

City of Sedro-Woolley

Report for October 1, 2021 through September 30, 2022

TITLE VI ACCOMPLISHMENTS & GOALS REPORT

Contact Information

Name and title of administrator (signature on Standard Assurances): **Julia Johnson, Mayor**

Mailing Address: 325 Metcalf Street

City: Sedro-Woolley WA Zip Code: 98284 County: Skagit

Phone #: 360-855-1661 email address: swmayor@sedro-woolley.gov

Name and title of head of transportation-related services: **Mark Freiberger, Director of Public Works**

Mailing Address: 325 Metcalf Street

City: Sedro-Woolley WA Zip Code: 98284 County: Skagit

Phone #: 360-855-0771 email address: TitleVI@sedro-woolley.gov

Name and title of designated Title VI coordinator*: **Julie Rosario, Public Works Administrative Assistant**

Mailing Address: 325 Metcalf Street

City: Sedro-Woolley WA Zip Code: 98284 County: Skagit

Phone #: 360-855-0771 email address: TitleVI@sedro-woolley.gov

*When the Title VI coordinator changes, notify TitleVI@WSDOT.wa.gov within 30 days.

To comply with Title VI requirements, each annual report submission must include signed Standard Assurances (USDOT1050.2A).

Accomplishments

1. Have there been any changes to the approved Title VI Plan that have not been reported to OEO? If yes, please submit an update to the Title VI Plan with a new signature.

None.

2. Organization, Staffing, Structure – Describe the Title VI Program reporting structure including the Title VI Coordinator, Administrative Head, and transportation-related staff. The list should include name, race, color, and national origin of each individual. Include the same details if your LPA has a volunteer or appointed board related to transportation decision making.

Name	Race	Color	National Origin	Title	Program
Julia Johnson	Caucasian	White		Mayor	Agency Official
Charlie Bush	Caucasian	White		City Administrator	Administers City Policy & Procedures

Mark Freiberger	Caucasian	White		Director of Public Works	All aspects of work for public works; including Title VI compliance
David Lee	Caucasian	White		City Engineer	All aspects of work for design engineering; including Title VI compliance
Julie Rosario	Caucasian	White		Public Works Administrative Assistant / Title VI Coordinator	Public Works Contracts; including Title VI compliance

- Community Demographics – Using a map of the LPA’s boundaries, describe the demographics of the LPA’s service area (e.g., race, color, national origin, low-income). List, by individual languages, the percent of the population(s) that is limited English proficient.

See attached *City Projects Area Map* and *Community Demographics* for each school within the city limits.

- Complaints – Provide a copy of the LPA’s Title VI complaint log, including new Title VI complaints received during this reporting period and any still pending. Include the basis of the complaint (race, color, national origin) and describe the disposition (status/outcome).

Two complaints were received. Only one was for the City of Sedro-Woolley. The one complaint received for the city was received during this reporting period and forwarded as directed to the WSDOT-OEO ECRB Complaints. The Complaint log is attached as requested. No decision or correspondence has been received to date from WSDOT-OEO.

- Planning – Describe the transportation planning activities performed this reporting period. Describe the actions taken to promote Title VI compliance regarding transportation planning, including monitoring and review processes, community involvement, their outcome or status. Include examples of community outreach.

Title VI compliance is a daily consideration when it comes to design engineering, publications, ads, and/or public notices relating to transportation projects. All solicitations from the city include Title VI language.

Goal/Accomplishment: Our Spanish message line (360-855-3215) set up years ago continues to be a good resource for Spanish speaking residents of the city. They can leave a message in Spanish and/or English and have a city employee return their call with the requested information. Most calls received during this reporting period have related to park facility rentals or solid waste change of service.

6. Right-of-way actions – Describe activities during this reporting period associated with the purchase, sale, lease/use, or transfer of real property (related to highway transportation/public right-of-way use). Include demographic information of affected populations. For example, the race, color, national origin of affected property/business owners(s)/tenant(s).

The city is in the construction phase of the SR20/SR9-Township Intersection Improvements Project. This project includes one Temporary Construction Easement and one 123 SF acquisition. Parcel 37539 EWB Properties LLC provided TCEs totaling 1,845 SF with compensation of \$2,215. EWB is owned by East Indian persons. Parcel 39508 Stanislaw Properties LLC provided 123 SF by Statutory Warranty Deed, in exchange for construction of a new approach to the parcel.

The city is in the design phase for the SR20/Cascade Trail Phase 2A Holtcamp to Hodgkin Road Bicycle/Pedestrian Improvements Project. This project will ultimately include multiple temporary construction easements. The RW Phase was obligated September 16, 2022. Consultant selection is planned for November 2022. The project does not include a DBE goal. Selection will include Title VI considerations.

The city is in the preliminary engineering phase for our Jones/John Liner/Trail Road Corridor Project. A scoping study, completed in January 2020, identified multiple phases to the project. One road extension to the project will require multiple full and partial takes of land to connect the upcoming corridor to existing city streets.

The city solicited and awarded a professional service agreement to Universal Field Services Inc. of Edmonds, WA for early acquisition research. This research resulted in several parcels for discussion. Acquisitions are in process for 632 Cook Road and 603 F&S Grade Road.

7. Identify right-of-way appraisers and acquisition staff (used during this reporting period) by race, color, national origin.

Universal Field Services Inc. (UFS) of Edmonds, WA for our Jones/John Liner/Trail Road Corridor Project
Mitchell C. Legel, SR/WA – White Caucasian

Sub-consultant of UFS for 632 Cook Road:

Appraisal Group of the Northwest of Bellevue, WA, Philip S. Cole, Appraiser – White Caucasian

Sub-consultant of UFS for 603 F&S Grade Road:

Sova Consulting of Seattle, WA, Matthew Sloan, Appraiser – White Caucasian

Sub-consultant of Transportation Solutions Inc. of Woodinville, WA

Contract Land Staff of Bellevue, WA for our SR20 and SR9 Intersection Improvements Project
Jesse Ray, SR/WA, Project Manager – White Caucasian

8. Studies and Plans – Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken, neighborhoods, income levels, physical environments, and/or travel habits. Explain how data was used in these studies/reviews/plans.

As noted above, the city completed a Scoping Study for the Jones/John Liner/Trail Road Corridor Projects in January 2020. No additional studies have been completed since that time.

9. Project Location and Design – Provide a list of construction projects that began during this reporting period. Using a map of the LPAs service area, identify project locations, and a brief description of the projects' benefits/burdens to affected populations. If possible, provide a map that overlays projects with the racial composition of affected neighborhoods.

See attached *City Projects Area Map* and *Community Demographics* for each school within the city limits.

10. Other Public Meetings – List other public meetings held during this reporting period. Identify efforts used to encourage citizen participation at those meetings. Detail dates, times, locations, attendance, and provide examples of outreach materials.

City Council meetings were used to discuss project planning, design and construction of transportation projects, including the 2023-2028 Transportation Improvement Program (TIP). Council members were then able to make informed decisions for their constituents in the City of Sedro-Woolley. Council meetings are generally advertised on the city website one week in advance of the meeting. TIP Public Hearing is advertised twice in the Skagit Valley Herald newspaper (our paper of record). Specific meetings are noted below.

6/22/2022 Council meeting including Public Hearing and First Reading of the 2023-2028 TIP. Meeting was in person at the Sedro-Woolley City Hall, 325 Metcalf Street, Sedro-Woolley, WA.

7/27/2022 Council meeting including Second Reading and Adoption of the 2023-2028 TIP.

Identify members of the LPA's transportation planning and/or advisory groups by race, color, and national origin

**Mark Freiburger, Director of Public Works – White Caucasian
David Lee, City Engineer – White Caucasian**

Specify methods used to collect demographic information from the transportation-related public meetings. (Self-identification surveys, notes by staff, etc.) Include summaries of Public Involvement Forms collected at each meeting, listing the demographics of those who attended by meeting.

No formal survey or notes other than official council minutes.

List any language assistance services requested. For which languages? Who provided the service? In addition, list vital documents translated during the reporting period and identify the languages.

Our Spanish voicemail line appears to be working well. We've had several messages left, not only for transportation projects, but for park rentals, solid waste services and volunteer opportunities. In addition to having the Language Exchange under contract for interpretation needs we also have several employees that speak fluent Spanish and have been successful in interpreting calls for our Spanish speaking residents.

We've had several project notices translated into Spanish. Or at a minimum included language for more information please contact our Spanish line.

11. Transportation-related Construction and Consultant Contracts (if applicable) – Briefly describe the process used to advertise and award construction contracts during this reporting period. Include the process for negotiated contracts (e.g., consultants).

The city follows our adopted “Procurement Policy & Procedures” manual for all construction and consultant contracts in conjunction with the WSDOT LAG manual. Projects and consultant solicitations are advertised in the local newspaper of record (Skagit Valley Herald) for a two-week minimum, sometimes three-week minimum (as required) and the city website continuously from date of first advertisement. All advertisements and contracts include the current Title VI language. Consultant agreements are negotiated using the city’s Procurement Policy & Procedures, and WSDOT Local Area Guidelines (LAG) where appropriate. All solicitations, selections and negotiations are documented in the Consultant Selection file for the individual project.

12. Describe the actions taken to promote construction contractor/consultant compliance with Title VI by construction contractors/consultants, including monitoring and review processes, and their outcomes/status (e.g. what Title VI language was included in contracts and agreements; were contractors and consultants reviewed to ensure compliance; what Title VI responsibilities are explained to contractors and consultants?)

All consultant and public works solicitations include the Title VI paragraph. The WSDOT LAG manual updated the Title VI paragraph this reporting period. Using the latest version for our legal ad(s) notifies all bidders, especially DBE, that they will be afforded a full and fair opportunity.

13. List construction, right-of-way, and consultant contracts with your LPA/MPO/entity for this report period with dollar value of each. Identify funding sources (federal, state, local, other), and how many were awarded to certified disadvantaged contractors (as a prime contractor/consultant).

Transportation Related Consultant Agreements:

Widener & Associates (DGK Inc.), Environmental Services
SR20/Cascade Trail West Extension Phase 2A Project; \$11,414 Federal
0% DBE Goal

Semrau Engineering & Surveying, PLLC, Surveying
SR20/Cascade Trail West Extension Phase 2A Project; \$19,827 Federal
0% DBE Goal

Transportation Solutions Inc. (TSI), Design and Construction Consultant
SR20 and SR9 Intersection Improvements Project; \$239,272 Federal
0% DBE Goal

Reichhardt & Ebe Engineering, Design Consultant Support Services
Jones/John Liner/Trail Road Corridor Project; \$35,957 Non-Federal

Materials Testing & Consulting Inc., Materials Testing and Inspections
2021 Pavement and Pedestrian Improvements Project
2022 Pavement Improvements Project; \$4,023 Non-Federal

Transportation Solutions Inc. (TSI)
Traffic Modeling; \$37,357 Non-Federal

Universal Field Services Inc., Real Estate Services
Jones/John Liner/ Trail Road Corridor Project; \$18,472 Non-Federal

Reichhardt & Ebe Engineering, Design Consultant Support Services
Township/John Liner/McGarigle Intersection Improvements Project; \$75,567 Non-Federal

Transportation Related Public Works Agreements:

Colacurcio Brothers Inc.
SR20/SR9-Township Intersection Improvements Project; \$966,000 Federal
14% DBE Goal

BNSF Railway
Jones/John Liner BNSF Undercrossing Phase 1; \$825,520 Non-Federal

P&P Excavating LLC
Unit Priced Construction Services; \$23,000 Non-Federal

Central Paving LLC
2022 City Street Crack Seal Project; \$36,525 Non-Federal

Straight-On Construction LLC
2022 Unit Priced Asphalt Pavement Services; \$13,000 Non-Federal

14. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status.

Continued education as offered by WSDOT Office of Equal Opportunity.

List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training.

No additional training opportunities were identified and/or participated in since June 2021 by our Title VI Coordinator; except as outlined below.

When was Title VI internal training provided to staff? Who conducted the training? What was the subject of the training? Provide the job titles and race/color/national origin of attendees.

Name	Title	Race	Color	Training Date	Training Provided by:
Julia Johnson	Mayor	Caucasian	White	October 12, 2021	WSDOT Office of Equal Opportunity
Mark Freiberger	Director of Public Works/Title VI Coordinator	Caucasian	White	September 14, 2021	WSDOT Office of Equal Opportunity
Charlie Bush	City Administrator	Caucasian	White	December 2, 2021	WSDOT Office of Equal Opportunity

List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable.

None at this time.







Title VI Goals for Upcoming Year

What area(s) of Title VI does your agency plan to focus on in the upcoming year? Describe by particular program area what your agency hopes to accomplish. Include any significant problem areas to focus on and plans to address those.

The city continues to focus on compliance within the framework of our federally funded Transportation projects currently in construction for 2022 is our SR20/SR9-Township Intersection Improvements Project (federal funding).

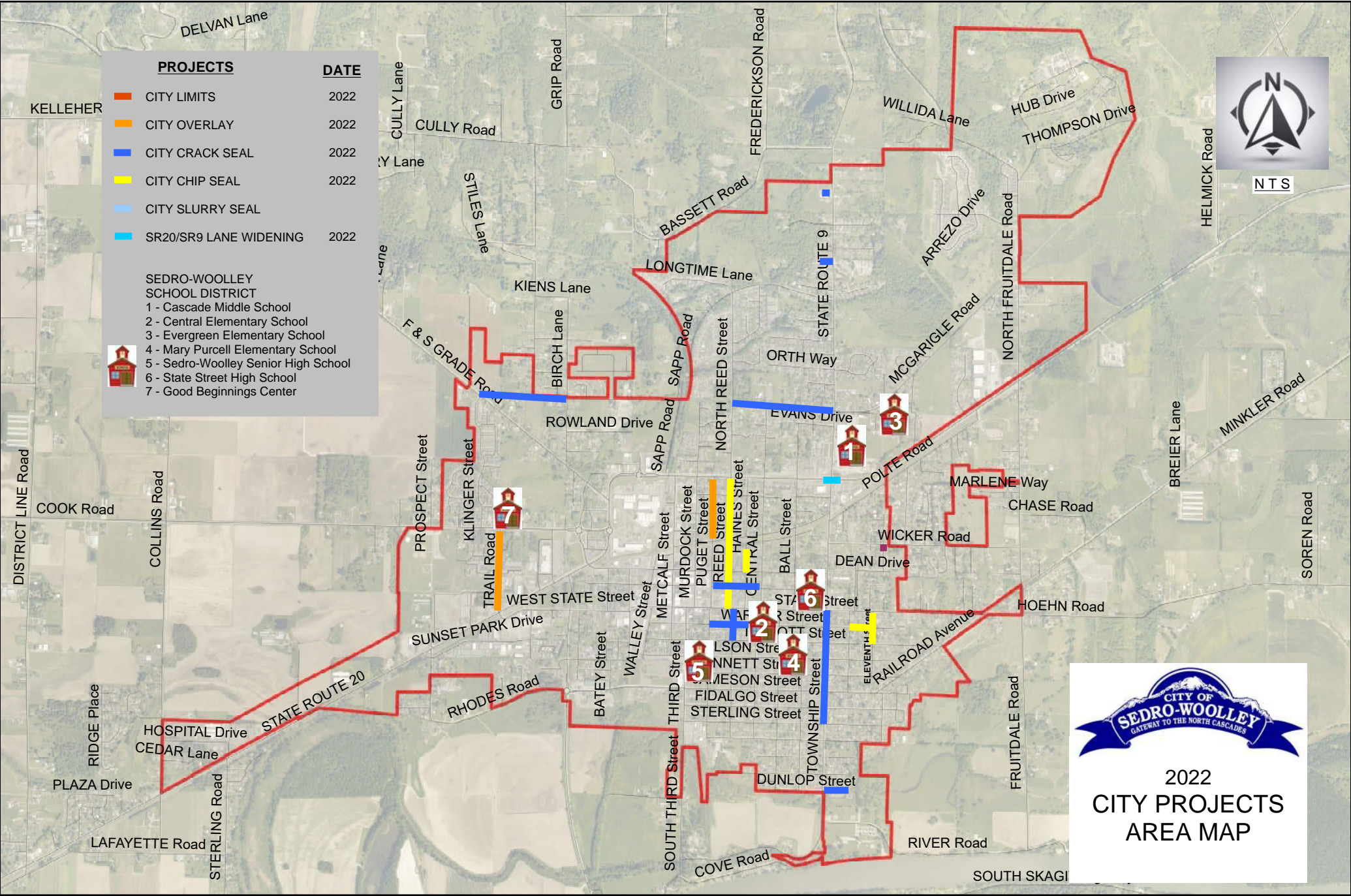
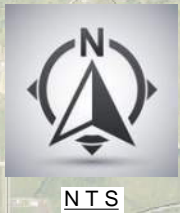
Our continued goal is finding education opportunities for city staff relating to Title VI requirements and general operations.

We are in the early stages of developing a city-wide Title VI action plan. The draft will hopefully address Elements of an Effective LEP Policy, Methodology for Accessing Needs, the Four-Factor Analysis, Safe Harbor, Language Assistance, Displacement and Adverse Impact Concerns/Unintended Consequences, and the Ten-year Plan.

PROJECTS		DATE
	CITY LIMITS	2022
	CITY OVERLAY	2022
	CITY CRACK SEAL	2022
	CITY CHIP SEAL	2022
	CITY SLURRY SEAL	
	SR20/SR9 LANE WIDENING	2022

SEDRO-WOOLLEY SCHOOL DISTRICT

- 1 - Cascade Middle School
- 2 - Central Elementary School
- 3 - Evergreen Elementary School
- 4 - Mary Purcell Elementary School
- 5 - Sedro-Woolley Senior High School
- 6 - State Street High School
- 7 - Good Beginnings Center



2022
CITY PROJECTS
AREA MAP

2021-22 Sedro-Woolley School District Community Demographics

1. Cascade Middle School, Sedro-Woolley School District

phone 3608553520

website <http://www.swsd.k12.wa.us>

address 905 McGarigle Rd, Sedro-Woolley, Washington 98284-0000

OSPI Website:

<https://washingtonstatereportcard.ospi.k12.wa.us/ReportCard/ViewSchoolOrDistrict/102382>

Cascade Middle School Demographics:

69.2% White

21.1% Hispanic/Latino of any race(s)

2.6% American Indian / Alaskan Native

1.3% Asian

.6% Black / African American

.6% Native Hawaiian / Other Pacific Islander

4.6% other

53% Low Income

47% Non-Low Income

6.1% English Language Learners

2. Central Elementary School, Sedro-Woolley School District

phone 360.855.3560

website <http://www.swsd.k12.wa.us>

address 601 Talcott Street, Sedro-Woolley, Washington 98284-0000

OSPI Website:

<https://washingtonstatereportcard.ospi.k12.wa.us/ReportCard/ViewSchoolOrDistrict/102378>

Central Elementary School Demographics:

63.5% White

28.5% Hispanic/Latino of any race (s)

1.7% Black / African American

.5% American Indian / Alaskan Native

.2% Native Hawaiian / Other Pacific Islander

5.6% other

59.1% Low Income

40.9% Non-Low Income

9.5% English Language Learners

3. Evergreen Elementary School, Sedro-Woolley School District

phone 360.856.6386

website <http://www.swsd.k12.wa.us>

address 1007 McGarigle Road. Sedro-Woolley, Washington 98284-0000

OSPI Website:

<https://washingtonstatereportcard.ospi.k12.wa.us/ReportCard/ViewSchoolOrDistrict/102386>

Evergreen Elementary School Demographics:

56.6% White

29.4% Hispanic/Latino of any race(s)

4.9% American Indian / Alaskan Native

.9% Native Hawaiian / Other Pacific Islander

.6% Black / African American

.4% Asian

7.2% other

64.9% Low Income

35.1% Non-Low Income

13.8% English Language Learners

4. Mary Purcell Elementary School, Sedro-Woolley School District

phone 360.855.3555

website <http://www.swsd.k12.wa.us>

address 700 Bennett Street, Sedro-Woolley, Washington 98284-0000

OSPI Website:

<https://washingtonstatereportcard.ospi.k12.wa.us/ReportCard/ViewSchoolOrDistrict/102381>

Mary Purcell Elementary School Demographics:

57.9% White

36.8% Hispanic/Latino of any race(s)

.8% American Indian / Alaskan Native

.3% Native Hawaiian / Other Pacific Islander

4.2% other

71.8% Low Income

28.2% Non-Low Income

15.3% English Language Learners

5. Sedro Woolley Senior High School, Sedro-Woolley School District

phone 360.855.3510

website <http://www.swsd.k12.wa.us>

address 1235 Third Street, Sedro-Woolley, Washington 98284-0000

OSPI Website:

<https://washingtonstatereportcard.ospi.k12.wa.us/ReportCard/ViewSchoolOrDistrict/102377>

Sedro-Woolley Senior High School Demographics:

66.4% White

25.0% Hispanic/Latino of any race(s)

1.7% American Indian / Alaskan Native

1.2% Asian

.6% Black / African American

.2% Native Hawaiian / Other Pacific Islander

5.0% other

54.5% Low Income

45.5% Non-Low Income

7.6% English Language Learners

6. State Street High School, Sedro-Woolley School District

phone 3608553550

website <http://www.swsd.k12.wa.us>

address 800 State Street

Sedro-Woolley, Washington 98284-0000

OSPI Website:

<https://washingtonstatereportcard.ospi.k12.wa.us/ReportCard/ViewSchoolOrDistrict/102374>

State Street High School Demographics:

72.7% White

16.7% Hispanic/Latino of any race(s)

6% American Indian / Alaskan Native

4.6% other

70.0% Low Income

30.0% Non-Low Income

4.7% English Language Learners

7. Good Beginnings Center, Sedro-Woolley School District

phone 360.855.3565

website <http://www.swsd.k12.wa.us>

address 780 Cook Rd, Sedro-Woolley, Washington 98273

OSPI Website:

<https://washingtonstatereportcard.ospi.k12.wa.us/ReportCard/ViewSchoolOrDistrict/104217>

Sedro-Woolley Senior High School Demographics:

74.5% White

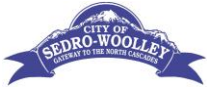
22.4% Hispanic/Latino of any race(s)

3.1% other

42.9% Low Income

57.1% Non-Low Income

0% English Language Learners



Case Number	Complainant/ Address	Filing Date	Basis	Status	Disposition
001	Teresa Bovenkamp 929 Beachley Rd, Sedro-Woolley, WA 98284	1/20/22	Required Face Mask Complaint	Referred to CS Library for resolve where incident took place. CS Library is "not" a city facility. Complainant submitted to wrong agency.	Closed at city level.
002	Sarah Bucko 13315 NW Overton St, Portland, OR 97229	3/24/2022	Gender National Origin	Referred to OEO for review on March 30, 2022	Still under review by OEO, no response has been received by the city. Complainant received acknowledgement from OEO on July 18, 2022