not obliged. Upon Mayor Johnson's confirmation that it was simply a one-time donation with no strings or obligations attached, Councilmember Owen seconded the motion.

Councilmember McGoffin also stated support of the donation/contribution.

Mayor Johnson stated that there is now a majority and restated that she was just looking to see if there is interest and will bring an ordinance before council on the 24th of March that would outline the specifics.

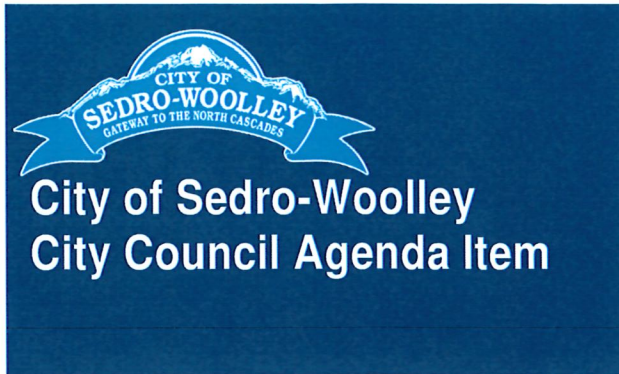
Mayor thanked the council for their kindness and generosity.

Adjournment

The meeting adjourned at 7:30 P.M.

ATTEST:

APPROVED:



Agenda Item No. e-2

Date: March 24, 2021

Subject: Finance - Claims

TO: Mayor and City Council

FROM: Jill Scott, Finance Manager

Attached you will find the Claim Checks register proposed for payment for the period ending March 24, 2021.

Motion to approve Claim Checks #194946 to #195045 plus EFT's in the amount of \$382,419.32.

Motion to approve Payroll Checks #60318 to #60328 plus EFT's in the amount of \$324,066.07.

If you have any comments, questions or concerns, please contact me for information during the working day at 360-855-1661. This will allow me to look up the invoices that are stored in our office.

CHECK REGISTER

City Of Sedro-Woolley

Time: 14:08:18 Date: 03/09/2021

03/09/2021 To: 03/09/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1977	03/09/2021	Claims	2	EFT	WA St Dept Of Prof Licen	108.00	
			001 - 521 20 41 040 - Intergov Svc-Gun Permits			108.00	
			001 Current Expense Fund			108.00	
						108.00	Claims: 108.00

CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Sedro Woolley, and that I am authorized to authenticate and certify to said claim.

Finance Director

Date

Finance Committee Member

Date

Finance Committee Member

Date

Finance Committee Member

Date

CHECK REGISTER

City Of Sedro-Woolley

Time: 10:38:31 Date: 03/11/2021

03/11/2021 To: 03/11/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2012	03/11/2021	Claims	2	194946	Skagit Cnty Auditor	312.00	
		401 - 535 80 49 040 - Misc-Filing Fees/Lien Exp				156.00	
		412 - 537 80 49 020 - Misc-Filing Fees/Lien Exp				156.00	
		401 Sewer Operations Fund				156.00	
		412 Solid Waste Operations Fund				156.00	
						312.00	Claims: 312.00

CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Sedro Woolley, and that I am authorized to authenticate and certify to said claim.

Finance Director

Date

Finance Committee Member

Date

Finance Committee Member

Date

Finance Committee Member

Date

CHECK REGISTER

City Of Sedro-Woolley

Time: 10:32:14 Date: 03/18/2021

03/24/2021 To: 03/24/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2234	03/24/2021	Claims	2	EFT	US Bank -- Purchase Cards	9,471.24	
					631 - 389 90 01 621 - Unapplied Cash - Suspense	-70.53	
					631 - 389 90 01 621 - Unapplied Cash - Suspense	-173.51	
					001 - 514 23 49 030 - Misc-Tuition/Registration	140.00	
					001 - 514 23 49 030 - Misc-Tuition/Registration	140.00	
					001 - 514 23 49 030 - Misc-Tuition/Registration	140.00	
					001 - 518 80 41 000 - Professional Services	850.73	
					001 - 518 80 41 000 - Professional Services	40.66	
					001 - 518 80 41 000 - Professional Services	2.03	
					001 - 518 80 41 000 - Professional Services	850.73	
					001 - 521 20 31 002 - Office/Operating Supplies	39.02	
					001 - 521 20 31 002 - Office/Operating Supplies	43.39	
					001 - 521 20 31 002 - Office/Operating Supplies	21.70	
					001 - 521 20 31 002 - Office/Operating Supplies	42.14	
					001 - 521 20 31 002 - Office/Operating Supplies	12.07	
					001 - 521 20 31 002 - Office/Operating Supplies	21.77	
					001 - 521 20 31 002 - Office/Operating Supplies	71.86	
					001 - 521 20 31 002 - Office/Operating Supplies	8.47	
					001 - 521 20 31 002 - Office/Operating Supplies	27.11	
					001 - 521 20 31 002 - Office/Operating Supplies	10.28	
					001 - 521 20 31 002 - Office/Operating Supplies	101.48	
					001 - 521 20 31 002 - Office/Operating Supplies	32.77	
					001 - 521 20 31 002 - Office/Operating Supplies	197.50	
					001 - 521 20 31 002 - Office/Operating Supplies	197.50	
					001 - 521 20 31 010 - Printing/Publications	67.91	
					001 - 521 20 31 010 - Printing/Publications	43.93	
					001 - 521 20 41 001 - Professional Services	25.98	
					001 - 521 20 49 010 - Dues/Subscriptions	119.00	
					001 - 521 40 43 000 - Travel	14.62	
					001 - 521 40 49 000 - Tuition/Registration	700.00	
					001 - 522 20 41 030 - Investigation	11.00	
					001 - 522 20 48 000 - Repairs/Maint-Equip	281.10	
					001 - 522 20 48 000 - Repairs/Maint-Equip	93.66	
					001 - 522 20 48 000 - Repairs/Maint-Equip	18.98	
					001 - 522 50 48 010 - Repairs/Maint-Dorm	1,681.64	
					001 - 522 50 48 010 - Repairs/Maint-Dorm	220.16	
					001 - 522 50 48 020 - Repair/Maint-Garage	808.27	
					001 - 524 20 49 010 - Misc-Dues	50.00	
					001 - 524 20 49 030 - Misc-Tuition/Registration	140.00	
					401 - 535 50 48 040 - Maintenance Of Vehicles	64.00	
					401 - 535 50 48 060 - Maintenance Of Buildings	183.31	
					412 - 537 80 31 010 - Office Supplies	129.12	
					103 - 542 30 49 030 - Misc-Tuition/Registration	63.50	
					001 - 558 60 49 010 - Dues/Subscript/Membership	100.00	
					001 - 558 60 49 030 - Tuition/Registration	140.00	
					101 - 576 80 48 013 - Tesarik Park	73.69	
					101 - 576 80 48 016 - City Hall	419.59	
					001 - 594 21 64 000 - Machinery & Equipment	97.60	
					501 - 594 22 64 501 - Vehicles - Fire	200.60	
					001 - 594 58 64 000 - Office Equipment	40.66	
					101 - 594 76 31 000 - Buildings & Structures	27.67	
					001 - 595 10 49 010 - Tuition/Registration	420.00	
2235	03/24/2021	Claims	2	EFT	WA St Dept Of Revenue	18,474.53	
					425 - 531 50 44 000 - Taxes & Assessments	1,214.22	
					401 - 535 50 48 050 - Maint Of General Equip	353.00	
					401 - 535 80 31 010 - Operating Supplies	32.13	
					401 - 535 80 44 010 - Taxes & Assessments	6,731.49	
					102 - 536 20 44 010 - Taxes And Assessments	140.87	
					106 - 536 30 44 010 - Taxes and Assessments	8.75	
					412 - 537 80 44 001 - Taxes & Assessments	9,742.44	

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			101 - 576 80 44 010 - Taxes And Assessments			0.71	
			102 - 589 30 11 102 - Sales Tax Remittance			165.75	
			501 - 594 21 64 501 - Vehicles - Police			85.17	
2236	03/24/2021	Claims	2	194947	A WorkSAFE Service, Inc.	110.00	
			001 - 522 20 41 010 - Prof Service-Medical Exams			110.00	
2237	03/24/2021	Claims	2	194948	A-1 Mobile Lock & Key	86.26	
			101 - 576 80 48 016 - City Hall			86.26	
2238	03/24/2021	Claims	2	194949	ATV Sign	432.92	
			001 - 595 10 31 001 - Address & Street Signs-Reimb			432.92	
2239	03/24/2021	Claims	2	194950	AWC - Employee Benefit Trust	3,712.50	
			001 - 521 20 27 000 - Retired Medical			3,712.50	
2240	03/24/2021	Claims	2	194951	All-Phase Electric Supply Co.	957.44	
			001 - 522 20 48 000 - Repairs/Maint-Equip			76.46	
			101 - 576 80 31 006 - Operating Sup - City Hall			87.30	
			101 - 576 80 48 016 - City Hall			793.68	
2241	03/24/2021	Claims	2	194952	Applied Industrial Tech	721.97	
			401 - 535 50 48 050 - Maint Of General Equip			721.97	
2242	03/24/2021	Claims	2	194953	Aramark Uniform Services	27.97	
			401 - 535 80 49 000 - Laundry			14.17	
			102 - 536 20 49 030 - Misc-laundry			1.04	
			412 - 537 80 49 000 - Misc-Laundry			3.97	
			103 - 542 30 49 000 - Misc-Laundry			8.79	
2243	03/24/2021	Claims	2	194954	Assoc Petroleum Products	5,967.96	
			001 - 518 20 32 000 - Auto Fuel			68.35	
			001 - 521 20 32 000 - Auto Fuel			1,215.31	
			001 - 522 20 32 000 - Auto Fuel/Diesel			804.72	
			425 - 531 50 32 000 - Vehicle Fuel			84.87	
			425 - 531 50 32 000 - Vehicle Fuel			85.78	
			425 - 531 50 32 000 - Vehicle Fuel			753.64	
			425 - 531 50 32 000 - Vehicle Fuel			62.66	
			425 - 531 50 32 000 - Vehicle Fuel			102.87	
			401 - 535 80 32 000 - Auto Fuel/Diesel			122.22	
			102 - 536 20 32 000 - Auto Fuel/Diesel			91.32	
			412 - 537 80 32 000 - Auto Fuel/Diesel			1,052.70	
			412 - 537 80 32 000 - Auto Fuel/Diesel			-2,848.00	
			412 - 537 80 32 000 - Auto Fuel/Diesel			1,077.70	
			412 - 537 80 32 000 - Auto Fuel/Diesel			725.97	
			412 - 537 80 32 000 - Auto Fuel/Diesel			642.59	
			412 - 537 80 32 000 - Auto Fuel/Diesel			1,354.76	
			103 - 542 30 32 000 - Auto Fuel/Diesel			129.20	
			103 - 542 30 32 000 - Auto Fuel/Diesel			35.97	
			101 - 576 80 32 000 - Auto Fuel/Diesel			301.29	
			101 - 576 80 32 000 - Auto Fuel/Diesel			104.04	
2244	03/24/2021	Claims	2	194955	Axon Enterprise, Inc.	2,253.55	
			001 - 594 21 64 000 - Machinery & Equipment			2,253.55	
2245	03/24/2021	Claims	2	194956	Ben-Ko-Matic Co	666.69	
			425 - 531 50 48 000 - Repairs/Maintenance			666.69	
2246	03/24/2021	Claims	2	194957	Bound Tree Medical LLC	440.87	
			001 - 522 21 31 000 - Operating Supplies - Medical			440.87	
2247	03/24/2021	Claims	2	194958	Cardinal Health 112 LLC	199.81	
			001 - 522 21 31 000 - Operating Supplies - Medical			24.29	Orig Inv Date 10/20/20

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			001 - 522 21 31 000 - Operating Supplies - Medical			24.29	Orig Inv Date 10/20/20
			001 - 522 21 31 000 - Operating Supplies - Medical			48.58	Orig Inv Date 10/20/20
			001 - 522 21 31 000 - Operating Supplies - Medical			88.47	Orig Inv Date 11/02/20
			001 - 522 21 31 000 - Operating Supplies - Medical			-324.39	Orig CM Date 12/02/20
			001 - 522 21 31 000 - Operating Supplies - Medical			-23.18	Orig CM Date 12/29/20
			001 - 522 21 31 000 - Operating Supplies - Medical			65.66	
			001 - 522 21 31 000 - Operating Supplies - Medical			1.82	
			001 - 522 21 31 000 - Operating Supplies - Medical			87.00	
			001 - 522 21 31 000 - Operating Supplies - Medical			207.27	
2248	03/24/2021	Claims	2	194959	Carletti Architects Ps	57,101.28	
			401 - 594 35 63 000 - Engineering Services			9,655.03	
			505 - 594 48 60 000 - Eng - PW Building			47,446.25	
2249	03/24/2021	Claims	2	194960	Cascade Natural Gas Corp	4,620.37	
			001 - 521 20 47 000 - Public Utilities			74.03	
			001 - 522 50 47 000 - Public Utilities			278.89	
			401 - 535 80 47 000 - Public Utilities			409.00	
			412 - 537 80 47 000 - Public Utilities			613.16	
			103 - 542 63 47 000 - Public Utilities			85.70	
			101 - 576 80 47 010 - Community Center			208.80	
			101 - 576 80 47 020 - Senior Center			366.96	
			101 - 576 80 47 050 - Hammer Square			63.26	
			101 - 576 80 47 052 - Bingham Caretaker			76.72	
			101 - 576 80 47 070 - City Hall			2,443.85	
2250	03/24/2021	Claims	2	194961	Central Welding Supply	102.39	
			001 - 522 21 31 000 - Operating Supplies - Medical			102.39	
2251	03/24/2021	Claims	2	194962	City of Sedro-Woolley	200.48	
			305 - 572 20 47 305 - Libraries - Utility Services			200.48	
2252	03/24/2021	Claims	2	194963	Comcast	134.66	
			001 - 518 80 42 021 - Internet Services			-15.24	
			101 - 576 80 47 020 - Senior Center			149.90	
2253	03/24/2021	Claims	2	194964	Crawford Garage Doors Inc	200.73	
			001 - 522 50 48 020 - Repair/Maint-Garage			200.73	
2254	03/24/2021	Claims	2	194965	Databar, Inc	2,523.10	
			425 - 531 50 42 010 - Postage			100.92	
			401 - 535 80 42 015 - Postage			1,640.02	
			412 - 537 80 42 010 - Postage			782.16	
2255	03/24/2021	Claims	2	194966	Donald Coggins	200.73	
			001 - 517 90 43 001 - Employee Recognition			179.03	
			101 - 576 80 35 010 - Safety Equipment			21.70	
2256	03/24/2021	Claims	2	194967	E & E Lumber, Inc.	1,716.16	
			001 - 522 50 48 020 - Repair/Maint-Garage			62.14	
			001 - 522 50 48 020 - Repair/Maint-Garage			58.45	
			102 - 536 20 31 010 - Operating Supplies			3.11	
			412 - 537 80 31 000 - Operating Supplies			50.25	
			412 - 537 80 31 000 - Operating Supplies			8.25	
			412 - 537 80 31 000 - Operating Supplies			18.31	
			412 - 537 80 31 000 - Operating Supplies			24.99	
			412 - 537 80 31 000 - Operating Supplies			3.43	
			103 - 542 30 31 000 - Operating Supplies			18.21	
			103 - 542 30 31 000 - Operating Supplies			76.08	
			103 - 542 30 31 000 - Operating Supplies			3.26	
			103 - 542 30 31 000 - Operating Supplies			17.70	
			103 - 542 30 31 000 - Operating Supplies			28.11	

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					101 - 576 80 31 001 - Operating Sup - Riverfront	27.93	
					101 - 576 80 35 000 - Small Tools & Minor Equip	42.47	
					101 - 576 80 48 001 - Riverfront	41.85	
					101 - 576 80 48 001 - Riverfront	145.19	
					101 - 576 80 48 002 - RV Park	74.56	
					101 - 576 80 48 004 - Community Center	832.86	
					101 - 576 80 48 005 - Senior Center	11.86	
					101 - 576 80 48 014 - Winnie Houser Park	31.43	
					101 - 576 80 48 016 - City Hall	38.60	
					101 - 576 80 48 016 - City Hall	97.12	
2257	03/24/2021	Claims	2	194968	ELM Solutions Corp dba	48,852.00	
					401 - 594 35 63 010 - Other Improvements	48,852.00	
2258	03/24/2021	Claims	2	194969	Edge Analytical Inc	416.00	
					401 - 535 80 41 000 - Professional Services	52.00	
					401 - 535 80 41 000 - Professional Services	52.00	
					401 - 535 80 41 000 - Professional Services	52.00	
					401 - 535 80 41 000 - Professional Services	52.00	
					401 - 535 80 41 000 - Professional Services	52.00	
					401 - 535 80 41 000 - Professional Services	52.00	
					401 - 535 80 41 000 - Professional Services	52.00	
					401 - 535 80 41 000 - Professional Services	52.00	
2259	03/24/2021	Claims	2	194970	Emergency Medical Products Inc	190.31	
					001 - 521 20 31 002 - Office/Operating Supplies	190.31	
2260	03/24/2021	Claims	2	194971	Enterprise Office Systems, Inc.	9.37	
					001 - 514 23 31 001 - Supplies - EMS Billing	9.37	
2261	03/24/2021	Claims	2	194972	Ewing Irrigation Prod Inc.	388.55	
					101 - 576 80 35 000 - Small Tools & Minor Equip	266.32	
					101 - 576 80 48 001 - Riverfront	122.23	
2262	03/24/2021	Claims	2	194973	Fastenal Company	343.09	
					401 - 535 50 48 050 - Maint Of General Equip	18.67	
					401 - 535 80 35 000 - Small Tools & Minor Equip	324.42	
2263	03/24/2021	Claims	2	194974	Federal Certified Hearing	90.00	
					001 - 522 20 41 010 - Prof Service-Medical Exams	45.00	
					101 - 576 80 49 030 - Misc-Permits & Licenses	45.00	
2264	03/24/2021	Claims	2	194975	Gall's LLC	411.91	
					001 - 522 20 26 000 - Uniforms	248.92	
					001 - 522 20 26 000 - Uniforms	80.04	
					001 - 522 20 26 000 - Uniforms	82.95	
2265	03/24/2021	Claims	2	194976	Peter Gilbert	4,000.00	
					001 - 515 31 41 001 - Prosecuting Attorney	4,000.00	
2266	03/24/2021	Claims	2	194977	Glenn W. Hutchings, dba	200.00	
					001 - 521 20 41 001 - Professional Services	200.00	
2267	03/24/2021	Claims	2	194978	Hach Company	159.86	
					401 - 535 80 31 010 - Operating Supplies	159.86	
2268	03/24/2021	Claims	2	194979	Howard Consulting LLC	5,611.58	
					305 - 594 72 63 002 - Capital Expenditures/Expenses	5,611.58	
2269	03/24/2021	Claims	2	194980	Humane Society Of Skagit	428.00	
					001 - 521 20 41 021 - Humane Society	428.00	
2270	03/24/2021	Claims	2	194981	Interstate All Battery Center	452.55	

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			401 - 535 80 31 010 - Operating Supplies			452.55	
2271	03/24/2021	Claims	2	194982	J & J Hanson Consulting Inc.	3,175.00	
			001 - 513 10 42 000 - Communication			2,350.00	
			401 - 535 80 41 000 - Professional Services			825.00	
2272	03/24/2021	Claims	2	194983	KCDA Purchasing Cooperative	12,622.10	
			101 - 594 76 31 000 - Buildings & Structures			12,622.10	
2273	03/24/2021	Claims	2	194984	Knox Company (The)	4,299.87	
			001 - 522 21 35 000 - Small Tools & Minor Equipmer			4,299.87	
2274	03/24/2021	Claims	2	194985	L N Curtis & Sons	1,924.53	
			001 - 521 20 26 000 - Uniforms/Accessories			677.07	
			001 - 521 20 26 000 - Uniforms/Accessories			1,102.92	
			001 - 521 20 26 000 - Uniforms/Accessories			144.54	
2275	03/24/2021	Claims	2	194986	Lakeyland, Inc.	233.53	
			001 - 522 20 31 000 - Operating Supplies			233.53	
2276	03/24/2021	Claims	2	194987	The Language Exchange, Inc	453.75	
			001 - 512 50 41 040 - Language Interpreter			453.75	
2277	03/24/2021	Claims	2	194988	Les Schwab Tire Center	3,867.91	
			001 - 521 20 48 010 - Repair & Maint - Auto			119.34	
			001 - 521 20 48 010 - Repair & Maint - Auto			201.03	
			001 - 521 20 48 010 - Repair & Maint - Auto			201.03	
			001 - 522 20 48 000 - Repairs/Maint-Equip			201.03	
			401 - 535 50 48 000 - Maintenance Contracts			430.06	
			412 - 537 50 48 000 - Repairs/maint-equip			2,047.23	
			412 - 537 60 47 011 - Site Recycling Disposal			81.38	
			103 - 542 30 48 010 - Repair/Maintenance-Equip			34.71	
			101 - 576 80 48 021 - Equipment			552.10	
2278	03/24/2021	Claims	2	194989	Lexipol, LLC	2,391.50	
			001 - 521 20 41 001 - Professional Services			2,391.50	
2279	03/24/2021	Claims	2	194990	Lithtex NW	325.35	
			001 - 512 50 31 000 - Supplies			208.43	
			001 - 514 23 31 000 - Supplies			116.92	
2280	03/24/2021	Claims	2	194991	Loggers And Contractors	25.39	
			103 - 542 30 31 000 - Operating Supplies			25.39	
2281	03/24/2021	Claims	2	194992	MPH Industries, Inc	2,840.49	
			501 - 594 21 64 501 - Vehicles - Police			2,840.49	
2282	03/24/2021	Claims	2	194993	Marketing X Group	200.38	
			001 - 521 20 26 000 - Uniforms/Accessories			200.38	
2283	03/24/2021	Claims	2	194994	William R McCann	3,500.00	
			001 - 515 93 41 000 - Indigent Defender			3,500.00	
2284	03/24/2021	Claims	2	194995	McLoughlin & Eardley Corp	134.28	
			001 - 522 20 48 000 - Repairs/Maint-Equip			134.28	
2285	03/24/2021	Claims	2	194996	Ashley McMullen	100.00	Replacement Check For Ck. 193697 (08-26-20) Community Center Damage Deposit Refund.
			101 - 589 30 00 101 - Community Center Deposit Rel			100.00	
2286	03/24/2021	Claims	2	194997	Motor Trucks International	114.13	
			412 - 537 50 48 000 - Repairs/maint-equip			73.10	
			412 - 537 50 48 000 - Repairs/maint-equip			41.03	

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2287	03/24/2021	Claims	2	194998	Mount Vernon Chamber of Commerce	100.00	
					001 - 513 10 42 000 - Communication	100.00	
2288	03/24/2021	Claims	2	194999	Walter E Nelson Co. of N. WA	937.81	
					101 - 576 80 31 004 - Operating Sup - Comm Center	276.20	
					101 - 576 80 31 006 - Operating Sup - City Hall	565.85	
					101 - 576 80 31 006 - Operating Sup - City Hall	73.24	
					101 - 576 80 31 006 - Operating Sup - City Hall	22.52	
2289	03/24/2021	Claims	2	195000	North Central Laboratories	2,399.89	
					401 - 535 80 31 010 - Operating Supplies	789.16	
					401 - 535 80 31 010 - Operating Supplies	102.30	
					401 - 535 80 31 010 - Operating Supplies	564.88	
					401 - 594 35 64 001 - Portable Equipment	943.55	
2290	03/24/2021	Claims	2	195001	Northwest Clean Air Agency	162.00	
					401 - 535 80 49 010 - Misc-Dues/Subscriptions	162.00	
2291	03/24/2021	Claims	2	195002	Oasys	1,025.26	
					001 - 524 20 31 000 - Off/Oper Supps & Books	341.76	
					001 - 558 60 31 000 - Supplies/Books	341.75	
					001 - 595 10 31 000 - Supplies	341.75	
2292	03/24/2021	Claims	2	195003	Office Depot Inc.	37.43	
					001 - 524 20 31 000 - Off/Oper Supps & Books	12.48	
					001 - 558 60 31 000 - Supplies/Books	12.47	
					001 - 595 10 31 000 - Supplies	12.48	
2293	03/24/2021	Claims	2	195004	Oliver-Hammer, Inc	851.62	
					401 - 535 80 35 010 - Safety Equipment	119.33	
					401 - 535 80 35 010 - Safety Equipment	189.85	
					102 - 536 20 35 010 - Safety Equipment	358.03	
					103 - 542 30 35 010 - Safety Equipment	184.41	
2294	03/24/2021	Claims	2	195005	Pacific Landscape Architecture LLC	607.50	
					101 - 594 76 63 014 - Memorial Park	607.50	
2295	03/24/2021	Claims	2	195006	Pacific Power Batteries	66.31	
					001 - 522 50 48 020 - Repair/Maint-Garage	66.31	
2296	03/24/2021	Claims	2	195007	Pitney Bowes	206.41	
					001 - 514 23 42 010 - Postage	206.41	
2297	03/24/2021	Claims	2	195008	Protek, Inc. dba	57.90	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	57.90	
2298	03/24/2021	Claims	2	195009	Public Safety Psychological Svc	525.00	
					001 - 521 20 41 001 - Professional Services	125.00	
					001 - 521 20 41 001 - Professional Services	400.00	
2299	03/24/2021	Claims	2	195010	Public Utility Dis No1	2,844.89	
					001 - 521 20 47 000 - Public Utilities	35.61	
					001 - 522 50 47 000 - Public Utilities	338.50	
					401 - 535 80 47 000 - Public Utilities	372.31	
					102 - 536 20 47 000 - Public Utilities	292.77	
					412 - 537 80 47 000 - Public Utilities	76.84	
					103 - 542 63 47 000 - Public Utilities	71.00	
					101 - 576 80 47 000 - Riverfront	442.55	
					101 - 576 80 47 010 - Community Center	135.51	
					101 - 576 80 47 020 - Senior Center	277.41	
					101 - 576 80 47 050 - Hammer Square	182.04	

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					101 - 576 80 47 051 - Bingham / Memorial	94.37	
					101 - 576 80 47 053 - Other Utilities	176.19	
					101 - 576 80 47 070 - City Hall	349.79	
2300	03/24/2021	Claims	2	195011	Red's Mobile 24-Hour Truck & Equip Repai	5,626.95	
					412 - 537 50 48 000 - Repairs/maint-equip	549.15	
					412 - 537 50 48 000 - Repairs/maint-equip	5,077.80	
2301	03/24/2021	Claims	2	195012	Reichhardt & Ebe Eng Inc	8,538.10	
					104 - 595 30 63 081 - Const-Jones/John Liner BNSF L	551.00	
					104 - 595 30 63 081 - Const-Jones/John Liner BNSF L	7,987.10	
2302	03/24/2021	Claims	2	195013	Revize Software Systems	1,900.00	
					001 - 518 80 41 000 - Professional Services	1,900.00	
2303	03/24/2021	Claims	2	195014	Ricoh USA Inc	954.39	
					001 - 514 23 45 000 - Operating Rentals/Leases	230.86	
					001 - 521 20 48 000 - Repairs & Maintenance	246.34	
					001 - 522 20 48 000 - Repairs/Maint-Equip	246.33	
					001 - 524 20 31 000 - Off/Oper Supps & Books	76.95	
					001 - 558 60 31 000 - Supplies/Books	76.96	
					001 - 595 10 31 000 - Supplies	76.95	
2304	03/24/2021	Claims	2	195015	Rodda Paint Co	1,572.43	
					412 - 537 80 31 000 - Operating Supplies	205.43	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	1,367.00	
2305	03/24/2021	Claims	2	195016	SBA Structures, LLC	526.33	
					001 - 591 28 64 000 - Lease - SBA	263.17	
					401 - 591 28 64 010 - Lease - SBA	263.16	
2306	03/24/2021	Claims	2	195017	SHKS Architects	31,525.34	
					305 - 594 72 62 001 - Capital Expenditures/Expenses	26,567.55	
					305 - 594 72 62 001 - Capital Expenditures/Expenses	4,957.79	
2307	03/24/2021	Claims	2	195018	Sedro-Woolley Auto Parts Inc	561.42	
					001 - 518 20 48 000 - Repair & Maintenance	28.22	
					425 - 531 50 31 000 - Operating Supplies	27.55	
					425 - 531 50 48 000 - Repairs/Maintenance	137.91	
					401 - 535 50 48 040 - Maintenance Of Vehicles	130.19	
					401 - 535 50 48 050 - Maint Of General Equip	19.33	
					401 - 535 50 48 050 - Maint Of General Equip	34.89	
					401 - 535 50 48 050 - Maint Of General Equip	10.84	
					102 - 536 20 31 010 - Operating Supplies	19.73	
					102 - 536 20 35 000 - Small Tools/Minor Equip	49.77	
					102 - 536 20 48 040 - Repair/Maint-Equip & Bldg	3.72	
					102 - 536 20 48 040 - Repair/Maint-Equip & Bldg	58.51	
					412 - 537 50 48 000 - Repairs/maint-equip	20.75	
					412 - 537 50 48 000 - Repairs/maint-equip	1.07	
					412 - 537 50 48 000 - Repairs/maint-equip	16.69	
					412 - 537 50 48 000 - Repairs/maint-equip	1.56	
					412 - 537 50 48 000 - Repairs/maint-equip	15.72	
					412 - 537 50 48 000 - Repairs/maint-equip	26.46	
					412 - 537 80 31 000 - Operating Supplies	52.26	
					103 - 542 30 31 000 - Operating Supplies	42.93	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	-136.68	
2308	03/24/2021	Claims	2	195019	Sirchie Acquisition Co LLC	178.91	
					001 - 521 20 31 002 - Office/Operating Supplies	135.01	
					001 - 521 20 31 002 - Office/Operating Supplies	43.90	
2309	03/24/2021	Claims	2	195020	Skagit Cnty Dist. Probation	1,900.00	

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			001 - 512 50 41 020 - Municipal Court Prob.			1,900.00	
2310	03/24/2021	Claims	2	195021	Skagit Cnty Public Works	51,561.20	
			401 - 535 50 48 050 - Maint Of General Equip			66.60	
			412 - 537 60 47 000 - Solid Waste Disposal			51,494.60	
2311	03/24/2021	Claims	2	195022	Skagit Cnty Treasurer	190.90	
			425 - 531 50 44 000 - Taxes & Assessments			20.00	
			401 - 535 80 44 010 - Taxes & Assessments			27.90	
			102 - 536 20 44 010 - Taxes And Assessments			133.00	
			103 - 542 65 44 000 - Taxes & Assessments			10.00	
2312	03/24/2021	Claims	2	195023	Skagit Conservation District	432.52	
			425 - 531 50 41 002 - Contracted Services			432.52	
2313	03/24/2021	Claims	2	195024	Skagit Law Group, PLLC	857.50	
			425 - 531 50 41 003 - Collection Services			34.29	
			401 - 535 80 49 040 - Misc-Filing Fees/Lien Exp			557.38	
			412 - 537 80 49 020 - Misc-Filing Fees/Lien Exp			265.83	
2314	03/24/2021	Claims	2	195025	Skagit Publishing	1,081.39	
			001 - 511 60 31 001 - Legal Publications			161.40	
			001 - 558 60 41 010 - Advertising			118.36	
			001 - 558 60 41 011 - Advertising Reimbuseable			263.63	
			104 - 595 10 63 076 - Eng-SR20/SR9-Township Int Irr			538.00	
2315	03/24/2021	Claims	2	195026	Skagit Regional Health	92.00	
			401 - 535 80 41 000 - Professional Services			92.00	
2316	03/24/2021	Claims	2	195027	Skagit River Steel	2,323.91	
			412 - 537 80 31 000 - Operating Supplies			2,323.91	
2317	03/24/2021	Claims	2	195028	Skagit Soils Inc	452.63	
			412 - 537 60 47 021 - Curbside Yard Waste Disposal			452.63	
2318	03/24/2021	Claims	2	195029	Staples Business Credit	1,756.18	
			001 - 514 23 31 000 - Supplies			988.66	
			401 - 535 80 31 000 - Office Supplies			696.80	
			101 - 576 80 48 010 - Office Equip			70.72	
2319	03/24/2021	Claims	2	195030	Stiles Law Inc., PS	3,960.00	
			001 - 512 50 41 010 - Municipal Court Judge			3,960.00	
2320	03/24/2021	Claims	2	195031	Stryker Sales Corp.	1,009.05	
			501 - 594 22 64 501 - Vehicles - Fire			1,009.05	
2321	03/24/2021	Claims	2	195032	Systems Design	2,816.20	
			001 - 522 21 41 000 - EMS Professional Services-Sys			2,816.20	
2322	03/24/2021	Claims	2	195033	Traffic Safety Supply Co, Inc	3,450.93	
			103 - 542 64 31 001 - Painting & Striping Supplies			1,974.79	
			103 - 542 64 31 003 - Temporary Devises TCCD			1,476.14	
2323	03/24/2021	Claims	2	195034	Transportation Solutions, Inc.	27,218.85	
			103 - 542 30 41 000 - Professional Services			13,578.36	
			101 - 576 80 41 000 - Professional Services			10,000.00	
			001 - 595 10 41 000 - Professional Services			3,640.49	
2324	03/24/2021	Claims	2	195035	TruckVault, Inc.	2,896.00	
			501 - 594 21 64 501 - Vehicles - Police			2,896.00	
2325	03/24/2021	Claims	2	195036	UPS	12.61	
			001 - 522 20 42 010 - Postage			12.61	
2326	03/24/2021	Claims	2	195037	Uline	427.21	

CHECK REGISTER

City Of Sedro-Woolley

Time: 10:32:14 Date: 03/18/2021

03/24/2021 To: 03/24/2021

Page: 9

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 522 20 31 000 - Operating Supplies	427.21	
2327	03/24/2021	Claims	2	195038	UniFirst Corp.	238.85	
					001 - 522 20 26 000 - Uniforms	280.37	
					001 - 522 20 26 000 - Uniforms	-41.52	
2328	03/24/2021	Claims	2	195039	Util Underground Loc Ctr	87.78	
					401 - 535 80 31 010 - Operating Supplies	87.78	
2329	03/24/2021	Claims	2	195040	WA St Patrol	50.75	
					001 - 521 20 41 040 - Intergov Svc-Gun Permits	11.00	
					001 - 521 20 41 040 - Intergov Svc-Gun Permits	39.75	
2330	03/24/2021	Claims	2	195041	Waste Management Of Skgt	179.00	
					001 - 522 21 31 000 - Operating Supplies - Medical	179.00	
2331	03/24/2021	Claims	2	195042	Weed, Graafstra & Assoc. Inc. PS	8,180.00	
					001 - 515 41 41 000 - Prof Services-External/Claims	8,180.00	
2332	03/24/2021	Claims	2	195043	DBGK Inc, dba Widener & Associates	372.00	
					104 - 595 10 63 077 - Eng-SR20 Cascade Trail Phase ;	372.00	
2333	03/24/2021	Claims	2	195044	Woods Acquisition Corp	339.03	
					412 - 537 50 48 000 - Repairs/maint-equip	53.85	
					103 - 542 30 31 000 - Operating Supplies	219.14	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	66.04	
2334	03/24/2021	Claims	2	195045	Ziply Fiber	821.90	
					001 - 521 20 42 020 - Telephone	73.84	
					001 - 521 20 42 020 - Telephone	84.23	
					001 - 522 20 42 020 - Telephone	132.25	
					401 - 535 80 42 020 - Telephone	230.14	
					102 - 536 20 42 020 - Telephone	88.44	
					101 - 576 80 47 010 - Community Center	63.09	
					101 - 576 80 47 070 - City Hall	149.91	
					001 Current Expense Fund	69,027.53	
					101 Parks & Facilities Fund	33,763.93	
					102 Cemetery Fund	1,406.06	
					103 Street Fund	19,437.65	
					104 Arterial Street Fund	9,448.10	
					106 Cemetery Endowment Fund	8.75	
					305 Library Construction Fund	37,337.40	
					401 Sewer Operations Fund	76,865.29	
					412 Solid Waste Operations Fund	76,259.09	
					425 Stormwater Operations	3,723.92	
					501 Equipment Replacement Fund	7,031.31	
					505 Public Works Facility Fund	47,446.25	
					631 Suspense Fund	244.04	
					* Transaction Has Mixed Revenue And Expense Accounts	381,999.32	
							Claims: 381,999.32

CHECK REGISTER

City Of Sedro-Woolley

Time: 10:32:14 Date: 03/18/2021

03/24/2021 To: 03/24/2021

Page: 10

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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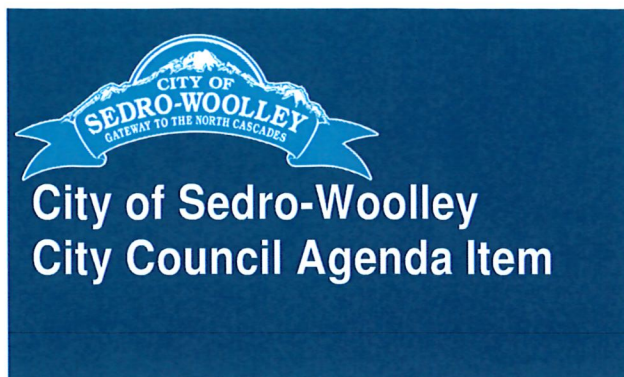
CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Sedro Woolley, and that I am authorized to authenticate and certify to said claim.

_____ Finance Director	_____ Date
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_____ Finance Committee Member	_____ Date
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_____ Finance Committee Member	_____ Date
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_____ Finance Committee Member	_____ Date
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Agenda Item No. e-3

Date: March 10th 2021

Subject: Lease Agreement with Skagit Valley Farm

FROM: Nathan Salseina, Public Works Operations Division Supervisor

RECOMMENDED ACTION:

Staff recommends council approval of the attached Lease Agreement with Skagit Valley Farm.

ISSUE:

Should the council approve the attached lease agreement with Skagit Valley Farm?

BACKGROUND / SUMMARY INFORMATION:

Skagit Valley Farm and its predecessor company Sterling Hill Potatoes leases 23 acres of city owned property along River Rd to the west of Riverfront Park. The original lease was signed on March 15th, and was amended on May 2013, and extended once again in April 2016. Skagit Valley Farm is a local grower of various crops, and they have been an excellent lessee of the city property. They have always been excellent to work with during the Loggerodeo fireworks display, and have been good stewards of the property. Staff foresees no other use of the property by the city within the next 5-year lease period.

FISCAL IMPACT, IF APPROPRIATE:

Per the terms of the lease agreement, Skagit Valley Farmers shall pay \$5,244.00 per annum in rent to the City for the use and occupation of the premises described in section I. lease payments shall be made as follows: 50% of the rent by April 15th of each year and 50% of the rent on October 15th of each year. Skagit Valley Farms will also be responsible for paying any appropriate leasehold excise taxes pertaining to this lease agreement upon invoicing by the City.

ATTACHMENTS:

Lease Agreement, property map, and property legal description.

SKAGIT VALLEY FARM LEASE AGREEMENT

This lease made and entered into by and between CITY OF SEDRO-WOOLLEY, a Municipal Corporation of the State of Washington, hereinafter called the "LESSOR", and SKAGIT VALLEY FARM, LLC., a Washington Limited Liability Corporation, hereinafter called "LESSEE".

I. PURPOSE:

In consideration of an in accordance with the terms, covenants and conditions hereinafter set forth, the LESSOR hereby leases to the LESSEE the premises (Skagit Valley Farm Field #140) and property described below in this agreement for the purpose of farming the premises.

LEGAL DESCRIPTION

A portion of the property legally described in Exhibit A more specifically identified by the attached map. On-site boundaries shall be established by LESSOR and LESSEE.

II. USE OF FACILITIES:

A. The LESSEE may use only those facilities within the area described above and identified on the attached map. The LESSEE shall be limited to farming on approximately 32.5 acres of land. Further, Lessee shall ensure all farming activities are done within acceptable Skagit County agricultural management practices. Failure to use the property solely for the purpose set forth in this section shall result in the LESSEE forfeiting the lease.

All operations under this lease shall be conducted in a manner that will not unreasonably interfere with public use and enjoyment of adjoining lands under the ownership and/or jurisdiction of the City. Necessary precautions will be taken by the LESSEE to ensure the safety of the public in all phases of operation under this lease.

B. CITY'S RESERVATION OF USE. With 12 months advance notice, the City reserves the right to designate in the field and/or modify the boundaries of farming activities and to eliminate sites from farming when deemed necessary by the City. For the River Road site, the City further reserves the right to use the East 150 feet of the site for parking during City-sanctioned events and LESSEE agrees to prepare that area to allow for use by the City as required. The City also reserves the right to use and/or allow the use of the entire site (passive use as a debris field) for the annual fireworks display, which includes disturbing an area approximately 20' x 50' in the center of the site identified on Exhibit B.

III. TERM

This lease shall commence on April 1, 2021, and expire on December 31, 2026, provided that the terms may be extended by written agreement of the parties.

IV. LEASE PAYMENT SCHEDULE

The LESSEE shall pay \$5,244.00 per annum in rent to LESSOR for the use and occupation of the premises described in section I. Payments shall be made as follows: 50% of the rent by April 15th of each year and 50% of the rent on October 15th of each year. Checks are to be made payable to: City of Sedro-Woolley, 325 Metcalf Street, Sedro-Woolley, WA 98284.

LESSEE shall pay interest at the rate of one percent (1%) per month (or at such higher rate as may be authorized by statute after the commencement date hereof), until paid, on Rent or other sums owing under the terms of this Lease commencing the date such Rent or other sum is due and payable. In the event LESSOR pays any sum or incurs any expense which LESSEE is obligated to satisfy or pay under this Lease, or which is made on behalf of LESSEE, LESSOR shall be entitled to receive reimbursement thereof from LESSEE upon demand, together with interest thereon from the date of expenditure at the rate stated above. Payment must be made no later than the 5th day of the first month of the term.

The City shall invoice and LESSEE shall pay all necessary leasehold taxes as required by law.

V. IMPROVEMENTS:

LESSEE shall not make any alterations, additions, or improvements to the premises.

VI. MANAGEMENT

A. Weed Control. LESSEE shall protect water resources and streams from pollution and/or contamination by properly using agriculturally approved pesticides or herbicides applied by licensed personnel in accordance with all rules and regulations.

B. Management. The premises, and all improvements regardless of ownership thereon, shall be managed and maintained by LESSEE in accordance with customary standards of the industry.

C. Hazardous, Toxic or Harmful Substances.

1. Deleterious Material. LESSEE shall not make, or suffer to be made, any filling in of the premises or any deposit of rock, earth, ballast, refuse, garbage, waste matter, chemical, biological or other wastes,

hydrocarbons, any other pollutants, or other matter within or upon the premises, except as approved in writing by the LESSOR. If the LESSEE fails to remove all nonapproved fill material, refuse, garbage, wastes or any other of the above materials from the premises, the LESSEE agrees that the LESSOR may, but is not obligated to, remove such materials and charge the LESSEE for the cost of removal and disposal.

2. Hazardous, Toxic or Harmful Substances.

a. LESSEE shall not keep on or about the premises, any substances now or hereinafter designated as or containing components now or hereinafter designated as hazardous, toxic, dangerous or harmful, and/or which are subject to regulation as hazardous, toxic, dangerous, or harmful by any federal, state or local law, regulation, statute or ordinance (hereinafter collectively referred to as "Hazardous Substances") unless such are necessary to carry out LESSEE's permitted use under subsection II, and hereinafter designated as or containing components now or hereinafter designated as hazardous, toxic, dangerous or harmful, and/or which are subject to regulation as hazardous, toxic, dangerous, or harmful by any federal, state or local law, regulation, statute or ordinance (hereinafter collectively referred to as "Hazardous Substances") unless such are necessary to carry out LESSEE's permitted use under subsection II, and unless LESSEE fully complies with all federal, state and local laws, regulations, statutes and ordinances, now in existence or as subsequently enacted or amended.

b. LESSEE shall:

(1) Immediately notify the LESSOR of (i) all spills or releases of any hazardous substance affecting the premises, (ii) all failures to comply with any federal, state or local law, regulation or ordinance, as now enacted or as subsequently enacted or amended, (iii) all inspections of the premises by, or any correspondence, orders, citations or notifications from any regulatory entity concerning the hazardous substances affecting the premises, (iv) all regulatory orders or fines or all response or interim cleanup actions taken by or proposed to be taken by any government entity or private party concerning the premises; and

(2) On request, provide copies to the LESSOR of any and all correspondence, pleadings, and/or reports received by or required of LESSEE or issued or written by LESSEE or on

LESSEE's behalf with respect to the use, presence, transportation or generation of hazardous substances related to the premises.

c. LESSEE shall be fully and completely liable to the LESSOR, and shall indemnify, defend and save harmless LESSOR and its agencies, employees, officers, and agents with respect to any and all damages, costs, fees (including attorney's fees and costs), penalties (civil and criminal), and cleanup costs assessed against or imposed as a result of LESSEE's use, disposal, transportation, generation and/or sale of hazardous substances or that of LESSEE's employees, agents, assigns, subleases, contractors, subcontractors, licensees or invitees, and for any breach of this subsection.

VIII. SUBLEASES and ASSIGNMENTS

A. Sublease. Persons or businesses engaged in commercial agriculture frequently "trade" fields with other engaged in the same business for the purpose of crop rotation. Crop rotation ensures that important nutrients are not stripped from the soil and that it has time to recover between plantings of the same crop. LESSEE, with the written permission of the City, may utilize the premises for this purpose. Any "sub-lessor" must maintain insurance in the same type and amount as LESSEE. LESSEE remains fully liable to LESSOR for the premises, as outlined herein.

B. Assignment. LESSEE shall not hypothecate, mortgage, assign, encumber, transfer or otherwise alienate this lease, or any interest therein or engage in any other transaction which has the effect of transferring or affecting the right of enjoyment of the premises. This lease shall not be assigned.

IX. INSURANCE:

A. **Insurance Term**

The Lessee shall procure and maintain for the duration of the Lease, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Lessee's operation and use of the leased Premises.

B. **No Limitation**

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

C. Minimum Scope of Insurance

The Lessee shall obtain insurance of the types and coverage described below:

1. Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover premises and contractual liability. The Lessor shall be named as additional insured on Lessee's Commercial General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or a substitute endorsement providing at least as broad coverage.
2. Property insurance shall be written on an all risk basis.
3. Pollution Liability.

A. Minimum Amounts of Insurance

The Lessee shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
2. Property insurance shall be written covering the full value of Lessee's property and improvements with no coinsurance provisions.
3. Pollution Liability Contractors Pollution Liability insurance covering losses caused by pollution conditions that arise from the operations of the Lessee. Lessee's Pollution Liability insurance shall be written in an amount of at least \$2,000,000 per loss, with an annual aggregate of at least \$2,000,000. Pollution Liability shall cover bodily injury, property damage, cleanup costs and defense, including costs and expenses incurred in the investigation, defense, or settlement of claims.

The Lessor shall be named by endorsement as an additional insured on the Pollution Liability insurance policy.

B. Other Insurance Provisions

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

C. Acceptability of Insurers

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

D. Verification of Coverage

The Lessee shall furnish the Lessor 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 Lessee.

E. Waiver of Subrogation

Lessee and Lessor hereby release and discharge each other from all claims, losses and liabilities arising from or caused by any hazard covered by property insurance on or in connection with the Premises or said building. This release shall apply only to the extent that such claim, loss or liability is covered by insurance.

F. Lessor's Property Insurance

Lessor shall purchase and maintain during the term of the Lease all-risk property insurance covering the Building for its full replacement value without any coinsurance provisions.

G. Notice of Cancellation

The Lessee shall provide the Lessor with written notice of any policy cancellation within two business days of their receipt of such notice.

H. Failure to Maintain Insurance

Failure on the part of the Lessee to maintain the insurance as required shall constitute a material breach of lease, upon which the Lessor may, after giving five business days notice to the Lessee to correct the breach, terminate the Lease or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Lessor on demand.

I. Lessor Full Availability of Lessee Limits

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

X. INDEMNITY:

The LESSEE covenants and agrees to assume all responsibility and liability connected with the use and occupation of the leased premises during the entire period of the lease and to save and hold harmless the LESSOR from any and all claims, rights, or actions, or for damages of every kind, character and description that may be occasioned by or through LESSEE's use and occupation of said premises for any work, labor, or construction done thereon, which may or might be suffered or claimed by any party or person or corporation done thereon, which may or might be suffered or claimed by any party or person or corporation, whatsoever, either to property or person and to defend any and all actions that may or might be instituted in which the LESSOR shall become a party by virtue of this lease, and to pay any and all judgment that may or might be obtained against the LESSOR thereby.

XI. RIGHT OF ENTRY:

During the term of this lease, Lessor reserves the right for its agents, employees or assigns to enter upon the premises and all parts thereof, at any reasonable time or times, and with at least 12 hours prior notice to Lessee for the purpose of inspection, consultation with the Lessee, making repairs or improvements, posting notices, and for lawful purposes whatsoever.

XII. TERMINATION:

A. LESSOR shall have the right to terminate this lease for any default in payments on the part of LESSEE or breach of any condition of this lease. Such termination shall become effective thirty (30) days after written notice of termination is presented to LESSEE. It is also agreed that each party shall have the right to terminate the lease, without cause, by giving two (2) months written notice.

B. If LESSEE violates or breaches or fails to keep or perform any covenant, agreement, term or condition of this lease, and if such default or violation shall continue or shall not be remedied within ten (10) days (thirty [30] days in the case of nonpayment of rent or other payments due hereunder) after notice in writing thereof given by LESSOR to LESSEE specifying the matter claimed to be in default, LESSOR, at its option, may immediately declare LESSEE's rights under this lease terminated, and reenter the premises and repossess itself thereof, as of its former estate. If upon the reentry of LESSOR, there remains any personal property of LESSEE or of any other person, firm or corporation upon the premises, LESSOR may, but without the obligation to do so, remove said personal property and place the same in a public warehouse or garage, as may be reasonable, at the expense and risk of the owners thereof, and LESSEE shall reimburse LESSOR for any expense incurred by LESSOR in connection with said removal and/or storage. Notwithstanding any such reentry, the liability of

LESSEE for the full rent provided for herein shall not be extinguished for the balance of the term of this lease.

XIII. AMENDMENTS:

Any amendments, revisions, supplements or additions to this lease or the attached exhibits shall be made in writing executed by the parties hereto, and neither LESSOR nor LESSEE shall be bound by verbal or implied agreements. Such changes may be made by formal amendment of the lease with approval of the City Council.

XIV. NOTICE:

Mail all correspondence to:

City of Sedro-Woolley
ATTN: Doug Merriman, City Supervisor
325 Metcalf Street
Sedro-Woolley, WA 98284
(360) 855-1661

Skagit Valley Farm
ATTN: Tony Wisdom
P.O. Box 870
Burlington WA 98233
360.854.2500

XV. CONDITION AT END OF LEASE

Prior to vacating the premises, the LESSEE shall leave the premises and all improvements thereon to which LESSOR has elected to claim title in the state of repair and cleanliness required to be maintained by LESSEE during the term of the lease and shall peaceably and quietly surrender the same to LESSOR.

XVI. ENTIRE AGREEMENT

This written lease or its successor or replacement contains the entire agreement of the parties hereto with respect to the matters covered hereby, and no other agreement, statement or promise made by any party hereto, or to any employee, officer or agent of any party hereto, which is not contained herein, shall be binding or valid.

LESSOR:
DATED:

LESSEE:
DATED:

Julia Johnson, Mayor

Tony Wisdom, Founder/CEO

Approved as to form:

Nikki Thompson, City Attorney

Attached Map

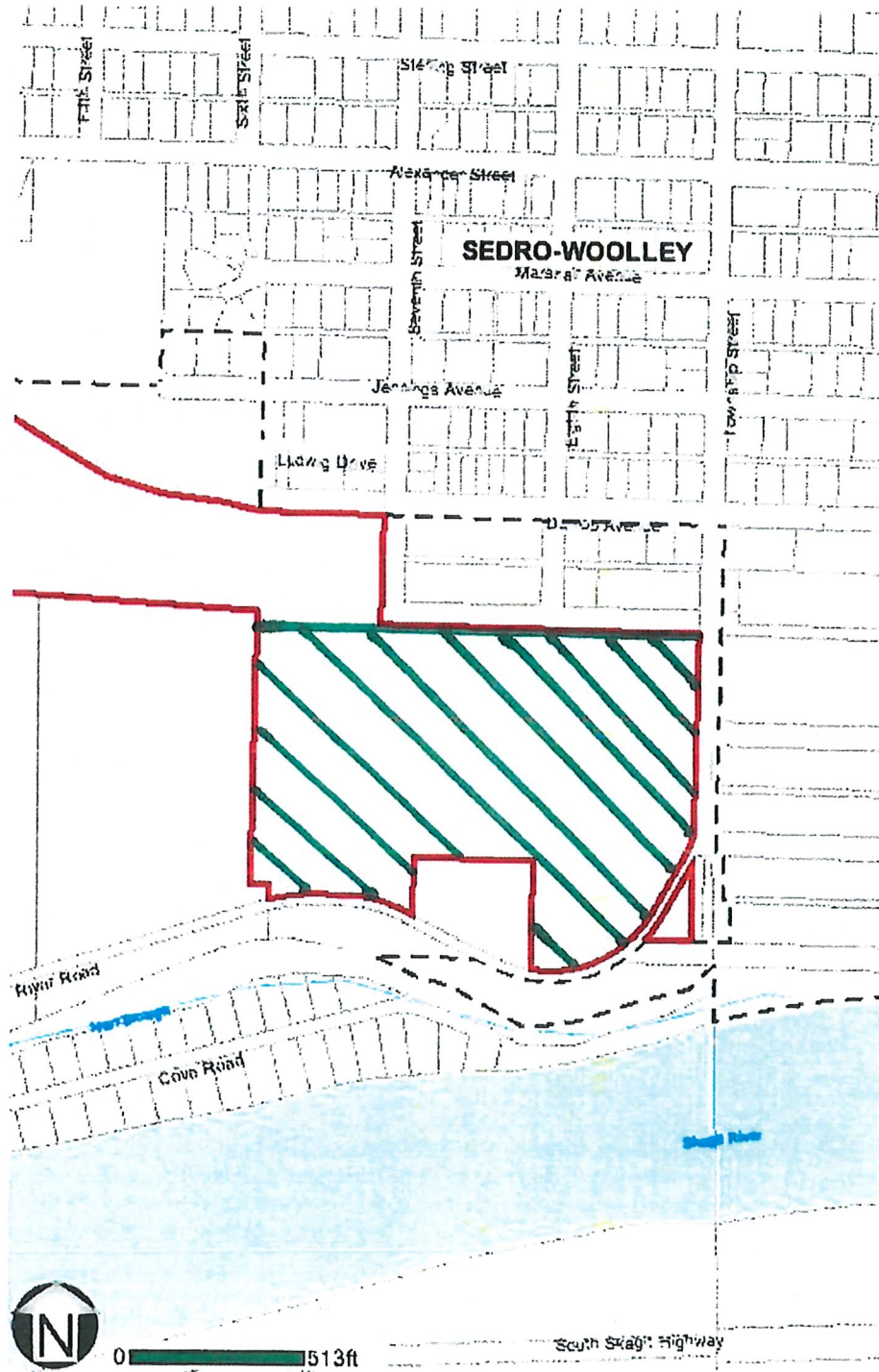
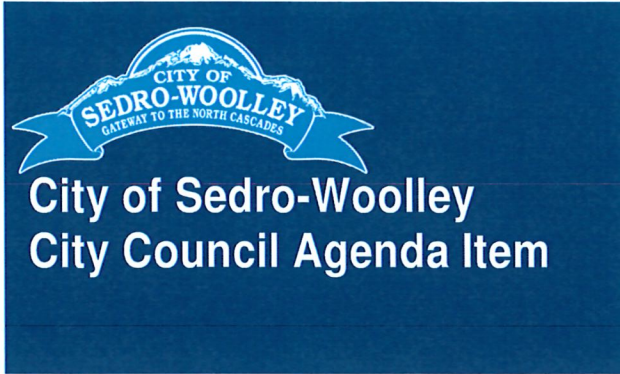


Exhibit A1

[For River Road site]

Approximately 23 acres:

PARCEL A: BLOCKS 112, 122, 123, 124, 125, 126, 127, 138, 139 AND 140, PLAT OF THE TOWN OF SEDRO, SKAGIT COUNTY, W.T., ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 1 OF PLATS, PAGE 18, RECORDS OF SKAGIT COUNTY, WASHINGTON. TOGETHER WITH ALL VACATED STREETS AND ALLEYS ADJACENT THERETO AS VACATED BY ORDER FILED IN COMMISSIONERS FILE NO. 11231. EXCEPT THE FOLLOWING DESCRIBED TRACT: THOSE PORTIONS OF LOTS 1 THROUGH 14 OF BLOCK 139 AND LOTS 18 THROUGH 29 OF BLOCK 139 AND BLOCK 141 AND VACATED WATER AVENUE AND THE VACATED ALLEY IN BLOCK 139 WHICH LIE NORTH OF RIVER ROAD, EAST OF THE SOUTHERLY EXTENSION OF THE WEST LINE OF LOT 14, BLOCK 139, AND WEST OF THE SOUTHERLY EXTENSION OF THE EAST LINE OF BLOCK 139, ALL IN THE PLAT OF THE TOWN OF SEDRO AS RECORDED IN VOLUME 1 OF PLATS AT PAGE 18, RECORDS OF SKAGIT COUNTY, WASHINGTON; EXCEPT THE NORTH 32 FEET THEREOF. ALSO TOGETHER WITH PARCEL B: THAT PORTION OF THE FOLLOWING DESCRIBED TRACT LYING SOUTHERLY OF THE CENTERLINE OF THAT CERTAIN DITCH EASEMENT CONVEYED TO THE CITY OF SEDRO WOOLLEY BY INSTRUMENT RECORDED UNDER AUDITOR'S FILE NO. 649376; THE SOUTH 600 FEET OF THE FOLLOWING DESCRIBED TRACT (AS MEASURED ALONG THE EAST LINE THEREOF, AND BY A LINE DRAWN PARALLEL TO THE SOUTH LINE THEREOF) THAT PORTION OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 25, TOWNSHIP 35 NORTH, RANGE 4 EAST, W.M., DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE SOUTH LINE OF SAID SOUTHWEST 1/4 OF THE NORTHEAST 1/4 AND THE WEST LINE OF THE PLAT OF THE TOWN OF SEDRO, SKAGIT COUNTY, W.T., ACCORDING TO THE PLAT THEREOF, RECORDED IN VOLUME 1 OF PLATS, PAGE 18. RECORDS OF SKAGIT COUNTY, WASHINGTON; THENCE WEST ALONG THE SOUTH LINE OF SAID SOUTHWEST 1/4 OF THE NORTHEAST 1/4, 1,000.93 FEET, MORE OR LESS, TO THE SOUTHEAST CORNER OF THOSE PREMISES CONVEYED TO THE CITY OF SEDRO WOOLLEY BY DEED DATED APRIL 20, 1964, AND FILED UNDER AUDITOR'S FILE NO. 649381; THENCE NORTH ALONG THE EAST LINE OF SAID CITY OF SEDRO WOOLLEY PREMISES 517 FEET, MORE OR LESS, TO THE SOUTH LINE OF THOSE PREMISES TO THE CITY OF SEDRO WOOLLEY BY DEED DATED MARCH 12, 1956, FILED JULY 2, 1956, UNDER AUDITOR'S FILE NO. 536237; THENCE EAST ALONG SAID SOUTH LINE 150 FEET, MORE OR LESS, TO THE SOUTHEAST CORNER OF SAID PREMISES CONVEYED BY DEED FILED UNDER AUDITOR'S FILE NO. 538237; THENCE NORTH ALONG THE EAST LINE OF SAID LAST MENTIONED CITY OF SEDRO WOOLLEY PREMISES 450 FEET TO AN ANGLE POINT IN SAID EAST LINE; THENCE CONTINUE NORTH 19 DEGREES 30' EAST ALONG SAID EAST LINE 258 FEET TO THE SOUTH LINE OF ALEXANDER STREET AS NOW ESTABLISHED IN THE CITY OF SEDRO WOOLLEY; THENCE EAST ALONG THE SOUTH LINE OF SAID ALEXANDER STREET AND SAID SOUTH LINE PRODUCED TO THE WEST LINE OF SAID PLAT OF THE TOWN OF SEDRO, SKAGIT COUNTY, W.T.; THENCE SOUTH ALONG SAID WEST LINE TO THE POINT OF BEGINNING, EXCEPT ROAD, EXCEPT THAT PORTION CONVEYED TO SKAGIT COUNTY BY DEED RECORDED MARCH 27, 1977, UNDER AUDITOR'S FILE NO. 853514. SITUATE IN SKAGIT COUNTY, WASHINGTON.



Agenda Item No. j

Date: March 24, 2021

Subject: Public Comments

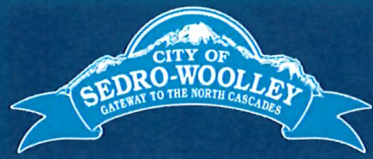
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City of Sedro-Woolley Council Meeting Agenda Item

Agenda Item No. m-1

Date: March 24, 2021

Subject: First Reading

ADA Transition Plan

FROM: Mark A. Freiburger, PE, Director of Public Works

RECOMMENDED ACTION:

First reading. Possible adoption at the April 14, 2021 Council meeting.

ISSUE:

Shall council adopt the attached ADA Self-Evaluation and Transition Plan?

BACKGROUND / SUMMARY INFORMATION:

The Americans with Disabilities Act (ADA) was enacted on July 26, 1990 and provides civil rights protections in the areas of employment, government services, and access to public accommodations to persons with disabilities. The ADA requires all government agencies that provide public rights-of-way to perform a self-evaluation of physical obstacles that reduce the accessibility of programs or services to persons with disabilities. Agencies with 50 or more employees must develop a transition plan which identifies the methods that will be used to remove the barriers identified in the self-evaluation as well as a schedule on when the improvements will be made. WSDOT's Local Agency Guidelines, Chapter 29, notes that continuing eligibility for FHWA funding requires completion of the Self-Evaluation and Transition Plan within 5 years of adoption of WSDOT's own version of these documents. WSDOT's ADA Plan was approved in April 2018. Certification Acceptance cities such as Sedro-Woolley are to have their own plans adopted within 3 years, or by April 2021, in order to remain eligible for federal funding.

On June 25, 2020 the city contracted with Transportation Solutions Inc. of Redmond, WA to prepare the ADA Self Evaluation and Transportation Plan documents. After an extensive period of inventory and coordination with the city and the city's ADA Advisory Group, TSI provided the final draft ADA Self-Evaluation and Transition Plan on March 3, 2021, which is attached to this memorandum. For the sake of brevity, the addenda are not included in this memorandum. The full set of documents with addenda was posted on the city's website on March 4, 2021, and can be viewed at https://www.ci.sedro-woolley.wa.us/resources/ada_transition_plan.php. The Public Comment Period on the final draft plan opened on March 4, 2021, and closes on March 18, 2021. The SEPA for this non-project action was published on March 12, 2021, with the SEPA appeal period closing on March 26, 2021. Final council adoption is proposed for the April 14, 2021 meeting.

Director of Public Works Mark Freiburger will present an overview of the findings of the Self-Evaluation and the Transition Plan at the March 24, 2021 council meeting.

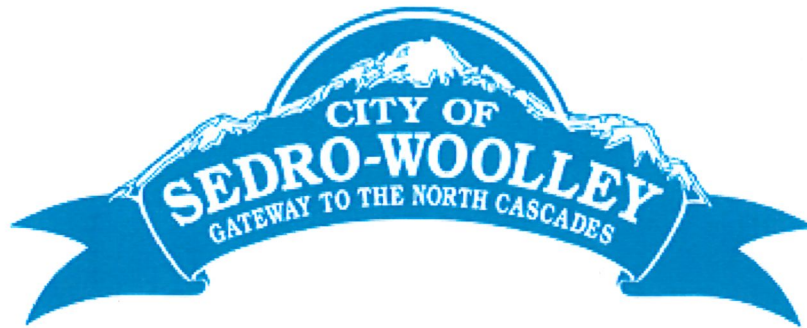
FISCAL IMPACT, IF APPROPRIATE:

The Transition Plan proposes to utilize existing programs to fund identified ADA deficiencies. As a result, the impact of the Plan will be covered by existing and proposed future budgets. We do plan to increase some elements of future budgets to address the priorities listed in the Plan.

ATTACHMENTS:

ADA Self-Evaluation and Transition Plan

ADA Self-Evaluation and Transition Plan



City of Sedro-Woolley, WA

February 2021

Prepared by Transportation Solutions, Inc
design2 LAST, Inc. and ProDims, LLC.



The Americans with Disabilities Act Notice:

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Sedro-Woolley will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Alternative Formats:

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Acknowledgements

The City of Sedro-Woolley wishes to thank the organizations and individuals who contributed to this project. This was truly a collaborative venture that could not have happened without the input, creativity, and participation of many people. Thank you all.

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A. Introduction

The City of Sedro-Woolley is committed to removing barriers to accessibility in its services, programs, and activities. To achieve this end, the City has completed a Self-Evaluation and Transition Plan.

This Introduction summarizes the legal precedent for and the required components of an ADA Self-Evaluation and Transition Plan. It also provides an overview of the scope and organization of the City's ADA Self-Evaluation and Transition Plan with respect to these requirements.

A.1 Legal Precedent

The following federal laws and local Washington State guidelines informed the content and scope of this ADA Self-Evaluation and Transition Plan. See also WSDOT Local Agency Guidelines Chapter 29 (May 2019).

A.1.1 Section 504 of the Rehabilitation Act (1973)

Section 504 of the Rehabilitation Act of 1973 states that no person with a disability shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity that receives Federal funding. This includes both transportation and non-transportation funding.

Section 504 extends to the entire operations of a recipient or subrecipient, regardless of the specific funding source of a particular operation. Section 504 Regulations (49 CFR Part 27.5) define a recipient as any public entity that receives Federal financial assistance from the USDOT or its operating administrations either directly or through another recipient. An example of a recipient is WSDOT. An example of a subrecipient is a local agency receiving USDOT funds through WSDOT, for projects/programs/activities administered by the local agency.

A.1.2 American with Disabilities Act (ADA)

The *Americans with Disabilities Act* (ADA) of 1990 is a civil rights statute that prohibits discrimination against people who have disabilities. There are five separate Titles, or sections, of the Act that cover different aspects of potential discrimination. These include: Title I – Employment, Title II – Public Services and Transportation, Title III – Public Accommodations, Title IV – Telecommunications, and Title V – Miscellaneous. Title II of the Act specifically addresses the subject of making public services and public transportation accessible to those with disabilities. Designing and constructing facilities for public use that are not accessible by people with disabilities constitutes discrimination.

The ADA is mirrored after Section 504 but extends the reach of Federal accessibility laws to include those agencies that are not recipients or subrecipients of Federal funding. Title II (28 CFR Part 35) of the ADA specifically pertains to state and local governments.

The ADA applies to all facilities, including both facilities built before and after 1990. State and local government and public entities or agencies are required to perform self-evaluations of their current facilities, relative to the accessibility requirements of the current ADA accessibility standards. The requirements of the ADA apply to all public entities or agencies, no matter the size. The transition plan formal procedures as outlined in 28 C.F.R. section 35.150 only govern those public entities with more than 50 employees.

A.2 Scope of ADA Transition Plan

A.2.1 Federal ADA Transition Plan Requirements

Under Title II of the ADA, Section 28 CFR Part 35.150 (d) - Transition Plan outlines the requirements of an ADA Transition Plan.

(1) In the event that structural changes to facilities will be undertaken to achieve program accessibility, a public entity that employs 50 or more persons shall develop, within six months of January 26, 1992, a transition plan setting forth the steps necessary to complete such changes. A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments. A copy of the transition plan shall be made available for public inspection.

(2) If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.

(3) The plan shall, at a minimum—

- (i) Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
- (ii) Describe in detail the methods that will be used to make the facilities accessible;
- (iii) Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period; and
- (iv) Indicate the official responsible for implementation of the plan.

(4) If a public entity has already complied Title II Regulations - 43 28 CFR Part 35 Department of Justice with the transition plan requirement of a Federal agency regulation implementing section 504 of the Rehabilitation Act of 1973, then the requirements of this paragraph (d) shall apply only to those policies and practices that were not included in the previous transition plan.

A.2.2 Federal Accessibility Requirements for Existing Facilities

Section 28 § 35.150 of Title II of the ADA identifies the accessibility requirements for existing facilities. Note: Relevant excerpts of the requirements are provided below with “[...]” to identify excluded sections; see regulations for full text.

(a) General. A [public entity](#) shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. This paragraph does not -

- (1) Necessarily require a [public entity](#) to make each of its existing facilities accessible to and usable by individuals with disabilities;
- (2) Require a [public entity](#) to take any action that would threaten or destroy the historic significance of an historic property; or
- (3) Require a [public entity](#) to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. In those circumstances where personnel of the [public entity](#) believe that the proposed action would fundamentally alter the service, program, or activity or would result in undue financial and administrative burdens, a [public entity](#) has the burden of proving that compliance with [§ 35.150\(a\)](#) of this part would result in such alteration or burdens. The decision that compliance would result in such alteration or burdens must be made by the head of a [public entity](#) or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion. If an action would result in such an alteration or such burdens, a [public entity](#) shall take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the [public entity](#).

(b) Methods -

- (1) General. A [public entity](#) may comply with the requirements of this section through such means as redesign or acquisition of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternate accessible sites, alteration of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities. A [public entity](#) is not required to make structural changes in existing facilities where other methods are effective in achieving compliance with this section. A [public entity](#), in making alterations to existing buildings, shall meet the accessibility requirements of [§ 35.151](#). In choosing among available methods for meeting the requirements of this section, a [public entity](#) shall give priority

to those methods that offer services, programs, and activities to qualified individuals with disabilities in the most integrated setting appropriate.

(2)

(i) Safe harbor. Elements that have not been altered in existing facilities on or after March 15, 2012 and that comply with the corresponding technical and scoping specifications for those elements in either the 1991 Standards or in the Uniform Federal Accessibility Standards (UFAS), Appendix A to [41 CFR part 101-19.6](#) (July 1, 2002 ed.), [49 FR 31528](#), app. A (Aug. 7, 1984) are not required to be modified in order to comply with the requirements set forth in the 2010 Standards.

(ii) [...]

(3) Historic preservation programs [...]

(c) Time period for compliance. Where structural changes in facilities are undertaken to comply with the obligations established under this section, such changes shall be made within three years of January 26, 1992, but in any event as expeditiously as possible.

A.2.3 Federal Accessibility Requirements for New Construction or Alterations

Section 28 § 35.151 of Title II of the ADA identifies the accessibility requirements for new construction or alterations to existing facilities. Note: Relevant excerpts of the requirements are provided below with “[...]” to identify excluded sections; see regulations for full text.

§ 35.151 New construction and alterations.

(a) Design and construction.

(1) Each [facility](#) or part of a [facility](#) constructed by, on behalf of, or for the use of a [public entity](#) shall be designed and constructed in such manner that the [facility](#) or part of the [facility](#) is readily accessible to and usable by individuals with disabilities, if the construction was commenced after January 26, 1992.

(2) Exception for structural impracticability.

(i) Full compliance with the requirements of this section is not required where a [public entity](#) can demonstrate that it is structurally impracticable to meet the requirements. Full compliance will be considered structurally impracticable only in those rare circumstances when the unique characteristics of terrain prevent the incorporation of accessibility features.

(ii) If full compliance with this section would be structurally impracticable, compliance with this section is required to the extent that it is not structurally impracticable. In that case, any portion of the [facility](#) that can be made

accessible shall be made accessible to the extent that it is not structurally impracticable.

(iii) If providing accessibility in conformance with this section to individuals with certain disabilities (e.g., those who use wheelchairs) would be structurally impracticable, accessibility shall nonetheless be ensured to persons with other types of disabilities, (e.g., those who use crutches or who have sight, hearing, or mental impairments) in accordance with this section.

(b) Alterations.

(1) Each [facility](#) or part of a [facility](#) altered by, on behalf of, or for the use of a [public entity](#) in a manner that affects or could affect the usability of the [facility](#) or part of the [facility](#) shall, to the maximum extent feasible, be altered in such manner that the altered portion of the [facility](#) is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992.

(2) The path of travel requirements of [§ 35.151\(b\)\(4\)](#) shall apply only to alterations undertaken solely for purposes other than to meet the program accessibility requirements of [§ 35.150](#).

(3) Alterations to historical properties [...]

(4) Path of travel. An alteration that affects or could affect the usability of or access to an area of a [facility](#) that contains a primary function shall be made so as to ensure that, to the maximum extent feasible, the path of travel to the altered area and the restrooms, telephones, and drinking fountains serving the altered area are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs, unless the cost and scope of such alterations is disproportionate to the cost of the overall alteration.

(i) Primary function [...]

(ii) A "path of travel" includes a continuous, unobstructed way of pedestrian passage by means of which the altered area may be approached, entered, and exited, and which connects the altered area with an exterior approach (including sidewalks, streets, and parking areas), an entrance to the [facility](#), and other parts of the [facility](#).

(A) An accessible path of travel may consist of walks and sidewalks, curb ramps and other interior or exterior pedestrian ramps; clear floor paths through lobbies, corridors, rooms, and other improved areas; parking access aisles; elevators and lifts; or a combination of these elements.

(B) For the purposes of this section, the term “path of travel” also includes the restrooms, telephones, and drinking fountains serving the altered area.

(C) Safe harbor. If a [public entity](#) has constructed or altered required elements of a path of travel in accordance with the specifications in either the 1991 Standards or the Uniform Federal Accessibility Standards before March 15, 2012, the [public entity](#) is not required to retrofit such elements to reflect incremental changes in the 2010 Standards solely because of an alteration to a primary function area served by that path of travel.

(iii) Disproportionality [...]

(iv) Duty to provide accessible features in the event of disproportionality [...]

(v) Series of smaller alterations [...]

(c) Accessibility standards and compliance date.

(1) If physical construction or alterations commence after July 26, 1992, but prior to September 15, 2010, then new construction and alterations subject to this section must comply with either UFAS or the 1991 Standards except that the elevator exemption contained at section 4.1.3(5) and section 4.1.6(1)(k) of the 1991 Standards shall not apply. Departures from particular requirements of either standard by the use of other methods shall be permitted when it is clearly evident that equivalent access to the facility or part of the facility is thereby provided.

(2) If physical construction or alterations commence on or after September 15, 2010 and before March 15, 2012, then new construction and alterations subject to this section may comply with one of the following: The 2010 Standards, UFAS, or the 1991 Standards except that the elevator exemption contained at section 4.1.3(5) and section 4.1.6(1)(k) of the 1991 Standards shall not apply. Departures from particular requirements of either standard by the use of other methods shall be permitted when it is clearly evident that equivalent access to the facility or part of the facility is thereby provided.

(3) If physical construction or alterations commence on or after March 15, 2012, then new construction and alterations subject to this section shall comply with the 2010 Standards.

(4) For the purposes of this section, ceremonial groundbreaking or razing of structures prior to site preparation do not commence physical construction or alterations.

(5) Noncomplying new construction and alterations.

(i) Newly constructed or altered facilities or elements covered by §§ 35.151(a) or (b) that were constructed or altered before March 15, 2012, and that do not comply with the 1991 Standards or with UFAS shall before March 15, 2012, be made accessible in accordance with either the 1991 Standards, UFAS, or the 2010 Standards.

(ii) Newly constructed or altered facilities or elements covered by §§ 35.151(a) or (b) that were constructed or altered before March 15, 2012 and that do not comply with the 1991 Standards or with UFAS shall, on or after March 15, 2012, be made accessible in accordance with the 2010 Standards.

Appendix to 35.151(c)

Compliance Date for New Construction or Alterations	Applicable Standards
Before September 15, 2010	1991 Standards or Uniform Federal Accessibility Standards (UFAS)
On or after September 15, 2010, and before March 15, 2012	1991 Standards, UFAS, or 2010 Standards
On or after March 15, 2012	2010 Standards

A.2.4 WSDOT Local Agency Guidelines

Washington State Department of Transportation (WSDOT) Local Agency Guidelines (LAG) Chapter 29 includes additional items per Section 504 that calls on agencies to:

- Designate an ADA/504 Coordinator
- Adopt and publish a Complaint/Grievance procedure
- Adopt an Accessible Pedestrian System (APS) Policy

A.3 Organization of Document

The NCHRP No. 20-7 (232) ADA Transition Plans: *A Guide to Best Practices* (May 2009) demonstrates how the federal ADA Transition Plan requirements give agencies flexibility on how to format their Transition Plans. Due to the comprehensive scope of the City of Sedro-Woolley's self-evaluation efforts, this Transition Plan is organized by barrier type:

- Building Facilities
- Parks
- Public Right of Way
- Programs, Services & Activities

Each barrier type has its own sub-sections for:

- Self-Evaluation and Compliance Activities to Date

- Barrier Prioritization & Removal Recommendations
- Barrier Removal Cost Estimates
- Barrier Removal Financial Plan and Schedule

The remaining sections address:

- Barrier Removal Monitoring
- Public Outreach
- Accessibility Guidelines, Standards, and Resources
- Appendices

A.4 Generic Barrier Removal Prioritization Criteria

Prioritization criteria will differ depending on the nature of an accessibility barrier. It is recommended that all City departments apply this generic schema as the guiding prioritization policy for all barrier types:

Higher Priority

- Barriers to accessibility identified in filed grievances/complaints.*
- Barriers to accessibility identified through public engagement efforts.
- Barriers to accessibility correlated to planned capital improvement projects, department maintenance projects, and policies and procedures.
- Barriers to accessibility serving State and local government offices and facilities, transportation, places of public accommodation per Section 35.150 (d) (2) of the ADA.

Lower Priority

- Barriers for services not frequently used by the public.
- Barriers to accessibility in public right-of-way facilities slated for demolition or pending renovation.
- Barriers to accessibility where alternative locations have accessible facilities (i.e., situations wherein accommodations can be made to provide alternative equal access).

*It is assumed that filed grievances/complaints about barriers to accessibility be considered high priority for a response and resolution in accordance with the City's adopted ADA Grievance Procedure and other applicable established relevant policies.

It is recommended that prioritization decisions be guided by the overarching principle that barriers identified and/or experienced by people within the ADA community are of higher priority for removal than other barriers. Public outreach efforts are therefore a critical component of the prioritization process.

A.5 Barrier Removal Implementation Framework

The City of Sedro-Woolley will work within the limits of expected project improvements and existing funding programs for the bulk of the ADA Transition Plan barrier removal efforts. The City has planned projects to build new facilities that will expand accessibility as well as improvement projects that will remove barriers at existing facilities.

The implementation framework for each barrier type identifies potential funding sources with a focus on the City's **Short Term Horizon (2021-2026)**. Select projects in the **Long Term Horizon (2027-)** are also discussed below in the context of the City's Comprehensive Plan.

The intent of this ADA Transition Plan is to make reasonable progress towards removal of existing barriers while also expanding accessibility in City services, programs, and activities through new capacity. The potential ADA barrier removal activities associated with the funding sources identified in this implementation framework are subject to semi-annual budgeting processes and fluctuations in funding capital.

The unpredictable impact of COVID-19 on future revenue sources may impact the City's ability to meet planning goals. The City will reassess this matter through its semi-annual budget process. For more information, see the most recent City of Sedro-Woolley budget.

B. Building Facilities

B.1 Building Facilities Self-Evaluation and Compliance Activities to Date

In 2020, the City hired architecture consulting firm design2 LAST, Inc., to assess nine (9) public buildings owned and/or operated by the City. See **Table 1** below.

Table 1. City of Sedro-Woolley Public Buildings Assessed for ADA Compliance in 2020

BUILDING NAME	EVALUATION TYPE
City Hall	Summary Notes and Evaluation Checklist
Public Safety Building/FS#1	
Fire Station #2	
Community Center	
Senior Center	
Current (Old) City Library	
Sedro-Woolley Museum	
Union Cemetery Bathrooms	
New Library	Summary Notes Only

B.1.1 Evaluation Checklists

For each building, the consultant prepared a spreadsheet checklist of both compliant and non-compliant features. PDF formats of the checklists are provided in **Appendix A**. Each building file contains a plan view of the building provided by the City. If room names or numbers are not indicated on those plans, fictional room names and numbers were given to spaces in the building to correlate them to the enclosed checklists. These are intended to be used for the purpose of locating which rooms pertain to which portion of the checklist and may or may not represent the actual room numbers and names in the building.

Note: It was beyond the scope of this report to evaluate each and every sign in the building. General observation of the signs on each floor in the public areas was evaluated and included under the “signs” checklist. If signs are documented here as non-compliant, it is recommended to evaluate all the signs in the building during the design phase.

B.1.2 How to Read The Evaluation Checklists

1. The 1st column is the identity mark, typically the priority number (1, 2, 3, or 4) followed by an identifying number. These may or may not be in order depending on whether non relevant rows have been hidden.
2. The 2nd column describes the compliance issue in the form of a question. The compliant measurement or count is identified in the question. If the response to the question is 'yes' the issue is compliant.
3. The 3rd and 4th columns include the 'yes' and 'no' responses, and measurements taken in the field. If the issue is compliant and the 'yes' box is checked, there may or may not be a measurement included. If the 'no' box is checked, the issue is non-compliant, and a measurement or count will indicate how the issue is out of compliant.
4. The 5th column contains a pictogram or drawing of the issue evaluated. This may also include a sketch of what the evaluator found in the field as it related to the condition being evaluated.
5. The 6th column may contain a photo of the field condition. Only a select number of conditions are photographed to keep the digital file size manageable.
6. The 7th column contains a bulleted list of suggested corrections. These are helpful to the cost estimating team but may not reflect all of the work required to move or replace an item to bring it into compliance. There may be some economy of scale when multiple non-compliance issues can be completed with one action. There may also be several ways to make corrective changes. How changes and corrections are made will depend on several things, most importantly the existing conditions. These typically are addressed as part of a design process.
7. Some cells are highlighted yellow. The yellow highlighted cells are identifying non-compliance issues. The yellow is used simply to make the non-compliant issues easier to find among the many pages.
8. If no boxes are checked, or there is a slash thru the compliance issue, that particular issue does not apply to the instance being evaluated.

B.1.3 Recent Compliance Activities

The new City Library, scheduled to open in 2021, has been built to current ADA standards for accessibility. The architect who performed the ADA building evaluations walked through the nearly finished building in late 2020 to identify non-compliant features to be addressed by the contractor before the facility was opened to the public.

B.2 Building Facilities Barrier Prioritization & Removal Recommendations

This section includes narratives summaries for each building's barrier findings and removal recommendations provided by the architect. These summaries are followed by an explanation of the barrier prioritization matrix used to rank the buildings in order of priority for barrier removal.

B.2.1 Building Summaries

The architect provided a brief narrative summary of each building's ADA-compliance condition, recommendations for barrier removal, and a priority rating of low, medium, or high. For an overview of the buildings' ratings, see **Table 2** below.

Table 2. City of Sedro-Woolley Public Building ADA Barrier Priority Levels

BUILDING NAME	PRIORITY
City Hall	High
Public Safety Building/FS#1	
Community Center	
Senior Center	
New Library	
Union Cemetery Restrooms	Medium
Sedro-Woolley Museum	Low
Current (Old) City Library	
Fire Station #2	

City Hall - High

The City Hall is a newer facility and therefore is mostly compliant with the 1990 Standards. The route from the parking to the front entrance door has compliant and accessible slopes.

The first floor contains a wide lobby with a waiting area, service counters for the finance department, county clerk, building department and police department. The building department is the only counter that has a 36" high accessible portion. During this evaluation, plexiglass screens were being set in place on each countertop as a contagion preventative measure.

The elevator is compliant. The stairs are compliant.

The toilet rooms are mostly compliant, except for a few minor accessory adjustments.

Public Safety Building/FS#1 - High

There are only 3 public spaces (rooms) in this space. They are generally in compliance, with only a few minor non-compliance issues.

The access route to the training room door is compliant. There are no marked accessible parking spaces near the entry.

The training room is compliant. The kitchenette will need some casework and the sink replaced to bring it into compliance.

The two toilet rooms are mostly compliant. The biggest issue is the water closets being too far from the side wall. This can be fixed by furring out the side walls or moving the water closets closer to the side wall. The other issues are minor, requiring only relocating accessories.

There are no priority 4 items in this area.

Community Center - High

The Community Center is an older, one story facility with a large multipurpose room, a full service kitchen, men's and women's toilet rooms, and several storage rooms. This facility shares the site and parking lot with the Library, Memorial Park, and the Senior Center.

Although accessible parking spaces are identified, none fully meet all the criteria for an accessible space.

The kitchen is occasionally rented out to the community and therefore should provide some accessible features, and it currently does not.

It is not technically feasible to convert either room to a fully accessible toilet room. The City has indicated they have plans to turn the storage room outside the women's toilet room into a Family/Unisex toilet room (per ADA section 213.2). We believe this room is large enough to do so. We have recommended they review compliant plans prior to proceeding with construction, to ensure the room is fully compliant with the current ADA standard.

There are several doors to the Community Center. The one previously used as the main entry, is now used as outside access to a storage room. The main entry is now at door #2. The redlines on the 'plans' page shows the room and door changes.

During our visit, the Community Center was closed to the public due to the Covid19 Pandemic.

Senior Center - High

The Senior Center is an older, one story facility with a reception/waiting room, large multipurpose room, a full service kitchen, men's and women's toilet rooms, and several classrooms. This facility shares the site and parking lot with the Library, Memorial Park, and the Community Center.

Although accessible parking spaces are identified, none fully meet all criteria for an accessible space.

Kitchen is staff-only space, not used by the public. Provided it remains that way, it does not need to meet ADA requirements. The classrooms all have built-in casework with sinks that do not meet the criteria. These should be replaced.

The front door to the Senior Center is on an automatic opener. The reception counter does not have an accessible transaction space. The toilet rooms are mostly accessible.

During our visit, the Senior Center was closed to the public due to the Covid19 Pandemic.

New Library - High

At the time of this evaluation, the new library was under construction. design2 LAST was asked to visit the new building and do a quick visual inspection in an effort to catch any non-compliant issues prior to the contractor completing the project. For the most part, the building appears compliant. The issues we found were in the toilet rooms.

In the multi stall toilet rooms, the sinks are mounted too low and the mirrors are mounted too high. In the 2010 Standards, review section 603.3 for mirror heights and 606 for the lavatory requirements.

The water closets (WC) in the accessible stalls were also not in the right place, too high and/or too close to the wall. The WC should be between 17-19" to the top of the seat (not the rim) at the front of the unit. It should be placed between 16-18" from the face of the side wall to the centerline of the fixture. These are found in section 604. In the family all-gender toilet room, the same issues were found with the sink and water closet.

One other issue that comes up in most of the facilities we evaluate is the door closers not being adjusted to the correct force and timing. While we did not test any doors, this is something that should be reviewed with the contractor to ensure the door closers are compliant before the City considers the construction project complete and moves in.

We did not do a full evaluation of all the spaces so there is no checklist for that building. However, it may be helpful to use a checklist from another building for more information on installation and adjustments of these items.

Union Cemetery Bathrooms - Medium

The Union Cemetery office is not open to the public, however, there are two toilet rooms at the back of the building that are opened during events for public use. There is a small, paved parking area in front of the building, but the gate to get to the back and into the toilet rooms is normally locked.

The sidewalk up to the door is narrow and slopes down about 4" to the drain in the center. The door to the toilet room hallway can only be opened with a card key. The opening width is non-compliant, as is the hallway width.

Neither toilet room is compliant nor are they large enough to be made compliant, therefore, a full evaluation was not conducted. There is a possibility that the wall dividing the rooms could

be removed, and the combined space reconfigured into a compliant family toilet room. Our recommendation would be to instead, provide accessible toilet rooms in a separate location. The City has indicated that it has plans to build a comfort station elsewhere and stop using these two rooms completely.

Sedro-Woolley Museum - Low

The museum is located in an old warehouse building in downtown Sedro-Woolley. There are no on-site accessible parking spaces.

There are several rooms with different displays. All have a 36" wide accessible route, with an exception near the "post office", where there is a large cabinet in the hallway. The route is "one way", marked by arrows on the floor, so there is no cross traffic.

It is a single story building. All the doors between rooms have been removed which make it easy for wheelchairs to navigate through the space.

There is one unisex toilet room that has some major non-compliant issues. The angled wall adjacent to the water closet poses several problems with accessibility to the WC.

Current (Old) City Library - Low

The current (old) City Library is an older, one story facility, with a large room for stacks, a unisex public toilet room, a classroom, and several storage rooms. This facility shares the site and parking lot with the Community Center, Memorial Park, and the Senior Center. Although accessible parking spaces are identified, none fully meet all the criteria for an accessible space.

At the time of this evaluation, the library staff was packing everything getting ready to move into the new library. Only the permanent rooms were evaluated, as this building will soon be emptied and set for renovation in the future.

Fire Station # 2 - Low

This building is no longer open to the public. The spaces that were previously reception and conference room spaces, have been converted to dorm rooms for fire fighters. There is one ADA parking space which was measured. The entry door requires a card key to open. No other spaces were evaluated.

B.2.2 Barrier Prioritization Matrix

The consultant team developed a building barrier prioritization matrix to compare three schemes of prioritization relevant to implementing barrier removal:

- Federal Guidelines (used in individual building compliance checklists)
- Facility Public Use/Risk Level
- Cost Estimates

Federal Guidelines

The evaluation checklists are based on the four priorities listed in the U.S. Department of Justice (DOJ) [ADA Title III Regulations \(28 CFR Part 36.304\)](#) for places of public accommodation:

- **Priority 1** - Accessible approach and entrance (exterior to facility)
- **Priority 2** - Access to goods and services (interior to facility)
- **Priority 3** - Access to public toilet rooms (including showers)
- **Priority 4** - Access to other items (water fountains, public telephones, etc.)

Public Use/Risk Level (from Building Summaries)

These are the building summary ratings of “**HIGH**,” “**MEDIUM**,” and “**LOW**” assigned to each building based on a composite evaluation. First, the team considered the frequency of use or likelihood of building use by members of the ADA community (high = many users to low = fewer users). Secondly, the architect subjectively evaluated how compliant the building is overall to determine a risk level (high = more deficiencies to low = fewer deficiencies). Equity of access was also considered (high = free access/events to low = paid events). Together, these three factors informed the assignment of public use/risk level for each building.

Cost Estimates

To assist City staff in making budget decisions for the barrier removal schedule below, the matrix visually displays cost estimates according to the various shades of green (light = less expensive to dark = more expensive).

For the Barrier Prioritization Matrix Elements, see **Figure 1** below. For the complete Sedro-Woolley Building Facilities ADA Barrier Prioritization Matrix, see **Figures 2** through **5** below and **Appendix B**.

Figure 1. Building Facilities ADA Barrier Prioritization Matrix Elements

Sedro-Woolley ADA Barrier Building Prioritization Matrix	Federal Guidelines Priority (x-axis)			
Facility Public Use Risk Level (y-axis) Frequency of Use and Likelihood of ADA User Type; measure of City risk created by ADA Assessment Team	Priority 1 (Highest)	Priority 2	Priority 3	Priority 4
High Risk	\$\$	\$	\$\$\$\$	\$\$
Moderate Risk	\$	\$\$\$\$\$\$	\$	\$
Low Risk	\$\$\$	\$	\$	\$\$\$\$\$

Cost	
≥ \$100,000	\$\$\$\$\$\$
\$50,000 < \$100,000	\$\$\$\$\$
\$10,000 < \$50,000	\$\$\$\$
\$1,000 < \$10,000	\$\$\$
\$0 < \$1000	\$\$
\$0	\$

Figure 2. Building Facilities ADA Barrier Prioritization Matrix - Priority 1

Risk Level - Frequency of Use and Likelihood of ADA User Type	Structure	Priority 1 - Approach and Entrance (Exterior to Facility)				
		Parking	Route from Parking to Front Door	Curb Ramps	Exterior Ramps	Exterior Steps
High	City Hall	\$1,250.00	\$7,500.00	\$0.00	\$0.00	\$0.00
High	Public Safety Building/FS#1	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00
High	Community Center	\$3,500.00	\$0.00	\$0.00	\$17,000.00	\$0.00
High	Senior Center	\$0.00	\$28,000.00	\$0.00	\$0.00	\$0.00
High	New Library - newly constructed 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medium	Union Cemetery Restrooms	\$2,000.00	\$16,500.00	\$0.00	\$7,500.00	\$0.00
Low	Fire Station #2	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Low	City Library (Old)	\$10,000.00	\$7,500.00	\$0.00	\$0.00	\$0.00
Low	Sedro-Woolley Museum	\$2,500.00	\$0.00	\$0.00	\$27,600.00	\$0.00
Total by Priority Subgroup		\$21,250.00	\$62,000.00	\$0.00	\$52,100.00	\$0.00
Total by Priority						\$135,350.00

Figure 3. Building Facilities ADA Barrier Prioritization Matrix - Priority 2

Risk Level - Frequency of Use and Likelihood of ADA User Type	Structure	Priority 2 - Access (Interior to Facility)				
		Interior Accessible Routes	Rooms, Seating, Tables	Built-in Casework, Counters	Kitchens, Kitchenettes	Doors
High	City Hall	\$4,900.00	\$10,000.00	\$19,000.00	\$0.00	\$2,500.00
High	Public Safety Building/FS#1	\$0.00	\$2,850.00	\$0.00	\$13,950.00	\$0.00
High	Community Center	\$1,000.00	\$0.00	\$0.00	\$14,850.00	\$5,000.00
High	Senior Center	\$500.00	\$2,500.00	\$5,000.00	\$15,000.00	\$4,500.00
High	New Library - newly constructed 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medium	Union Cemetery Restrooms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Low	Fire Station #2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Low	City Library (Old)	\$200.00	\$200.00	\$0.00	\$0.00	\$2,600.00
Low	Sedro-Woolley Museum	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Total by Priority Subgroup		\$9,600.00	\$15,550.00	\$24,000.00	\$43,800.00	\$14,600.00
Total by Priority						\$107,550.00

Figure 4. Building Facilities ADA Barrier Prioritization Matrix - Priority 3

Risk Level - Frequency of Use and Likelihood of ADA User Type	Structure	Priority 3 - Toilet Rooms and Plumbing Fixtures		
		Single User Toilet rooms	Multi-User Toilet Rooms	Locker Rooms, Benches
High	City Hall	\$42,250.00	\$48,300.00	\$0.00
High	Public Safety Building/FS#1	\$0.00	\$36,550.00	\$0.00
High	Community Center	\$50,000.00	\$70,600.00	\$0.00
High	Senior Center	\$0.00	\$49,150.00	\$0.00
High	New Library - newly constructed 2021	\$0.00	\$0.00	\$0.00
Medium	Union Cemetery Restrooms	\$50,000.00	\$0.00	\$0.00
Low	Fire Station #2	\$0.00	\$0.00	\$0.00
Low	City Library (Old)	\$7,150.00	\$0.00	\$0.00
Low	Sedro-Woolley Museum	\$16,400.00	\$0.00	\$0.00
Total by Priority Subgroup		\$165,800.00	\$204,600.00	\$0.00
Total by Priority				\$370,400.00

Figure 5. Building Facilities ADA Barrier Prioritization Matrix - Priority 4

Risk Level - Frequency of Use and Likelihood of ADA User Type	Structure	Priority 4 - Other Amenities & Emergency Services	
		Drinking fountains	Fire Alarms
High	City Hall	\$0.00	\$0.00
High	Public Safety Building/FS#1	\$0.00	\$0.00
High	Community Center	\$0.00	\$0.00
High	Senior Center	\$7,500.00	\$0.00
High	New Library - newly constructed 2021	\$0.00	\$0.00
Medium	Union Cemetery Restrooms	\$0.00	\$0.00
Low	Fire Station #2	\$0.00	\$0.00
Low	City Library (Old)	\$0.00	\$0.00
Low	Sedro-Woolley Museum	\$0.00	\$0.00
Total by Priority Subgroup		\$7,500.00	\$0.00
Total by Priority			\$7,500.00

B.3 Building Facilities Barrier Removal Cost Estimates

B.3.1 Cost Estimate Assumptions

ProDims, LLC., provided cost estimates based on the following assumptions:

- Unit Construction Costs as based on the narrative scope of work for the ADA item scope of work.
- The estimated construction costs do not include Washington State Sales Tax.
- Estimates are based on the working in an occupied building with no phasing or 2nd, 3rd shift work.
- Estimates do not include any Hazardous Material Abatement Costs, as it is not defined.
- Escalation is not included in the estimates. (An escalation rate of 5% per year for planning purposes is recommended for these projects.)
- Estimates are based on a competitive public bid with at least 3 bona fide general contractor bids.
- The estimate is not to be relied on solely for proforma development and financial decisions.
- Additional studies of additional systems impacted by the seismic scope of work should be performed before setting construction and project budgets.

B.3.2 Cost Estimate Summary

A summary of the construction cost estimates by building risk level is provided in **Table 3**. Costs estimates by Federal Priority and Risk Level are provided above in **Figures 2 through 5** and in **Appendix B**.

Table 3. Summary of Building Barrier Removal Construction Cost Estimates by Facility

Risk Level	Building	Construction Cost Estimate by Building (\$2021)
High	City Hall	\$135,700
High	Public Safety Building/FS#1	\$55,850
High	Community Center	\$161,950
High	Senior Center	\$112,150
High	New Library - newly constructed 2021	\$0
Medium	Union Cemetery Restrooms	\$76,000
Low	Fire Station #2	\$2,000
Low	City Library (Old)	\$27,650
Low	Sedro-Woolley Museum	\$49,500
Grand Total		\$620,800

B.4 Building Facilities Barrier Removal Financial Plan and Schedule

The City of Sedro-Woolley has budgeted \$35,000 to \$45,000 annually for its 2021-2026 CIP Building and Structures fund, which will incorporate ADA upgrades to remove building facilities specific ADA barriers. **Table 4** identifies the cost to correct the remaining identified barriers.

Table 4. Building Facilities Barrier Removal Schedule with Programmed Funding

Building Facility Barriers	Amount
Total ADA Building Facilities Barrier Removal Cost Estimate (\$2021)	\$620,800
2021-2026 ADA Program (\$35,000-\$45,000 annually)	\$250,000
2027- Remainder Building Facilities Barrier Removal Costs	\$370,800

For a summary table of the planned budget for all ADA barriers, including building ADA barriers, see **Table 20**.

This may change due to the City's ability to fund ADA barrier removal projects and is subject to annual budget review and reassessment. As of 2021, the impacts of COVID-19 on the City budget are yet to be determined.

For more information, see most recent City of Sedro-Woolley budget.

C. Parks and Trails

C.1 Parks and Trails Self-Evaluation and Compliance Activities to Date

In 2020, the City hired architecture consulting firm design2 LAST, Inc., to assess eight (8) public park facilities owned and/or operated by the City. See **Table 5** below.

Table 5. City of Sedro-Woolley Public Parks Assessed for ADA Compliance in 2020

PARK
Winnie House Park
Riverfront Park
Bingham Park
Metcalf Park
Hammer Heritage Square
Memorial Park
Harry Osborne Park & Caboose
Lions Park

C.1.1 Evaluation Checklists

For each park facility, the consultant prepared a spreadsheet checklist of both compliant and non-compliant features. PDF formats of the checklists are provided in **Appendix C**. Each building file contains a plan view of the building provided by the City or created by the consultant. If facility names or numbers are not indicated on those plans, fictional names and numbers were given to spaces within the facilities to correlate them to the enclosed checklists. These are intended to be used for the purpose of locating which facilities pertain to which portion of the checklist and may or may not represent the actual facility names on the site.

Note: It was beyond the scope of this report to evaluate each and every sign in the park facility. General observation of the signs in the public areas was evaluated and included under the “signs” checklist. If signs are documented here as non-compliant, it is recommended to evaluate all the signs in the park facility during the design phase.

An amendment to the ABA (Architectural Barriers Act) Guidelines adding scoping and technical requirements for camping facilities, picnic facilities, viewing areas, trails, and beach access routes became effective on November 25, 2013 (see **Section H**, Accessibility Regulations, Standards & Guidelines Resources). Specifically, existing trails are only required to comply with Section 1017 if the purpose is changed and if the new trail connects directly to a trailhead or another accessible trail.

For instructions on how to read these spreadsheets, see **Section B.1.2** above.

C.1.2 Recent Compliance Activities to Date

Winnie Houser Playfields (completed 2020) has a paved accessible path and new ADA parking. Riverfront Park has a recent (circa 2018) playground upgrade and is ADA accessible. Bingham Park has a new playground constructed in 2015 that is ADA accessible.

In 2017, the Cascade Trail was extended as part of the SR 20/Cascade Trail West Extension Phase 1A and 1B Project.

C.2 Parks and Trail Facilities Barrier Prioritization & Removal Recommendations

This section includes narratives summaries for each park facility's barrier findings and removal recommendations provided by the architect. These summaries are followed by an explanation of the barrier prioritization matrix used to rank the park facilities in order of priority for barrier removal.

C.2.1 Park Facility Summaries

The architect provided a brief narrative summary of each park's ADA-compliance condition, recommendations for barrier removal, and a priority rating of low, moderate, or high. For an overview of the park ratings, see **Table 6** below.

Table 6. City of Sedro-Woolley Public Park ADA Barrier Priority Levels

PARK	PRIORITY
Winnie Houser Park	High
Riverfront Park	
Memorial Park	
Bingham Park	Medium
Hammer Heritage Square	
Metcalf Park	
Harry Osborne Park & Caboose	Low
Lions Park	

Winnie Houser Park - High

The park is new, with some areas still under construction and some facilities shown on the plans are not yet installed. The parking lot paving is in excellent condition and all seven accessible parking spaces are fully compliant with slopes, cross slopes, and access aisles. The "van accessible" sign is mounted below the standard sign and is therefore too low but can easily be corrected. The cross slope of the access aisle at the comfort station was out of compliance.

The perimeter trail is asphalt paving, and the entire trail was found to have compliant running and cross slopes. The only area with non-compliant issues was the gravel paved area along the

south park boundary. There are some ruts in the trail that are deeper than the 2" allowed for un-paved trails.

The comfort stations are still under construction and the toilet partitions and toilet accessories (grab bars, toilet paper dispensers, hand dryers, soap dispensers) have not yet been installed. Some of the fixtures were found to be mounted in non-compliant locations. Considering this, we recommend the City consult the ADAAG (2010 ADA Standards) and this evaluation form to ensure future installation of these items is compliant.

Riverfront Park - High

Riverfront is one of the City's largest parks with the most amenities in the City of Sedro-Woolley's portfolio. This park has a large amphitheater, 5 covered picnic shelters; 2 of which (east and west) are larger and include sinks, fire pits, grills, multiple picnic tables, and two unisex toilet rooms each; two playgrounds for different age groups, east and west parking lots, a basketball court, 3 baseball fields, an RV park, and an off-leash dog park.

The two large picnic shelters were measured for the purpose of this evaluation as the accessible shelters, since they both include an adjacent accessible parking space.

The playgrounds are not fully accessible, but Playground #2 has been modified recently and provided with a wheelchair swing in a small adjacent space.

None of the 4 toilet rooms are fully accessible.

There are no identified accessible RV or tent spaces.

The off-leash dog park has a non-compliant picnic table.

The north baseball fields are not accessible.

Memorial Park - High

This is a small park with a comfort station, playground, two picnic tables, and a fire pit/barbeque shelter. Parking is shared with the Community Center, Library, and Senior Center. Neither picnic table has an accessible space, and one must traverse the grass to get to them.

The fire pit is a large rectangular slab mounted unit with concrete walls and metal grills inside. The shelter roof posts are in the accessible path of travel for this unit.

The playground equipment is older and not designed for disabled access. There are some pieces that could be used by the disabled, but there is no stable route to get to the equipment. The playground material is pea gravel, which is not considered ADA compliant.

Bingham Park - Medium

Bingham Park appears to have newer constructed facilities and elements. The comfort stations are new and compliant for the most part. The most complicated issue is the water closet locations, in which both are out of compliance.

The play structures are newer and compliant.

The picnic shelter has a large, bonfire style, fire pit, of which a portion can be used for cooking. There are two serving tables under the shelter that are permanently mounted in place.

The standard black vinyl coated metal picnic tables provided at all the parks, including this one, do not have an accessible wheelchair space.

There are five RV parking/camping spaces, none of which are identified as accessible. (The evaluation measurements are for the farthest east space, which is widest and closest to the sidewalk.)

The access aisle for the designated accessible space is triangular in shape and is therefore out of compliance at the narrow end for width. It is also not striped which makes it out of compliance.

Hammer Heritage Square - Medium

This park is a small, paved lot in the downtown area. There are four single user toilet rooms, with two identified as accessible. These are mostly compliant, with the most complicated non-compliant issue being the distance from the side wall to the center of the water closet. This can sometimes be corrected by furring out the side wall.

There is a gazebo at the corner which has steps on two sides and a compliant ramp leading up to the raised platform. There are four picnic tables on the site, none of which includes a wheelchair space. There are six benches, most of which have a wheelchair seating space adjacent to them.

The light tan brick walkway dissecting the site, is the route that was measured as the accessible route.

Metcalf Park - Low

This park contains a baseball field, 2 basketball courts, a multi-stall comfort station, and a large skate park.

The baseball bleacher seating areas are newer. These areas are mostly compliant. The baseball dugouts are not accessible as there are steps down into each of them. These would need to be raised or a ramp added to make them comply.

The basketball courts are newly surfaced, but there is no stable route to get to either of them except through the grass. Adding a concrete or asphalt sidewalk from the parking areas to the courts, and from one court to the next, would be a recommended fix.

While the skate park itself is not required to be accessible, the bleacher seating to watch the skaters should be made to comply. The curved sidewalk is too steep and would require handrails on each side to bring it into compliance. The cross slope of the sidewalk between the ramp and the bleachers is too steep and would need to be replaced. The bleachers should be reconfigured to allow at least 5 wheelchair spaces in and around them.

The comfort station has a few minor non-compliance issues that should be corrected. The most complicated of those is the distance from the side wall to the centerline of the water closets. The side wall can be furred out to move the grab bars closer and be compliant. This would have to be reviewed to ensure it does not make the stall too small.

Harry Osborne Park & Caboose - Low

This is a small roadside novelty park that accesses a couple of railroad cars. There is a gravel parking lot with no marked parking spaces or designated accessible spaces. There is an access deck at one end with a bench that was measured for this evaluation. There are no Priority 3 (toilets) or Priority 4 (drinking fountains) on this site.

Lions Park - Low

This is a small roadside picnic stop with two picnic tables and two grills. There are no Priority 3 (toilets) or Priority 4 (drinking fountains) items in this park. There are three parking spaces, one designated as accessible. The accessible space is not van accessible but could be made into a van space. Neither of the picnic spaces are fully compliant.

C.2.2 Trails Summaries

As of publication of this ADA Transition Plan, the City has two existing trails under its jurisdiction.

FEMA Interpretive Trail

There is an Interpretive Trail on the FEMA property adjacent to Riverfront Park. The woodchip path is accessed from River Road via a gravel driveway. The trail was not surveyed for specific ADA non-compliance features. The trail is not designated as an ADA accessible trail.

Cascade Trail

The Cascade Trail is a gravel facility from Metcalf St to the east City limits (approximately 400 feet east of Township St). This portion of trail includes a marked pedestrian crossing at Township St with curb ramps and detectable warning surfaces (DWS). Other crossings within City limits do not have marked crossings, curb ramps, DWS, or blended transitions. These are noted as public-right-of way barriers in the curb ramp inventory. The trail is not designated as an ADA accessible trail within City limits. Improvements to the Cascade Trail are currently a long-range (2037) planned project in the City's TIP and Comprehensive Plan.

Further east, under county jurisdiction, the Cascade Trail is paved and there is a trailhead just west of Fruitdale Rd with an accessible parking stall. These areas, which are outside City limits, were not evaluated as part of this ADA Transition Plan effort but are notated here for informational purposes.

C.2.3 Parks Barrier Prioritization Matrix

The consultant team developed a building barrier prioritization matrix to compare three schemes of prioritization relevant to implementing barrier removal:

- Federal Guidelines (used in individual building compliance checklists)
- CONSULTANT-developed Facility Public Use/Risk Level
- Cost Estimates

Federal Guidelines

The evaluation checklists are based on the four priorities listed in the U.S. Department of Justice (DOJ) [ADA Title III Regulations \(28 CFR Part 36.304\)](#) for places of public accommodation and the amendment to the ABA Guidelines regarding camping facilities, picnic facilities, viewing areas, trails, and beach access routes mentioned above:

- **Priority 1** - Accessible approach and entrance (typically from the identified accessible parking spaces to the accessible activity, playground, court, field, shelter, etc.)
- **Priority 2** - Access to goods and services (play components, public and team seating, route between features, picnic table, fire grills, utility hook-ups, etc.)
- **Priority 3** - Access to public toilet rooms (multi stall and/or unisex toilets)
- **Priority 4** - Access to other items (amenities) such as water fountains and public telephones

Public Use/Risk Level (from Park Summaries)

These are the parks summary ratings of “**HIGH**,” “**MEDIUM**,” and “**LOW**” assigned to each park based on a composite evaluation. First, the team considered the frequency of use or likelihood of park use by members of the ADA community (high = many users to low = fewer users). Secondly, the architect subjectively evaluated how compliant the park facilities are overall to determine a risk level (high = more deficiencies to low = fewer deficiencies). Equity of access was also considered (high = free access/events to low = paid events). Together, these three factors informed the assignment of public use/risk level for each park facility.

Cost Estimates

To assist City staff in making budget decisions for the barrier removal schedule below, the matrix visually displays **cost estimates** according to the various shades of green (light = less expensive to dark = more expensive).

For the Park Facilities Barrier Prioritization Matrix Elements, see **Figure 6** below. For the complete Sedro-Woolley Park Facilities ADA Barrier Prioritization Matrix, see **Figures 7-10** below and **Appendix D**.

Figure 6. Park Facilities ADA Barrier Prioritization Matrix Elements

Sedro-Woolley ADA Barrier Park Facilities Prioritization Matrix	Federal Guidelines Priority (x-axis)			
Facility Public Use Risk Level (y-axis) Frequency of Use and Likelihood of ADA User Type; measure of City risk created by ADA Assessment Team	Priority 1 (Highest)	Priority 2	Priority 3	Priority 4
High Risk	\$\$	\$	\$\$\$\$	\$\$
Medium Risk	\$	\$\$\$\$\$\$	\$	\$
Low Risk	\$\$\$	\$	\$	\$\$\$\$\$

Cost
≥ \$100,000
\$50,000 < \$100,000
\$10,000 < \$50,000
\$1,000 < \$10,000
\$0 < \$1000
\$0

Figure 7. Park Facilities ADA Barrier Prioritization Matrix - Priority 1

Risk Level - Frequency of Use and Likelihood of ADA User Type	Parks and Trails Facility	Priority 1 - Approach and Entrance (Exterior to Facility)				
		Parking	Curb Ramps	Route from Parking to Park Facilities	Exterior Ramps	Exterior Steps
High	Winnie Houser Park	\$8,750.00	\$0.00	\$0.00	\$0.00	\$0.00
High	Riverfront Park	\$0.00	\$0.00	\$0.00	\$7,500.00	\$0.00
High	Memorial Park	\$6,450.00	\$0.00	\$0.00	\$0.00	\$0.00
Medium	Bingham Park	\$2,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00
Medium	Hammer Heritage Park	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Low	Metcalf Park	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00
Low	Harry Osborne Park & Caboose	\$4,750.00	\$0.00	\$0.00	\$7,500.00	\$0.00
Low	Lions Park	\$7,750.00	\$0.00	\$0.00	\$0.00	\$0.00
Total by Priority Subgroup		\$30,450.00	\$4,000.00	\$0.00	\$15,000.00	\$0.00
Total by Priority		\$49,450.00				

Figure 8. Park Facilities ADA Barrier Prioritization Matrix - Priority 2

Risk Level - Frequency of Use and Likelihood of ADA User Type	Parks and Trails Facility	Priority 2 - Access (to/from Park Facilities and Constructed Features)						
		Routes to Play Components, Fields, other	Playground, Play Structures, Transfers	Bleacher and Team Seating	Picnic Facilities, Tables, Fire Grills	Camp Facilities; Tents, RV's, Utility	Misc., Fire Rings/Grills, Water Hydrants, Trash	Doors and Gates
High	Winnie Houser Park	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
High	Riverfront Park	\$285,750.00	\$65,000.00	\$25,000.00	\$11,250.00	\$406,500.00	\$52,500.00	\$0.00
High	Memorial Park	\$15,000.00	\$65,000.00	\$0.00	\$21,000.00	\$0.00	\$0.00	\$0.00
Medium	Bingham Park	\$7,500.00	\$5,000.00	\$0.00	\$13,750.00	\$7,000.00	\$33,750.00	\$0.00
Medium	Hammer Heritage Park	\$0.00	\$0.00	\$0.00	\$51,250.00	\$0.00	\$0.00	\$0.00
Low	Metcalf Park	\$190,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Low	Harry Osborne Park & Caboose	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Low	Lions Park	\$0.00	\$0.00	\$0.00	\$12,250.00	\$0.00	\$0.00	\$0.00
Total by Priority Subgroup		\$522,250.00	\$135,000.00	\$25,000.00	\$109,500.00	\$413,500.00	\$86,250.00	\$0.00
Total by Priority								\$1,291,500.00

Figure 9. Park Facilities ADA Barrier Prioritization Matrix - Priority 3

Risk Level - Frequency of Use and Likelihood of ADA User Type	Parks and Trails Facility	Priority 3 - Toilet Rooms, Comfort Stations	
		Single User Toilet Rooms	Multi-User Toilet Rooms
High	Winnie Houser Park	\$0.00	\$22,000.00
High	Riverfront Park	\$54,000.00	\$124,700.00
High	Memorial Park	\$51,900.00	\$73,800.00
Medium	Bingham Park	\$0.00	\$47,700.00
Medium	Hammer Heritage Park	\$0.00	\$42,550.00
Low	Metcalf Park	\$0.00	\$65,000.00
Low	Harry Osborne Park & Caboose	\$0.00	\$65,000.00
Low	Lions Park	\$0.00	\$0.00
Total by Priority Subgroup		\$105,900.00	\$440,750.00
Total by Priority			\$546,650.00

Figure 10. Park Facilities ADA Barrier Prioritization Matrix - Priority 4

Risk Level - Frequency of Use and Likelihood of ADA User Type	Parks and Trails Facility	Priority 4 - Other Amenities & Emergency Services	
		Drinking fountains	Fire Alarms
High	Winnie Houser Park	\$0.00	\$0.00
High	Riverfront Park	\$7,500.00	\$0.00
High	Memorial Park	\$0.00	\$0.00
Medium	Bingham Park	\$0.00	\$0.00
Medium	Hammer Heritage Park	\$8,000.00	\$0.00
Low	Metcalf Park	\$0.00	\$0.00
Low	Harry Osborne Park & Caboose	\$0.00	\$0.00
Low	Lions Park	\$0.00	\$0.00
Total by Priority Subgroup		\$15,500.00	\$0.00
Total by Priority		\$15,500.00	

C.2.4 Trails Prioritization Recommendations

It is recommended the City:

- Address ADA barriers along the City-administered portion of Cascade Trail in accordance with the City's Comprehensive Plan
- Consider adding the FEMA Interpretive Trail to its Comprehensive Plan as a long-range ADA trail project.

C.3 Parks and Trails Barrier Removal Cost Estimates

C.3.1 Cost Estimate Assumptions

ProDims, LLC., provided cost estimates based on the assumptions identified in **Section B.3.1**.

C.3.2 Cost Estimate Summary - Parks

A summary of the construction cost estimates by park facility risk level is provided in **Table 7**. Costs estimates by Federal Priority and Risk Level are provided above in **Figures 7** through **10** and in **Appendix D**.

Table 7. Summary of Parks Barrier Removal Construction Cost Estimates by Facility

Risk Level	Parks and Trails Facility	Construction Cost Estimate by Facility (\$2021)
High	Winnie Houser Park	\$50,750
High	Riverfront Park	\$1,039,700
High	Memorial Park	\$233,150
Medium	Bingham Park	\$120,700
Medium	Hammer Heritage Park	\$101,800
Low	Metcalf Park	\$255,750
Low	Harry Osborne Park & Caboose	\$81,250
Low	Lions Park	\$20,000
Grand Total		\$1,903,100

C.3.3 Cost Estimate Summary - Trails

As of 2021, the City does not have any ADA accessible trails under its jurisdiction. A cost estimate to remove barriers by creating an ADA accessible trail has not been prepared.

C.4 Parks and Trails Barrier Removal Financial Plan and Schedule

C.4.1 Parks Barriers Financial Plan and Schedule

The **2021 CIP** includes \$35,000 for a Parks and Recreation Program Master Plan, which will incorporate ADA upgrades.

The **2021-2026 CIP** includes three new parks projects that will add new capacity and should be constructed to current ADA standards.

- Memorial Park Redevelopment:
 - Phase 1 - 2022 \$377,000 (seeking funds)
 - Phase 2 - 2023 \$150,000 (seeking funds)
- Olmsted Park development):
 - Phase 1 – 2022 \$1,257,000 (funded)
 - Phase 2 – 2023 \$550,000 (seeking funds)
- Reed Street Park development: 2026 \$500,000 (seeking funds).

C.4.2 Trails Barrier Financial Plan and Removal Schedule

The **2021-2026 CIP** does not include any trail expansion or upgrade projects.

The **2021-2026 Arterials CIP** includes the Jones/John Liner/Trail Corridor project that is planned to have a shared use path on one side for the length of the corridor. This will add new trail capacity and should be constructed to current ADA standards.

C.4.3 Parks and Trails Barrier Removal Schedule with Programmed Funding Summary

The City has planned to utilize budget from Accessible Parking and Building Facilities funds identified in **Table 20** towards Parks/Trails barrier removal. Other redevelopment and new capacity projects, if funded, could also expand accessible parks facilities within the City. For a summary table of the planned budget for all ADA barriers, including parks and trails barriers, see **Table 20**.

This may change due to the City's ability to fund ADA barrier removal projects and is subject to annual budget review and reassessment. As of 2021, the impacts of COVID-19 on the City budget are yet to be determined.

For more information, see most recent City of Sedro-Woolley budget.

D. Public Right of Way

D.1 Public Right of Way Self-Evaluation and Compliance Activities to Date

The City has demonstrated prior efforts at public right of way ADA self-assessment through its windshield curb ramp and audible pedestrian signal inventories as well as planning efforts demonstrated by ADA improvement projects identified in the City's Six-Year Capital Facilities Program. The City also has a long-standing practice of upgrading non-compliant curb ramps to compliant status with capital projects.

D.1.1 Curb Ramp Inventory

The City conducted an ADA inventory and assessment of its curb ramps in 2014 and has been utilizing GIS to update the inventory as curb ramp status changes. The City amended a curb ramp grading system used by the Virginia State DOT (VDOT) and added a "Not Rated" (NR) category. The assigned curb ramp RATING grade was based on the lowest graded attribute (i.e., if a ramp were 48" or greater in width but had no detectable warning surface, it would receive a "C" RATING grade). See **Table 8**.

Table 8. Curb Ramp Grading System (VDOT) Amended by Sedro-Woolley

Grade	Ramp Width	Detectable Warning Surface	Material Condition
A GREEN	48" or greater	Truncated Dome	<u>Fair or Better Condition</u> Limited or tight cracking, faulting (<1/4"), isolated spalling
B LT GREEN	>36" to <48"	Exposed Aggregate Surface or Diamond Shape Stamp	<u>Poor Condition</u> Moderate cracking, faulting (1/4"-3/4"), moderate spalling
C YELLOW	36" or less	No detectable warning surface	<u>Very Poor Condition</u> Severe cracking, faulting (>3/4"), extensive spalling. <i>Grade C also includes sidewalks that extend to the roadway, are flush with pavement and have no detectable surface.</i>
D RED	A curb ramp is needed but does not exist at the location to access an existing sidewalk where it crosses a curb.		
NA	A curb ramp is NOT needed at the location (typically because either a sidewalk does not exist or there is no curb at this location).		
NR	Not Rated		

Transportation Solutions, Inc., partnered with the City to refine the curb ramp inventory to identify compliance attribute data to account for the distinction between curb ramps and blended transitions. Data sampled were evaluated using Google Maps® and in consultation with City of Sedro-Woolley Public Works staff. See **Figures 11 and 12** and **Table 9** below.

Figure 11. Revised Sedro-Woolley Curb Ramp Inventory ADACOMPLIA Categorization

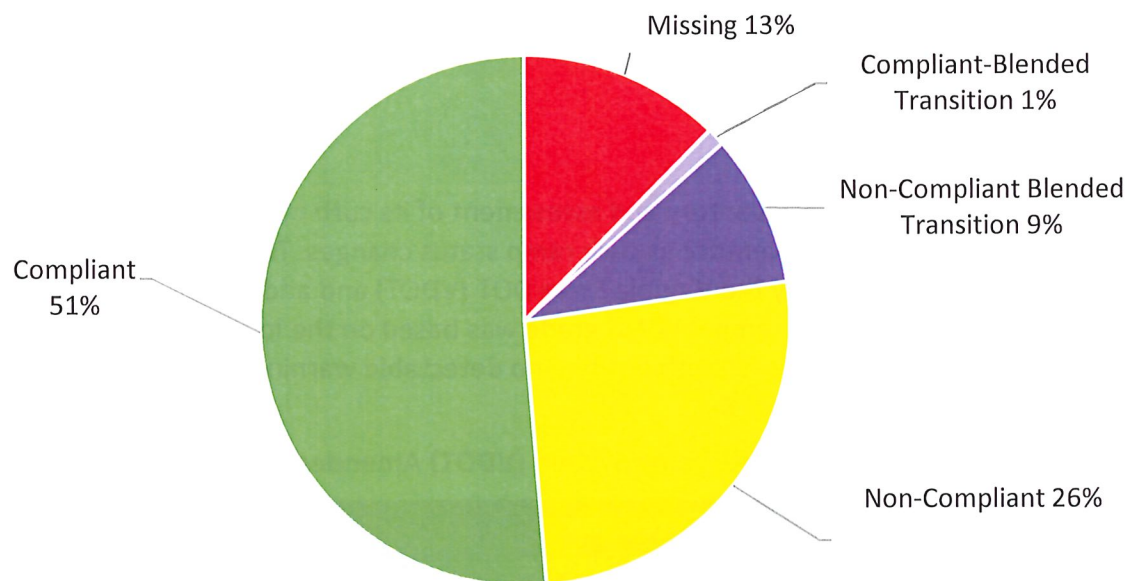
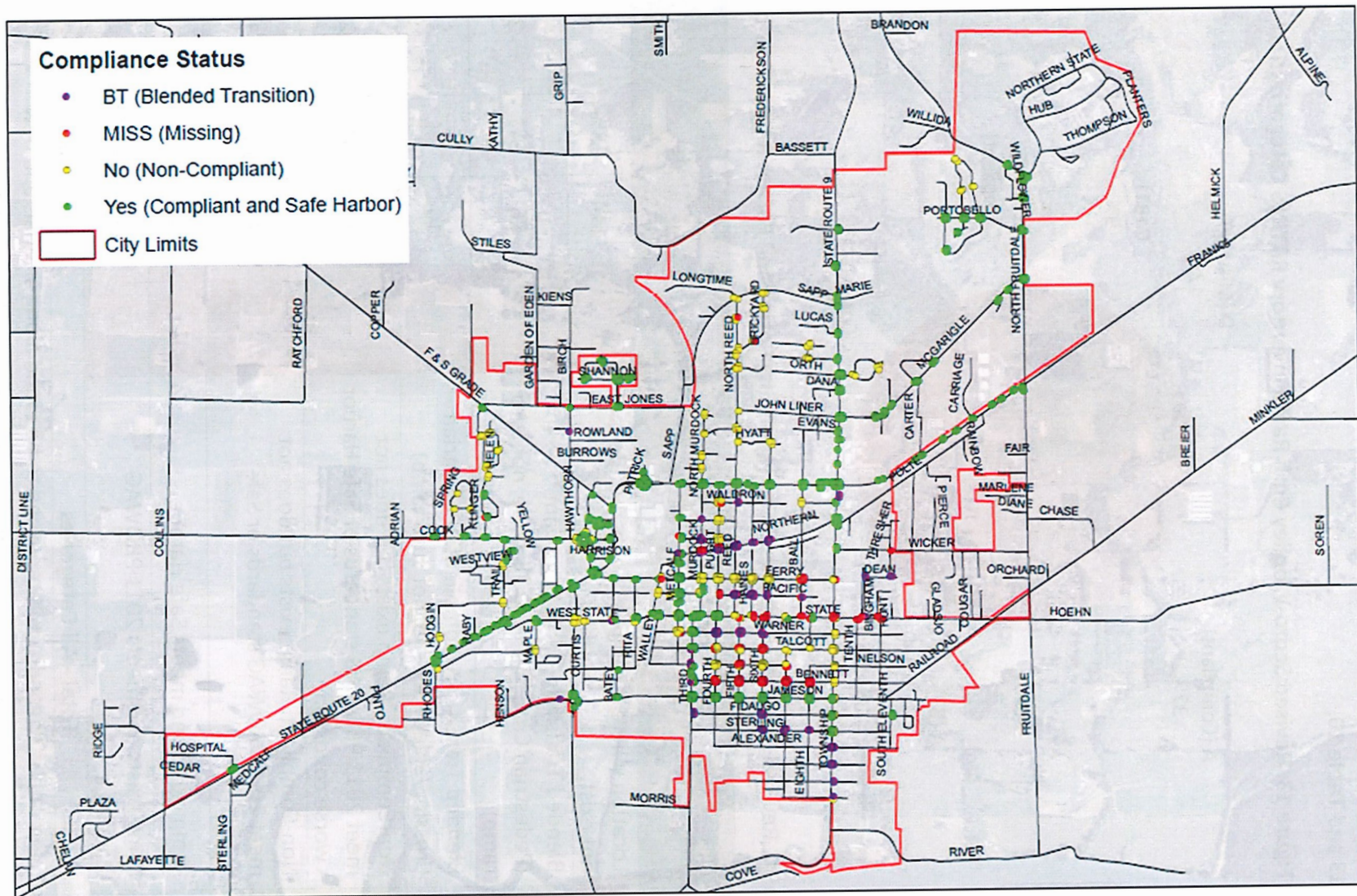


Table 9. Revised Sedro-Woolley Curb Ramp Inventory ADACOMPLIA Attribute Data

ADACOMPLIA	Revised Definition	Total	Percentage
MISS	Location where a Ramp is needed but does not exist.	114	13%
Non-Compliant BT	Non-Compliant Blended Transition - (Pedestrian Crossing/Sidewalk issue, not curb ramp)	86	9%
Compliant BT	Compliant Blended Transition - (Pedestrian Crossing/Sidewalk issue, not curb ramp)	10	1%
No	Non-Compliant. Ramp exists but does not meet 2010 ADA/2011 PROWAG standards or Safe Harbor	241	26%
Yes	Ramp exists and meets 2010 ADA/2011 PROWAG standards or Safe Harbor	475	51%
Total - All Categories		926	100%

Figure 12. Sedro-Woolley Curb Ramp Inventory (December 2020)



The curb ramp RATING attribute data fits into the ADA compliance categories as shown in **Figure 13** and **Table 10**.

Figure 13. Revised Sedro-Woolley Curb Ramp Inventory RATING Categorization

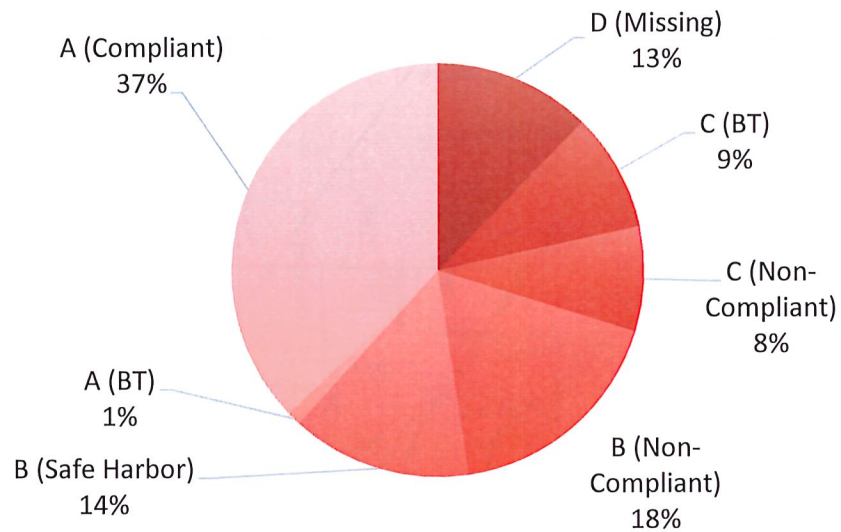


Table 10. Revised Field Definitions and Corresponding Rating and Barrier Removal Priority

	ADACOMPLIA Definitions	RATING	Count	%	Barrier Removal Priority
MISS	Location where a Ramp is needed but does not exist.	D	114	13%	1
BT*	Blended Transition - Non-Compliant. (Pedestrian Crossing/Sidewalk issue, not curb ramp)	C	86	9%	2
BT*	Blended Transition - Compliant. (Pedestrian Crossing/Sidewalk issue, not curb ramp)	A	10	1%	-
No	Non-Compliant. Ramp exists but does not meet 2011 PROWAG standards or Safe Harbor - worse condition	C	76	8%	2
	Non-Compliant. Ramp exists but does not meet 2011 PROWAG standards or Safe Harbor.	B	165	18%	3
Yes	Ramp exists and meets Safe Harbor	B	131	14%	4
	Ramp exists and meets 2011 PROWAG standards	A	344	37%	-
Total - All Categories			926	100%	-

In general, fair or better condition ramps tend to be found along arterials and new developments while poor or very poor ramps predominate in older established residential

areas. This is consistent in communities with older residential areas built before the adoption of right-of-way design standards and the ADA circa 1990 requiring sidewalks/curb ramps.

D.1.2 Sidewalks

The City has a Pedestrian Facilities GIS feature class in its database. This feature class shows where sidewalks of various types and crosswalks are located; it does not specifically identify missing sidewalk segments. See **Figure 14**.

Visual analysis via Google Maps® revealed lack of sidewalks or gaps in sidewalks in the following areas:

- Industrial area and residential streets south of West State St between Rhodes Rd and Third St.
- Residential streets south of Jameson St between Third St and Badger St.
- Residential streets east of Township St and south of State St to City limits.
- Residential streets east of Metcalf St and north of State St to City limits.
- Select collector and local streets north of SR 20.
- Wicker St (sidewalk east and west of Redwood Lane does not connect to neighboring streets).
- Transition from sidewalk to path at south end of Dunlop St including drainage grate.

Absence of sidewalks is not in and of itself an ADA barrier. However, safety is a legitimate concern for roadways without dedicated pedestrian facilities or with narrow/absent shoulders. ADA sidewalk barriers related to sidewalks are often upheaval, driveway cuts, cracks, fixed objects blocking the path of travel and overgrown vegetation. Snow/ice and water from flooding also present temporary barriers. See **Figure 15** for an example of a sidewalk obstructed by overgrown vegetation.

In older neighborhoods, pavement overlays are often constructed to intersect at grade with sidewalks, so the pavement/sidewalk interface is flush (i.e., Blended Transition). While these roadway/sidewalk interfaces may not present a barrier to mobility if in good condition, they are considered non-compliant due to lack of a detectable warning surface that indicates a street crossing to pedestrians, particularly those that are sight impaired. See **Figure 16** for an example of a non-compliant crossing due to a lack of a detectable warning surface at the interface between sidewalk and roadway.

Figure 14. Sedro-Woolley Sidewalk Facilities (May 2020)

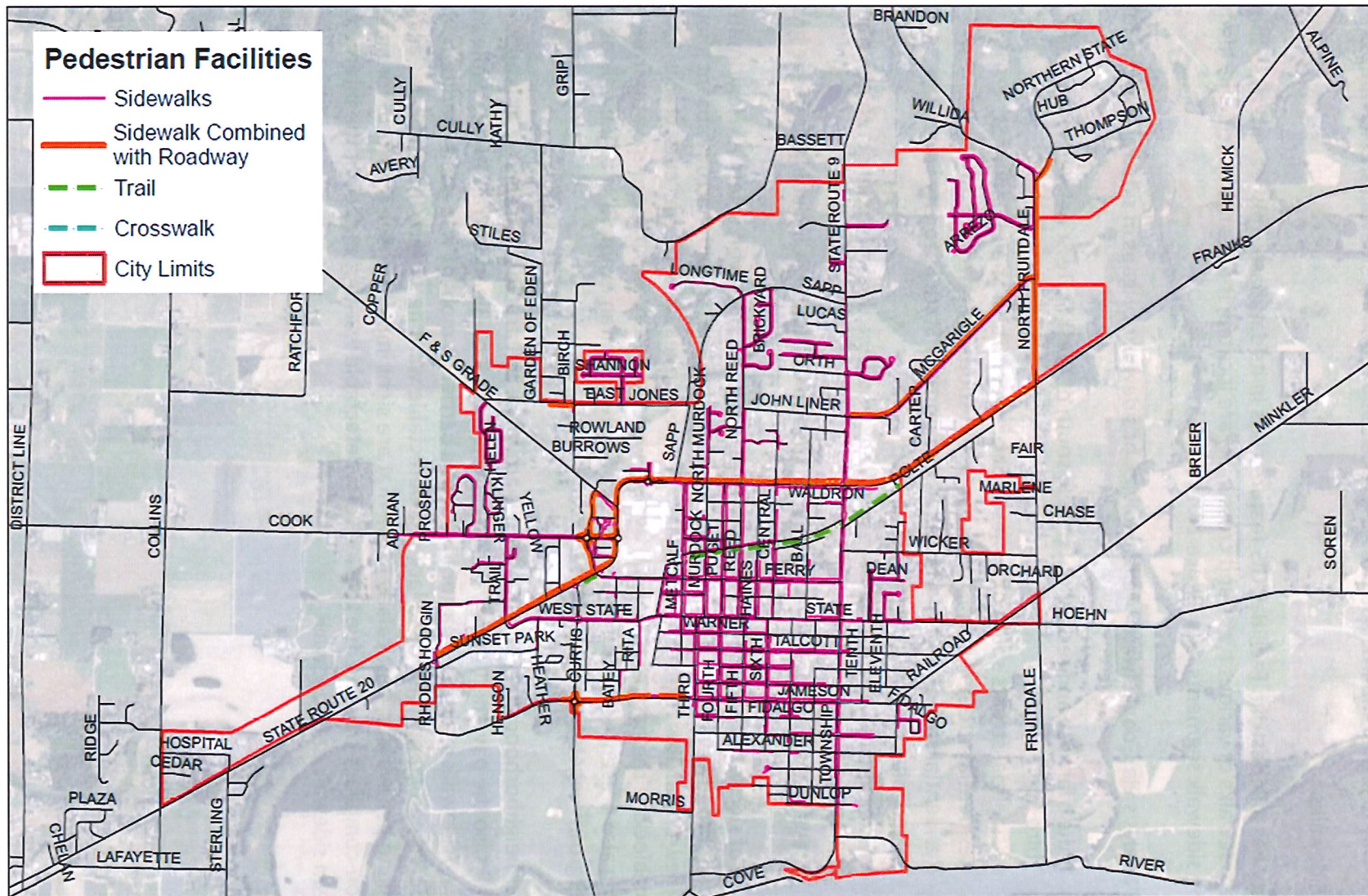
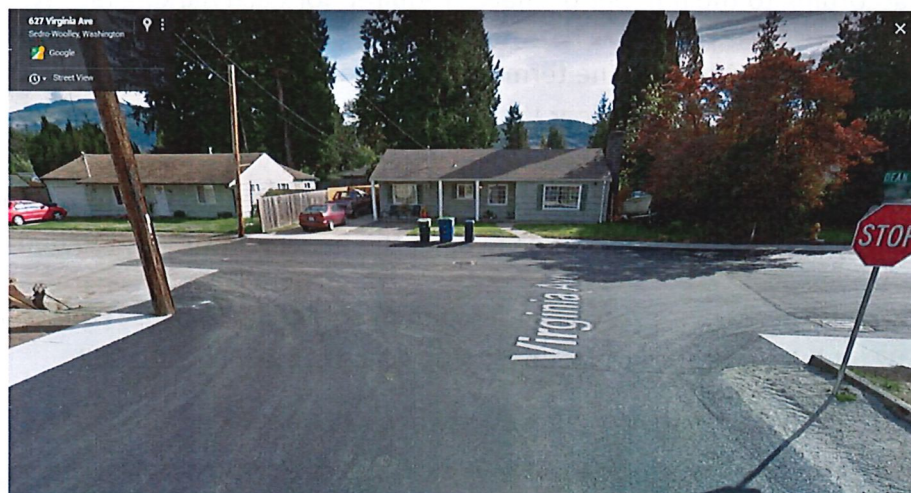


Figure 15. Overgrown Vegetation along Sidewalk at 899 Jameson Street**Figure 16. Lack of Detectable Warning Surface and Fixed Object at 677 Virginia Ave.**

D.1.3 Driveway Interface with Sidewalks

The City intends to pursue a more detailed assessment of the driveway/sidewalk interface at a future update of the ADA Transition Plan. For the purposes of this initial self-evaluation, the Consultant conducted spot checks on Google maps for the interface between driveways and sidewalks. Many older residential areas have sidewalks set back from the roadbed/shoulder and buffered by landscaping/greenery on at least one side of the street where the sidewalk is continuous or is level with driveways. Newer residential developments have sidewalks extending through driveways with varying degrees of slope. Otherwise, newer, or reconstructed

arterial roadways appear to have functional, shallower side slopes connecting sidewalks to driveways that appear compliant to current standards.

D.1.4 Accessible Parking

The City is responsible to provide accessible parking per the 2010 ADA Standards for parking spaces provided below. For more information, see the National ADA Network's [2017 Fact Sheet on Accessible Parking](#). Table 208.2 is reproduced in **Table 11**.

208 Parking Spaces.

208.1 General. Where parking spaces are provided, parking spaces shall be provided in accordance with 208. **EXCEPTION:** Parking spaces used exclusively for buses, trucks, other delivery vehicles, or vehicular impound shall not be required to comply with 208 provided that lots accessed by the public are provided with a passenger loading zone complying with 503.

208.2 Minimum Number. Parking spaces complying with 502 shall be provided in accordance with Table 208.2 except as required by 208.2.1, 208.2.2 and 208.2.3. Where more than one parking facility is provided on a site, the number of accessible spaces provided on the site shall be calculated according to the number of spaces required for each parking facility.

Advisory 208.2 Minimum Number. The term "parking facility" is used in Section 208.2 instead of the term "parking lot" so that it is clear that both parking lots and parking structures are required to comply with this section. The number of parking spaces required to be accessible is to be calculated separately for each parking facility; the required number is not to be based on the total number of parking spaces provided in all of the parking facilities provided on the site.

208.2.4 Van Parking Spaces. For every six or fraction of six parking spaces required by 208.2 to comply with 502, at least one shall be a van parking space complying with 502.

Table 11. 2010 ADA Standards Table 208.2 Parking Spaces

Total Number of Parking Spaces Provided in Parking Facility	Minimum Number of Standard Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1000

* For minimum number of van-accessible parking spaces, see [Table 208.2](#) of the Guide to 2010 ADA Standards.

The Federal Highway Administration (FHWA) identifies the 2011 PROWAG guidelines as recommended best practices and can be considered the state of the practice that could be followed for areas not fully addressed by the present 2010 ADA Standards. The [U.S. Access Board R214 On-Street Parking Spaces](#) states that where on-street parking is provided on the block perimeter and the parking is marked or metered, accessible parking spaces complying with R309 shall be provided in accordance with Table R214, reproduced as **Table 12**. Note: the 2011 PROWAG is not an enforceable standard.

Table 12. 2011 PROWAG U.S. Access Board Table R214 On-Street Parking Spaces

Total Number of Marked or Metered Parking Spaces on the Block Perimeter	Minimum Number of Standard Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 and over	4% of total

The City has not inventoried its marked or metered parking stalls to determine whether the number of ADA accessible stalls complies with federal standards. The ADA Building Evaluations do assess accessible parking for individual building facilities (see **Section B** and **Appendix A**).

Transportation Solutions conducted a brief review on Google Maps® to identify streets with marked on-street parking. These streets included:

- Metcalf St
- Third St
- Murdock St
- Puget St
- Gibson St
- Munro St
- Ferry St
- Woodworth St
- State St
- Jameson St
- Bennett St

D.1.5 Accessible Pedestrian Signal (APS) Inventory and Policy

The City does not currently own/maintain any signalized intersections and does not have an APS policy. The signalized intersections along SR 20 within the City are owned/maintained by WSDOT in accordance with State policy.

The City has one HAWK (High-Intensity Activated CrossWalk Beacon) signal on SR 20 that is maintained by WSDOT. The City has three RRFB (Rectangular Rapid-Flashing Beacon) locations:

State Street High School, SR 9 at John Liner/McGarigle and Fruitdale at McGarigle. The City is inventorying these items for their ADA status in 2021.

As part of this Transition Plan, the City adopted an APS Policy modelled on the WSDOT Policy. See **Appendix F**.

D.1.6 Recent Compliance Activities to Date

The City has been making progress in recent years to remove existing accessibility barriers in the public right of way. The City upgrades curb ramps as part of its Arterial Capital Improvement Program (CIP), which has averaged one project per year over the last fourteen years. These projects include sidewalk and driveway crossings to various degrees. **Table 13** identifies the projects and financial investments made in the last seven years related to curb ramps, totaling an average annual investment of \$72,000 directly associated with construction costs. There are often design, permitting, construction management, and sometimes right-of-way or easement acquisition costs associated with each of these projects as well. These additional costs are not included in the average annual investment of \$72,000 but often represent approximately 10 to 25 percent of a projects' construction cost. The combination of these investments is one explanation for the City's 52% compliant curb ramp inventory.

Table 13. Recent City of Sedro-Woolley ADA Improvements to Curb Ramp Inventory

Year	Project Name	ADA Component	Financial Investment* (approx. \$)
2014	SR 20/Cook Road Realignment & Extension Project	28 ramps (6 upgrades/barrier removal, 22 new)	\$32,000
2014	3 rd Street Overlay and Sidewalk Project	27 ramps (all upgrades/ barrier removal)	\$42,000
2015	Jameson Arterial Extension to SR9 Project	11 ramps (new)	\$22,000
2016	Ferry Street Overlay Project	4 ramps (all upgrades/barrier removal)	\$10,000
2017	SR 20/Cascade Trail West Extension Phase 1A and 1B Project	31 ramps (6 upgrades/barrier removal, 25 new)	\$103,000
2018	Fruitdale Road Arterial Improvements Project	16 ramps (8 ramp upgrades/barrier removal, 8 new)	\$44,000
2018	State Street Pavement & Utility Improvements Project	19 ramps (all ramp upgrades/barrier removal)	\$53,000
2019	Complete Streets Sidewalk and ADA Upgrade Project	10 ramps (all ramp upgrades/barrier removal)	\$30,000
2020	Jameson Street Overlay Project	35 ramps (all ramps upgrades/barrier removal)	\$168,000
Total			\$504,000

* Approximate construction costs only (excludes engineering, permitting, and right-of-way costs)

D.2 Public Right of Way Barrier Prioritization & Removal Recommendations

D.2.1 Curb Ramps

Curb Ramp Barrier Prioritization

Curb ramp barriers were prioritized using the GIS (Geographic Information System) model documented in **Appendix E**. The GIS model maps and documentation equip the City with the tools to monitor, update and re-prioritize barriers at future ADA Transition Plan updates.

The following summary tables and maps identify the three levels of priorities used within the GIS model. The model was created to accommodate the general prioritization criteria identified in **Section A.4** in that it identifies curb ramp barriers near planned City projects. Note: The GIS maps include blended transition barriers as well as curb ramp barriers.

Of the 441 curb ramp barriers, over half are non-compliant existing curb ramps. Approximately a quarter are locations where ramps are missing. The remainder are non-compliant Blended Transition locations. See **Table 14** below.

Table 14. Breakdown of Curb Ramp Barriers by ADA Compliance Status

ADA Compliance Status	Count	%
Not Compliant Existing (No)	241	54.6%
Missing (MISS)	114	25.9%
Not Compliant Blended Transition (BT)	86	19.5%
Total	441	100%

The GIS prioritization model uses spatial analysis to identify curb ramps within fifty feet of high priority locations identified by the City. The GIS model prioritizes curb ramps barriers into three levels based on:

- 1) Proximity to transportation improvement or capital facilities projects (TIP/CFP);
- 2) Proximity to likely ADA destinations (LAD); and
- 3) Remaining barriers

Table 15 shows each priority level with select attribute data for the features within each priority level group.

Table 15. Breakdown of Curb Ramp Barrier Priority Levels by Rating, Count, and Percentage

Priority Level	TIP/CFP Status	Description	ADA Compliance Status	Rating	Count	%
1	TIP/CFP	Within (≤) 50 feet of planned TIP/CFP Project	MISS	D	35	
			BT	C	36	
			No	C	12	
				B	45	
Priority Level 1 Sub-Total					128	29.0%
2	Likely ADA Destinations (LAD) and Non-TIP/CFP)	Beyond (>) 50 feet of planned TIP/CFP Projects and within (≤) 50 feet of Likely ADA Destinations	MISS	D	20	
			BT	C	7	
			No	C	10	
				B	76	
Priority Level 2 Sub-Total					113	25.6%
3	Remainder	Beyond (>) 50 feet of planned TIP/CFP Projects and beyond (>) 50 feet of Likely ADA Destinations	MISS	D	59	
			BT	C	43	
			No	C	54	
				B	44	
Priority Level 3 Sub-Total					200	45.4%
Curb Ramp Barrier Total					441	100%

Maps

For a map of all curb ramp barriers with TIP/CFP and LAD overlays, see **Figure 17**.

For a map of Priority Level 1 barriers with TIP/CFP overlay, see **Figure 18**.

For a map of Priority Level 2 barriers with TIP/CFP and LAD overlays, see **Figure 19**.

For a map of Priority Level 3 barriers with TIP/CFP and LAD overlays, see **Figure 20**.

For spreadsheet lists of each curb ramp barrier priority group, see the GIS Curb Ramp Barrier Priority Group Spreadsheets in **Appendix E**.

Figure 17. Curb Ramp Barrier Inventory with TIP/CFP and LAD Overlays (Dec 2020)

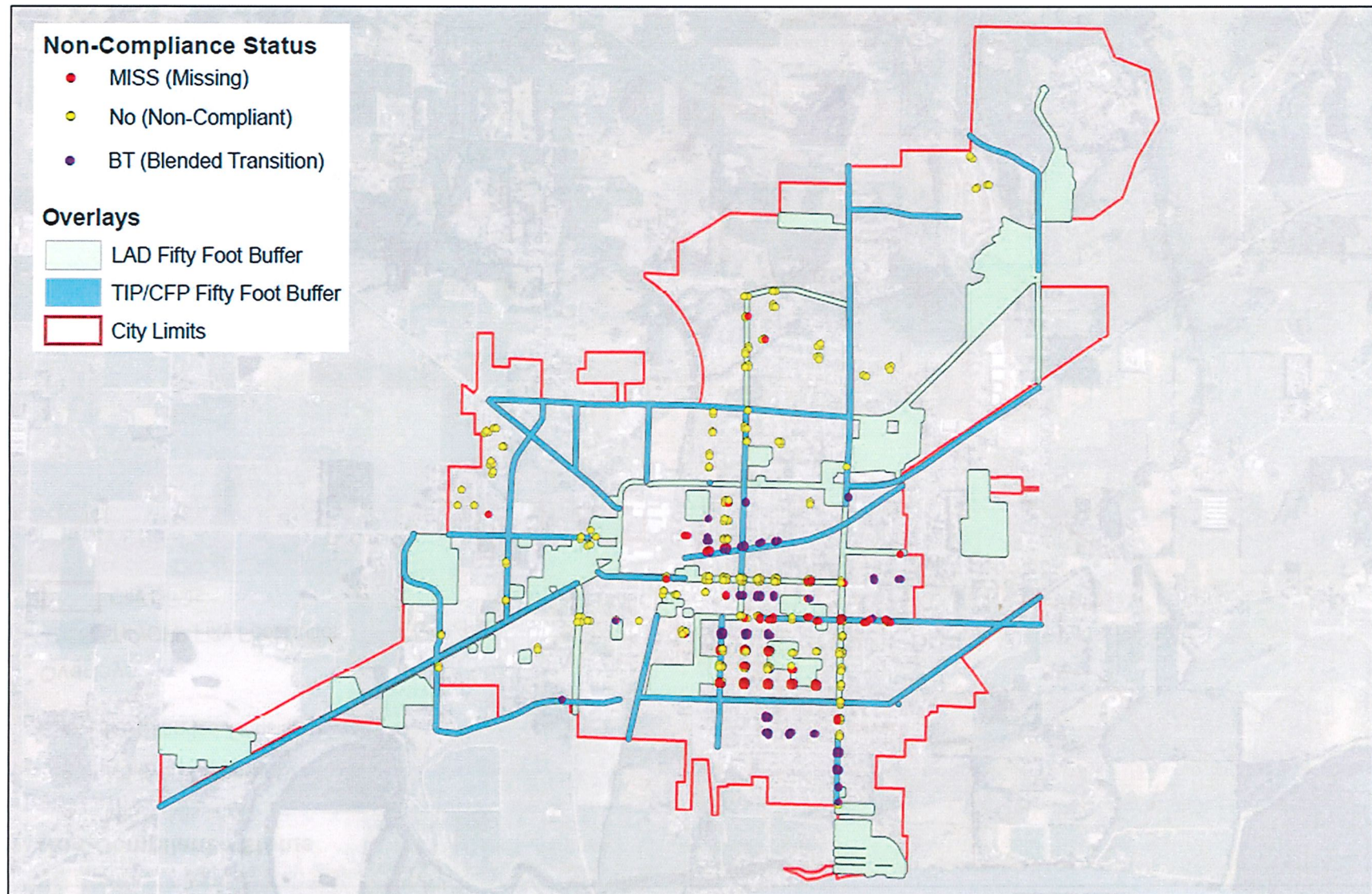


Figure 18. Priority Level 1 Curb Ramp Barriers with TIP/CFP Overlay (Dec 2020)

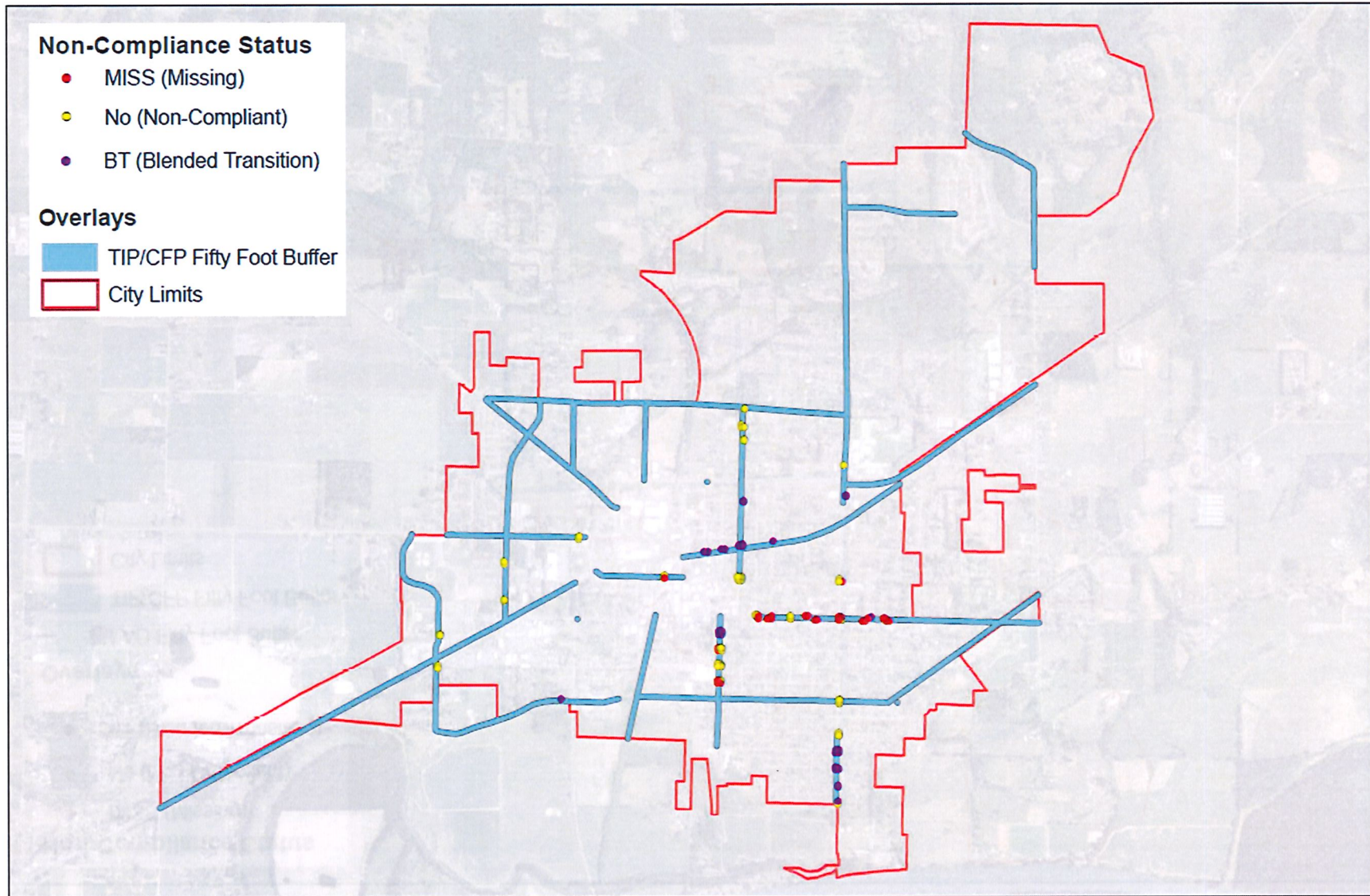


Figure 19. Priority Level 2 Curb Ramp Barriers with TIP/CFP and LAD Overlays (Dec 2020)

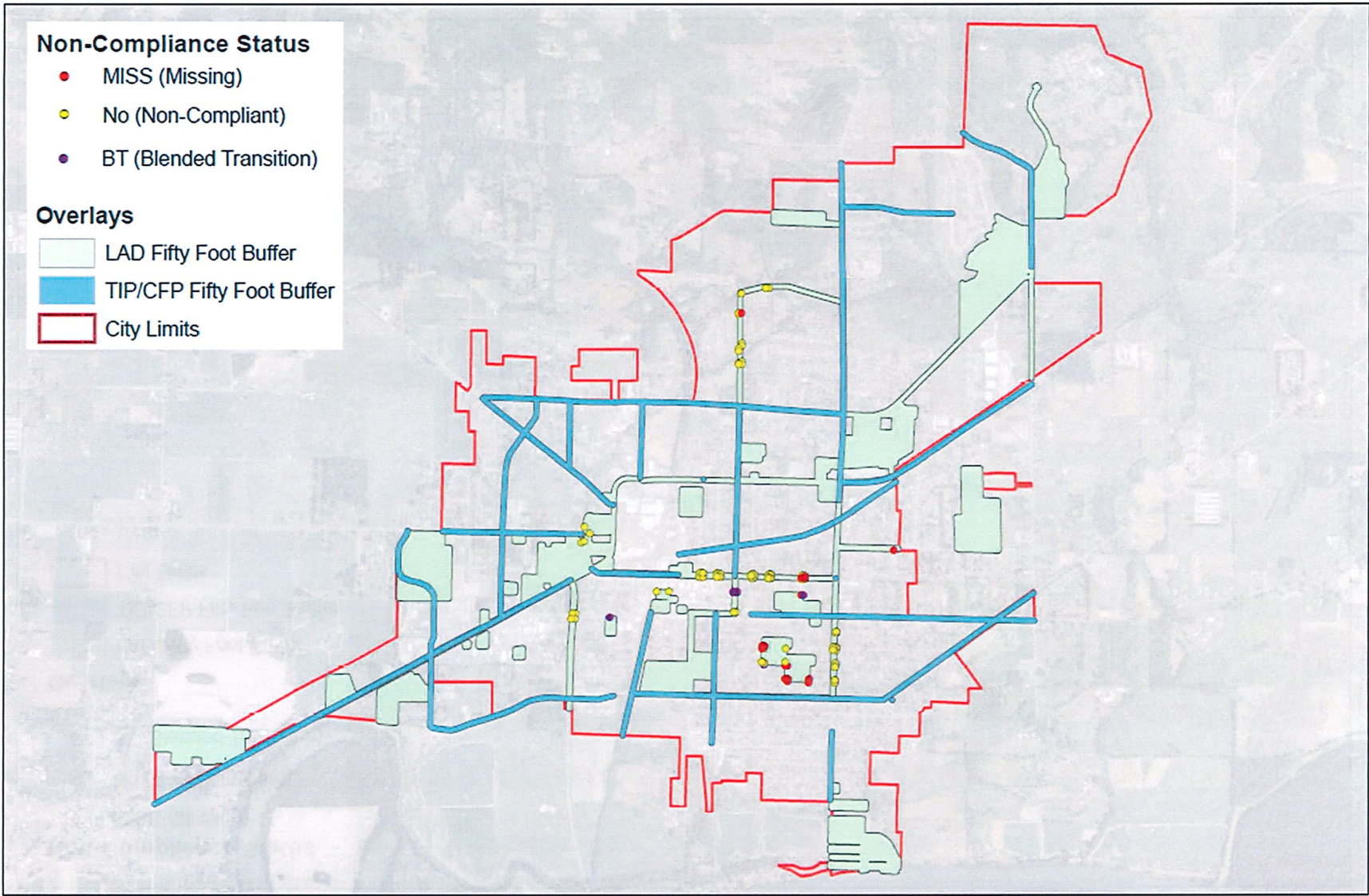
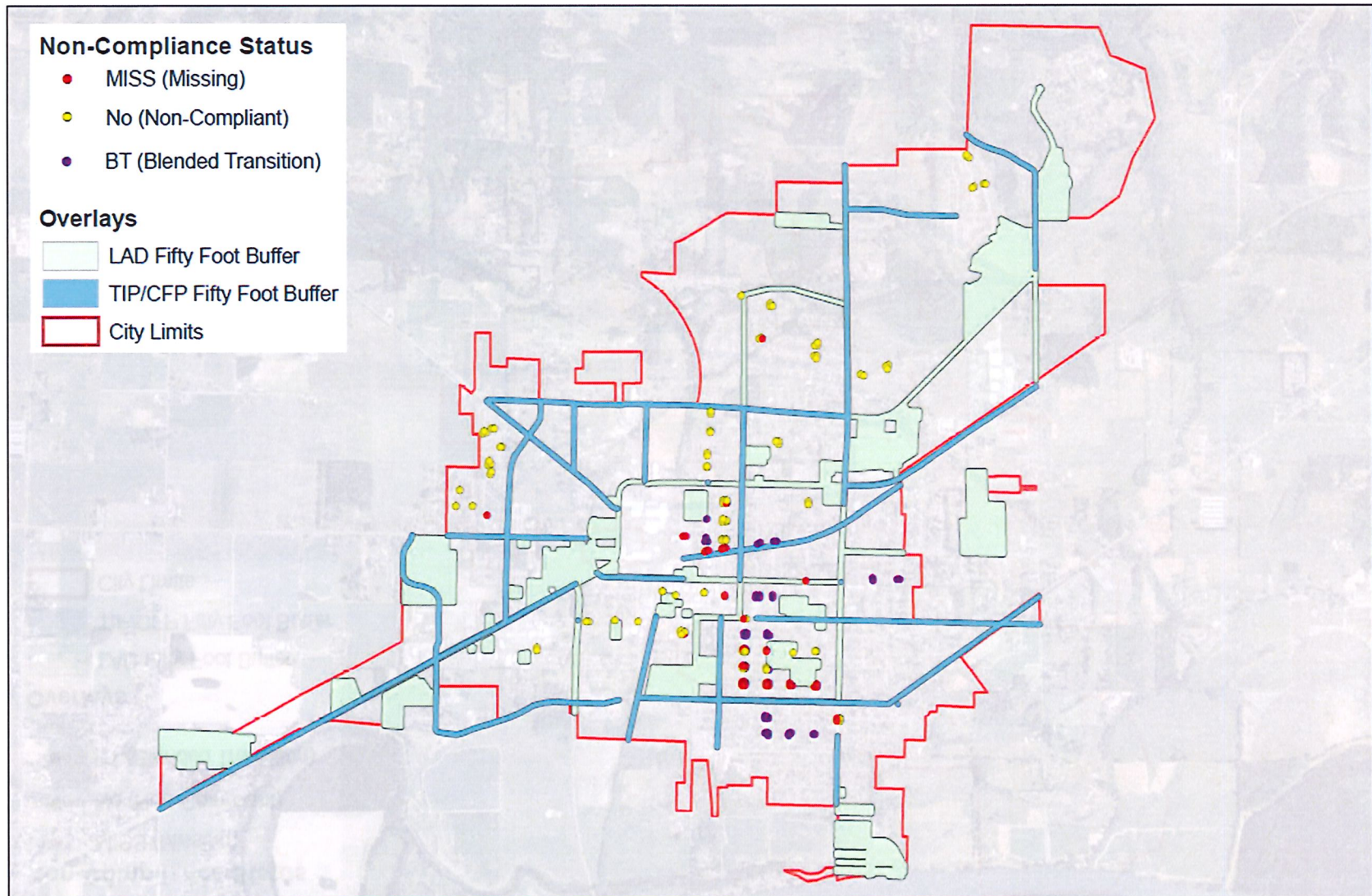


Figure 20. Priority Level 3 Curb Ramp Barriers with TIP/CFP and LAD Overlays (Dec 2020)



Curb Ramp Barrier Removal Recommendations

It is recommended the City:

- In accordance with the general prioritization criteria established in **Section A.4**, consider the barriers identified by the public through grievances or requests when selecting high priority barriers for removal during annual budgeting activities.
- Utilize the GIS Prioritization Model as a tool for selection and monitoring of curb ramp barrier removal.
- At future updates of the plan, consider developing similar GIS prioritization models based on TIP/CFP and LAD overlays for other public right of way barriers.
- Consider GIS priority barriers by corridor groupings or sub-area groupings to provide for cost effective barrier removal. This could be addressed at a future update of the ADA Transition Plan and is dependent upon financial resources available to the City beyond the TIP/CFP.
- Annually monitor the removal of curb ramp barriers.

D.2.2 Sidewalks

Sidewalk Barrier Prioritization

Sidewalk barriers will be prioritized in accordance with the general prioritization criteria established in **Section A.4**.

Sidewalk Barrier Removal Recommendations

It is recommended the City complete an inventory of sidewalk barriers at a future update of this Plan.

D.2.3 Sidewalk/Driveway Interface

Sidewalk/Driveway Interface Barrier Prioritization

Sidewalk/driveway interface barriers will be prioritized in accordance with the general prioritization criteria established in **Section A.4**.

Sidewalk Barrier Removal Recommendations

It is recommended the City complete an inventory of sidewalk/driveway interface barriers at a future update of this Plan.

D.2.4 Accessible Parking

Accessible Parking Barrier Prioritization

Accessible parking barriers will be prioritized in accordance with the general prioritization criteria established in **Section A.4**.

Accessible Parking Barrier Removal Recommendations

It is recommended the City:

- At a future update of this Plan, complete an inventory to identify the total number of parking spaces and the number of accessible parking spaces provided by each City parking facility. The number of parking stalls per facility will determine the number of needed accessible parking spaces, including van-accessible parking spaces, required by the 2010 ADA Standards in **Table 11**. Note: Consult the building facility evaluations in **Appendix A** for information on the compliance status of parking at those locations.
- At a future update of this Plan, consider completing an inventory to identify the total number of on-street marked or metered parking stalls per block perimeter within the City limits. The number of on-street marked or metered parking stalls will determine the number of recommended accessible parking spaces as proposed by the 2011 PROWAG (Public Right of Way Accessibility Guidelines). Note: The PROWAG is currently non-enforceable, however the Federal Highway Administration (FHWA) identifies the PROWAG guidelines as recommended best practices and can be considered the state of the practice that could be followed for areas not fully addressed by the present standards. See Table R214 of the PROWAG (**Table 12**) for recommended minimum number of accessible parking spaces based on total number of marked or metered parking spaces on a block perimeter.

D.2.5 Accessible Pedestrian Signal (APS) Inventory and Policy

APS Barrier Prioritization

ADA Upgrades will be prioritized according to the City's Accessible Pedestrian Signal Policy provided in **Appendix F**.

APS Barrier Removal Recommendations

It is recommended the City complete its inventory of the three (3) RRFB locations within the City for ADA compliance in 2021.

D.3 Public Right of Way Barrier Removal Costs Estimates

D.3.1 Curb Ramp Barriers Cost Estimate

A planning level estimated cost for replacing one (1) curb ramp is \$15,000. See **Table 16** below.

Table 16. Individual ADA-Compliant Curb Ramp Cost Estimates

Unit	Cost (\$2021)
Survey/Map	\$1,600.00
Design	\$1,900.00
CM	\$1,500.00
Constr.	\$7,500.00
Subtotal	\$12,500.00
Contingency (15%)	\$2,500.00
Cost (\$) per Curb Ramp	\$15,000.00

To estimate the probable program cost to remove all curb ramp and blended transition barriers, a cost estimate ranges from \$12,500 (85%) to \$17,500 (115%) per barrier has been provided.

In addition to design and construction of the curb ramp itself, additional costs may arise from addressing issues such as relocation of existing utilities, acquisition of new public right of way, and other roadway improvements such as curb bulbs and new enclosed drainage. Removal of blended transition barriers may cost less than estimated if installation of detectable warning surfaces is sufficient to remove barriers to accessibility.

Note regarding Safe Harbor: B-rated non-compliant ramps may meet Safe Harbor provisions and potentially reduce the cost estimate. C-rated non-compliant ramps are not likely to meet Safe Harbor as lack of a detectable warning system automatically triggers the C grade. Any ramp location should be re-evaluated for Safe-Harbor and accessibility as part of the survey/design phase of a specific project/request for an upgrade.

To remove and replace all 441 curb ramp and blended transition barriers, it would cost an estimated \$5.6 to \$7.6 million. See **Table 17** below.

Table 17. Curb Ramp and Blended Transition Barrier Removal Cost Estimates

Overall Probable Program Cost for 441 Curb Ramp and Blended Transition Barriers			
Cost Range	LOW	MED	HIGH
Cost Percentage (%) of Estimate	85%	100%	115%
Cost (\$2021) per Ramp	\$12,750	\$15,000	\$17,250
Total Curb Ramp Program	\$5,622,750	\$6,615,000	\$7,607,250

D.3.2 Sidewalks Cost Estimate

The Sidewalk Cost is unknown until an inventory is conducted.

Note: According to Sedro-Woolley Municipal Code Chapter 12.28.010, the duty, burden and expense of maintenance, repair and renewal of sidewalk or sidewalks is the responsibility of the abutting property owner. Per the same chapter, the street superintendent or police chief shall notify the owner of the property immediately abutting such portion of the sidewalk to clean, repair, or renew the portion of sidewalk.

D.3.3 Driveway Interface with Sidewalk Cost Estimate

The Sidewalk/Driveway Interface cost is unknown until an inventory is conducted.

D.3.4 Accessible Parking Cost Estimate

The Accessible Parking Barrier Program cost is unknown until an inventory is conducted.

D.3.5 Accessible Pedestrian Signals Cost Estimate

For informational purposes, the following cost estimates have been provided for new APS facilities in **Table 18** below.

Table 18. New Accessible Pedestrian Signals Construction Cost Estimates

Accessible Pedestrian Signal (APS) Type	Construction Cost Estimates (\$2021)
Full APS (at signalized intersection)	\$35,000
Partial APS (at intersection for vibro-tactile pedestrian pushbuttons only)	\$10,000
Rapid Rectangular Flashing Beacon (with audible features and vibro-tactile pushbuttons)	\$10,000
Rapid Rectangular Flashing Beacon (per crossing for vibro-tactile pedestrian pushbuttons only)	\$2,500

D.4 Public Right of Way Barrier Removal Financial Plan and Schedule

Future TIP and CIP Arterial Projects are expected to follow the pattern of the past years to continue incremental ADA barrier removal in the public right of way. The TIP for period 2021-2026 calls for \$37.7 million in projects including new arterials, reconstruction, and pavement overlays. The following bullet points identify the programs and associated potential funding sources for each barrier type.

D.4.1 Curb Ramps

- **2021-2026 CIP for Local Streets** includes \$50,000 per year for ramp upgrades at priority locations to be determined by the ADA Transition Plan. This funding would support replacement or upgrade of approximately 6-10 ramps per year. Based on the public input and Advisory Group input, the State/Township and the Ferry/Puget intersections are targeted for 2021.
- **2021-2026 CIP for Local Streets** includes \$150,000 per year for roadway Resurfacing projects. ADA ramp upgrade occur within these projects as needed. It is estimated that \$15,000 per year of this total would go towards ramp upgrades associated with pavement overlay projects.
- **2021-2026 CIP for Arterial Streets** includes \$100,000 per year for Resurfacing and Preservation projects. The City upgrades curb ramps with these projects as needed. It is estimated that \$15,000 per year of this total would go towards curb ramp upgrades associated with pavement overlay projects.

This curb barrier allocation budget may change due to the City's ability to fund CIP projects, which is subject to annual budget review and reassessment. As of 2021, the fiscal impacts of COVID-19 on the City budget are yet to be determined. See **Table 19**.

Table 19. Curb Ramp Barrier Removal Schedule with Programmed Funding

Curb Ramp Barriers	Amount (\$2021)
Total Estimated Curb Ramp Barrier Removal Costs (\$2021)	\$6,615,000
2021-2026 CIP for Local Streets (\$50,000 annually)	(\$300,000)
2021-2026 CIP for Local Streets - Resurfacing (\$15,000 annually)	(\$90,000)
2021-2026 CIP for Arterial Streets – Resurfacing (\$15,000 annually)	(\$90,000)
2027- Remainder Curb Ramp Barrier Costs	\$6,135,000

D.4.2 Sidewalks and Driveway Interface with Sidewalks

- The City has not focused on sidewalk replacements separate from arterial projects. However, the City has a **Sidewalk Replacement Program** that encourages neighboring property owners to upgrade deteriorating sidewalks by the City's participation with

removing and disposing of existing sidewalks that have deteriorated beyond repair. By code, sidewalk maintenance is the responsibility of the adjacent property owner.

- The City intends to address reported sidewalk and driveway interface with sidewalk barriers through the listed PROW funding sources in **Table 20** below.

D.4.3 Accessible Parking

- The City intends to address reported accessible parking barriers through its **Fund 103 Streets - Repair Parking** funding source in **Table 20** below.

D.4.4 Accessible Pedestrian Signals

- As part of this ADA Transition Plan, the City has adopted an APS Policy and posted it on its website. The City will address requests for APS according to its APS Policy.
- The traffic signal at SR 20 and SR9-Township, maintained by WSDOT, is planned for upgrade in 2021.

D.4.5 Public Right of Way Barrier Removal Schedule with Programmed Funding Summary

In summary, the City has planned to spend up to \$541,500 in 2021-2026 on barrier removal in the public right of way. For a summary table of the planned budget for all ADA barriers, including public right of way barriers, see **Table 20**.

For more information, see most recent City of Sedro-Woolley budget.

Table 20. 2021-2026 ADA Barrier Removal Funding Framework

Barrier Type	Funding Source	2021 (\$)	2022 (\$)	2023(\$)	2024(\$)	2025(\$)	2026(\$)	Total - 6 year (2021-2026)	Notes
Public Right of Way (mostly curb ramps)	2021-2026 CIP: Local Streets	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	This funding would support replacement or upgrades of approximately 6-10 ramps per year. Based on the public input and Advisory Group input, the State/Township intersection and the Ferry/Puget intersection are target 2021 project locations.
	2021-2026 CIP: Local Streets	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 90,000	\$150,000 annually for resurfacing projects to include ADA ramp upgrades as needed. It is estimated that \$15,000 per year of this total would go towards ramp upgrades associated with overlay projects. Projects may include sidewalk and driveway interface with sidewalk improvements.
	2021-2026 CIP: Arterial Streets	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 90,000	\$100,000 annually for resurfacing and preservation projects to include ADA ramp upgrades as needed. It is estimated \$15,000 per year of this total would go towards ramp upgrades associated with overlay projects. Projects may include sidewalk and driveway interface with sidewalk improvements.
Public Right of Way (sidewalks)	Sidewalk Preservation Program	\$ 3,000	\$ 3,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 26,000	\$3,000/year for 2021-2022, increasing to \$5,000/year from 2023 on.
Accessible Parking	Fund 103* Streets-Repair Parking	\$ 10,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 35,500	2021 includes updating ADA stalls at Memorial Park. 2022 onward is generic budget.
Building Facilities	2021-2026 TIP: Buildings & Structures	\$ 35,000	\$ 35,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 250,000	\$35,000 annually (increasing to \$45,000 in 2023) for buildings and structures which will incorporate ADA upgrades to remove existing barriers.
	2021-2026 TIP: Account 101 Parks & Facilities**	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 30,000	This account includes individual line items for each separate source for minor upgrades, such as fixing issues with bathroom fixtures and the like from Misc Parks Upgrade line.
Parks/Trails	See * and **	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Budget from Accessible Parking and Building Facilities rows applies towards Parks/Trails barrier removal.
Programmatic	General Fund	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000	New funds from 2022 on. \$500/year after 2026.
TOTAL		\$133,500	\$133,000	\$145,000	\$145,000	\$145,000	\$145,000	\$846,500	

E. Programs, Services & Activities

E.1 Programmatic Self-Evaluation and Compliance Activities to Date

The following Programmatic Assessments were not intended to reveal violations of ADA policy in a punitive sense; rather, the surveys helped provide an understanding of existing conditions within the city.

E.1.1 Existing Policy Documents and Activities Audit - June/July 2020

The City's [website](#) and City-provided policy and procedure documents related to accessibility were reviewed for the following items:

- Public Notice Under the ADA
- Request for Accommodation
- ADA Grievance Procedure
- ADA Discrimination Complaint Record (2015-present)
- Sedro-Woolley Municipal Code/Public Works Department Standards

The City did not have an Accessible Pedestrian Signal and Pushbutton Policy at the time of the self-assessment due to the absence of any traffic signals under City jurisdiction (all signals within City limits are owned/operated by WSDOT).

Public Notice of ADA Provisions/Request for Accommodation

The City's Public Notice Under the ADA Provisions and Request for Accommodation is compliant with the template recommended by the Department of Justice's [ADA Best Practices Tool Kit for State and Local Governments](#).

ADA Grievance Procedure/ADA Discrimination Complaint Record

The City's ADA Grievance Procedure is compliant with the template recommended by the Department of Justice's [ADA Best Practices Tool Kit for State and Local Governments](#).

The City has responded to ADA related complaints in the last five years. The ADA Discrimination Complaint Record log includes submissions regarding non-compliant accessible parking spaces and website accessibility between 2015-2019.

Most complaints resulted in a courtesy notification by the City to private property owners to address non-compliant parking stall features or to remove barriers such as snow. For some complaints regarding parking stalls outside City jurisdiction, the City referred the complainant to the Department of Justice website and notified the property owner. For the non-compliant parking spaces under City jurisdiction, the City's Public Works department resolved the complaints through repaving/repainting/re-marking, sign installation and/or sign removal. The City responded to the one reported website complaint by removing an inaccessible form. Providing full website accessibility on the new website is currently in progress.

These complaints were responded to by letter or phone message by City staff. The complaint record column “Alleged Basis of Discrimination: Race, Color, Sex, National Origin, or Religion” may suggest this log is used for discrimination complaints other than those based on disability.

E.1.2 Programmatic Assessment Questionnaire - July/August 2020

Due to the wide variety of disabilities the ADA requires public agencies to accommodate, an internal City Staff Self-Assessment Questionnaire was administered and completed by department representatives. This questionnaire included ninety-one (91) questions and asked for “Yes,” “No,” or “Not Sure” answers with space for optional comments. This method provided a measure of area-specific compliance knowledge/activities across City departments. These assessments were not intended to reveal violations of ADA policy in a punitive sense; rather, they helped provide an understanding of existing conditions within the City.

This City-Staff Self-Assessment Questionnaire was distributed as an excel worksheet via email on July 28th, 2020. Departments provided responses by August 18th, 2020. See **Appendix G** for original questionnaire, individual responses, and collated response documentation.

E.1.3 Programmatic Assessment - Methodology

Departments respondents chosen to participate in the Assessments were selected by the City as they represent the departments that most directly interface with the general public. Up to two responses per department were requested resulting in fifteen (15) total responses per the list below.

- Administration (1)
- Finance (2)
- Police (2)
- Fire (1)
- Building & Planning (2)
- Information Services (1)
- Municipal Court (1)
- Public Works (2)
- Public Works Operations (1)
- Solid Waste (1)
- Wastewater Treatment (1)

E.1.4 Programmatic Assessment Questionnaire Findings

The following section summarizes the Questionnaire findings according to the administrative requirements for a compliant ADA Transition Plan provided in WSDOT’s [Local Agency Guidelines](#) Chapter 29, Appendix 29.11, Section 28 CFR Part 35 of the [ADA](#), and [other ADA resources](#) including the national ADA Network’s [ADA Title II Tutorial](#). Assessment encompassed the below areas:

- ADA Coordinator
- Public Notice under the ADA
- Grievance Procedure
- Effective Communication
- Website Accessibility
- Emergency Communication Services

- Eligibility and Participation
- Existing Facilities Used
- Tours and Transportation
- Public Meetings
- Use of Contracted Services
- Employment Procedures
- Public Right of Way

The Assessments revealed varying levels of ADA-compliance requirement awareness and ADA-compliant activities across the departments surveyed.

ADA Coordinator/ Public Notice Under the ADA/Grievance Procedure

Two-thirds of City staff entered “No” or “Not Sure” answers regarding knowledge of persons, policies, and procedures in this section.

Just over one-third of respondents know where to find the ADA/504 Coordinator contact information as it is posted in their building or available online. With respect to carrying out the responsibilities of this role, the ADA Coordinator is familiar with the Public Notice of ADA Provisions, the ADA Grievance Procedure and has been keeping a record of filed ADA grievances and responses.

Roughly one-third of respondents know where to find the Public Notice Under the ADA and the Grievance Procedure; the ADA Coordinator knows how to produce these materials in alternative formats.

Effective Communication

Provision of Auxiliary Aids

Half of respondents are aware of their obligation to provide auxiliary aids to provide effective communication for persons with disabilities and that people with disabilities may not be charged a fee to cover the cost to provide those auxiliary aids.

The City Administration, Fire, IT, and Public Works departments indicated that they know how to provide a variety of auxiliary aids for persons who are deaf or hard of hearing. Three of eleven departments indicated that they know how to provide qualified sign language interpreters and four of eleven departments can provide assistive listening devices. Two respondents know how to use a TTY (Text Telephone) or TDD (Telecommunication Device).

Regarding auxiliary aids for people with vision disabilities, four of eleven departments indicated that they are able to provide information in accessible electronic formats. The IT and Public Works respondents are also able to provide audio recorded formats. Although no departments reported a known ability to provide documents in large print or Braille, the IT department reported that the City’s website is compatible with applications that can increase the size of on-screen text or narrate on-screen text for the user (such as Windows Navigator).

Additionally, the City’s ADA Coordinator confirmed that the City’s Language Exchange allows for Over-the-Phone Interpreting (OPI).

Service Animals

Four respondents are aware that public officials may ask two questions related to a service animal: A) If the animal is required because of a disability; and B) What work or task the animal has been trained to perform.

Television Programs/Videos

The City Supervisor is aware of the provision of captioning or audio description formats for publicly produced television programs or videos. The IT staff reported it hosts City videos on YouTube®, and it can provide closed captioning. Audio description is not currently available.

Telephone Communications

All pages of the City's website include the following footer statement and link: "Free Communication Services for TTY Users provide by [Washington Relay](#)." Half of respondents either do not know where to find the TTY information or do not include it on their department's hardcopy and website publications; Information Technology and Public Works reported they do include this information online and in print. Four respondents have experience accepting TTY or 711 Telecommunication Relay Services (TRS) calls including the ADA Coordinator.

Sign Language Interpreters and Readers

A third of departments know how to provide access or have arrangements with a vendor to provide sign language interpreting services. One respondent is aware that it is inappropriate to ask a family member or friend of a person who is deaf to serve as a sign language interpreter. Three respondents know that a sign language interpreter or reader must be qualified to communicate effectively, accurately, and impartially (but is not required to have certification). No departments were familiar with qualified versus certified readers.

Primary Consideration

Most departments answered "No" or "Not Sure" as to whether they give primary consideration to the preferred type of auxiliary aid requested by the person with a disability. The ADA Coordinator is the only department aware of situations when granting a request for primary consideration (preferred auxiliary aid type) is not required: A) The public entity can demonstrate that another equally effective means of communication is available; B) Use of the means chosen would result in a fundamental alteration in the service/program/activity; C) the means chosen would result in an undue financial and administrative burden.

Policies and Procedures

Four departments know where to access the effective communication policy (Notice Under the ADA) on the agency's website in an accessible format so people with disabilities know about any reasonable advance notice requirements adopted by the agency.

No department has established policies and procedures for responding to public requests for sign language interpreters, qualified readers, and/or other aids. Lack of a policy/procedure does not imply lack of provision of services.

Inventory lists of Communication Items & Technologies

No department maintains a list of printed materials (including alternative format information), videos/television programs (with closed captioning/audio description), or TTY devices in their department. Lack of an inventory does not imply lack of provision of services.

*Website Accessibility*Policies and Procedures

Most respondents were not sure whether their agency had a written website accessibility policy and four respondents reported that they knew where to find the Website Accessibility Policy online. However, the IT department respondent answered “No” to this question and no website accessibility policy was found online. A third of respondents are able to locate information for reporting website accessibility problems and requesting accessible services and information. No staff member has been designated to check the HTML of all new webpages to confirm accessibility before they are posted.

Most respondents were not sure about the accessibility of their department webpages. The IT department representative reported that all web links have a text description that can be read by a screen reader and that all images and forms have alternative text tags for description, navigation, and controls. “Skip Navigation” links for the top of each page with navigation links is not currently available. HTML versions of PDF documents is also not available for all documents posted on the site. The Police, Building & Planning, and Public Works departments said their websites did not have one or more of the various accessibility items mentioned above.

Departments reported “No” or “Not Sure” for having procedures in place to assure quick response to such website accessibility requests or whether in-house or contracted staff have been trained on the website accessibility policy. No department has a specific written plan with timeframe to make all existing web content accessible.

Emergency Communication Services

Respondents answered “No” or “Not sure” to these questions relating to ensuring capability to accept and conduct TTY calls, TTY equipment maintenance, and back up procedures in the case of equipment malfunction. Staff reported that there is a 911 Call Center and County Dispatch that respond to emergency calls (level of ADA compliance is unknown for these other emergency service providers). One respondent had received one (1) TTY relay call in twenty years. Public Works reported that buildings with emergency evacuation alarms had both visual (exit signs) and audible (sounding alarm) features.

Employment Procedures

Over half of respondents confirmed they conduct interviews in accessible locations and roughly half affirmed job announcements identify the essential functions of the job for applicants who have appropriate qualifications. Roughly half of respondents were aware that confidential, disability-related materials must be kept in secure files sperate from other employment and

personnel files. Four respondents reported that they ensure employees with decision making responsibilities are aware of and comply with ADA nondiscrimination requirements, including how to identify and hire a qualified sign language interpreter if requested by an applicant.

Three respondents have been trained on what questions may or may not be asked in the pre-employment process. Two departments have application forms that ask questions regarding the presence of a disability. Most departments were not sure whether a roster is kept of employees with decision making responsibility for the employment process, whether they include TTY/711 Relay numbers on job advertisements or provide them in alternative formats, or whether application forms ask applicants to identify the presence of a disability. Over a third of responses were aware that medical examinations may not be conducted until after a conditional job offer has been made.

Eligibility and Participation

Two-thirds of respondents answered “Yes” to knowing they may not deny participation to a person with a disability in City services, programs, and activities. Less than one-third of respondents were aware they may not require a person with a disability to participate in programs or activities specifically designed for persons with disabilities and that they must provide an integrated setting or otherwise equal opportunity setting.

Few staff answered “Yes” to knowing the concept of services/programs/facilities needing to be accessible “when viewed in their entirety” or being aware of the need to eliminate discriminatory eligibility requirements (some staff were aware it is discriminatory to require driver’s licenses as the only acceptable means of identification).

Most respondents understood they must 1) make reasonable modifications to programs, services, and activities; 2) furnish auxiliary aids and services; and 3) not charge special fees to cover costs of measures necessary to ensure non-discriminatory treatment of persons with disabilities, unless a financial burden or fundamental alternation in the program would result.

One department knew the City may provide programs, services, and activities, beyond those required by the regulation, to individuals with disabilities, but they may not require that individuals with disabilities participate in such programs, services, and activities, rather than in those available to the general public.

Tours and Transportation

The Administration department respondent reported “Yes” regarding provision of accessible modes of transportation for tours or field trips administered by the City at no additional cost for eligible participants with disabilities. The Fire Department reported “No” for this question. All other respondents reported “Not Sure.”

Public Meetings

IT and Public Works ensured advertisements for public meetings include the requisite accommodation request and TTY information and are hosted in physically accessible locations.

The Buildings/Planning respondent reported “No” for this question. All other respondents reported “Not Sure.”

Use of Contracted Services

Over one-third of respondents know they may not subject qualified individuals with disabilities to discrimination in the selection of procurement contractors. IT and Public Works share the Public Notice under the ADA with procurement contractors and inform them of their responsibility to comply.

Public Right of Way

Three respondents were aware of the requirement for an Accessible Pedestrian Signal (APS) Policy while most other departments were not sure.

Summary

Overall, some City staff had macro-level knowledge regarding their ADA non-discrimination obligations to be aware of the ADA Coordinator’s role and responsibilities, address grievances, provide effective communication, adhere to non-discriminatory employment procedures, and avoid discrimination in eligibility and participation requirements for services, programs, and activities.

E.1.5 Review of City Municipal Code, Standards and Miscellaneous Practices

A review of the City’s municipal code, standards and City practices for construction and program notification was also conducted as part of the self-assessment.

Sedro-Woolley Municipal Code and Public Works Department Standards

The City of Sedro Woolley enforces the following National Codes, Washington State Amendments, and the Sedro Woolley Municipal Code:

- A. International Building Code, 2015 Edition, published by the International Code Council, together with all supplements thereto, subject to the modifications set forth by the state of Washington in Chapter [51-50](#) WAC; ICC A117.1-2009 accessibility code (ANSI); and Appendix E (WA State amendments);
- B. International Residential Code, 2015 Edition, except Chapters 11 and 25 through 43, published by the International Code Council, together with all supplements thereto, and Appendices F and Q (WA State amendments); and subject to the modifications set forth by the state of Washington in Chapter [51-51](#) WAC;
- C. International Mechanical Code, 2015 Edition, published by the International Code Council, together with all supplements thereto, and subject to the modifications set forth by the state of Washington in Chapter [51-52](#) WAC,
- D. Uniform Plumbing Code, 2015 Edition
- E. International Fire Code, 2015 Edition, published by the International Code Council,

- F. International Fuel Gas Code, 2015, published by the International Code Council, together with standards NFPA 58 and NFPA 54;
- G. International Existing Building Code, 2015 Edition, including Appendix A;
- H. The International Energy Conservation Code, 2015 Edition, for residential and commercial, published by the International Code Council;
- I. The Washington State Ventilation and Indoor Air Quality Code, 2015 Edition, as set forth in Chapter [51-13](#) WAC;
- J. Installation of factory built housing and commercial structures, RCW [43.22.460](#), together with WAC [296-150C-0540](#), [296-150F-0540](#) and the installation of manufactured and mobile homes, RCW [43.22.440](#) and WAC [296-150M-0650](#);
- K. The International Property Maintenance Code, 2015 Edition, published by the International Code Council, together with all supplements thereto. Insert (6") into Section 302.4.

It should be noted that, while the 2010 ADA Standards are the current federal ADA standards, in Washington state, (Region 10), the 2015 edition of the International Building Code is currently used. ANSI A117.1 is also used. When an entity, architect or contract is building or modifying a building or feature, they first look at the code that is used and if that feature is missing from the code or provides less accessibility than the ADA Standards, the ADA Standards need to be used for the specific feature. For more information, visit <http://nwadacenter.org/toolkit/ada-standards-and-international-building-code>.

City Public Works Department Standards (SWPWDS) - Sidewalks and Curb Access Ramps

The following standards for ADA sidewalks and curb ramps are from Chapter 3 of the City's Public Works Department Standards (February 2004, revised March 2017).

Section 3.3.2 - Sidewalks:

- A. All new sidewalks, including driveway sections, shall conform to current Americans with Disabilities Act (ADA) standards, including ADA compliant sidewalk ramps with detectable warning surfaces. See section 3.3.4.

Section 3.3.4 - Curb Access Ramps

All sidewalks shall be constructed to provide for access ramps in accordance with the standards of the Americans with Disabilities Act (ADA) and Washington State Barrier-Free code (WAC 51-30). surfaces shall also be oriented in the same direction as the pedestrian flow within crosswalks and shall be 24" in 'depth.' Ramp construction shall conform to the WSDOT Standard Plans, current edition.

Diagonally oriented curb ramps will only be permitted at the discretion of the Director.

Detectable warning surfaces shall be permanent yellow in color and have the maximum spacing and minimum size dimensions as shown in WSDOT Standard Plans, current edition.

Other SWPWDS Chapter 3 Transportation References to Accessibility

The search results are grouped by the search terms used with code text excerpts provided.

"ADA" References

3.2 Streets

3.2.15 Road and Sidewalk Cuts

3.2.15A Sidewalks 3. All new sidewalk installations involving an intersection or near an intersection shall be responsible for installing new ADA acceptable ramps with truncated domes detectable warning devices.

3.3 Sidewalks and Curbs

3.3.2 - Sidewalks - see above.

3.3.4 Curb Access Ramps - see above.

3.9 Parking

3.9.1 General (page 71)

- ADA handicap accessible parking shall have dimensions and markings which conform to WSDOT Standard Plan M-17.10-02.
- ADA slope requirements: No slope shall be greater than 2.0% in any direction, including the arithmetic mean (vector sum) of the longitudinal and transverse slopes.
- CBD Parking
 - A. 80-foot right-of-way
 - vii. First and last stalls on each side of street shall be ADA accessible stalls. (4 ADA stalls per block)

"Disabilities" References

3.3 Sidewalks and Curbs

3.3.2 - Sidewalks - see above.

"Accessible/Accessibility" References

3.1 General Considerations

The overall goal of this chapter is to encourage the uniform development of an integrated, fully accessible public transportation system that will facilitate present and future travel demand with minimal environmental impact to the community as a whole.

3.9 Parking

3.9.1 General - see above.

References to Accessibility in Sedro-Woolley Municipal Code (SWMC)

The search results are grouped by the search terms used and links to full code text are provided.

"ADA" References

The SWMC search on "ADA" resulted in 3 "hits" across three chapters including:

- [Chapter 2.90 CONSOLIDATED PLANNING PROCEDURES* \(1 hits\)](#) Accessible parking
- [Chapter 6.04 PRELIMINARY ARTICLE \(1 hits\)](#) Definition of service animals
- [Chapter 5.04 BUSINESS LICENSES* \(1 hits\)](#) Mobile vendors

"Disabilities" References

The SWMC search on "Disabilities" resulted in 10 "hits" across four chapters including:

- [Chapter 2.16 MUNICIPAL COURT SYSTEM \(4 hits\)](#) Judges pro tem, vacancy and removal
- [Chapter 5.04 BUSINESS LICENSES* \(3 hits\)](#) Mobile vendors
- [Chapter 6.04 PRELIMINARY ARTICLE \(2 hits\)](#) Definition of service animals
- [Chapter 17.36 OFF-STREET PARKING AND LOADING \(1 hits\)](#) Group home off-street parking

"Disabled" References

The SWMC Search on "Disabled" resulted in 2 hits across two chapters including:

- [Chapter 7.12 CABLE COMMUNICATIONS \(1 hits\)](#) Nondiscrimination/prohibition of discounts
- [Chapter 17.36 OFF-STREET PARKING AND LOADING \(1 hits\)](#) Group home off-street parking

"Accessibility" References

The MMC search on "Accessible" resulted in 1 "hit" in the following chapter:

- [Chapter 15.04 BUILDING CODE* \(1 hits\)](#) Codes adopted includes ICCA A117.1-2009 accessibility code (ANSI)

Miscellaneous Policies

The Sedro-Woolley Development Standards Manual Section 2.1.1 Standards Specifications identifies the WSDOT Design Manual and U.S. Department of Transportation Manual on Uniform Traffic Control Devices (MUTCD) as the City's standards for design and construction. Chapter 1510.17 of the WSDOT Design Manual addresses Work Zone Pedestrian Accommodation.

E.2 Programmatic Barrier Prioritization & Removal Recommendations

To ensure ADA compliance and remove programmatic accessibility barriers, the recommendations provided below are correlated to eight ADA Compliance checklist items included in the Title II/Section 504/WSDOT LAG Chapter 29/Appendix 29.11 guidelines (see **Appendix H**).

E.2.1 Programmatic Barrier Prioritization

Programmatic barriers are prioritized into two groups based upon the amount of time required to satisfy the check list items:

- **Short-Term Items** involve macro-level administrative compliance requirements that are applicable in a uniform manner to all departments. These administrative steps to remove barriers can be implemented within one year of publication of this ADA Transition Plan.
- **Long-Term Items** may require department-specific modifications to fit the services, programs, and activities provided by each department. It will take longer than one year to implement these changes to remove remaining programmatic barriers.

E.2.2 Short Term Item Recommendations

It is recommended the City prioritize the following items as they are “easily achievable” and comprise four out of the eight Title II/Section 504/WSDOT LAG Chapter 29 checklist requirements:

ADA/504 Coordinator

- Work with all departments to make them aware of the name, contact information, and responsibilities of the designated ADA/504 Coordinator and ensure that staff know where the aforementioned information is publicly and internally published (such as on the City’s website).
- Provide ADA/504 Coordinator adequate training to carry out the responsibilities of the role including monitoring the implementation of the ADA Transition Plan to effectively coordinate with individual departments.

Complaint/Grievance Procedure

- Update the ADA Grievance Procedure to meet all administrative requirements for the procedure including contact information for ADA Coordinator. See updated ADA Grievance Procedure provided in **Appendix I**.
- Work with all departments to make them aware of the City ADA Grievance Procedure, how to access it, and how to provide it in alternative formats.

- Train department staff on the specific purpose of this Grievance Procedure as opposed to the separate Request for Accommodation identified in the City's Public Notice Under the ADA.

Public Notice of ADA Provisions

- Work with all departments to make them aware of the Public Notice Under the ADA, how to access it, where to publicly post it, and how to provide it in alternative formats.
- Train department staff on the significance of the Public Notice Under the ADA as a policy and procedure reference document.
- Consider creating a uniform Request for Accommodation form that can be used universally by all departments (this is not specifically required under the ADA but would provide clarity for staff and the inquiring public).

Accessible Pedestrian Signal (APS) Policy

- Adopt an Accessible Pedestrian Signal Policy.
- Post the Accessible Pedestrian Signal Policy to their website and notify City staff of its existence and location should members of the public inquire.

E.2.3 Long-Term Item Recommendations

It is recommended the City address the following items to satisfy the remaining four out of eight Title II/Section 504/WSDOT LAG Chapter 29 checklist requirements:

Programs Services and Activities

- Prioritize production of policies and procedures and training of staff for the "Short-Term Items" above.
- Use the Programmatic ADA Compliance Checklist Tool to monitor progress towards compliance for existing and future City staff. See **Appendix J**.

Self-Evaluation (1)

- It is acknowledged that the Assessment efforts accomplished as part of this ADA Transition Plan satisfy in part one of the Title II/Section 504/WSDOT LAG Chapter 29 checklist requirements (self-evaluation also encompasses physical barrier assessment completed in **Sections B, C and D** above).

Self-Evaluation (2)

- Maintain the final ADA Transition Plan and Appendices on file and make it available for public inspection on the City's website for at least three years following its publication.

Transition Plan

- Make the ADA Transition Plan available for public inspection for at least three years following its completion on the City's website.

E.2.4 Other Recommendations

- Consider having the City's legal team review the Sedro-Woolley Municipal Code to change references to "handicapped" or "disabled" persons to "persons with disabilities" in line with ADA recommendations on language etiquette (see "Use Person-First Language" Module 7.3 of [ADA Title II Tutorial](#)).

E.3. Programmatic ADA Barrier Removal Cost Estimates

Cost estimates are based on labor hour estimates to inform and/or train staff. Programmatic barrier removal cost estimates for the Short Term (1 year) and Long Term (2 or more years) are outlined in **Table 21** below.

The **Short Term** programmatic barriers can be removed through informing staff of existing resources at little to no cost beyond labor hours. For example, email memos from the ADA/504 Coordinator explaining their role, responsibilities, and contact information, Grievance Procedure, and APS Policy could bring current staff up-to-date. Other recommended memo topics include resources for provision of auxiliary aids, alternative formats, interpreter/reader/service animal accommodations, and TTY/TRS/711 and emergency evacuation procedures. City staff who currently use TTY and TRS/711 could be resources for training other public-facing department staff on these communication devices. Establishing website content submission guidelines and updating the City's municipal code and design standards would also be important short term items.

The **Long Term** programmatic barriers may require individual departments to spend labor hours on developing resources and then notifying/training other departments on how to comply. For instance, making documents web accessible may ultimately fall under the purview of Communications Services, but this department can inform other departments regarding how to submit ADA-friendly content for publication and posting.

Training resources include the ADA National Network's [ADA Title II Tutorial](#) recommended for the ADA/504 Coordinator and the Northwest ADA Center's [Respectful Interactions Disability Language and Etiquette](#) tutorial (\$30/person) that could be integrated into current and new employee training.

Table 21. Programmatic ADA Barrier Removal Cost Estimates

Programmatic ADA Barrier Type	Barrier Removal Cost (Labor hours)	Barrier Removal Cost (\$2021 at \$50/hour)
SHORT TERM ITEMS (1 year)		
ADA/504 Coordinator Role/Responsibilities Memo	1	\$100
Complaint/Grievance Procedure Memo	2.5	\$125
Public Notice of ADA Provision Memo	1	\$50
Accessible Pedestrian System (APS) Policy Memo	2.5	\$125
Resources for Providing Auxiliary Aids, Alternative Formats, and Interpreter/Reader/Service Animal Accommodation Memo	5	\$250
ADA Title II Tutorial (Free) for ADA Coordinator	5	\$250
ADA-Etiquette Tutorial for Department-Heads (Labor Hours)	20	\$1,000
ADA-Etiquette Course Fee (\$30/person; discounts available for groups of 10 or more)	N/A	\$300
Emergency Services Memo - Train public-facing staff on TTY/TRS/711 phone and evacuation procedures and establish maintenance/back-up equipment strategy	10	\$500
Website Accessibility - Establish city-wide content submission guidelines to ensure accessibility of all new website content	6	\$300
Update Code, Design Standards, and Procedures to Ensure Accessible Routes during Construction/Maintenance Projects	20	\$1,000
Sub-Total	73	\$4,000
LONG TERM ITEMS (2 or more years)		
Website Accessibility - Ensure all website content is accessible by updating or removing non-accessible content (includes closed-captioning for video/film)	200	\$10,000
Establish checklist for print media to include TTY and TRS/711 numbers wherever agency phone number is provided and name and address of person to send requests for alternative accessible formats	20	\$1,000
Audit Employment Procedures regarding the rights of persons with disabilities.	20	\$1,000
Establish policies and procedures for ensuring tours, transportation, and use of contracted services and purchasing are ADA-compliant.	20	\$1,000
Develop ADA Training Materials for new staff to cover areas in 2020 ADA City Staff Programmatic Assessment Survey	100	\$5,000
Sub-Total	360	\$18,000
Contingency	40	\$2,000
TOTAL	473	\$24,000

E.4 Programmatic ADA Barrier Removal Financial Plan and Schedule

The City has planned to spend \$5,000 annually in 2022-2026 to remove programmatic ADA barriers. See **Table 22** below. For a summary table of the planned budget for all ADA barriers, including programmatic barriers, see **Table 20** above.

Table 22. Programmatic ADA Barrier Removal Schedule with Programmed Funding

Programmatic ADA Barriers	Amount
Total Estimated PROW ADA Barrier Removal Costs (\$2020)	\$24,000
2022-2026 Programmatic ADA Barrier Removal (Short and Long Term) (\$5,000 annually)	(\$25,000)
2027- N/A (Barriers anticipated to be addressed by 2026)	\$0

This may change due to the City's ability to fund ADA barrier removal projects and is subject to annual budget review and reassessment. As of 2021, the impacts of COVID-19 on the City budget are yet to be determined.

For more information, see most recent City of Sedro-Woolley budget.

F. Barrier Removal Monitoring

To ensure implementation of this ADA Transition Plan, it is recommended that the City establish an annual review/update process to track ADA barrier removal across its building, parks, public right of way facilities and its programs, services, and activities.

It is recommended that the City share these annual accomplishments with the public on the ADA Transition Plan project webpage. The annual reporting format is at the discretion of individual departments. Recommended formats may include but are not limited to an annual project accomplishments narrative and/or GIS map.

It is recommended that the official responsible for implementation of the ADA Transition Plan coordinate this effort in cooperation with relevant City staff from other departments who are involved with projects that remove ADA barriers.

G. Public Outreach

G.1 Public Outreach Strategy

The public outreach strategy included digital and print platforms and included stakeholder engagement with members of the local ADA community. The City's website hosted the project information webpage, links to the online surveys, and access information for the virtual public workshop. The City's communication staff facilitated inclusion of press release articles in various local print and web publications and through the City's utility billing notification system. Other advertising efforts were made on City social media pages and City staff conducted direct outreach to existing contacts within the ADA community. Notably, the City created an ADA Advisory Group made up of 51% persons with disabilities from the local City of Sedro-Woolley community to advise the project team throughout the planning process.

G.1.1 Project Webpage

The project webpage content was launched in summer 2020. The project webpage included:

- Project description
- Schedule
- Public Involvement section:
 - Links to online surveys (one map-enabled version and one screen-reader friendly version)
 - Virtual public workshop meeting information
- ADA Advisory Group goals/responsibilities and link to separate ADA Advisory Group webpage
- City staff contacts and other ADA resources
- Documents section for uploading the draft version for public comment
- Recent/annual accomplishments section for further tracking of ADA Transition Plan implementation progress

The ADA Transition Plan Project webpage is available in **Appendix K** and online at:

https://www.ci.sedro-woolley.wa.us/resources/ada_transition_plan.php

The ADA Advisory Group webpage is available in **Appendix K** and online at:

https://www.ci.sedro-woolley.wa.us/governing_bodies/ada_advisory_group.php

G.1.2 Online Surveys

Two online survey options were activated for September 1 through November 8, 2020. The screen-reader friendly Survey Monkey® version was built to accommodate persons with visual disabilities. The map-enabled ArcGIS Survey123® survey gave respondents the option to mark barrier locations on a map. The online surveys are reproduced in **Appendix K**.

G.1.3 Print and Other Web-Based Publications

An article promoting the project, online surveys, virtual workshop, and ADA Advisory Group was published in the October 2020 edition of *CityScene* magazine. A recruitment flyer for the ADA Advisory Group was also sent out with the City's October 2020 paper utility billing.

The City promoted the online surveys and virtual workshop through a press release on its website and on the City and Fire Department Facebook® pages. In addition, over four thousand local utility customers received a short message promoting the project on their September and October digital utility bill notifications. For documentation, see **Appendix K**.

G.1.4 Virtual Public Workshop

The virtual public workshop was hosted by the City on the Zoom® platform on November 5, 2020, from 6-7:30pm. Workshop materials were provided in accessible formats with alternative text prior to the event and are provided in **Appendix K**.

G.1.5 ADA Advisory Group

In September 2020, City staff contacted the following organizations via direct email to seek out interested local residents to participate in an ADA Advisory Group.

- Central Skagit Sedro-Woolley Library
- Sedro-Woolley Chamber of Commerce
- Sedro-Woolley Farmers Market
- Sedro-Woolley Museum
- Sedro-Woolley Loggerodeo
- Sedro-Woolley School District
- Sedro-Woolley School District, Executive Assistant to the Superintendent
- Sedro-Woolley Senior Center, Center Coordinator
- Peach Health, Director of Communications & Marketing
- United Fitness Center
- Helping Hands Food Bank
- Helping Hands Food Bank, Executive Director
- Housing Authority of Skagit County
- Telecare of Skagit County

At least 51% of the group is made up of individuals living with a disability as defined by the ADA. The group convened on a monthly basis (via virtual meeting) to advise the ADA Transition Plan project team between October 2020-April 2021. The ADA Advisory Group included:

Community Participants

Judy Jones
Christina Sanchez
Michelle Salgado
Eric Johnson
Matthew Desvoigne

City Staff Participants

Doug Merriman
Mark Freiberger
David Lee

Consultant Representative

Jennifer Salemann

G.2 Public Outreach Findings

The virtual platform of online surveys and a virtual public workshop provided the public with an accessible and safe participation method in the midst of COVID-19. Online survey participation yielded more participant responses than the virtual public workshop. The public workshop did provide a conversational space to discuss barriers that is otherwise not present in a survey context. The survey findings complemented by the AAG feedback are helpful in guiding City staff on the selection and prioritization of barrier removal.

G.2.1 Online Survey Responses

The online SurveyMonkey® and ArcGIS Survey123® surveys yielded a combined total of twenty-eight (28) responses. See **Table 23** below. The screen-reader friendly Survey Monkey® version was built to accommodate persons with visual disabilities. This, along with the public's general familiarity with SurveyMonkey® as a survey platform, may explain why the majority of respondents selected that survey.

Table 23. Survey Responses by Platform

Survey Platform	Number of Responses
ArcGIS Survey123®	3
SurveyMonkey®	25
Total	28

ArcGIS Survey123® Findings

The ArcGIS Survey123® survey was map-enabled. For raw data documentation of the ArcGIS Survey123 responses and map figure see **Appendix K**.

Three respondents provided feedback to identify general and specific barrier locations. General feedback identified a need to address barriers around schools. One respondent shared, "Central Elementary has a large walker population and the sidewalks and curb ramps in the blocks surrounding it are in horrible shape." In addition, this respondent identified the downtown business core as another focus area, "the sidewalks surrounding the businesses are in terrible shape and the corner ramps are not cohesive."

Another respondent who also participated in the virtual public workshop shared that he has inventoried "all of the sidewalks, curb ramps and crosswalks in Sedro Woolley if that would help you. The inventory also includes raised curbs that present difficulty to wheelchair users. The work was done last year so any new improvements would likely not show."

A third respondent identified a need for a crosswalk at State Street and Reed Street as it is "a place used for jaywalking because the bus stop is on this side street."

For the ranking questions, the top three (out of six) barriers that respondents want to see removed before others are: missing pedestrian crossings, missing accessible pedestrian signals, and missing curb ramps. The top four (out of seven) important locations at which to remove barriers are: schools/libraries, senior center/elderly care facilities, grocery stores/retail shopping centers, and transit centers/stops/routes. See **Tables 24 and 25** below and see **Appendix K**.

Note: Ranked question scores were calculated using a weighted average score. Higher scores are for more popular choices. Lower scores are for less popular choices. See **Appendix K**.

Survey Monkey® Narrative Findings

A summary of the respondents' barrier descriptions is provided below. The SurveyMonkey® survey was not map-enabled. For raw data documentation of the SurveyMonkey® responses, see **Appendix K**.

General Observations

- **Trail design:** Respondent expressed concern for considering best interests of the disabled and senior citizens as well as equestrian users on Cascade Trail. Respondent cites the Centennial Trail that has pavement as well as graveled sides for horses and horse tracks painted on asphalt where there are horse crossings. Respondent requests that City Council take a field trip to Centennial Trail just past Lake McMurray on Highway 9 to see trail design that accommodates bicyclists, runners, walkers, the disabled, seniors and equestrian users. Respondent would like to see short, paved section between Dairy Queen and Fruitdale Road continued to be accessible for all.
- **Maintenance/Obstacle Clearing:** Respondent pointed out barriers can be architectural as well as maintenance related.
- **Communication and Employment:** A respondent who is blind commented that barriers can be for print materials and employment, as others may have misperceptions of the abilities of qualified blind candidates. Another respondent asked for the website to be more "friendly" to the visually impaired.
- **Traffic Signal Phasing/Timing:** A respondent who is blind reported that right-on-red traffic takes up available pedestrian crossing time, requiring a blind pedestrian to wait for the next cycle. The respondent advocated for either longer pedestrian crossing times, or pushbuttons that would stop the traffic. The respondent shared that audible signals are not always best, as they can mask traffic noise a blind person needs in order to read the traffic.
- **Sidewalk Barriers (Cracks, Lack of Ramps, Lack of Sidewalks):** A respondent commented that navigating streets with their child in a stroller was difficult due to lack of sidewalks, cracks in sidewalks, and lack of ramps up to sidewalks in neighborhoods of Sedro-Woolley. Another respondent noted a general observation of barriers in high-traffic pedestrian areas and local streets.

Specific Addresses/Locations

- **501 Murdock St;** no specific barrier identified.
- **Cascade Trail:** lack of paved surface as barrier.
- **722 Cascade Palms Ct:** no specific barrier identified.
- **Intersection of Township St and State St:** Three respondents identified this location as having barriers. One respondent cited a need for a wheelchair ramp at the sidewalk near Inspire Church. Another respondent cited State Street east of Township where there are additional missing curb ramps. [Note: Three out of four corners of this intersection do not have curb ramps.]
- **Vicinity of High School:** The respondent did not identify which high school they were referring to (Sedro-Woolley or State Street High School).
- **Section of South Hwy 9 Between State St and Hwy 20:** Reported for missing sidewalk segment. [Note: Aerial Google® imagery review of Township/Hwy 9 between State St and Hwy 20 does not appear to have a missing sidewalk segment.]
- **Talcott St:** Example of high-traffic pedestrian area in need of sidewalks
- **Jameson St between 4th St and 5th St:** Sidewalk barriers
- **8th Street and Bennett Street (diagonal from Mary Purcell Elementary School):** A respondent reported that the sidewalk is blocked by vehicles and covered in gravel, so children often walk out into the street on their way to school. Note: Aerial Google Maps® imagery review of 8th St shows there are no sidewalks on either side between Nelson St. and Dunlop St.
- **Puget Street:** Sidewalk barriers

For the ranking questions, the top three (out of six) barriers respondents want to see removed before others are: fixed objects blocking path of travel, overgrown vegetation in path of travel, and sidewalk cracks/bumps. The top four (out of seven) important locations at which to remove barriers are: grocery stores/retail shopping centers, transit centers/stops/routes, senior center/elderly care facilities, and schools/libraries. See **Tables 24 and 25** below and see **Appendix K**.

Note: Ranked question scores were calculated using a weighted average score. Higher scores are for more popular choices. Lower scores are for less popular choices. See above for explanation of weighted ranked score calculations.

Ranking Observations Across Both Surveys

Due to the higher number of respondents to the SurveyMonkey® survey, the findings for the ranked questions of that cohort are statistically stronger in comparison to the ArcGIS Survey123® cohort. There was not an overlap for the top types of barriers that respondents wanted to see removed before others. See **Table 24** below. For documentation of all survey data, see **Appendix K**.

Table 24. Comparison of Most Wanted Barrier Types for Removal by Rank

Rank	SurveyMonkey (23 responses)	Score	Rank	ArcGIS Survey123 (2 responses)	Score
1	Fixed Objects Blocking Path of Travel, Overgrown Vegetation in Path of Travel, Sidewalk Cracks/Bumps	4.00	1	Missing Pedestrian Crossings	5.5
2	Missing Curb Ramps	3.86	2	Missing Accessible Pedestrian Signals	4.5
3	Missing Accessible Pedestrian Signals	2.57	3	Missing Curb Ramps	3.5
4	Missing Pedestrian Crossings	2.55	4	Sidewalk Cracks/Bumps	3.0
-			5	Fixed Objects Blocking Path of Travel	3.0
-			6	Overgrown Vegetation in Path of Travel	1.5

There was overlap for the locations where respondents reported it was most important to remove barriers. The top four out of seven locations were the same, although each survey cohort ranked them within the top four differently. See **Table 25** below.

Table 25. Comparison of Most Wanted Locations for Barrier Removal by Rank

Rank	SurveyMonkey (22 responses)	Score*	Rank	ArcGIS Survey123 (2 responses)	Score*
1	Grocery Stores/Retail Shopping Centers	5.09	1	Schools/Libraries	6.0
2	Transit Centers/Stops/Routes	4.81	2	Senior Center/Elderly Care Facilities	5.5
3	Senior Center/Elderly Care Facilities	4.64	3	Grocery Stores/Retail Shopping Centers	5.0
4	Schools/Libraries	4.33	4	Transit Centers/Stops/Routes	4.5
5	Local Government Buildings/Post Offices	3.71	5	Local Government Buildings/Post Offices, Parks/Trails	3.0
6	Parks/Trails	3.45	6	My residence	1.5
7	My residence	1.86	-		

For a map of all identified public outreach barrier locations, see **Figure 21**.

For a map of all identified public outreach barrier locations and fifty-foot TIP (Transportation Improvement Program) projects buffer, see **Figure 22**.

Figure 21. Public Outreach ADA Barrier Findings Map

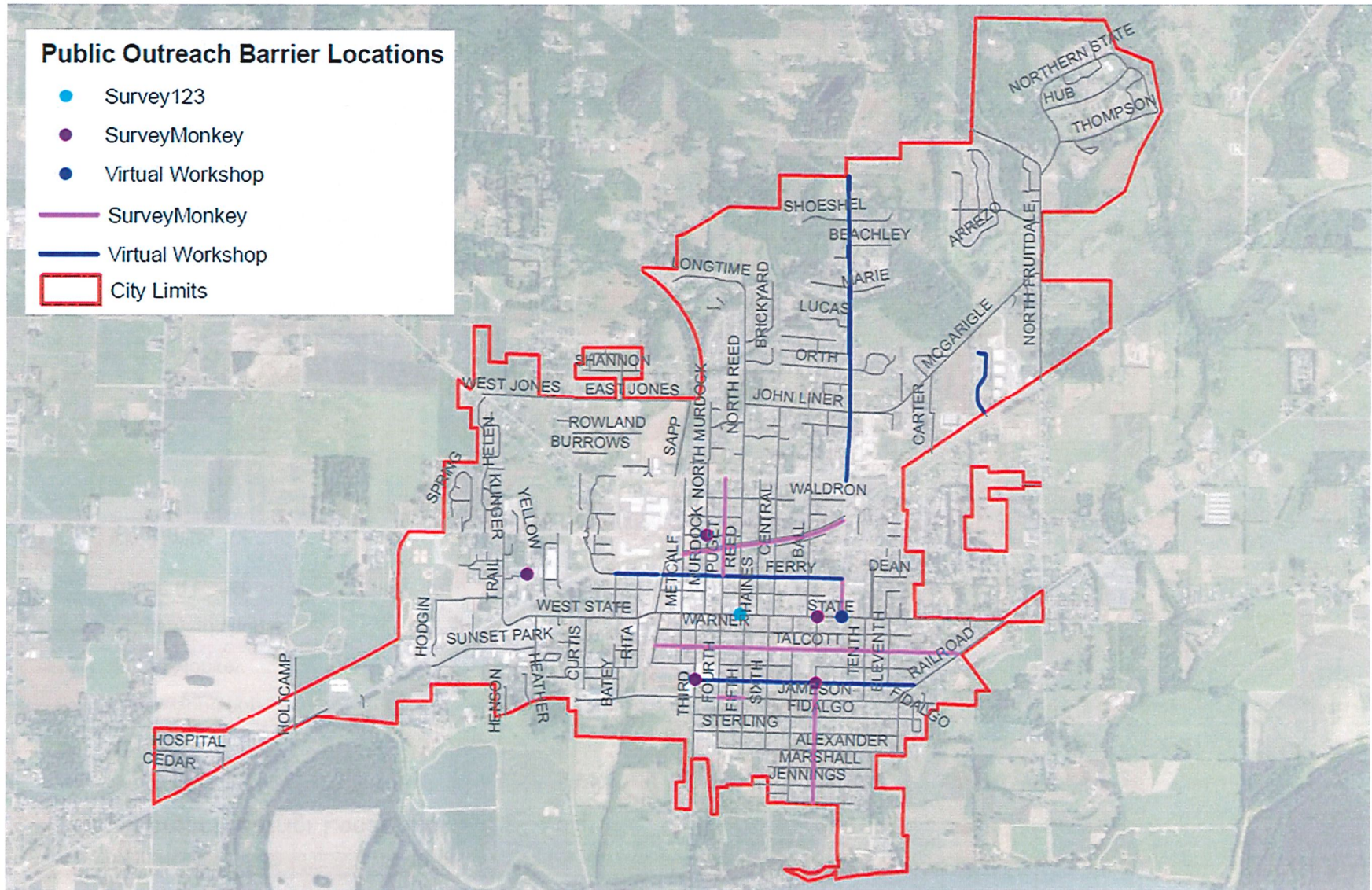
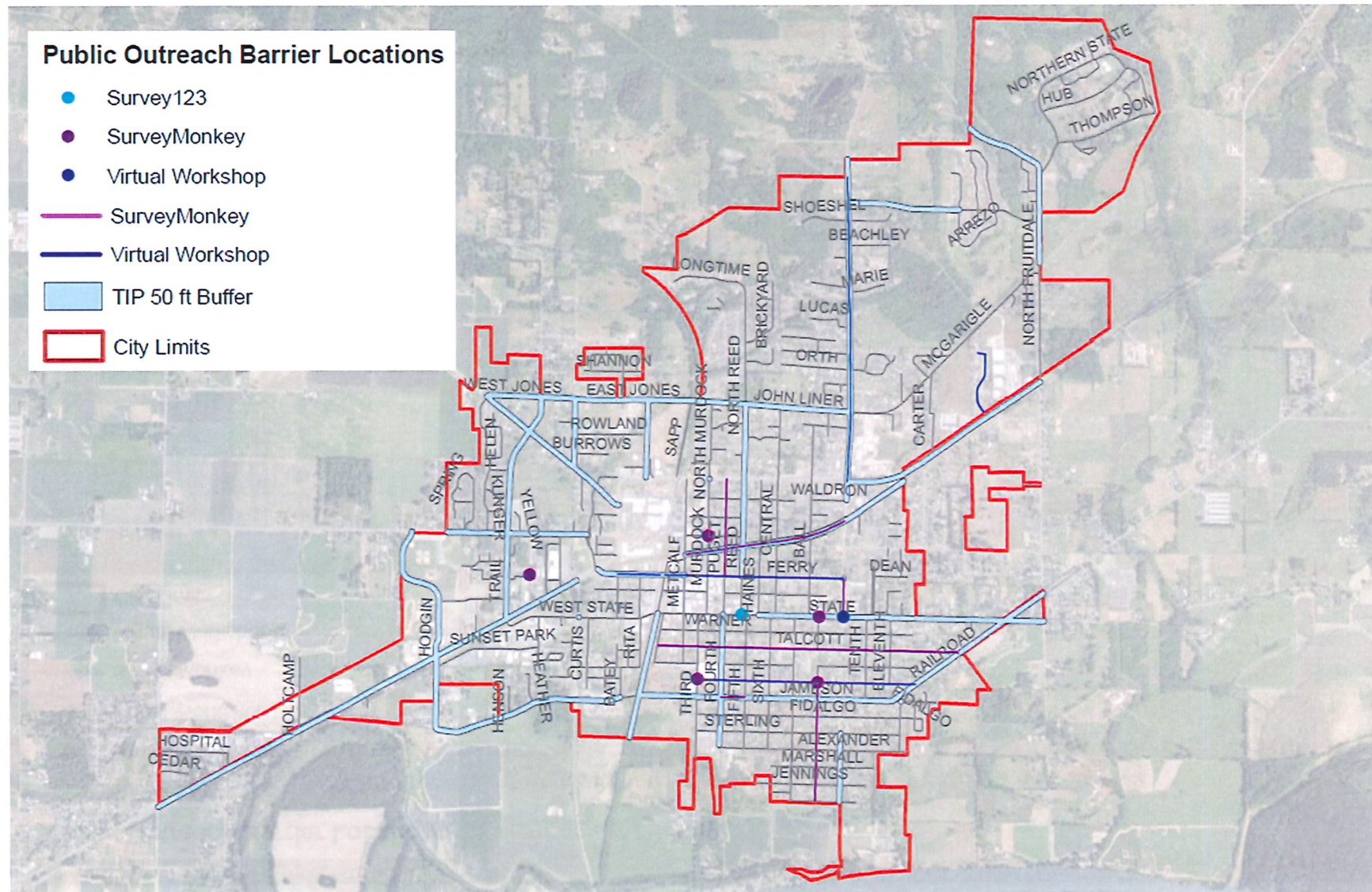


Figure 22. Public Outreach ADA Barrier Findings with 50 Ft TIP Buffer Map



G.2.2 Public Workshop Findings

Feedback regarding barriers was provided by three participants who were members of the City of Sedro-Woolley ADA Advisory Group and two participants who were local City of Sedro-Woolley residents, one of whom shared that they use a wheelchair mobility device. The remaining participants consisted of three City staff, one Transportation Solutions consultant, and two other Transportation Solutions staff listening in to the workshop as members of the public at-large. For a map of workshop identified barrier locations, see **Figures 21 and 22** above. For minutes of the Virtual Public Workshop, see **Appendix K**.

Workshop participants identified the following barrier locations and types:

- **Mobile Park and Carriage Court:** problematic sidewalks and curb ramps*
- **Highway 9 north of SR-20:** curb ramps without tactile pads
- **Ferry Street near the old Heritage Bank:** tree roots on south side of Ferry at Puget Street
- **State and Township:** missing curb ramps and pedestrian crossings
- **Bennett Street:** uneven sidewalks

*Note: The City of Sedro-Woolley is responsible for and has authority over the public right of way. Curb ramps or other barriers on private property are the responsibility of private landowners.

Other comments addressed best practices and recommendations for the City:

- **Programmatic Observation:** Best practices for accommodating persons with disabilities include: a positive attitude of City staff, involving the ADA Coordinator as a liaison, and utilizing a network of local, regional, and state providers of disability services.
- **Ongoing Feedback Platform:** Provide either a message form or permanent survey form for members of the public to report barriers to City staff.

G.2.3 ADA Advisory Group Debrief on Public Workshop Findings

The public outreach findings were discussed by the ADA Advisory Group (AAG) on December 8, 2020. For minutes of the ADA Advisory Group debrief meeting, see **Appendix K**. The following key takeaways were identified:

- Barriers identified were primarily in area south of SR-20 in residential areas consistent with older infrastructure.
- Narrative responses from surveys were focused on barriers in proximity to schools more than other top priority barrier locations.
- AAG members have also experienced the barriers at State and Township and recommend this as a high priority location for barrier removal. One AAG member walks a paper route with a client with low vision. The aforementioned intersection is one of the hardest to cross as not everyone is looking for the pedestrians and because the client cannot see to step down from the curbs.

- AAG members have also experienced sidewalk tripping hazards on Ferry St. The paper route client has tripped along this corridor.

Further discussion identified additional pedestrian route barriers:

- Lack of sidewalks on State and Wicker Street: An AAG member has to walk with her paper route client in the street due to lack of sidewalks.
- There is a dirt trail along their route in the vicinity of Dean St and Wicker St that is often blocked by overgrown vegetation.
- A few utility poles block the sidewalk in Dean/Virginia area, but it is relatively easy to pass around them as there is not much traffic with which to contend.

G.2.4 Draft ADA Transition Plan Public Comments

public comments were received on the Draft ADA Transition Plan in March 2021. For more detailed information, see **Appendix K**.

G.3 Recommendations for Public Feedback Prioritization

It is recommended the City:

- Prioritize the State/Township intersection for ADA barrier removal as it was identified as a barrier in the public workshop, the online survey and the AAG meeting.
- Consider prioritizing the high ranking barrier types (fixed objects blocking path of travel, overgrown vegetation in path of travel, and sidewalk cracks/bumps) for removal before other barrier types.
- Consider prioritizing barriers near the following high ranking locations (grocery stores/retail shopping centers, transit centers/stops/routes, senior center/elderly care facilities, and schools/libraries) before barriers near other locations.
- Consider establishing a dedicated annual budget reserve that may fund addressing barriers identified by the public. Such a fund will help the City mitigate risk for potential grievances as well as respond to requests by persons with disabilities in the local community who are most affected by barriers to accessibility.
- Continue to utilize the Sedro-Woolley project webpage and survey platform as a tool for future public engagement efforts related to ADA Transition Plan barrier removal progress updates.

H. Accessibility Regulations, Standards & Guidelines Resources

This ADA Transition Plan is based on the most recent federal and state ADA regulations, standards, and guidelines. The resources are divided into general and barrier specific groups with links to websites. For the WSDOT Local Agency Guidelines Chapter 29 ADA Title II Checklist for ADA Transition Plans, see **Appendix H**.

H.1 General Resources

Federal ADA Regulations

- [ADA Title II Regulations \(28 CFR Part 35\)](#)
- [ADA Title III Regulations \(28 CFR Part 36\)](#)

U.S. Access Board Standards

- [U.S. Access Board DOJ ADA Accessibility Standards \(2010\)](#)

U.S. Department of Justice Guidelines

- [U.S. DOJ ADA Best Practices Tool Kit for State and Local Governments](#)

WSDOT Local Agency Guidelines

- [Local Agency Guidelines: Chapter 29 Section 504 of the Americans with Disabilities Act](#)

H.2 Barrier-Specific Resources

Building, Park & Trail Facilities

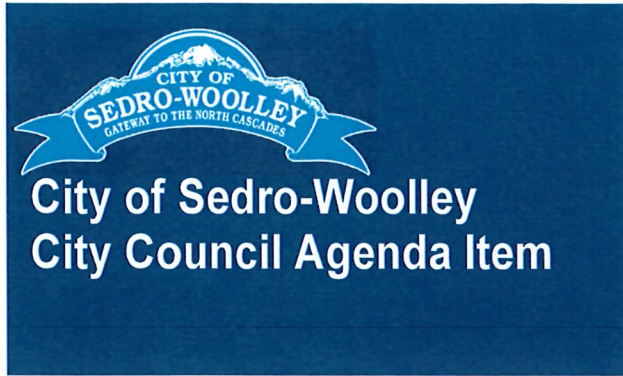
- [ABA \(Architectural Barriers Act\) Chapters 2 and 10 Amendments \(2013\)](#)
- [ADA Title III Technical Assistance Manual](#)
- [US Access Board Federal Outdoor Developed Areas Accessibility Standards \(May 2014\)](#)

Public Right of Way:

- [ADA Title II Technical Assistance Manual](#)
- [U.S. DOJ ADA Best Practices Tool Kit for State and Local Governments](#)
- [WSDOT Field Guide for Accessible Public Rights of Way \(2012\)](#)

Programmatic (Services, Programs and Activities):

- [National ADA Network Title II Tutorial](#)
- [U.S. DOJ ADA Best Practices Tool Kit for State and Local Governments](#)



Agenda Item No. m-2

Date: 3/24/2021

Subject: Discussion: Protection of Skagit Head Waters

FROM: Mayor Johnson

RECOMMENDED ACTION:

Discuss concerns regarding pollution of Skagit River headwaters by mining operations located in British Columbia.

ISSUE:

A mining company, named Imperial Metals, has submitted an application to the British Columbia Ministry of Energy, Mines and Petroleum Reserves to explore for gold in the environmentally sensitive headwaters of the Skagit River. The State of Washington, along with the Swinomish Tribal Community, and other local agencies, have expressed concern regarding pollution of the Skagit River due to mining operations.

The focus of this discussion is to consider a letter to be written to our Senate and Congressional representatives, as well as the Department of Ecology and the Office of the Governor Jay Inslee asking for their support to oppose the permit being granted to Imperial Metals.

FISCAL IMPACT, IF APPROPRIATE:

Not Applicable

ATTACHMENTS:

1. Packet of information on exploratory mining in the Skagit Headwaters.
2. Letter from Seattle Mayor to Honorable John Horgan,
3. Resolution No. 2020-10-193 Swinomish Indian Tribal Community.



City of Seattle
Mayor Jenny A. Durkan

February 11, 2021

The Honorable John Horgan
P.O. Box 9041 STV PROV GOVT
Victoria, BC V8W9E1 Canada

Dear Premier Horgan,

As we start the new year, I want to congratulate you on the New Democratic Party's victory in October and your second term as premier. As you appointed your new cabinet members late last year and set out the mandates for their ministries' work, you likely considered the important legacies you wish to provide the people of British Columbia during your second term. Here in the United States, we are starting the year with a new president and a dramatic shift in leadership at the federal level that will undoubtedly renew our country's commitment to environmental protection and partnerships with neighboring countries. Along with this, development and distribution of a COVID-19 vaccine puts us on a positive path forward out of the current crisis. These events present an opportune time for us to recommit and recharge our efforts to protect the Silverdaisy Area of the Upper Skagit Watershed as directed by the High Ross Treaty and Agreement.

You recently received a letter signed by 108 U.S. stakeholders including conservation, recreation, and wildlife groups as well as elected officials and local businesses opposed to logging and mining in the Upper Skagit Watershed in British Columbia. Despite the global pandemic and the economic hardship facing our residents and businesses, the City of Seattle remains fully committed to working with you and your cabinet to advance our mutual obligation to protect the Silverdaisy Area that continues to receive significant attention and support from a large and diverse group of stakeholders, including local, state, and federal elected officials as well as US Tribes and First Nations.

Since we last communicated, Seattle City Light's new Chief Environmental Officer, Tom DeBoer, has been participating in scheduled calls with your staff, Pierrette Maranda, communicating with the Skagit Environmental Endowment Commission (SEEC) and other stakeholders, and monitoring the media to track the progress on this issue. I am pleased to see the substantial advancements in protection of the Silverdaisy Area that have recently been made. The area now appears to be protected from logging activities, including associated roadbuilding, through the

Premier John Horgan; the BC Minister of Energy, Mines and Low Carbon Innovation; the SDM; and with our federal and state elected representatives and ask them to help resolve this problem once and for all in 2021.

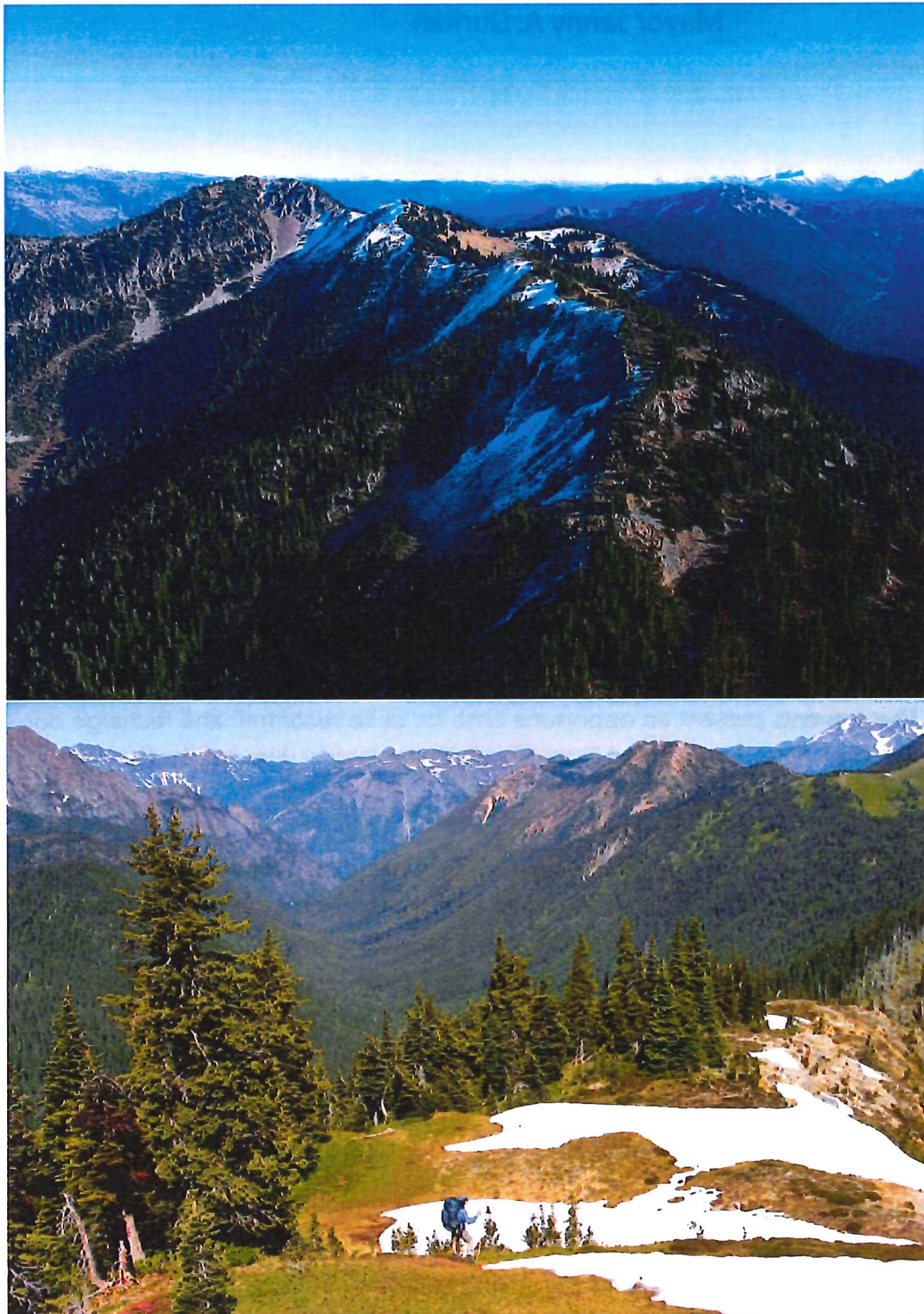


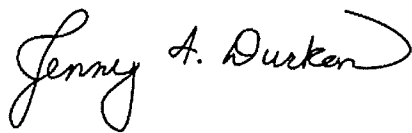
Photo Credit The Wilderness Committee

recent Old Growth Strategic Review and establishment of a Section 16 Map Land Reserve. I appreciate how difficult this must have been to achieve and want to commend and thank you and the members of your cabinet involved in making this happen.

While we have discussed our shared commitment to permanent protection of the Silverdaisy Area, I remain deeply concerned that the communication from the BC government to interested parties appears to be lacking and SEEC's attempts to engage Imperial Metals to discuss the retirement of their mining tenures have been fruitless. With the High Ross Treaty having served as a model for transboundary collaboration for over 35 years, I still believe we can find a common path forward that does not involve the use of provisions outlined in the Agreement to address a significant dispute over our shared obligations for protection of the watershed. To that end, I have directed my staff to re-engage with your office to schedule another call as soon as possible. I want us to identify ways we can work together to take more proactive and assertive action to motivate Imperial Metals to work with SEEC to retire their tenures. My hope is that we can secure such a commitment by the end of 2021, so that the Donut Hole can finally be incorporated into the surrounding BC park system as intended.

Thank you again for your continued partnership through the Treaty and the Skagit Environmental Endowment Commission.

Sincerely,

A handwritten signature in black ink that reads "Jenny A. Durkan". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Jenny Durkan
Mayor of Seattle

Cc: Jay Inslee, Governor, Washington State
Leo Bodensteiner, US Co-Chair, SEEC
Thomas Curley, Canada Co-Chair, SEEC
Debra Smith, General Manager/CEO, Seattle City Light
George Heyman, Minister of Environment and Climate Change Strategy
Bruce Ralston, Minister of Energy, Mines and Low Carbon Innovation, British Columbia

Katrine Conroy, Minister of Forests, Lands, and Natural Resource Operations and Rural Development, British Columbia

**SWINOMISH INDIAN TRIBAL COMMUNITY
SWINOMISH INDIAN RESERVATION**

RESOLUTION NO. 2020-10- 193

**Resolution Urging the Permanent Protection of the Skagit Headwaters in British Columbia
and Requesting Governor Inslee's Continued Active Opposition to
the Imperial Metals Exploratory Mining Permit**

WHEREAS, the Swinomish Indian Tribal Community (the "Tribe") is a federally recognized Indian Tribe organized pursuant to Section 16 of the Indian Reorganization Act of 1934 (25 U.S.C. § 5123); and

WHEREAS, the Tribe is organized under a constitution and bylaws originally ratified by the Tribe on November 16, 1935, and approved by the Secretary of the Interior on January 27, 1936, and as most recently amended and ratified by the Tribe on May 23, 2017 and approved by the Secretary of the Interior on July 7, 2017; and

WHEREAS, Swinomish Indian Senate (the "Senate") is the duly enacted governing body of the Swinomish Indian Tribal Community and exercises governmental authority over all lands and waters within the Swinomish Indian Reservation; and

WHEREAS, the Swinomish People are known as the People of the Salmon, and lived in, depended upon, and stewarded the Skagit River watershed and its natural resources since time immemorial; and

WHEREAS, the six wild salmon species that still call the Skagit River home have sustained the Swinomish Tribe's people and ancestors since time immemorial, and are necessary for the Tribe's culture, economy, spiritual and religious ceremonies, and the Swinomish Tribal Community's way of life; and

WHEREAS, the Swinomish Tribe has prioritized environmental protection and restoration efforts in the entire Skagit watershed to protect and recover the water quality, instream flows and all the habitat that salmon and other essential species need to survive, recover, and thrive; and

WHEREAS, the headwaters of the Skagit River originate in British Columbia and flow into Washington State through culturally and ecologically sensitive and important lands; and

WHEREAS, on August 5, 2014, the tailings pond dam of the Mount Polley Mine, owned and operated by Imperial Metals, failed, thereby releasing into nearby salmon rivers and streams an estimated 25 million cubic meters of toxic wastewater and tailings, including 326 tons of nickel, 400 tons of arsenic, 177 tons of lead and 18,400 tons of copper and its compounds; and

WHEREAS, a similar ecological catastrophe of any scale in the headwaters of the Skagit River would create long-term adverse effects in our homeland to the detriment of many generations to come;

WHEREAS, Imperial Metals submitted an application to the British Columbia Ministry of Energy, Mines and Petroleum Resources in December 2018 to explore for gold in the ecologically sensitive headwaters of the Skagit River in British Columbia; and

WHEREAS, the Swinomish Tribe has been actively engaged since early 2019 to oppose the Imperial Metals' destructive proposal to explore for gold with practices that are risky and antithetical to salmon recovery, including by sending two opposition letters to the British Columbia government, requesting government-to-government consultation, co-authoring an opinion editorial in the Seattle Times, testifying in opposition to the mine proposal to the Washington Legislature in February 2020, engaging with our First Nations partners, and participating in an international coalition of nearly 150 organizations, governments and businesses opposing the proposal; and

WHEREAS, Washington Governor Jay Inslee and the majority of the Washington congressional delegation have previously expressed strong opposition to the Imperial Metals proposal to explore for gold in the Skagit Headwaters in British Columbia; and

WHEREAS, the British Columbia Premier John Horgan is the ultimate decision-maker about whether to permit the gold exploration proposal in the Skagit Headwaters; and

WHEREAS, the governments of British Columbia and Washington State have long recognized the interdependent nature of their decisions affecting their shared environment in the basin of the Salish Sea; and

WHEREAS, the Swinomish Senate believes it is prudent and wise to continue efforts to actively oppose Imperial Metals' gold exploration permit in the Skagit Headwaters, based on the direct ecological link between these headwaters and our homeland on the Skagit River and Salish Sea, the catastrophic failures of that company to protect salmon habitat and water quality in important headwaters, and due to the significant risks the gold mining proposal creates to salmon recovery efforts in the Skagit River Basin, which directly affect the exercise of our Treaty Rights and the ability of every citizen of Washington State to enjoy this priceless natural treasure; and

WHEREAS, the Senate is authorized to take this action pursuant to Article VI, Sections 1(a), (f), (l), (q), and Section 5(b) of the Constitution of the Tribe approved January 27, 1936, as amended and pursuant to the inherent authority of the Swinomish Indian Tribal Community,
NOW THEREFORE,

BE IT RESOLVED BY THE SWINOMISH INDIAN SENATE as follows:

Exploratory mining proposed in Skagit headwaters

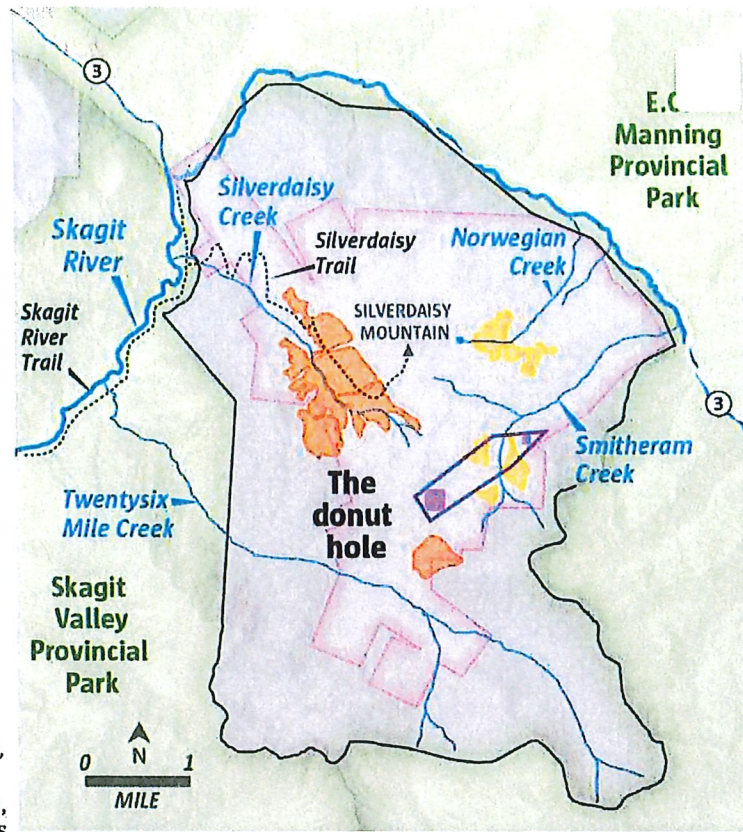
Imperial Metals, a Canadian mining company, wants to drill and explore for gold in an area called the "donut hole," a patch of land surrounded by provincial parks at the headwaters of the Skagit River.

-  Area open to mining claims
-  Proposed drilling sites
-  Mining work area
-  Timber already cut
-  Timber cutting under negotiation

Sources: Esri, B.C. Government, Seattle City Light, British Columbia Timber Sales

Reporting by EVAN BUSH,

Maps by MARK NOWLIN /THE SEATTLE TIMES



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As elected leaders in British Columbia settle into new terms, a broad coalition of Canadian and U.S. elected officials, indigenous representatives, and conservation and recreation groups are calling on them to address a looming transboundary concern on the Skagit River.

While B.C.'s government moved in late 2019 to prohibit additional logging in a region of the upper Skagit River watershed in response to environmental concerns, the potential for mining in the area hasn't been addressed.

The region is called the donut hole because it is a patch of unprotected land surrounded by Skagit Valley and EC Manning provincial parks, which share borders with North Cascades National Park and U.S. Forest Service lands in Washington state.

The unprotected land in B.C. holds within it the headwaters of the Skagit River — the largest river in Puget Sound and a critical resource for drinking water, irrigation, and fish and wildlife as it winds through Washington to Skagit Bay.

Mining company Imperial Metals applied in March 2019 to explore the donut hole for copper and gold. That application is pending.

"The proposed mining activities and potential future development of a mine in the Canadian Skagit headwaters provides a real and significant threat to many of the values connected to the Skagit River and watershed in Washington ... The Skagit River supports the largest populations of threatened steelhead and Chinook salmon in the Puget Sound," states a Jan. 12 letter to B.C. Premier John Horgan.

That letter includes 109 signatories including state Sen. Liz Lovelett of Anacortes; state Rep. Debra Lekanoff of Bow; Mount Vernon and Sedro-Woolley officials; the Upper Skagit, Sauk-Suiattle and Swinomish tribes; the Skagit Audubon Society, Skagit Land Trust and 50 other conservation groups; Skagit Valley Malting, 192 Brewing and 50 other businesses; and government agencies from the regional Puget Sound Partnership to the federal Environmental Protection Agency.

They are part of a growing coalition of 207 members against mining in the donut hole.

"There are a lot of folks, organizations, governments, that have very strong opposition to mining in the headwaters," Skagit Watershed Council Executive Director Richard Brocksmith told the Skagit Valley Herald.

Brocksmith is part of the coalition as a Mount Vernon City Council member and through his role with the Skagit Watershed Council. He was also appointed by Seattle Mayor Jenny Durkan as an alternate member to the Skagit Environmental Endowment Commission that formed as part of the High Ross Treaty, and he works on cross-border issues in the watershed.

Coalition members sent letters about their concerns to Canadian officials in 2019. The new outreach is intended to bring fresh attention to the issue.

"We thought this was a good time to voice the opposition from a growing international coalition," Brocksmith said.

Coalition members are united in their concern for water quality, fish and communities downstream of the potential mine site, as well as how mining activities could violate the High Ross Treaty signed in 1984 and even earlier treaties signed with indigenous communities on both sides of the border.

"We think the Skagit is just too important ... to risk the impacts a mine like this could have to the watershed system," Brocksmith said. "That water is (consumed) by our communities. It's not just about salmon."

Along with the coalition's recent letter to B.C.'s Horgan, Canadian members of the coalition sent letters to returning Minister of Environment and Climate Change Strategy George Heyman and newly appointed Minister of Forests, Lands, Natural Resource Operations and Rural Development Katrine Conroy.

"The latest group of letters are intended to ensure that the newly elected Ministers in the BC government are fully aware of the diverse and growing opposition to the pending mining permit in the headwaters of the iconic Skagit River," Washington Wild Executive Director Tom Uniack said in a Jan. 13 news release.

Washington Wild is a nonprofit working to protect wilderness in the state and is coordinating the coalition.

"What we're trying to bring to bear with respect to the donut hole is enough pressure from enough people to say: This is too important of an area to allow mining there," Dennis McLerran, an environmental law expert and member of the Skagit Environmental Endowment Commission, said during a Sept. 30 online event about cross-border mining concerns.

McLerran formerly served as director of the U.S. Environmental Protection Agency's Region 10, which includes Washington state. He said he is concerned about impacts mining along the upper Skagit River could have on natural resources, livelihoods and recreation throughout the watershed. He said he has seen mines devastate other regions.

"Many of our superfund cleanups in the U.S. have been cleaning up instances when mining goes bad," McLerran said.

Daniel Schindler, a professor at the University of Washington's School of Aquatic and Fishery Sciences, said the impacts of mines extend through generations, and eventual cleanup often doesn't mitigate the damage.

"Even when we pour millions of dollars into restoration projects ... in many cases they simply don't work," he said.

That puts valuable resources at risk.

"We're talking about cultural values, spiritual values and, in fact, economic values," Schindler said. "The salmon in the Skagit, for example, have in the past supported very valuable commercial and recreational fisheries."

The potential for mine pollution — including sediment from digging, the metals themselves and acidic wastewater — getting into the river is a concern for the coalition. Several members have highlighted a 2014 Mount Polley Mine disaster in Canada as a reason to reject Imperial Metals' plans for the donut hole.

"A similar ecological catastrophe of any scale in the headwaters of the Skagit River would create long-term adverse effects in our homeland to the detriment of many generations to come," states a resolution the Swinomish Indian Tribal Community Senate and Chairman Steve Edwards signed Oct. 6.

Scott Schuyler of the Upper Skagit Indian Tribe spoke about the issue at the Sept. 30 event.

"Our people were considered very rich ... What we had was a river that took care of us, sustained our people. It provided us with everything we needed," Schuyler said of his ancestors.

Development and water pollution in recent centuries has affected the health of the river, he said, and the potential for mining at the headwaters could impact the watershed from mountains to sea.

"We're very concerned with what's going on in the headwaters," Schuyler said. "What goes into the headwaters goes into the Salish Sea and affects everybody."

The September event was hosted by nonprofits Conservation Northwest and Salmon Beyond Borders. It was called Beyond the Skagit because the Imperial Metals proposal in the donut hole would be the latest of many Canadian mines that impact water quality and communities in the U.S.

Conservation Northwest Executive Director Mitch Freidman said mines in B.C. impact waters that flow into Washington, Idaho, Montana and Alaska.

Tribal and First Nations representatives said indigenous communities throughout those states and in B.C. have felt the impact and are ready to take a stand — on issues past and threats ahead, including in the Skagit River watershed.

"We want to work with our cousins across the border and east of the Cascades," Schuyler said. "We all want to protect these watersheds for many reasons, but inherently the most important reason is because it's the right thing to do. Once you destroy these watersheds you can't get them back — not in our lifetime, not in our kids' lifetimes."

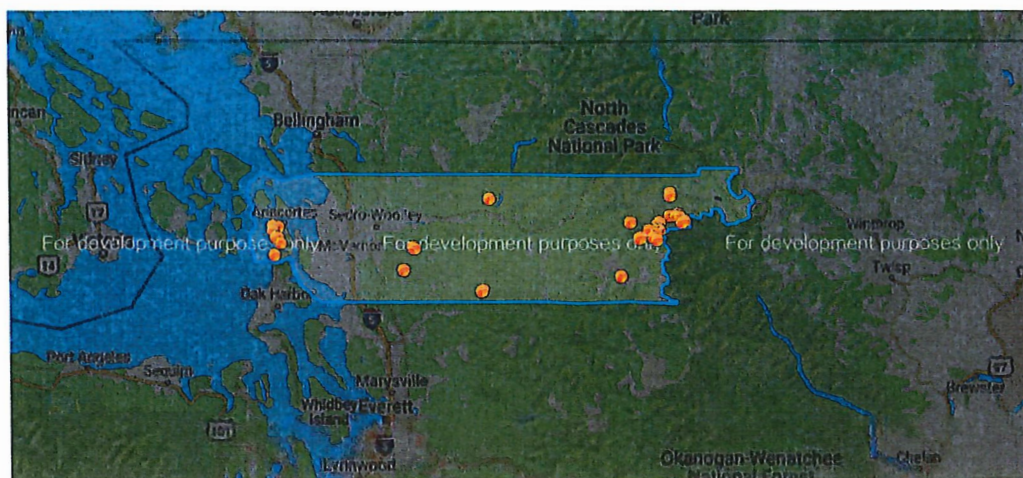
— Reporter Kimberly Cauvel: 360-416-2199, kcauvel@skagitpublishing.com, Twitter: [@Kimberly_SVH](https://twitter.com/Kimberly_SVH), Facebook.com/bykimberlycauvel





Skagit County, WA Copper Mines

Washington Copper Mines / Skagit County, WA Copper Mines



Map data

Copper Mines in Skagit County, WA

Mine	Owner	Land Status	Work Type
Anacopper		Private	
Anacortes Copper Prospect		Private	
Bald Mountain Mine			Underground
Bald Mountain Quarry		Unknown	
Boston Claims	Behrens, Adolph And Sons Estate	National Park	Underground
Buckindy		National Wilderness	
Cliff Claim	Soren, William	National Park	
Ella Bea and Flaim		National Forest	
Ella Bea and Flaim Claims		National Park	
Elsie		National Forest	
Elsie Claim	Mandahl, O. W.	National Park	
Fidalgo Island			Underground
Fidalgo Island		Unknown	
Higgins Mountain		Unknown	
Island Mine		Unknown	
Johnsburg			
Johnsburg Claims	Kaess Mining Co.	National Park	Surface/Underground
Johnsburg, Tarco, Prospectors Fren	Wilver Queen Mining And Smelting Co.	National Forest	

Mine	Owner	Land Status	Work Type
Lakeside Claims	Silver Trail Mining Co.	National Park	
Lawrence Claims	W. J. Lee,	National Forest	
Logan No 2		National Forest	
Logan No. 2		National Park	
Matrix Property	Matrix Mining And Milling Co.	Private	Surface/Underground
Midas Claims		National Park	
Mountain Home Claim			Surface
North Coast		National Forest	
North Coast Mine		National Park	
Pioneer		National Forest	
Pioneer Claims	Soren, William	National Forest	
Protection	Protection Mining Co.	National Park	Underground
Protection		National Forest	
Queen and Buchanan	Buchanan, Robert	National Park	Underground
Queen and Buchanan		National Forest	
Silver Queen		National Wilderness	Underground
Silver Queen	Silver Queen Mining And Mill Co	National Forest	
Skagit Copperr	Cannon Minerals		
Skagit Queen Claims	British Mining Co.	National Park	
Soldier Boy		National Forest	
Soldier Boy Claim	Mosier, A. G.	National Park	
Stephens			
Stephens		Private	
Stephens	Brown Brothers Timber Co. And James Stephens	Unknown	
Sweden		Unknown	
Thunder Creek	Thunder Creek Mining Co.	National Park	Underground
Thunder Creek		National Park	
Thunder Mountain Claims	Thunder Mountain Mines, Inc., Lacy, Wa.	National Park	

Today's Refinance Rate

1.98%

APR 15 Year Fixed | \$400K

Select Loan Amount

\$

\$400,000

Skagit County, WA Copper Mines

Cities Nearby Counties Mine Types

- ▶ [Copper Mines in Anacortes, Washington](#)
- ▶ [Copper Mines in Concrete, Washington](#)
- ▶ [Copper Mines in Lyman, Washington](#)
- ▶ [Copper Mines in Marblemount, Washington](#)

Sedro-Woolley**City Council Packet****Page 157 of 182**



Upper Skagit Indian Tribe

25944 Community Plaza Way
Sedro Woolley, WA. 98284
Phone: (360) 854-7000 Fax: (360) 854-7004

March 23, 2019

The Honorable John Horgan
P.O. Box 9041 STN PROV GOVT
Victoria BC V8W9E1 Canada

RE: IMPERIAL METALS APPLICATION

Dear Premier Horgan,

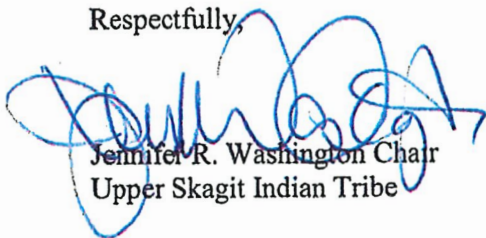
I am writing to you about an issue of the utmost concern to the Upper Skagit Indian Tribe of Sedro Woolley, Washington State. It has been brought to our attention that Imperial Metals has applied to drill for metals in the headwaters of the Skagit River which is named after our people.

The Tribe is very alarmed that land use practices such as; road building, logging, and mining, have been even been allowed in this area or that expanding these types of activities is being considered in this very sensitive area of the river that gives our people life. The Upper Skagit people have resided in the valley for thousands of years relying on the river to sustain our people with life giving water and providing us with year round salmon. The Skagit watershed is very fortunate to have populations of all five species of Pacific salmon all of which also rely on cool, clean water coming downstream. Three anadromous species in the Skagit are currently listed for protection under the Endangered Species Act; the Skagit Chinook, Steelhead, & Bull Trout.

The Upper Skagit Tribe signed the Point Elliot Treaty with the United States in 1855 which ceded most of our ancestral lands to the United States while reserving the right to continue to fish, hunt, & gather. Please help us honor the sacrifice our ancestors made through cross border cooperation on the preservation and protection of this sacred area by preventing these types of activities in the headwaters of the Skagit.

If you would like to hear our concerns in more detail the Tribes Policy Representative; Scott Schuyler, can be reached at the above phone number or by email; sschuyler@upperskagit.com and would be available to meet with your appropriate staff.


Respectfully,



Jennifer R. Washington Chair
Upper Skagit Indian Tribe

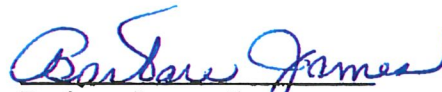
Section 1. Opposition to Imperial Metals Permit. With this resolution, the Swinomish Senate expresses, in the strongest possible terms, its continued opposition to Imperial Metals' permit proposal to explore for gold in the Skagit River Headwaters in British Columbia.

Section 2. Request to Governor Inslee to Engage BC Premier Horgan. The Swinomish Tribe requests and urges Governor Inslee to continue his leadership role and to take action at all levels of state government to protect salmon recovery in the Skagit River basin through strong opposition to the Imperial Metals gold exploration permit and to continue to urge BC Premier Horgan to deny the permit.


Steve Edwards, Chairman
Swinomish Indian Senate

CERTIFICATION

As Secretary of the Swinomish Indian Senate, I hereby certify that the foregoing Resolution was approved at a Special Meeting of the Swinomish Indian Senate held on October 6, 2020, at which time a quorum was present and the resolution was passed by a vote of 7 FOR, 0 AGAINST, and 0 ABSTENTIONS.


Barbara James, Secretary
Swinomish Indian Senate

OUR LAND IS OUR FUTURE

UNION OF BRITISH COLUMBIA INDIAN CHIEFS

FOUNDING HEAD OFFICE
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Fax: 250-828-0319



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Fax: 604-684-5726
1-800-793-9701
Email: ubcic@ubcic.bc.ca
Web: www.ubcic.bc.ca

April 1, 2019

Brian Kynoch, President
Don Parson, Chief Operating Officer
Imperial Metals Corporation
580 Hornby Street, Suite 200
Vancouver, BC V6C 3B6
Via email: inquiries@imperialmetals.com

RE: Imperial Metals' Application for Exploratory Mining Permit in Skagit River

Dear Brian Kynoch, President of Imperial Metals and Don Parsons, Chief Operating Officer:

The Union of BC Indian Chiefs (UBCIC) writes to express our grave concern about Imperial Metals' current application for an exploratory mining permit in the headwaters of the Skagit River. This permit represents Imperial Metals' continued lack of concern for the welfare of the environment and the concerns of First Nations; it signifies the privileging of corporate investments over the conservation of the Skagit River and the protection of the abundance of vulnerable wildlife populations in the Upper Skagit region.

Above all, it is highly alarming that a company with an operating history mired by the 2014 Mount Polley tailings breach not only continues to seek a discharge effluent permit for the Mount Polley mine, but a permit that could open the gateway to another out of compliance mining operation. UBCIC, concerned First Nations and conservationists from Canada and the U.S. do not want a repeat of Mount Polley: the continued corporate evasion of accountability and disciplinary action, and the complete disregard for the First Nations impacted and still recovering from the catastrophe.

UBCIC's submission to the United Nations Special Rapporteur's Report on Natural Resource Extraction and Racial Discrimination pointed to how natural resource extraction projects such as the Mount Polley Mine systemically violate Indigenous Title and Rights while allowing corporations to operate with little supervision from the State. In line with this report and UBCIC's Resolution 2011-22 that outlined the need for mining policy to be overhauled to fully respect First Nation Title and Rights, UBCIC urges Imperial Metals to honor the *United Nations Declaration on the Rights of Indigenous Peoples*, the most comprehensive international human

rights instrument addressing the welfare and rights of Indigenous Peoples. As your company seeks to begin drilling for mineral deposits in the Skagit River watershed, it is imperative your actions do not contravene or undermine the *UN Declaration*, including Article 29 which affirms that Indigenous peoples have the right to protect and conserve the environment and the productive capacity of their lands, territories, and resources, and to have their right to free, prior and informed consent consistently honoured. It is unacceptable for Imperial Metals to carry out any operations or actions that are not premised on full engagement and consultation with concerned First Nation parties.

One of our key concerns is the potential damage Imperial Metals stands to inflict upon a region that is home to vulnerable ecosystems and that has already been besieged by BC led logging operations. As your company holds most of the mining tenures in the so-called “donut hole,” the 5,800-hectare area of unprotected forests and mountains surrounded by Manning and Skagit Provincial Parks, we urge you to protect and help recover endangered populations of bull trout, chinook salmon and steelhead. It is essential that you uphold the integrity of a watershed that is critical to salmon populations and the people in Washington State that rely upon it for clean drinking water. The Skagit Environmental Endowment Commission (SEEC) has negotiated with Imperial Metals for years over your mining tenures, and we urge you to honor their mandate to conserve and protect the watershed and to acquire remaining mining and timber rights in order to acquire the protected status this region needs.

The Upper Skagit Tribe has already expressed concerns over the impacts mining could have on the Skagit River that is of utmost importance to their culture and livelihoods. The salmon and southern killer whales that are supported by this watershed are worth more than metal and toxic waste; they are a vital part of our cultures and should be appreciated by future generations to come. As evidenced by the Mount Polley Mine disaster, launching a gold and copper mine brings with it the associated risks of tailings pond spills and the leaching of heavy metals from these wastewater reservoirs. This is highly concerning given that copper is particularly lethal to salmon and injurious to their nervous systems; any lapses in mining operations may have catastrophic consequences for the aquatic ecosystems of the Skagit River.

Considering the significant environmental ramifications mining will have in this area, UBCIC calls upon you to keep the Skagit River watershed as a pristine region in which wildlife, flora, and life thrives. This unequivocally means ceding your mining tenures to the SEEC, ensuring First Nation Title, Rights, and concerns are recognized and heeded, and that further action is taken to ensure that oversight and accountability measures are in place in to prevent further negligence in your operations.

On behalf of the UNION OF BC INDIAN CHIEFS



Grand Chief Stewart Phillip
President



Kukpi7 Judy Wilson
Secretary-Treasurer

OUR LAND IS OUR FUTURE

UNION OF BRITISH COLUMBIA INDIAN CHIEFS

FOUNDING HEAD OFFICE
209 - 345 Chief Alex Thomas Way
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1-800-793-9701
Email: ubcic@ubcic.bc.ca
Web: www.ubcic.bc.ca

CC: Scott Schuyler, Director of Natural Resources for Upper Skagit Tribe
UBCIC Chiefs Council
Chris Tunnoch, Manager, Strategic Initiatives, South Coast Region, Ministry of Forests,
Lands, Natural Resource Operations & Rural Development



SKAGIT WATERSHED COUNCIL

A Community Partnership for Salmon

Council of Members

American Rivers
Aspect Consulting, LLC
Children's Museum of Skagit County
City of Anacortes
City of Burlington
City of Mount Vernon
City of Sedro-Woolley
Fidalgo Fly Fishers
Geo Engineers, Inc.
Long Live the Kings
Mount Baker-Snoqualmie National Forest
Natural Systems Design
North Cascades Institute
North Cascades National Park
Padilla Bay National Estuarine Research Reserve
Port of Skagit
Public Utility District #1 of Skagit County
Puget Sound Energy
Puget Sound Partnership
RE Sources for Sustainable Communities
Samish Indian Nation
Seattle City Light
Skagit Audubon Society
Skagit Conservation District
Skagit County
Skagit Fisheries Enhancement Group
Skagit Land Trust
Skagit River Bald Eagle Awareness Team
Skagit River System Cooperative
Tetra Tech
The Nature Conservancy
Town of Hamilton
Town of La Conner
Trout Unlimited – Wild Steelheaders United
Upper Skagit Indian Tribe
Washington Department of Fish and Wildlife
WA State Dept. of Ecology
Washington Water Trust
Western WA Agricultural Association
Wildcat Steelhead Club
Wild Steelhead Coalition
WSU Skagit County Extension

April 16, 2019

David Caughill, Regional Director
BC Southwest Mines Division
P.O. Box 9395, STN PROV GOVT
Victoria, B.C. V8W9M9

RE: Comments on Imperial Metals Corp. 0700195 – Giant Copper permit request

Dear Director Caughill,

Thank you for your time addressing public comments. The Skagit Watershed Council is writing to express our concern about Imperial Mining Corporation's mining proposals in the upper Skagit River watershed area known as the "Donut Hole" and the potential impacts it may have on salmon and fisheries downstream, and the communities that rely on them.

The Skagit Watershed Council is a community partnership for salmon with 42 member organizations all committed to our mission of understanding, protecting and restoring the productivity of healthy ecosystems in order to support sustainable fisheries. We've invested well over \$100M into hundreds of voluntary habitat projects and implemented tight regulatory controls to balance natural resources and economic development within the watershed. While other watersheds within the Puget Sound are seeing continued declines in threatened wild Chinook salmon, the Skagit watershed is one of the few that have an upward trend in recovery. NOAA has identified North Puget Sound Chinook as one of the most critical food sources for the Southern Resident Killer Whales, and the majority of those come from the Skagit River system. We feel it is imperative that we hold the line in the Skagit Watershed.

Copper, even at very low concentrations, is lethal to salmon. Further, studies have shown that salmon exposed to copper at sublethal doses showed impairments to their olfactory nervous system which is critical for salmon migration, avoidance of predators and survival (Baldwin et. al 2013). We also understand that the type of mining necessary to extract copper and gold resources produces other heavy metals and acidic tailings that will have additional impacts downstream. Even with Best Management Practices and assurances made, Imperial Metals' recent history of the tailing dam failure at the Mount Polley copper mine in British Columbia tells us there is no way to remove all risk to downstream resources and communities. The known and potential impacts from the proposed type of mining are a risk that cannot be allowed to proceed given the role the Skagit River plays as a cornerstone of Southern Resident Killer Whales, Chinook salmon, steelhead, and bull trout recovery under the United States Endangered Species Act and the Canadian Species at Risk Act.

The Skagit Watershed Council stands ready to support the Canadian Government, Skagit Environmental Endowment Commission and private property owners in the Donut Hole to negotiate purchase and extinguishment of all mining claims in the area.

We ask that you please deny the 5-year exploration permit and help us facilitate long-term conservation of this unique and irreplaceable resource.

Sincerely,

A handwritten signature in blue ink that reads "Richard Brocksmit". The signature is written in a cursive, flowing style.

Richard Brocksmit,
Executive Director, Skagit Watershed Council

CC:

Honorable John Horgan, British Columbia Premier

Honorable Doug Donaldson, MLA

Honorable Michelle Mungall, MLA Honorable George Heyman, MLA

Grand Chief Stewart Phillip, Union of BC Indian Chiefs President

Honorable Jay Inslee, WA Governor

Honorable Jenny Durkin, Seattle Mayor

Honorable Patty Murray, US Senator

Honorable Maria Cantwell, US Senator

Honorable Suzan DelBene, US Representative

Honorable Rick Larsen, US Representative

Chris Tunnoch, Canada Secretary, SEEC & Manager Strategic Initiatives, MFLNRO & RD

Kate Engel, USA Secretary, SEEC

Members of SWC



Department of
**Emergency
Medical Services**

Josh Pelonio, Director

2020 ANNUAL REPORT



Presented to
the Skagit County Board of County Commissioners

March 2021

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Director's Message

I am pleased to present the Emergency Medical Services (EMS) Department 2020 Annual Report to the Skagit County Board of County Commissioners.

2020 presented some unique challenges, some of which we will continue to face well into the new year. The COVID-19 pandemic has highlighted the importance of planning, coordination, communication, and collaboration with all of our community and EMS system stakeholders. It has allowed us both to strengthen existing partnerships and forge new partnerships with our colleagues from around the region in public safety, public health, and healthcare. Together, we have worked hard to ensure the health and safety of our personnel and our community and to follow and implement best practices while maintaining a proactive response to COVID-19 in Skagit County.

Despite the challenges associated with the COVID-19 pandemic, our EMS system has continued to evolve and our emergency responders have continued to demonstrate their resilience, dedication, and commitment to serving our community.

I would be remiss if I didn't mention that in the midst of continuously-changing guidance related to COVID-19 and caller screening, our partners at Skagit 9-1-1 successfully completed Emergency Medical Dispatch certification training while also learning a new radio system and a new EMS call-taking software. We are grateful for their perseverance and recognize the critical role they play in our EMS system.

I appreciate the opportunity to share with you this reflection on our EMS system and the important work being done on a daily basis by our 911 dispatchers, volunteer firefighters, Emergency Medical Responders, Emergency Medical Technicians, and Paramedics. Thank you for taking the time to read this annual report and for your continued support of Skagit County EMS.

Respectfully,



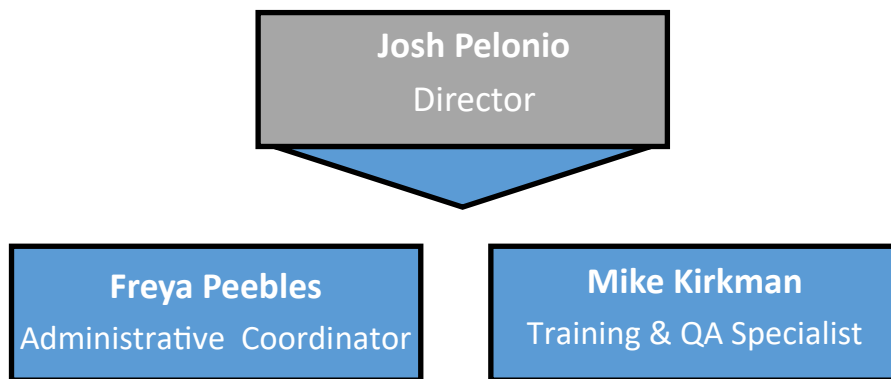
Joshua C. Pelonio, BS, NREMT, MPO
Director
Skagit County EMS



EMS Department Overview

The Skagit County Emergency Medical Services (EMS) Department is an oversight, quality assurance, and support agency that serves the residents and visitors of Skagit County by: monitoring the performance of contracted county EMS providers, facilitating a standardized countywide patient care reporting system, and providing a standardized EMS ongoing training and evaluation program. Other responsibilities include overseeing EMS credential initial issuance and recertification, and providing administrative support to the EMS Physician Medical Program Director.

Organizational Chart



Physician Oversight

Medical Program Directors are physicians appointed by the Department of Health who are recognized to be knowledgeable in their county's administration and management of pre-hospital emergency medical care and services. Skagit County contracts with two physicians who provide clinical oversight to the EMS system.

Dr. Matthew F. Russell, M.D.
EMS Medical Program Director

Dr. Rachel Mank, D.O.
EMS Medical Program Director Delegate

2020 Budget Summary

Skagit County Emergency Medical Services	
Budgeted Expenses	\$8,635,274.00
Actual Expenses	\$8,312,400.88
Budgeted Revenue	\$9,337,118.00
Actual Revenue	\$9,442,738.53

EMS Department Mission & Vision

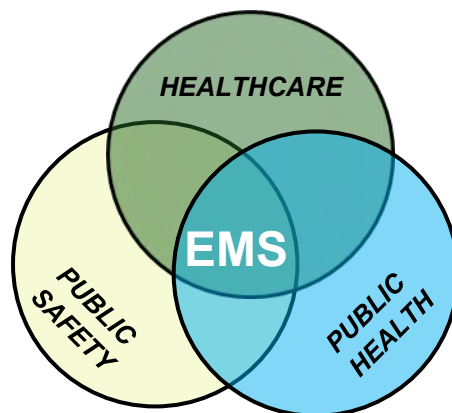
Mission

To support a system of innovative, patient-centered, pre-hospital care through:

- Supervision of initial and ongoing EMS education and training for Skagit County EMS personnel
- Support of public access to health, safety, and injury prevention training programs
- Development and implementation of patient care protocols and standard operating guidelines
- Data collection and analytics, system-wide focused initiatives and quality assurance measures

Vision

Assuring a comprehensive, reliable, and sustainable EMS system based on continuous quality improvement, clinically exceptional and culturally competent care for our community.





System Performance

From the time the first EMS unit is notified by Skagit 911 to when the unit is responding is an average of **1 minute and 45 seconds** (chute time). Once the unit is responding, it takes an average of **8 minutes and 31 seconds** (response time) to arrive at the scene (keeping in mind that some responses only take a minute or two, while others may take over twenty - especially in the more rural areas of the county). Once on scene, EMTs and paramedics assess the patient, provide appropriate treatments, and package them for transport - which averages out to **17 minutes and 15 seconds** (on scene time) - before they begin transporting to a hospital (when applicable). From start-to-finish (dispatch-to-available), the average call takes **37 minutes and 6 seconds** to complete.

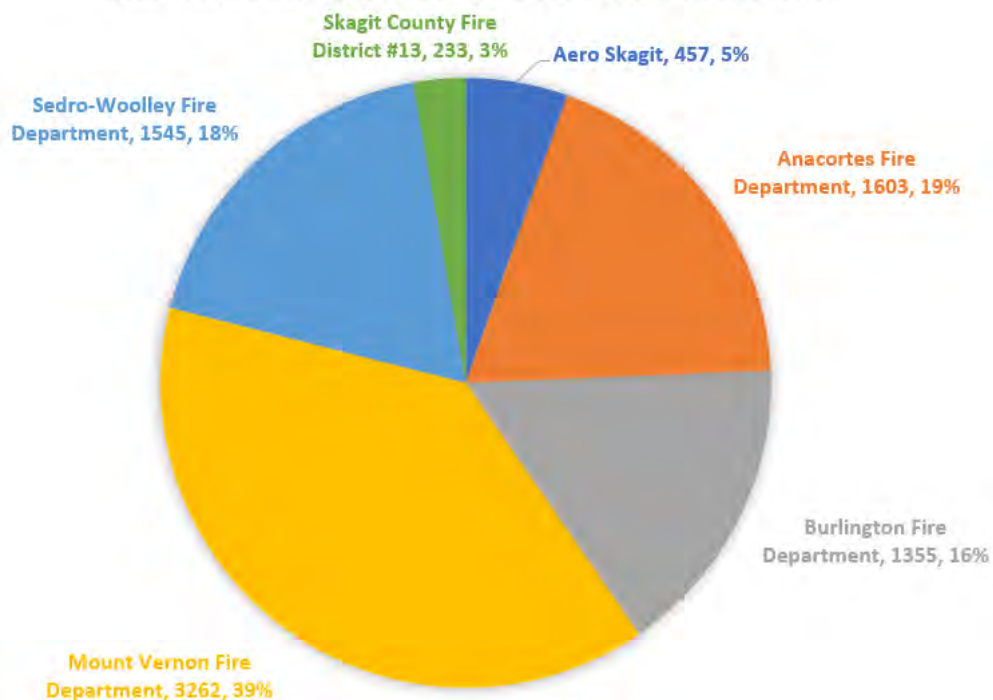
15,469 EMS Calls	EMS Call Volume by Month and Year		
	MONTH	2019	2020
	JANUARY	1272	1390
	FEBRUARY	1322	1320
	MARCH	1402	1289
	APRIL	1250	1050
	MAY	1479	1215
	JUNE	1310	1381
	JULY	1212	1400
	AUGUST	1424	1401
	SEPTEMBER	1284	1273
	OCTOBER	1346	1226
	NOVEMBER	1271	1272
	DECEMBER	1205	1252
	TOTALS	15,777	15,469

COVID-19 had a notable impact on EMS call volume trends in 2020, not only in Skagit County, but throughout the state and the country.

Ambulance Transport

<p>3</p> <p>In-County Hospital Emergency Departments Received 99% of transported patients in 2020</p> 	<p>8,476 patients were transported to 4 hospitals</p>  <p><u>Skagit Valley Hospital</u> 4,910 patients</p> <p><u>PeaceHealth United General Hospital</u> 1,922 patients</p> <p><u>Island Hospital</u> 1,623 patients</p> <p><u>PeaceHealth St. Joseph Medical Center</u> 21 patients</p>
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GROUND AMBULANCE TRANSPORT BY AGENCY

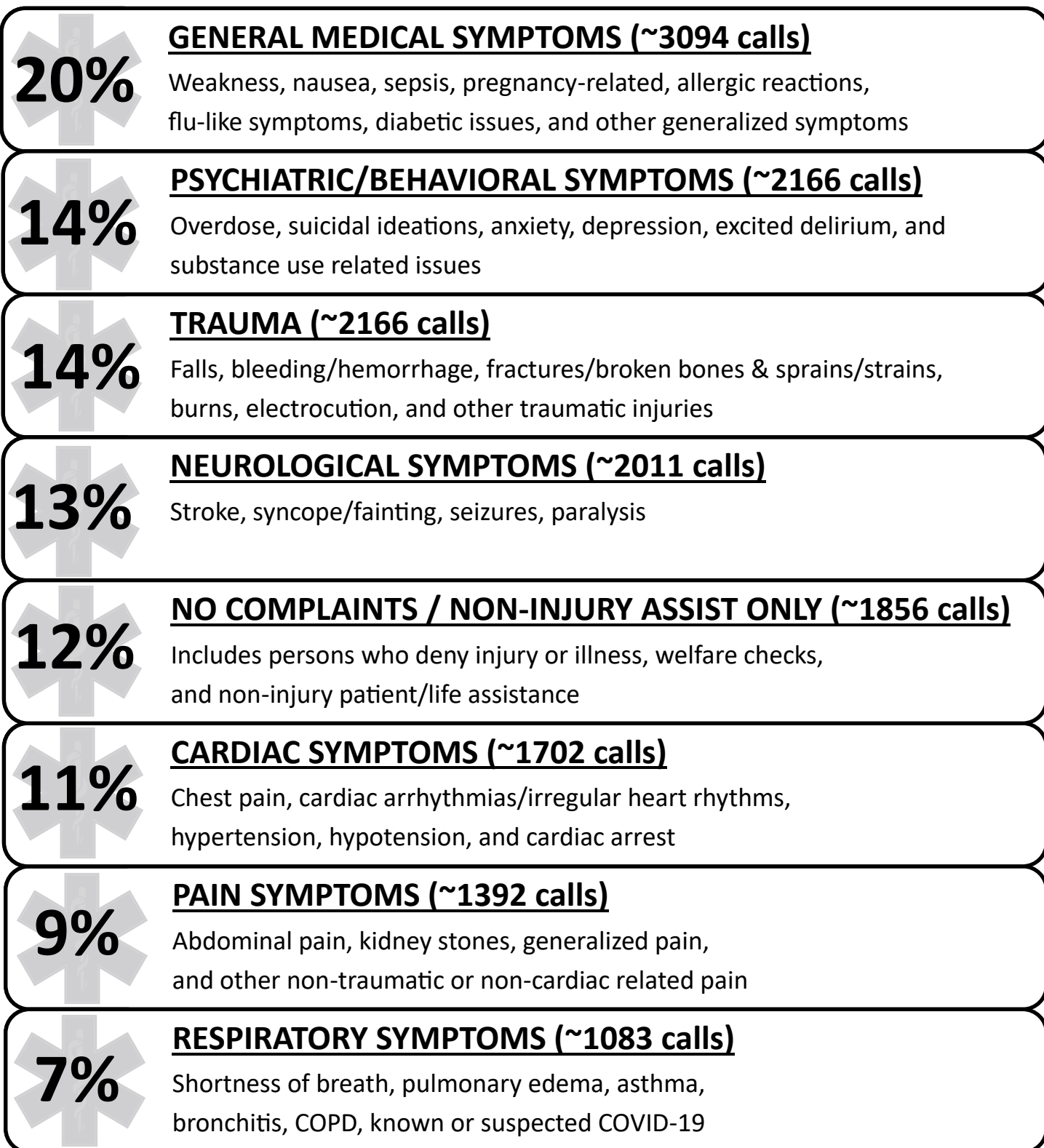


Delivering Quality Care

15,469 Total EMS Calls

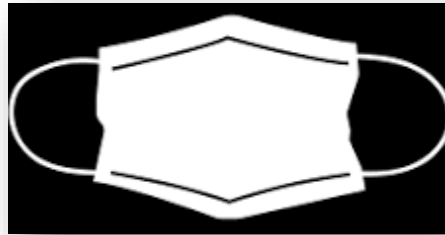
81% Responses with Lights & Siren to the Scene 19% Responses without Lights & Siren to the Scene	10% Transported with Lights & Siren to the Hospital 90% Transported without Lights & Siren to the Hospital
80% Success Rate IV Therapy 4484 Total IV Therapy Attempts	30% Witnessed (non-traumatic) Cardiac Arrest Survival Rate 154 Total Cardiac Arrest Calls with Resuscitation Attempted
4309 Individual Medication Doses Administered 12% Most-commonly delivered: Ondansetron (Zofran) - For anti-nausea	50% Cardiac Arrest Survival Rate Shockable Rhythm AND Bystander Intervention (CPR/AED) 18 Total Cardiac Arrest Calls Shockable Rhythm AND Bystander Intervention (CPR/AED)
90% On-Scene Time Less Than 20 Minutes 17:15 Average On-Scene Time for All EMS Responses	7:49 Arrival-to-ECG Average Time for Patients with Chest Pain >35 16:25 Average Time On-Scene for Patients with a Suspected Heart Attack
94% Success Rate Supraglottic Airway Placement 106 Total Supraglottic Airway Placement Attempts	33 Patients with a STEMI Alert Notification to the Hospital 89 Patients Who Did Not Meet Selection Criteria but Were Suspected of Having a Heart Attack
79% Success Rate Endotracheal Intubation 103 Total Supraglottic Airway Placement Attempts	216 Patients with a Stroke Alert Notification to the Hospital 138 Patients Who Did Not Meet Selection Criteria but Were Suspected of Having a Stroke

Patient Primary Impression Summary



COVID-19 Pandemic Response

In response to the pandemic, EMS personnel were initially challenged with having to adjust response and patient assessment practices by performing a “doorway triage” assessment on every patient encounter—while donning additional personal protective equipment (PPE)- in order to limit potential infection exposure. Each ambulance also required thorough decontamination after the transport of a potential COVID-19 patient in order to protect both responders and other patients in our community.



473

**Total Patients
Encountered
with
COVID-19 or
Influenza-Like
Illness**

Initial COVID-19 response required EMS crews to wear at a minimum, protective eyewear and respiratory protection (N95 mask) for every patient encounter.

404

**Total Patients
Transported by
EMS with
COVID-19 or
Influenza-Like
Illness**

When transporting patients with known or suspected COVID-19, EMS crews donned additional PPE such as face shields, and a protective gown or coveralls.

**COUNTLESS
MORE**

**Patients
Encountered
Initially
Suspecting
COVID-19 or
Influenza-Like
Illness**

Early into the spread of COVID-19, 911 dispatchers and EMS crews began screening patients for COVID-19 and take appropriate measures to reduce exposure risk and prevent EMS and hospital system overload.

COVID-19 Pandemic Response (continued)

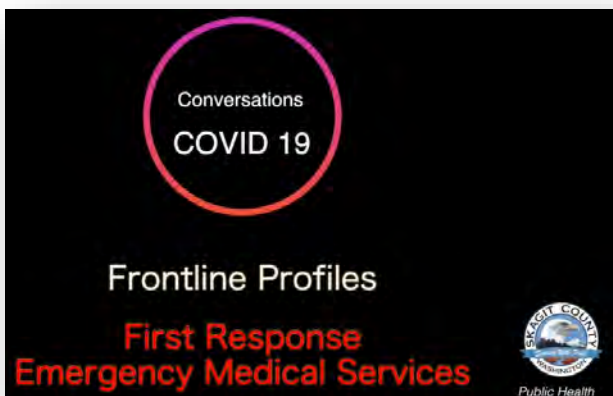
Unanticipated impacts as a result of this global pandemic have been prominent around **decreased call volume, medical supply chain hardships**, and **clinical practice deviations** from normal patient care procedures and interventions. All of these have resulted in an increased need for personal protective equipment (PPE), process changes for COVID-19 symptom screening, and social/physical distancing measures affecting all aspects of an otherwise relatively close-contact industry.



Skagit County EMS worked in coordination with the EMS Medical Program Directors, Public Health Department, and EMS provider agencies to adopt aggressive changes to our PPE requirements, and to increase decontamination and cleaning processes in ambulances and other emergency vehicles as well as fire stations to prevent additional spread of the virus. This required an extensive amount of planning, partnership, and collaboration between multiple agency's, external stakeholders, supply vendors, and local, state, and national subject matter experts.

We are fortunate to have had an engaged and committed group of stakeholders that was able to work together to help ensure an adequate supply of both disposable and re-usable personal protective equipment as well as decontamination equipment and other infection control supplies for use by EMS providers.

We owe a special "Thank You" to Burlington Fire Department for their assistance in producing a public education video for the Conversations COVID-19 Series on the impacts of COVID-19 on First Responders.



Training & Education

As you can imagine, COVID-19 was the focus of EMS training and ongoing education in 2020. Skagit County EMS personnel completed numerous hours of virtual learning assignments to keep them updated on the ever evolving pandemic and impacts on EMS operations. The material that was covered included donning and doffing of personal protective equipment, decontamination and infection control to prevent disease transmission and continuous updates on best practices to stay safe while providing effective patient care.

Following industry best practices and expert guidance, in-person psychomotor skills training for EMS personnel in Skagit County was suspended during a majority of the COVID-19 pandemic as a preventative measure to help keep all providers healthy



and ensure the capacity and functionality of the EMS system.

Whenever possible, alternative methods were used to conduct essential training virtually, remotely, or in small groups with personal protective equipment and social distancing measures in place.

The 2020 spring EMT course was cancelled due to COVID-19. After re-tooling the course to a hybrid format, the fall EMT course sponsored by Skagit County EMS and conducted at Skagit Valley College were successful with 24 of students completing the program! The course was



held using a blended virtual learning / socially distanced hands-on practical format to protect the health and safety of students and staff. Due to the diligence of SVC staff and course participants, there were no exposure incidents related to the EMT course.

Initial EMS Credential Applications Processed: 25 EMT, 3 Paramedic

Recertification Applications Processed: 9 Emergency Medical Responder, 22 EMT, 9 Paramedic

Training & Education (continued)

With social distancing requirements and restrictions on indoor gatherings, crews from Burlington and Mount Vernon Fire Departments took advantage of several days of nice weather for some outdoor helicopter landing zone training with our three primary air transport providers: Airlift Northwest, Life Flight Network, and NAS Whidbey SAR.

The nearest Air transport providers to Skagit County are based in Coupeville, Arlington, Bellingham, and Oak Harbor.

Skagit County EMS providers can utilize air transport resources when patient condition requires rapid transport to a specialized facility such as Harborview Medical Center, the Level I Trauma Center or Children's Hospital in Seattle, when vehicle access to the patient is not possible, such as a wilderness location, or when there would otherwise be a long ground transport time.

Safety is of the highest importance when conducting helicopter operations and this training allows crews to review and practice landing zone setup, radio communication with the pilot and flight crew, and safe approach to the aircraft for transfer of patient care.

We appreciate the engagement of our air transport providers and their willingness to help us to ensure we are prepared in the event we need to utilize their services to expedite the transport of a high acuity EMS patient from the field.



Awards & Recognition



Dr. Ron Richeson Life Saver Awards

Katelynn Mathias

Sabrina Frank

Elizabeth Hillaire

Jerry Gardner

Ryan Tesarik

Shannon Moore

Angela Ochs

Jobina Moran

Pat Huggins

Rogene Seidel

Gavin Grant

Vicki Royal

Laurie Fellers

Sedro-Woolley High School Students and Staff
For their role in a successful cardiac arrest resuscitation incident at Sedro-Woolley High School (February 2020).

Letters of Recognition

- ⇒ **Deputy Emily Passovoy, SCSO** for her role in a successful cardiac arrest resuscitation incident (May 2020)
- ⇒ **Deputy Josh Murdock, SCSO** for his role in a successful cardiac arrest resuscitation incident (June 2020)
- ⇒ **EMT Dominic Herrick and Lake Cavanaugh Fire Department** for their outstanding performance in the rapid treatment of a trauma patient (July 2020)
- ⇒ **Deputy Chris Rogers** for his assistance on a high acuity EMS call in a rural part of the county (September 2020)

Stork Pins


- ⇒ **EMT Dylan Witzel, Sedro-Woolley Fire Department** for his role in the field delivery of newborn during transport to the hospital (June 2020).
- ⇒ **Paramedic Steve Larsen, EMT Sonny Taylor, EMT Helen Ovenell, Aero Skagit** for their role in the delivery of newborn twins during transport to the hospital (November 2020).
- ⇒ **Blair Wilds, Skagit 911 Dispatcher** for his role in the delivery of a newborn over the phone (December 2020).



Notable Events

Spillman Quickest Routes Module Implementation	July 2020	Software implementation at Skagit 911 to allow the 911 CAD system to determine the closest appropriate EMS unit to respond to a call based on actual drive time and driving route from its current location.
International Academies of Emergency Dispatch Emergency Medical Dispatch Certification Completed	November 2020	Required certification for all Skagit 911 dispatchers to utilize ProQA. Designed to ensure that high standards of customer service, care, and public safety are met during EMS call-taking.
ProQA Criteria Based Dispatch Implementation	December 2020	Software implementation at Skagit 911 to standardize EMS call-taking, utilize accredited protocols and provide effective data collection and quality assurance measures.

2021 Strategic Objectives

TRAINING		QUALITY	
<ul style="list-style-type: none">♦ Data-Driven Training Initiatives♦ High-Fidelity Mannequin Simulation Training♦ Mass Casualty Incident Plan & Scenes of Violence Policy♦ COVID-19 Vaccination Administration		<ul style="list-style-type: none">♦ New Video Laryngoscope Evaluation♦ Protocol Update and Integration of Evidence-Based Practices♦ Continued Standard Operating Guideline Development♦ Hospital Data Exchange Implementation	
			
COMMUNITY		PLANNING	
<ul style="list-style-type: none">♦ Patient Utilization Review & Partnerships♦ Explore Community Risk Reduction & Engagement Opportunities♦ Participation in Opioid Workgroup Leadership Team (OWLT) and Population Health Trust (PHT) Advisory Board		<ul style="list-style-type: none">♦ EMS System Strategic Planning and Stakeholder Collaboration♦ Ambulance Transport Rate Evaluation♦ CAAS Accreditation Preparation	



Skagit County Emergency Medical Services

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