



**Town of Twisp
Council Meeting
Tuesday 5:30 PM May 27th, 2025**

Location: Twisp Civic Building

If you would like to attend to the meeting online via computer, tablet, or smartphone, please visit our website and follow the link to join or navigate to the following

URL: <https://meet.goto.com/437747061>

If you would like to listen to the meeting over the phone, please use the following number: **[+1 \(872\) 240-3412](tel:+18722403412)**

Access Code: [437-747-061](tel:+18722403412)

Anyone who wishes to make a verbal public comment may register in person before the meeting, or with the Clerk's Office via phone 509-997-4081 or email clerktreasurer@townoftwisp.com. Public Commenters must provide their name, address, and the topic of their comment. At the designated time, commenters will be called on by the Mayor. Comments will be limited to three (3) minutes in length.

Public comments may also be submitted in writing in advance of the meeting (via email to clerktreasurer@townoftwisp.com or dropbox at Town Hall) and must contain the Commenter's name, address, and comment. Written comments will NOT be read aloud at the meeting, but will be included in the meeting minutes.



**Town of Twisp
Council Meeting Agenda
Tuesday 5:30 PM May 27th, 2025**

Call to Order and Roll Call

Pledge of Allegiance

Request for Additions &/or Changes

Public Comment Period

Routine Items:

- **Mayor's Report**
- **Staff Reports**
- **Committee/Commission/Board Reports**

New/Old Business:

- **Discussion/Action:** Arbor Day Proclamation
- **Discussion/Action:** Resolution #25-746 – Fee Schedule
- **Discussion/Action:** Resolution #25-747 - WSDOT Grant App
- **Discussion/Action:** AWC Voting Delegates
- **Discussion/Action:** Okanogan County CRAB Chip Seal Request
- **Discussion/Action:** DNR TLT Commitment Letter
- **Discussion/Action:** Mayor Pro Tempore
- **Discussion/Action:** Glover Street Project TERC Review

Consent Agenda:

1. **Accounts Payable/Payroll**
2. **Minutes: 04/22/25 & 5/13/2025**

Executive Session – Personnel (30 Minutes)

Adjournment



May 27, 2025 - Packet Memo

To: Twisp Town Council

From: Mayor Smith

RE: Arbor Day Proclamation

I would like to thank the Council and Tree Board for allowing us time to draft the Arbor Day Proclamation in a form that is consistent with typical Town of Twisp Proclamations.



Town of Twisp

118 S. Glover Street • Box 278 • Twisp, WA 98856 • 509-997-4081 • 509-997-9204

PROCLAMATION

WHEREAS, trees and forests absorb carbon dioxide, give off oxygen, and store carbon; keep our air clean to breathe, and our water safe to drink; provide wildlife habitat; improve mental health and mitigate the impacts of a warming planet; decrease city temperatures on hot summer days; and help conserve energy and ease the stresses of life; and

WHEREAS, Arbor Day was established in 1872 by the Nebraska Board of Agriculture to encourage the planting and care of trees; and

WHEREAS, Arbor Day is an opportunity for Twisp to celebrate Washington's forests and teach present and future generations about the importance of living amongst healthy trees throughout the State of Washington.

NOW, THEREFORE, the Town of Twisp Proclaims May 3, 2025 as a time to celebrate Arbor Day.

PASSED BY THE TOWN COUNCIL this 27th day of May 2025.

Hans Smith, Mayor

Aaron Studen, Council Member

Katrina Auburn, Council Member

Will Menzies, Council Member

Tim Matsui, Council Member

Wyatt Lundquist, Council Member

ATTEST:

Randy Kilmer, Clerk/Treasurer



May 27, 2025 - Packet Memo

To: Twisp Town Council

From: Mayor Smith

RE: Twisp Fee Schedule Updates

Now that Twisp is working towards opening the Pool in 2025, we have been developing an update to the fee schedule in the hopes of modernizing the fee schedule and reducing the amount of deficit the pool operates in on an annual basis. It is my estimation that given 2023 use numbers, the drafted pool fees for 2025 could reduce the typical \$60,000 pool operations deficit by half. The draft pool fees have been reviewed and provided input by some Council Members, as well as some Friends of the Pool representatives and the new Pool Manager.

In addition, our Building Inspector is seeking to alter the Mechanical Permit fees to a flat fee based on the following rationale provided by the Deputy Cleark:

“We are grouping mechanical and plumbing together and going with a flat fee all around. With the fees ranging from \$120-\$300 for the different versions of the permits Larry came up with \$130 as the best consistent fee to do to adequately cover town costs. Having it as a flat fee will also help in processing the permits via GoGov.”

Lastly, upon further inspection of the fee structure under Planning, we determined there were numerous permits accidentally described twice in the previous fee schedule, so we are seeking to delete the redundancies and include some additional clarifications about planning fees and costs.

RESOLUTION #25-746

A RESOLUTION of the Town of Twisp, Washington, superseding all previous fee schedule resolutions and revising the Fee Schedule for various fees for the Town of Twisp.

WHEREAS, the Town of Twisp has various fees that need to be set at a level that will allow the continuing operation of the Town and services provided; and

WHEREAS, the Town needs to review the fees from time to time and make adjustments to the fee schedule;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Twisp:

The Fee Schedule is attached as Town of Twisp Fee Schedule and is herein approved for 2025 and subsequent years unless changed by an action of the Council.

PASSED BY THE TOWN COUNCIL this 27th day of May 2025.

APPROVED:

Hans Smith, Mayor

ATTEST:

Randy Kilmer, Clerk-Treasurer

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Town of Twisp – Fee Schedule – 2025

05/27/25 – Resolution #25-746

ADMINISTRATION FEE	
City Map – 24 X 36	\$ 20.00
City Map – 36 X 48	\$ 30.00
NSF Returned Check Fee	\$ 35.00
Land Use Documents – each	\$ 15.00
1. Zoning Ordinance	
2. Comprehensive Plan	
3. Shoreline Master Plan	
4. Subdivision Ordinance	
In addition to above fees, actual mailing costs will be added	

PUBLIC RECORDS REQUEST FEES	
The charge for photocopies or printed copies of electronic public records is fifteen cents (.15) per page. When public records are mailed to a requestor, a charge for postage or delivery, and the cost of the envelope or container used may be added	\$ 0.15
The charge for public records scanned into electronic format or for the use of Twisp’s equipment to scan the records is ten cents (.10) per page.	\$ 0.10
The charge for each four electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery is five cents (.05).	\$ 0.05
The charge for the transmission of public records in an electronic format or for the use of Twisp’s equipment to send the records electronically is ten cents (.10) per gigabyte.	\$0.10
When digital storage media or device is provided by Twisp, the actual cost of such shall be charged to the requester.	Actual Cost
No fee is charged for inspection of a public record or for locating a record.	\$ -
If the total charges for a request are under \$1.00, the fees will be waived in their entirety. This provision may be used no more than five times per year per requestor of public records.	\$ -
Payment of charges is required prior to release of the records unless other arrangements have been made pursuant to RCW 45.56.120	\$ -

Town of Twisp – Fee Schedule – 2025

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The charges in this section may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request	\$ -
Twisp may require a deposit of up to ten percent (10% of the estimated cost of copying records prior to copying any records for a requestor.	Actual Cost

ANIMAL FEES	
Neutered Males	\$ 10.00
Spayed Females	\$ 10.00
All Other Dogs	\$ 20.00
Violations (See Twisp municipal Code)	

BUSINESS LICENSE FEES	
Home Occupation/Home Industry (No Proration)	\$ 25.00
Business License	\$ 75.00
Proration – November 1-30 - \$50	\$ 50.00
Proration – December 1-31 - \$25	\$ 25.00
Temporary Business License (No Proration)	
1 week (7 days)	\$ 15.00
1 month (30 days)	\$ 25.00
31 days and over	\$ 75.00
Late Fees: 1-30 days	\$ 10.00
30+ days	\$ 25.00

LAND USE FEES – (Plus Actual Cost for all Professional Services required for review – All Fees are Non-Refundable regardless)	
Pre-application fees: (covers the costs of a pre-application conference with staff & results in a letter from Town documenting requirements for project as proposed)	
Short Plats (recommended)	\$ 150.00
Long Plats (required)	\$ 250.00
Planned Developments (required)	\$ 250.00
Conditional Use Permits (required)	\$ 250.00
SEPA (recommended)	\$ 150.00

Town of Twisp – Fee Schedule – 2025

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Fill & Grade Permit (recommended)	\$ 75.00
Access Permits (recommended)	\$ 150.00
Flood Plain and Shoreline Permits (required)	\$ 250.00
Binding Site Plan (required)	\$ 350.00
Annexation Petition (required)	\$ 350.00
LAND USE PERMIT FEES	
Boundary Line Adjustment	\$250.00
SEPA Review, Notifications, Mailings	\$ 600.00
Short Plat** (where a fee is per lot, count the total number of lots in the final plat)(excludes SEPA)	
Application	\$ 750.00 + \$ 100.00 per lot
Final Review	\$ 250.00 + \$ 25 100.00 per lot
Long Plat, Binding Site Plan, Subdivision, Planned Development ** (where a fee is per lot, count the total number of lots in final plat))(excludes SEPA)	
Application <u>Review and Preliminary Approval Processing Fee</u>	\$ 1100.00 + \$ 50 100.00 per lot
Final Review <u>-and Approval Processing Fee</u>	\$ 250 550.00 + \$ 50 100 per lot
<u>Major Modification Review and Approval Processing Fee</u>	\$ 550.00 + \$ 100 per lot
<u>Plat or PD Vacation or Minor Alteration (excludes SEPA)</u>	\$ 525.00
Parcel Consolidation	\$ 150.00
Conditional Use Permit – Application Fee (Excludes SEPA)	\$ 750.00
Variances (excludes SEPA if required)	\$ 500.00
Zoning Code or Map Amendment – Application (excludes SEPA)	\$ 750.00
Annexation Petition Application & Processing (excludes SEPA)	\$ 2,000.00
Administrative Permit	\$ 175.00
SHORELINE AND ENVIROMENTAL PERMITS	
Floodplain Development Hazard (excludes Shoreline & SEPA fees)	\$ 400.00
Shoreline / Floodplain Development Variance Permit (excludes SEPA)	\$ 400.00
Shoreline Substantial Development Permit (excludes SEPA)	\$ 500.00
Shoreline Conditional Use Permit (excludes SEPA)	\$ 500.00

Town of Twisp – Fee Schedule – 2025

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Shoreline Statement of Exemption	\$ 150.00
Critical Areas Review	\$ 300.00
Fill & Grade Permit	\$150.00
Large Lot Segregation Process Fee	\$ 100.00
Large Lot Segregation Completed Application Fee	\$ 100.00
Street Petition to Vacate a Right-of-Way/Easement	\$ 500.00
Subdivision Ordinance Qualified Exemption	\$ 150.00
Access Permits	\$ 200.00
**Note: where a fee is per lot, count the total number of lots in the final plat)	
Preliminary Binding Site Plan (excludes SEPA)	\$ 500.00
Subdivision Ordinance Deviation	\$ 325.00
Preliminary Approval of Long Plat (excludes SEPA)	\$ 600.00 plus \$100.00 per lot
Preliminary Approval of Planned Development (includes SEPA)	\$ 600.00 plus \$100.00 per lot
Final Procession Fee for Planned Development	\$ 250.00
Final Processing Fee for Long Plat	\$ 250.00
Final processing Fee for Binding Site Plan	\$ 250.00
Comprehensive Plan Text or Map Amendment –Application Fee (excludes SEPA)	\$ 650.00
Plat or PD Vacation & Alteration (excludes SEPA)	\$ 525.00
Nightly Rental Permit Review Fee	\$120.00
Recreational Vehicle – short-term permit (>2wks. To 90 days)	\$ 25.00
Recreational Vehicle – Extended temporary residence (up to 2 yrs.)	\$120 plus \$30 for ea. Sanitary inspect

Town of Twisp – Fee Schedule – 2025

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<u>Miscellaneous</u>	
Miscellaneous Other <u>Staff Review and</u> Administration Services	\$ 80/hr. MIN
Change of Occupancy Inspection (required before business license issuance)	\$120.00
Parking Mitigation Agreement Drafting Fee	\$2175.00
<u>Latecomer’s Agreement</u>	<u>\$500.00</u>
<u>Code Text Amendment</u>	\$ 1,100.00
<u>Appeal</u>	
Filing Fee	\$ 100.00

PARK FEES	
Park Reservation Fee	
Band Shell Side	\$ 25.00
Webb Shelter/River Side	\$ 25.00
Commons Park	\$ 25.00
Basketball Court	\$ 25.00
Damage Deposit – 1-199 people (Refundable)	\$ 50.00
Damage Deposit – 200+ people (Refundable)	\$ 100.00

*Non-profit community organizations that can provide documentation of non-profit status will be afforded an exemption of the park and office reservations fees, with exception of the Wagner Memorial Pool

POLICE DEPARTMENT FEES	
Fingerprinting	
Non-criminal purpose, per card	\$30.00
Each additional card	\$10.00
Concealed Pistol Licenses (fees determined by DOL)	
Original	\$58.00
Renewal	\$37.00
Late Renewal	\$47.00
Replacement	\$12.00

Town of Twisp – Fee Schedule – 2025

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Police Report duplications (Paper Copy)	\$ 25.00
(DVD/CD Pre-payment Required)	\$ 15.00
(Electronic)	\$ 10.00
Accident Reports (Police Traffic Collision Report)	\$ 10.00
Found property handling fee (items with a value of \$25)	\$ 10.00
In addition to above fees, actual advertising costs will be added	
Ex Parte Paper service (per attempt to deliver - Plus round mileage for out-of-town services at the IRS Mileage Rate)	\$ 40.00

POOL FEES	
<u>Daily Per Session Fees (all include sales tax)</u>	
Lap Swim	\$ 58 .00
(Non-swimmer) Deck Fee	\$ 4 .00
Water Aerobics	\$ 85 .00
<u>Open Swim</u>	
Adult Open Swim	\$ 58 .00
Kids (7-17) Open Swim	\$ 53 .00
Kids (0-6) up to 2 free 2/w/ Paid Adult	\$ 0.00
<u>Daily Fees (all include sales tax)</u>	
<u>All Lap Swim Sessions for One Day</u>	<u>\$12.00</u>
<u>All Water Aerobic Sessions for One Day</u>	<u>\$12.00</u>
<u>All Open Swim Sessions for One Day</u>	
<u>Adults</u>	<u>\$12.00</u>
<u>Kids (7-17) Open Swim</u>	<u>\$8.00</u>
<u>Kids (0-6) w/ Paid Adult</u>	<u>\$0.00</u>
<u>Non-Swimmer Deck Fee</u>	<u>\$5.00</u>
<u>Season Passes & Programs</u>	
Lap Swim w/Pass	\$ 15020 .00
Water Aerobics w/Pass	\$ 15020 .00
<u>Open Swim</u> Family Pass	\$ 20320 .00
<u>Open Swim</u> Adult Pass	\$ 13200 .00
<u>Open Swim</u> Child Pass (7-17)	\$ 7120 .00
Swim Lesson – Group Session	\$ 4560 .00
Swim Lesson – Private per session	\$ 30.0022.50

Town of Twisp – Fee Schedule – 2025

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Seniors 65 and over receive 20% discount on all fees	
In keeping with the goals of the Wagner donors who built the pool, scholarships will be given to eligible low-income people who request them using Okanogan County income level information. Fee will be a minimum cast as follows:	
<u>Open Swim</u> Family Pass	\$ 1600 .00
<u>Open Swim</u> Child Pass	\$ 37.50 60.00
<u>Open Swim</u> Adult Pass	\$ 62 100.00
Senior Pass	\$ 50.00
<u>Swim</u> Lessons – Minimum	\$0.00
<u>Swim Team Fees:</u>	
Number on Team	
<40 members	\$ 7080 .00
40-49 members	\$ 765 .00
50-59 members	\$ 670 .00
60-69 members	\$ 655 .00
70+ members	\$ 560 .00
If the swim team family comes subsequently to purchase a family pass, they'll pay the family pass rate less the cost of the child's pass that swim team has collected.	

POOL RENTAL FEES	
Pool Rental Fee: per hour	\$ 2300 .00
Lifeguard Fee: per hour/per <u>two</u> lifeguards (two lifeguards minimum up to 50 <u>swimmers</u>)	\$ 130.00
<u>Pool Damage Deposit</u>	
Refundable damage deposit is required of all reservations	\$ 580 .00
*Parties in excess of 200 will be required to pay additional deposit	\$ 2100 .00

TOWN COUNCIL CHAMBER FEES	
Council Chambers (Available 9a-5p M-Th)	\$ 50.00 per hour, \$200 a day max
Meeting Room (Available 9a-5p M-Th)	\$ 50.00 per hour, \$200 a day max
*Requests for after-hours use may be considered on a case-by-case basis, but there may be additional charges for after hours use to ensure staff and potentially police presence.	

Town of Twisp – Fee Schedule – 2025

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<p>*The community meeting room fee will be waived for non-profit community organizations that can provide documentation of nonprofit status. The fee waiver does not apply to the Council Chambers.</p>	
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WATER RATES	
Monthly Base Rate – 0 – 800 cf – (May, June, July, August and September 1,200 cf)	\$ 68.98
Outside town limits	\$ 79.79
Water overage fee - 801 – 1,200 cf, \$1.65 per 100 cf	\$ 3.00
Water overage fee – 1,201 – 3,000 cf, \$1.92 per 100 cf	\$ 3.45
Water overage fee – over 3,000 cf, \$2.18 per 100 cf	\$ 3.90
Laundromats additional per machine fee	\$ 2.25
Private well holders per month fee for fire flow	\$ 15.40
Water Assessment – Commercial Multi-Unit	\$ 3.30
Hydrant Meter Fee – 1-7 day meter rental (for bulk supply of water)	\$ 50.00
\$8.29 per 100 cf	\$ 9.12
Water turn-on fee	\$ 20.00
Water turn-off fee	\$ 20.00
Leak Detection	\$30.00
After hour on/off fee (If your water is disconnected due to delinquency or repairs or if your water needs to be reconnected due to delinquency or repairs, there will be an afterhours fee for staff to perform that duty. Before 7:00 am and after 3:00 pm Monday-Friday, and all day weekends and holidays	\$ 100.00
Delinquency Turn-on fee	\$ 30.00
System development fees	\$ 3,297

SEWER RATES	
Class I – monthly base rate	\$ 69.27
Class II – monthly base rate	\$ 69.27
Class III – monthly base rate	\$ 117.53
Class IV – monthly base rate	\$ 156.66

Town of Twisp – Fee Schedule – 2025

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Class V – monthly base rate	As fixed upon individual user application based on inside water use projections
Class VI – monthly base rate	\$ 214.62
Class VII – multi user subclasses:	
Class A – per bathroom	\$ 30.57
Class B – per residence per month, occupied or not	\$ 69.27
Class C –multi use public or commercial buildings	\$ 30.57
Late Fee – past due 30 days – per statement	\$ 10.00
System Development Fees	\$ 3,297
Side Sewer Permit	\$ 25.00

SIGN FEES	
Sign Application/Permit	\$75.00
Sign Application/Permit – 2 nd Sign	\$35.00
Sign Permit – Variance	\$50.00

BUILDING PERMIT FEES		
Manufactured Home Permit	Flat Fee	Single Wide - \$260. Double Wide - \$325 Triple Wide - \$390
Yurt wood frame		\$111.36 sq.ft.
*Modular Home Permit	Flat Fee	Per Story - \$325
\$*Move Permit	Flat Fee	\$65
*Move/Modular Permit requires a Basement/Foundation Permit		
Swimming Pool	Flat Fee	\$130
Wood Stove Permit	Flat Fee	\$130

Town of Twisp – Fee Schedule – 2025

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Remodel/Repair – Major	50% of Average square foot cost	
Remodel/Repair – Minor	25% of Average square foot cost	
Title elimination without inspection		\$ 10.00
Title elimination with inspection		\$ 130.00
Special Inspection Fee		\$130
Review of Washington State Energy code		
Single family Dwelling or Dual family Dwelling		\$100
All Commercial		\$200
Building Permit – Square footage of work x work Evaluation then see Building Permit Fee Schedule (see table below)		
Mechanical Permit – 97 UMC/ (see pg) Plumbing Permit – 03 UPC		
Fire Suppression System - Sprinklers	<u>Flat Fee</u>	\$300.00 <u>\$130.00</u>
Fire Suppression System – Audio Only	<u>Flat Fee</u>	\$120.00 <u>\$130.00</u>
Commercial Kitchen (Type 1/2 Hood)	<u>Flat Fee</u>	\$240.00 <u>\$130.00</u>
Meat Processing	<u>Flat Fee</u>	\$240.00 <u>\$130.00</u>
Distillery/Brewery (Beer, Wine, Spritis <u>Spirits</u>)	<u>Flat Fee</u>	\$240.00 <u>\$130.00</u>
<u>Swimming Pool</u>	<u>Flat Fee</u>	<u>\$130.00</u>
<u>Wood Stove</u>	<u>Flat Fee</u>	<u>\$130.00</u>
<u>Plumbing Permit – 03 UPC (see pg)</u>		
<u>Single Family Dwelling</u>	<u>Good</u>	
Type V wood frame all floors		\$111.36/sq ft
		sq ft
		/sq ft
		/sq ft
Uncovered deck		\$15.00/ sq ft
Covered deck		\$20.00/ sq ft
Garage (masonry)		Heated \$ 44.63/sq ft
*Foundation walls only		
<u>Other Non-Commercial Work</u>	<u>Heated</u>	
**Stick Frame *(Garage, Shop, Storage)		\$ 44.63/sq ft
Pole building with walls		\$ 24.50/sq ft
Pole building roof only (Carports)		\$15.00/ sq ft
Mechanical & Plumbing Permits are included in permit fees for all Non-commercial work		
<u>Commercial Work</u>		
See attached Building Valuation data sheet for closest type and nature of project		

Town of Twisp – Fee Schedule – 2025

05/27/25 – Resolution #25-746

<p>***Renewals – The Town of Twisp Building Department will allow a permit to stay active for 18 months after issuance. If the project cannot be finished in 18 months the applicant must apply in writing for a six-month extension for a fee of \$100, if the project is still not complete within that six-month extension the applicant must renew the permit by applying in writing for a one-year extension and ½ the original permit fee will be due, after those initial extensions have expired the permit will expire and a new permit will be required. This will give the applicant three years to complete the project. If the project cannot be completed within three years, a new completed permit application and fees must be submitted. Expired permits that have had all inspections completed up to the FINAL inspection may request a Final Inspection for \$100.00 Special Inspection Fee <u>per</u> inspection conducted.</p>	
<p>***Agricultural and Out building fees – Signed construction bids may be submitted to be used for project valuation on agricultural and out buildings only.</p>	
<p>Investigation fee – An investigation fee, in addition to the permit fee shall be collected whether or not a permit is then subsequently issued for structures under construction of constructed without a valid permit and manufactured homes installed without a valid installation permit. The investigation fee shall be up to equal the amount of the building permit fee, but in no case less than \$100.00.</p>	
<p>Refund Policy – 107.6 UBC – The building official may authorize refunding of any fee paid hereunder which was erroneously paid or collected. The building official may authorize refunding of not more than <u>80%</u> of the permit fee paid when no work has been done under a permit issued in accordance with this code. The building official may authorize refunding of not more than 80% of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.</p>	
<p>Plan Check Fees</p>	
Single Family swelling work	45% of permit fee
Other non-commercial work	45% of permit fee
Commercial work	65% of permit fee
<p>Table 1-A – Building Permit Fees</p>	
Total Valuation	Fee
\$1.00 - \$500.00	\$24.70
\$501.00 - \$2,000.00	\$24.70 for the first \$50.00 Plus \$3.20 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 - \$25,000.00	\$72.70 for the first \$2,000.00 Plus \$14.70 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 - \$50,000.00	\$410.80 for the first \$25,000.00 Plus \$10.60 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001 - \$100,000.00	\$676.00 for the first \$50,000.00 Plus \$7.35 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00

Town of Twisp – Fee Schedule – 2025

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\$100,001.00 - \$500,000.00	\$1,043.00 for the first \$100,000.00 Plus \$5.90 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,395.00 for the first \$500,000.00 Plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5890.00 for the first \$1,000,000.00 Plus \$3.30 for each additional \$1,000.00 or fraction thereof
Other Inspections and Fees:	
1. Inspections outside of normal business hours (min. two-hour charge)	\$130/HR ₁
2. Reinspection fees assessed under provisions of section 108.8	\$130/HR ₁
3. Inspections for which no fee is specifically indicated (min, one-half hour)	\$130/HR ₁
4. Additional plan review required by changes, additions or revisions to plans	\$130/HR ₁
5. For use of outside consultants for plan checking and inspections, or both.	Actual cost
₁ Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employee involved.	
₂ Actual costs include administrative and overhead costs	

Town of Twisp Plan Check and Building Permit Fee Schedule			
Valuation		Bld. Permit	Plan Review Commercial 65%
\$1—\$500		\$30.37	\$19.74
501—600		\$33.86	\$22.01
601—700		\$37.35	\$24.28
701—800		\$40.84	\$26.55
801—900		\$44.33	\$28.81
901—1,000		\$47.82	\$31.08
1,001—1,100		\$51.31	\$33.35
1,101—1,200		\$54.80	\$35.62



May 27th, 2025 - Packet Memo

To: Twisp Town Council

From: Staff

RE: WSDOT Aviation Runway Rehabilitation Project Application/Resolution

The following documents include a resolution approving a grant application for a WSDOT Aviation Grant and allocating match funds from the 2025 budget for said project if approved. Details of the project are include, and Director Denham can answer any specific questions on the application.

RESOLUTION #25-747

A resolution in the Matter of Seeking a Washington State Department of Transportation Aviation Division Grant and Guaranteeing Grant Match Funds

WHEREAS, the Town of Twisp is submitting an Airport Aid Application to the Washington State Department of Transportation (WSDOT) Aviation Division to accomplish Design Services for Runway Rehabilitation of Runway 10/28 at the Twisp Municipal Airport; and

WHEREAS, funding for the project is to be comprised of \$142,500.00 from a 2025 WSDOT Aviation Division Grant and a mandatory local match of \$7,500.00 from the Town of Twisp.;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Twisp, Washington supports this project and allocates \$7,500.00 from the 2025 budget to fulfill the local match contribution requirement.

PASSED BY THE TOWN COUNCIL this 27th day of May 2025.

APPROVED:

Hans Smith, Mayor

ATTEST:

Randy Kilmer, Clerk-Treasurer

Airport Aid Application

A Steward for Washington's Aviation System
PO Box 47312
Olympia, Washington 98504

Date of Request 5/15/2025

<p>1 Applicant: Town of Twisp</p> <hr/> <p>Applicant's Authorized Representative: Name: Andrew Denham Title: Public Works Director Address: P.O. Box 278 Address 2: City: Twisp State: WA Zip: 98856 Phone: (509) 997-1311 Cell: Email: publicworks@townoftwisp.com</p>	<p>2 Project to be Managed by: Company: Ardurra Name: Alton W. Dail III Address: 7950 N. Meadowlark Way Address 2: Suite A City: Coeur d'Alene State: ID Zip: 83815 Phone: (208) 762-3644 Cell: (208) 659-0187 Email: adail@ardurra.com</p>
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Find your legislative and congressional district at:
<http://app.leg.wa.gov/districtfinder/>

3 Airport: Twisp Municipal Airport FAA Classification: N/A (Non-NPIAS airport) Legislative District: 12th
 NPIAS Non-NPIAS State Classification: Community Congressional District: 5th

4 No.	Project Name and Description (list in order of priority)	Total Project Cost	Local Funds	Aviation Division Funds	Federal Funds	Other Funds (Name Source)
1	Runway 10/28 Pavement Maintenance (Seal Coat)	150,000.00	7,500.00	142,500.00	0.00	0.00
2	Design and construction services to apply a seal coat to the runway pavement surface.					
3						
Totals		150,000.00	7,500.00	142,500.00	0.00	0.00

5 Does the airport have an up-to-date Master Plan or ALP Narrative Report? Yes No Date: 5/1/2007

Does the airport have an approved Airport Layout Plan (ALP)? Yes No Date: 5/1/2007

Was annual requirement to review and update Airport Information System (AIS) data met for the preceeding calendar year? Yes No

Does the airport sponsor have policies to reduce greenhouse gas emissions? Yes No
 - If yes, submit a copy of the policies. Submitting copy via: Emailing - Electronic Document

Submit signed acceptance of [Airport Aid Grant Assurances](#). Submitting signed grant assurances via: Emailing - Electronic Document

Submit adopted resolution; 1) Authorizing submittal of grant application, Submitting copy via: Emailing - Electronic Document
 2) Stating matching funds are available, and 3) Support of elected officials.
**Does not apply to private airport sponsors*

6 Signature of Applicant's Authorized Representative
**A signed application is not required when the airport's authorized representative submits the completed application (fillable form .pdf document) by email.*

The following Airport Aid Program Grant Assurances are incorporated herewith and form a part of the sponsor's application for funding under the Airport Aid Grant Program.

Signature of Applicant's Authorized Representative: _____

Title of Representative: _____

Date: _____

Chapter 468-260 WAC

Last Update: 3/14/13

AIRPORT AID PROGRAM GRANT ASSURANCES

WAC Sections

[468-260-010](#) General.

[468-260-020](#) Duration and applicability.

[468-260-030](#) Sponsor certification.

468-260-010

General.

(1) Airport sponsors shall comply with these assurances pursuant to and for the purpose of carrying out the provisions of the state of Washington airport aid program grant agreements.

(2) Airport sponsors will submit these assurances as part of the project application requesting funds under the provisions of RCW [47.68.090](#). As used herein, the term "public agency sponsor" means any municipality or municipalities acting jointly or any Indian tribe recognized by the federal government or such tribes acting jointly in the planning, acquisition, construction, improvement, maintenance, or operation of an airport, owned or controlled, or to be owned or controlled by such municipality or municipalities or Indian tribe or tribes, to be held available for the general use of the public; the term "private sponsor" means any person or persons acting jointly in the planning, acquisition, construction, improvement, maintenance, or operation of an airport, owned or controlled, or to be owned or controlled by such person or persons, to be held available for the general use of the public; and the term "sponsor" includes both public agency sponsors and private sponsors.

(3) Upon a sponsor's acceptance of a grant offer by the department, these assurances are incorporated in and become part of the grant agreement.

[Statutory Authority: RCW [47.68.090](#). 13-07-037, § 468-260-010, filed 3/14/13, effective 4/14/13.]

468-260-020

Duration and applicability.

(1) **Washington airport aid program projects undertaken by a sponsor.** The terms, conditions, and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport project, not to exceed twenty years from the date of acceptance of a grant offer of state funds for the project. However, there shall be no limit on the duration of the assurances regarding exclusive rights and airport revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with state funds.

Airport Aid Application Checklist

Sponsor: _____
 Airport: _____
 NPIAS Non-NPIAS
 Amount Requested: \$ _____
 Local Match: \$ _____ - _____ %
 Expected Start: _____

Project Type

Pavement
 Safety
 Maintenance, Security, and Planning
 Other _____
 Expected Completion: _____

<u>Item</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Comments</u>
Application Submitted by Authorized Representative				_____
Application Received by Deadline				_____
Amount Requested is \$750,000 or Less				_____
Local Match (Minimum 5% or 5% FAA Match)				_____
Eligible Project(s)				_____
Approved Airport Layout Plan (on file at WSDOT)				_____
Protective Zoning in Place				_____
Project Data Sheet Completed				_____
<ul style="list-style-type: none"> Project Layout Plan/Sketch Submitted 				_____
Supplemental Justification Sheet Completed				_____
Statement of Support from Elected Official(s)				_____
Adopted Resolution – Matching Funds Available				_____
Supporting Documentation:				_____
<ul style="list-style-type: none"> Consultant Selection Process Documented Ueqr g"qh"Y qtm& Fee Spreadsheet Submitted Signed I tcpv'Cuwtcpegu'Submitted Project Plans & Specifications Completed Detailed Project Schedule Submitted Detailed Project Cost Information Submitted <i>(Engineers Estimate or Bid Tab, Detail of Admin. Expenses, etc.)</i> Monthly Spending Rrpp'Submitted Property Appraisal Complete <i>(Land Acquisition Projects Only)</i> 				_____
Demonstrate FAA Funds Sought First (NPIAS Only)				_____
Airport Information System Annual Update <i>(Completed by December 31 for Prior Calendar Year)</i>				_____
Airport Sponsor has Adopted Greenhouse Gas Emission Reduction Policies				_____
Job Creation Data Submitted				_____
Application Complete				_____

"A Steward for Washington's Aviation System"

Complete a separate Project Data Sheet for each project listed from the Airport Aid Application (Form 900-030EF)

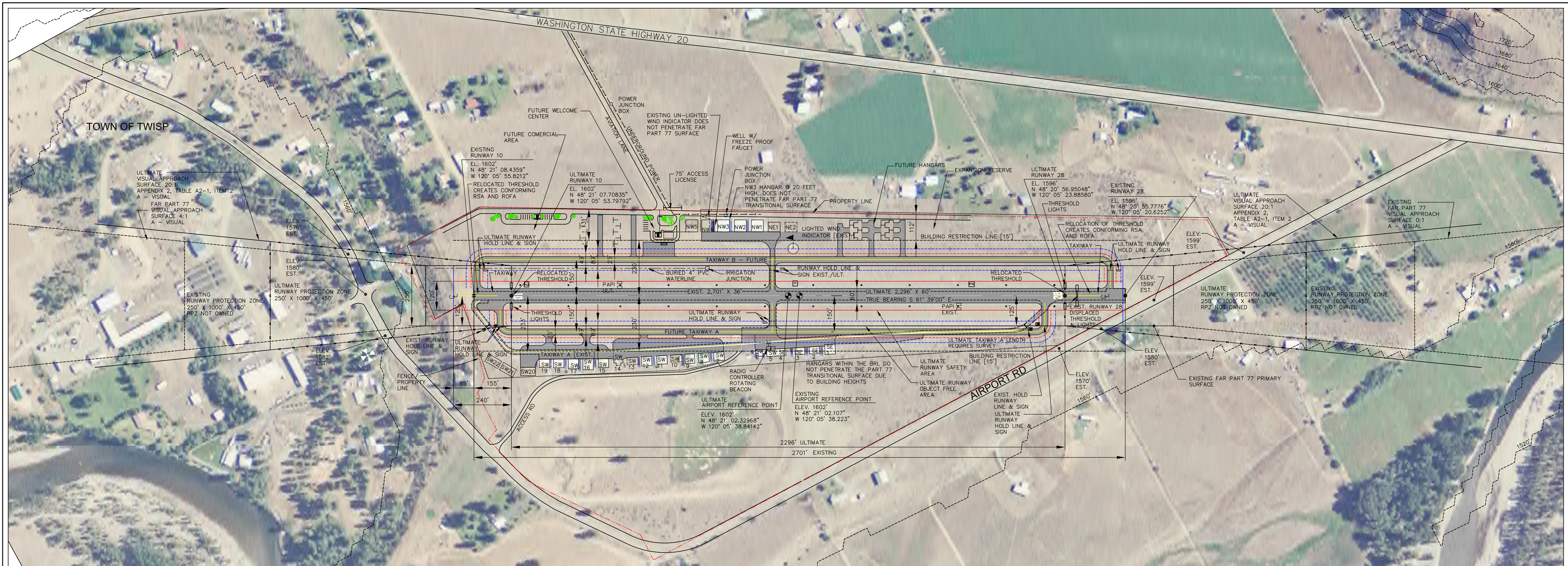
-	- Project No. -														
<p>1 Project Category (Select One Only): Pavement Safety Planning Security Runway Safety Equipment Maintenance Property Other</p>															
<p>2 Detailed Project Description / Approach to Accomplishing Project:</p>															
<p>3 Project Justification:</p>															
<p>4 Cost Estimate Details: <i>Source of Project Cost Estimate -</i></p>															
<p>5 Project Schedule:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Expected Start of Project:</td> <td style="width: 50%;">Expected Completion of Project:</td> </tr> <tr> <td>Start of Work Covered by Grant:</td> <td>Completion of Work Covered by Grant:</td> </tr> <tr> <td>Submit a detailed project schedule (to include project milestones).</td> <td>Submitting project schedule via:</td> </tr> </table>		Expected Start of Project:	Expected Completion of Project:	Start of Work Covered by Grant:	Completion of Work Covered by Grant:	Submit a detailed project schedule (to include project milestones).	Submitting project schedule via:								
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<p>6 Other Supporting project documentation (Required):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Submit a spending plan identifying anticipated grant expenditures by month.</td> <td>Submitting via:</td> </tr> <tr> <td>Submit job creation data.</td> <td>Submitting via:</td> </tr> </table>		Submit a spending plan identifying anticipated grant expenditures by month.	Submitting via:	Submit job creation data.	Submitting via:										
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Submit job creation data.	Submitting via:														
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Has a property appraisal been completed for property acquisition?	Yes No														
FAA AIP Project Number:															
FAA Grant Contract Number:															
Other supporting documentation?															

SCIP Priority Score
(WSDOT Use Only)

Airport Aid Application Supplemental Justification

Complete a separate Supplemental Justification for each project listed from the Airport Aid Application (Form 900-030EF)

	- Project No. -	
1. Will the project correct an identified airport safety hazard, deficiency, or non-standard design item? If Yes, specify the correction(s).	Yes	No
2. Does the project serve a vital community need? If Yes, specify the need(s).	Yes	No
3. Does the project promote economic development and financial sustainability for the airport? If Yes, please elaborate.	Yes	No
4. Project Readiness:		
a. Has required environmental documentation (e.g. NEPA/SEPA) been approved?	Yes	No
b. Is project ready to proceed immediately?	Yes	No
LAND USE COMPATIBILITY		
1. Does the local land use jurisdiction recognize the airport as an Essential Public Facility in its comprehensive plan? If Yes, provide reference to the specific location(s) in the plan.	Yes	No
2. Does the comprehensive plan include the airport in the 'Transportation System Inventory'? If Yes, provide reference to the specific location(s) in the plan.	Yes	No
3. Does the comprehensive plan include policies that discourages the development of incompatible land uses adjacent to the airport? If Yes, provide reference to the specific location(s) in the plan.	Yes	No
4. Are regulations in place that prohibit penetration of FAR Part 77 surfaces? If Yes, provide reference to the specific regulation(s).	Yes	No
5. Is zoning in place that discourages the development of incompatible land uses adjacent to the airport? If Yes, provide reference to the specific code(s).	Yes	No
6. Is zoning in place to regulate height hazards? If Yes, provide reference to the specific code(s).	Yes	No
7. Does the land use authority require aviation activity notices (e.g. title notice, notice on the plat)?	Yes	No



SYMBOL	DESCRIPTION
--- --	AIRPORT PROPERTY LINE
●	AIRPORT REFERENCE POINT
⊠	AIRPORT ROTATING BEACON
□	RADIO CONTROLLER
▨	AVIGATION EASEMENT
▭	EXISTING STRUCTURE
▭	PLANNED STRUCTURE
--- --	POWER
---	DRAINAGE
---	FENCING
⊠	RUNWAY THRESHOLD LIGHTS
⊠	SECTION CORNER
⊠	SEGMENTED CIRCLE / WIND INDICATOR
⊠	WIND INDICATOR (LIGHTED)
⊠	WIND INDICATOR (UNLIGHTED)
---	TOPOGRAPHIC LINE
●	RUNWAY LIGHTS
○	TAXIWAY LIGHTS / REFLECTORS
A	STRUCTURE IDENTIFICATION
●	SURVEY MONUMENTS
00	PAPI
---	BUILDING RESTRICTION LINE (15')
---	RUNWAY PROTECTION ZONE
---	RUNWAY SAFETY AREA
---	RUNWAY OBJECT FREE AREA
---	TAXIWAY SAFETY AREA
---	TAXIWAY OBJECT FREE AREA

GENERAL	FAA REC. STD.		EXISTING		ULTIMATE	
APPROACH CATEGORY/DESIGN GROUP	Visual / B-1 (SMALL)		Visual / B-1 (SMALL)		Visual / B-1 (SMALL)	
RUNWAY LENGTH/WIDTH	4,550' X 36' 100% OF FLEET		2,701' X 36'		2,296' X 60'	
RUNWAY LIGHTING	MIRL		MIRL		MIRL	
RUNWAY MARKING	BASIC - VISUAL		BASIC - VISUAL		BASIC - VISUAL	
PAVEMENT MATERIAL	ASPHALT		ASPHALT		ASPHALT	
RSA ROFA AND ROFZ BY RUNWAY END						
	FAA REC. STD. (L X W)		EXISTING (L X W)		ULTIMATE (L X W)	
DESIGN ITEM	10	28	10	28	10	28
RUNWAY SAFETY AREA	240' X 120'	240' X 120'	85' X 120'	-10' X 120'	240' X 120'	240' X 120'
RUNWAY OBJECT FREE AREA	240' X 250'	240' X 250'	240' X 250'	-250' X 250'	240' X 250'	240' X 250'
RUNWAY OBSTACLE FREE ZONE	200' X 250'	200' X 250'	200' X 250'	-210' X 250'	200' X 250'	200' X 250'
TAXIWAY			A		A B	
TAXIWAY WIDTH	25'		VARIES 16' - 40'		25' 25'	
TAXIWAY LIGHTING			NONE		REFLECTORS	
PER RUNWAY END	10	28	10	28	10	28
APPROACH SURFACE SLOPE	20:1	20:1	4:1	0:1	20:1	20:1
VISUAL AIDS			NONE PAPI		PAPI PAPI	

BLDG.	USE	OWNERSHIP	BLDG.	USE	OWNERSHIP	BLDG.	USE	OWNERSHIP	BLDG.	USE	OWNERSHIP
SE1	AIRCRAFT HANGAR	PRIVATE	SW10	PLANNED HANGAR	PRIVATE	SW19	AIRCRAFT HANGAR	PRIVATE	NW4	AIRCRAFT HANGAR	PRIVATE
SE2	AIRCRAFT HANGAR	PRIVATE	SW11	AIRCRAFT HANGAR	PRIVATE	SW20	AIRCRAFT HANGAR	PRIVATE	NW5	PLANNED HANGAR	PRIVATE
SE3	AIRCRAFT HANGAR	PRIVATE	SW12	AIRCRAFT HANGAR	PRIVATE	SW21	PLANNED HANGAR	PRIVATE			
SE4	AIRCRAFT HANGAR	PRIVATE	SW13	PLANNED HANGAR	PRIVATE	SW22	PLANNED HANGAR	PRIVATE			
SW5	AIRCRAFT HANGAR	PRIVATE	SW14	PLANNED HANGAR	PRIVATE	NE2	PLANNED HANGAR	PRIVATE			
SW6	AIRCRAFT HANGAR	PRIVATE	SW15	AIRCRAFT HANGAR	PRIVATE	NE1	AIRCRAFT HANGAR	PRIVATE			
SW7	AIRCRAFT HANGAR	PRIVATE	SW16	AIRCRAFT HANGAR	PRIVATE	NW1	AIRCRAFT HANGAR	PRIVATE			
SW8	AIRCRAFT HANGAR	PRIVATE	SW17	AIRCRAFT HANGAR	PRIVATE	NW2	AIRCRAFT HANGAR	PRIVATE			
SW9	AIRCRAFT HANGAR	PRIVATE	SW18	AIRCRAFT HANGAR	PRIVATE	NW3	AIRCRAFT HANGAR	PRIVATE			

	EXISTING	ULTIMATE
LOCATION NUMBER	250	
FAA DESIGNATION	26440.A	
OWNER	TOWN OF TWISP	
AIRPORT ACREAGE	71.10 ACRES	71.10 ACRES
AIRPORT ELEVATION ARP	1,602'	1,602'
ARP LATITUDE	N 48° 21' 02.107"	N 48° 21' 02.32968"
ARP LONGITUDE	W 120° 05' 38.223"	W 120° 05' 38.84142"
AIRPORT ELECTRONIC AIDS	PAPI 28 END, BEACON	PAPI 28/10, BEACON
AIRPORT REFERENCE CODE	B-1 (SMALL)	B-1 (SMALL)
DESIGN AIRCRAFT	CESSNA 182	CESSNA 182
NPIAS CATEGORY	NONE	NONE
MEAN/MAX TEMP. HOTTEST MONTH	86.2 DEG. (JULY)	

MAGNETIC DECLINATION
 17° 11' EAST
 ANNUAL RATE OF CHANGE
 0°10' WEST (MAY 2007)

GRAPHIC SCALE
 SCALE: 1" = 200'

APPROVED BY	DATE
TOWN OF TWISP	
WASHINGTON STATE DEPT. OF TRANSPORTATION, AVIATION DIV.	

PROJECT MGR.	DK
DESIGNED	DK
DRAWN	SW
CHECKED	DK
DATE	MAY 2007

DATE	REVISION	BY

AIRSIDE
 765 Wonn Road, Suite C-204
 Greenbank, WA 98253
 (360)222-3646
 PROJECT: TWISP MUNICIPAL AIRPORT
 SHEET TITLE: AIRPORT LAYOUT PLAN
 DATE: MAY 2007
 SHEET NO. **C1.1A**

Town of Twisp
 Twisp Municipal Airport - Runway Seal Coat Cost Estimate
 Ardurra
 May 15, 2025

ITEM	DESCRIPTION	Estimated Quantity	Unit Measure	ENGINEER'S ESTIMATE	
				Unit Price	Total Price
1	Mobilization	1	L.S.	\$10,000.00	\$10,000.00
2	Safety Compliance	1	L.S.	\$5,000.00	\$5,000.00
3	Seal Coat	18,200	S.Y.	\$2.60	\$47,320.00
4	Runway Marking				
	Surface Preparation	1	L.S.	\$5,000.00	\$5,000.00
	Marking	5,500	S.F.	\$1.80	\$9,900.00
	Reflective Media (Type I, Gradation A)	1	L.S.	\$1,000.00	\$1,000.00
SUBTOTAL					\$78,220.00
WASHINGTON STATE SALES TAX @ 8.7%					\$6,805.14
CONTINGENCY (20%)					\$15,000.00
ENGINEERING DESIGN AND BIDDING					\$50,000.00
TOTAL PROJECT COSTS					\$150,025.14



The following Airport Aid Program Grant Assurances are incorporated herewith and form a part of the sponsor's application for funding under the Airport Aid Grant Program.

Signature of Applicant's Authorized Representative: _____

Title of Representative: _____

Date: _____

Chapter 468-260 WAC

Last Update: 3/14/13

AIRPORT AID PROGRAM GRANT ASSURANCES

WAC Sections

[468-260-010](#) General.

[468-260-020](#) Duration and applicability.

[468-260-030](#) Sponsor certification.

468-260-010

General.

(1) Airport sponsors shall comply with these assurances pursuant to and for the purpose of carrying out the provisions of the state of Washington airport aid program grant agreements.

(2) Airport sponsors will submit these assurances as part of the project application requesting funds under the provisions of RCW [47.68.090](#). As used herein, the term "public agency sponsor" means any municipality or municipalities acting jointly or any Indian tribe recognized by the federal government or such tribes acting jointly in the planning, acquisition, construction, improvement, maintenance, or operation of an airport, owned or controlled, or to be owned or controlled by such municipality or municipalities or Indian tribe or tribes, to be held available for the general use of the public; the term "private sponsor" means any person or persons acting jointly in the planning, acquisition, construction, improvement, maintenance, or operation of an airport, owned or controlled, or to be owned or controlled by such person or persons, to be held available for the general use of the public; and the term "sponsor" includes both public agency sponsors and private sponsors.

(3) Upon a sponsor's acceptance of a grant offer by the department, these assurances are incorporated in and become part of the grant agreement.

[Statutory Authority: RCW [47.68.090](#). 13-07-037, § 468-260-010, filed 3/14/13, effective 4/14/13.]

468-260-020

Duration and applicability.

(1) **Washington airport aid program projects undertaken by a sponsor.** The terms, conditions, and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport project, not to exceed twenty years from the date of acceptance of a grant offer of state funds for the project. However, there shall be no limit on the duration of the assurances regarding exclusive rights and airport revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with state funds.

(2) **Airport planning undertaken by a sponsor.** Unless otherwise specified in this grant agreement, only Assurances C:1, 2, 3, 4, 6, 7, 8, 13, 20, 33, 34, and 35 apply to planning projects. The terms, conditions, and assurances of this grant agreement shall remain in full force and effect during the life of the project.

[Statutory Authority: RCW [47.68.090](#). 13-07-037, § 468-260-020, filed 3/14/13, effective 4/14/13.]

468-260-030

Sponsor certification.

The sponsor certifies, with respect to this grant that:

(1) **General state requirements.** It will comply with all applicable Washington state laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of state funds for this project including, but not limited to, the following:

(a) State legislation:

- Chapter [8.26](#) RCW (Relocation assistance -- Real property acquisition policy)
- Chapter [27.34](#) RCW (State historical societies -- Historic preservation)
- Chapter [27.44](#) RCW (Indian graves and records)
- Chapter [27.48](#) RCW (Preservation of historical materials)
- RCW [29A.84.620](#) (Hindering or bribing voter)
- Chapter [36.70A](#) RCW (Growth management -- Planning by selected counties and cities)
- Title [37](#) RCW (Federal areas -- Indians)
- Chapter [39.12](#) RCW (Prevailing wages on public works)
- RCW [47.29.200](#) (Prevailing wages)
- RCW [47.68.280](#) (Investigations, hearings, etc. -- Subpoenas -- Compelling attendance)
- RCW [47.68.310](#) (Enforcement of aeronautics laws)
- Title [49](#) RCW (Labor regulations)
- Title [64](#) RCW (Real property and conveyances)
- Chapter [70.94](#) RCW (Washington Clean Air Act)
- Title [86](#) RCW (Flood control)
- Title [91](#) RCW (Waterways)
- Title [12](#) WAC (Transportation, department of (aeronautics commission))
- Title [18](#) WAC (Air pollution)
- Title [25](#) WAC (Archaeology and historic preservation, department of)
- WAC [330-01-050](#) (dispositions, metropolitan municipal corporations)
- Title [167](#) WAC (Drug abuse prevention office)
- Title [197](#) WAC (Ecology, department of (environmental policy, council on))
- Title [198](#) WAC (Environmental and land use hearings office)
- Title [199](#) WAC (Environmental hearings office (environmental and land use hearings board))
- Title [254](#) WAC (Historic preservation, advisory council on)
- Title [326](#) WAC (Minority and women's business enterprises, office of)
- Chapter [330-01](#) WAC (Procedures for corridor and design public hearings under RCW [35.58.273](#))
- Chapter [468-100](#) WAC (Uniform relocation assistance and real property acquisition)
- WAC [468-100-008](#) (Compliance with other laws and regulations)
- Title [357](#) WAC (Financial management, office of -- State human resources director)
- Title [508](#) WAC (Ecology, department of (water resources))

(b) Executive orders:

- Governor's Executive Order 92-01 (Establishing Governor's Policy on a Drug-Free Work Place)
- Governor's Executive Order 96-04, Implementing the Americans with Disabilities Act and superseding Executive Order 93-03
 - Governor's Executive Order 05-05 (Archaeological and Cultural Resources) Governor's Executive Order 11-01, superseding Executive Order 09-04, Amending Washington Council on Aerospace
 - Governor's Executive Order 12-02 (Workforce Diversity and Inclusion)

(2) **General legal requirements.** It will comply with all applicable laws and ordinances, orders, guidelines, policies, directives, rules and regulations of municipal, county, and federal governmental authorities or regulatory agencies.

(3) **Responsibility and authority of the sponsor.**

(a) Public agency sponsor: It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

(b) Private sponsor: It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

(4) **Sponsor fund availability.** It has sufficient funds available for the portion of the project which is not paid by the state of Washington. It has sufficient funds available to assure operation and maintenance of items funded under this grant agreement which it will own or control.

(5) **Good title.** It holds good title, satisfactory to the department, to the areas of the airport or site thereof necessary for aircraft takeoff and landing as well as those necessary for the movement of aircraft to and from the landing and takeoff areas, or gives assurances satisfactory to the department that good title will be acquired prior to accepting grant funds.

(6) **Preserving rights and powers.**

(a) It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this grant agreement without the written approval of the department, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the department.

(b) It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property associated with this application or that portion of the property upon which state funds have been expended, for the duration of the terms, conditions, and assurances in this grant agreement without approval by the department. If the transferee is found by the department to be eligible to assume the obligations of this grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.

(c) If the sponsor is a private sponsor, it will, to the department's satisfaction, ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.

(d) If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will, to the department's satisfaction, reserve and document in arrangements with said party sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with the regulations and the terms, conditions, and assurances in this grant agreement and shall ensure that such arrangement also requires compliance therewith.

(e) Sponsors of commercial service airports will not permit or enter into any arrangement that allows an owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport.

(f) Sponsors of general aviation airports entering into any arrangement that allows an owner of residential real property adjacent to or near the airport must comply with the requirements set forth in Section 136 of Public Law 112-95.

(7) **Consistency with local plans.** Certify, to the department's satisfaction, that the project is consistent with plans (existing at the time of submission of this application) of public agencies that are authorized to plan for the

development of the area surrounding the airport.

(8) **Consideration of local interest.** Certify, to the department's satisfaction, that it considered the interest of communities in or near where the project is located.

(9) **Consultation with users.** Certify to the department's satisfaction that when it made a decision to undertake any project, that it consulted with affected parties using the airport.

(10) **Public hearings.** In projects involving the location of an airport, an airport runway, or a major runway extension, it held public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the department, submit a copy of the transcript of such hearings to the department. Further, for such projects, its management board contain(s/ed) either voting representation from the communities where the project is located or it advised communities that they have the right to petition the department concerning a proposed project.

(11) **Air and water quality standards.** In projects involving airport location, a major runway extension, or runway location, it will provide the department appropriate written certification that the project will be located, designed, constructed, and operated so as to comply with applicable federal, state, and local air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the administrator of the Environmental Protection Agency, or the secretary of the Department of Ecology, certification shall be obtained. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the department.

(12) **Pavement preventive maintenance.** With respect to a project for the replacement or reconstruction of airport pavement, it assures or certifies to the department's satisfaction that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with state financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the department determines may be useful.

(13) **Accounting system, audit, and recordkeeping requirements.**

(a) It shall keep all project accounts and records which fully disclose the amount and disposition of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with RCW [43.09.200](#) and the Washington state budgetary, accounting, and reporting system (BARS) manuals and financial reporting packages.

(b) It shall make available to the department and the Washington state auditor's office, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The department may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the department not later than six months following the close of the fiscal year for which the audit was made.

(14) **Wage rates.** It shall include in all contracts in excess of two thousand five hundred dollars, or as outlined in WAC [296-127-050](#), for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages under the Washington State Prevailing Wages on Public Works Act, chapter [39.12](#) RCW, which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work. This shall be documented by a statement of intent to pay prevailing wages and an affidavit of wages paid.

(15) **Nondiscrimination requirements.** It shall prohibit discrimination in all phases of contracted employment, contracting activities and training pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Justice System Improvement Act of 1979, the Americans with Disabilities Act of 1990, the Civil Rights Restoration Act of 1987, 49 C.F.R. Part 21, chapter [49.60](#) RCW and other related laws and statutes.

(16) **Equal employment opportunity (EEO) responsibilities.** It shall comply with regulations relative to nondiscrimination in state-assisted programs of the department, which are herein incorporated by reference and made a part of this project. With regard to the work performed during the project, it shall not discriminate on the

grounds of race, color, gender, creed, national origin, age, sexual orientation, gender identity, marital status, disability or veteran status in the selection and retention of contractors, consultants and service providers, including procurement of materials and leases of equipment.

(17) **Veteran's preference.** It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to ensure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to honorably discharged military personnel who are veterans of any war of the United States, or of any military campaign for which a campaign ribbon shall have been awarded, and their widows or widowers, shall be preferred for appointment and employment. Age, loss of limb, or other physical impairment, which does not in fact incapacitate, shall not be deemed to disqualify them, provided they possess the capacity necessary to discharge the duties of the position involved as defined in RCW [73.16.010](#). However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

(18) **Conformity to plans and specifications.** It will execute the project subject to plans, specifications, and schedules approved by the department. Such plans, specifications, and schedules shall be submitted to the department prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the department, shall be incorporated into this grant agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the department, and incorporated into this grant agreement.

(19) **Construction inspection and approval.** It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the department for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the department and such work shall be in accordance with regulations and procedures prescribed by the department. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the department shall deem necessary.

(20) **Planning projects.** In carrying out planning projects:

(a) It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved by the department.

(b) It will furnish the department with reports pertaining to the planning project and planning work activities, as designated by the department.

(c) It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the state of Washington.

(d) It will make all material prepared in connection with this grant available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.

(e) It will give the department unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.

(f) It will grant the department the right to disapprove the sponsor's selection of specific consultants and their subcontractors to do all or any part of projects funded by this grant as well as the right to disapprove the proposed scope and cost of professional services.

(g) It will grant the department the right to disapprove the use of the sponsor's employees to do all or any part of the project.

(h) It understands and agrees that the department's approval of this project grant or the department's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the department to approve any pending or future application for an airport aid grant.

(21) **Operation and maintenance.** The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States or the state of Washington, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable federal, state, and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably

operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for nonaeronautical purposes must first be approved by the department. In furtherance of this assurance, the sponsor will have in effect arrangements for:

(a) Operating the airport's aeronautical facilities whenever required;

(b) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and

(c) Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood, or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.

(22) **Hazard removal and mitigation.** It assures that such terminal airspace under the appropriate category of Federal Air Regulation Part 77, 14 C.F.R. 77, as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards. Where hazards are on land owned by others, the sponsor will make every effort to coordinate with owners to mitigate airport hazards.

(23) **Compatible land use.** It shall, either by the acquisition and retention of property interest, in fee or easement, or by seeking enforcement of local zoning action, prevent the construction of any object which may constitute an incompatible land use such as residential encroachment, wildlife attractants, uses that emit smoke, steam, glare, or electromagnetic interference, and height hazards. Sponsor will take proactive measures to discourage incompatible land uses adjacent to the airport, to include a formal consultation with local jurisdictions on land use issues, and support and/or recommend land use regulations consistent with WSDOT best management practices found in WSDOT's *Airports and Compatible Land Use Guidebook*.

(24) **Economic nondiscrimination.**

(a) It will make the airport available as an airport for public use and without discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.

(b) In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to:

(i) Furnish said services on a reasonable, nondiscriminatory, basis to all users thereof; and

(ii) Charge reasonable, and nondiscriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

(c) Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.

(d) Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.

(e) Each air carrier using such airport (whether as a tenant, nontenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or nontenants and signatory carriers and nonsignatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.

(f) It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation

operating aircraft on the airport from performing any services on its own aircraft with its own employees (including, but not limited to, maintenance, repair, and fueling) that it may choose to perform. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.

(g) The sponsor may establish such reasonable, and nondiscriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

(25) **Exclusive rights.** It will not grant exclusive right for the use of the airport to any person(s) providing, or intending to provide, aeronautical services to the public. For purposes of this subsection, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if the following apply:

(a) It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services;

(b) If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities including, but not limited to, charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity existing at such an airport before the grant of any assistance under RCW [47.68.090](#); and

(c) It has received approval from the department.

(26) **Fee and rental structure.** It will maintain a competitive fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account factors such as the volume of traffic and economy of collection. No part of the state share of an airport development or airport planning project for which a grant is made under RCW [47.68.090](#) shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

(27) **Airport revenues.** All revenues generated by the airport and any local taxes established after December 30, 1987, on aviation fuel, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this subsection:

(a) If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.

(b) If the department approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a twenty-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.

(c) When requested by the department, the sponsor will obtain an audit that will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes, and indicate whether funds paid or transferred to the owner or operator were paid or transferred in a manner consistent with state law and any other applicable provision of law, including any regulation promulgated by the secretary. Any civil penalties or other

sanctions will be imposed for violation of this assurance in accordance with state law.

(28) Reports and inspections. It will:

(a) Submit to the department such annual or special financial and operations reports as the department may request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the department; for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the department upon request;

(b) In a format and time prescribed by the department, provide to the department and make available to the public following each of its fiscal years, an annual report listing in detail:

(i) All amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and

(ii) All services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

(29) Use by government aircraft. It will not charge the state or its agencies (except for those under contract), for limited but reasonable, nonroutine, search and rescue, law enforcement or public safety use of public landing and aircraft parking facilities. The sponsor may require written verification of an entity's official government business status, and notification prior to use of facilities.

(30) Land for state facilities. It will furnish without cost to the state of Washington for use in connection with any air traffic control or air navigation activities, or weather reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or for these same purposes, rights in buildings of the sponsor as the department considers necessary for construction, operation, and maintenance at state expense of space or facilities. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the department.

(31) Airport layout plan.

(a) It will provide airport layout plans (ALPs) as prescribed in WSDOT's *Aviation Grant Procedures Manual*. It will keep up-to-date at all times an airport layout plan of the airport showing:

(i) Boundaries of the airport and all proposed additions thereto, together with the boundaries of all off-site areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;

(ii) The location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars, and roads), including all proposed extensions and reductions of existing airport facilities;

(iii) The location of all existing and proposed nonaviation areas and of all existing improvements thereon; and

(iv) All proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the department which approval shall be evidenced by the signature of a duly authorized representative of the department on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations to the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the department and which might, in the opinion of the department, adversely affect the safety, utility, or efficiency of the airport.

(b) If a change or alteration in the airport or the facilities is made which the department determines adversely affects the safety, utility, or efficiency of any state-owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the department, the owner or operator will, if requested, by the department.

(i) Eliminate such adverse effect in a manner approved by the department; or

(ii) Bear all costs of relocating such property (or replacement thereof) to a site acceptable to the department and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of

operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the department's design standards beyond the control of the airport sponsor.

(32) Disposal of land.

(a) For land purchased under a grant for airport development purposes, it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the department an amount equal to the states' proportionate share of the fair market value of the land. The portion of the proceeds proportionate to the states' share of the cost of acquisition of such land will, upon application to the department, be reinvested or transferred to another eligible airport as prescribed by the department. The department shall give preference to the following, in descending order:

(i) Payment to the state of Washington for deposit in the aeronautics account; or

(ii) Reinvestment in an approved project that is eligible for grant funding under RCW [47.68.090](#).

(b) Land shall be considered to be needed for airport purposes under this assurance if:

(i) It may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land; and

(ii) The revenue from interim uses of such land contributes to the financial self-sufficiency of the airport.

(c) Disposition of such land will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

(33) Engineering and design services. It will award each contract, or subcontract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under WSDOT *Consultant Services Manual M-27-50.02* or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

(34) Foreign market restrictions. It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States trade representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction. Sponsors are encouraged to "Buy American" whenever feasible and appropriate.

(35) Policies, standards, and specifications. It will carry out the project in accordance with policies, standards, and specifications approved by the department and included in this grant, and in accordance with applicable state policies, standards, and specifications.

(36) Relocation and real property acquisition. It will be guided in acquiring real property, to the greatest extent practicable under state law, by the land acquisition policies in RCW [8.26.180](#).

(37) Disadvantaged business enterprises. The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any department-assisted contract or in the administration of its DBE program or the requirements of Governor's Executive Order 12-02.

(38) Hangar construction. If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long-term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose. For the purpose of this section, a long-term lease is defined as not to exceed fifty years.

[Statutory Authority: RCW [47.68.090](#). 13-07-037, § 468-260-030, filed 3/14/13, effective 4/14/13.]

PROJECT SCHEDULE

AIRPORT: Twisp Municipal Airport (2S0)

SPONSOR: Twisp, Washington

CONSULTANT: Ardurra

PROJECT DESCRIPTION: Runway 10/28 Pavement Maintenance (Seal Coat)

ITEM		DATE
		ESTIMATED
1	WSDOT Grant Application (Phase 1 Design)	May 28, 2025
2	WSDOT Grant Award	August 2025
3	Final Design Plans and Specifications	September 2025
4	Bid Advertisement	October 2025
5	Bid Opening	November 2025
6	Issue Notice of Award	December 2025
7	Pre-Construction Meeting	May 2026
8	Construction	June 2026
9	Project Closeout	December 2026

Project Job Creation Summary

Project: Runway 10/28 Pavement Maintenance (Seal Coat)

Airport: Twisp Municipal Airport, WA

Sponsor: Town of Twisp, WA

This project is expected to employ approximately 7 temporary construction and professional services workers between the design and construction phases of the project, with a fee of approximately \$150,000.

**TWISP MUNICIPAL AIRPORT
 RUNWAY 10/28 PAVEMENT MAINTENANCE (SEAL COAT)
 WSDOT GRANTS & MATCHING FUNDS
 ESTIMATED SPENDING SCHEDULE**

	ESTIMATED PROJECT COSTS				
	Engineering Design	Engineering Inspection	Construction	WSDOT Grant	Matching Funds (Sponsor)
FY 2025 –					
July				\$ -	\$ -
August	\$ 3,000.00			\$ 2,850.00	\$ 150.00
September	\$ 5,000.00			\$ 4,750.00	\$ 250.00
October	\$ 10,000.00			\$ 9,500.00	\$ 500.00
November	\$ 10,000.00			\$ 9,500.00	\$ 500.00
December	\$ 10,000.00			\$ 9,500.00	\$ 500.00
FY 2026 –					
January	\$ 10,000.00			\$ 9,500.00	\$ 500.00
February	\$ 2,000.00			\$ 1,900.00	\$ 100.00
March					
April					
May					
June			\$ 90,000.00	\$ 85,500.00	\$ 4,500.00
July			\$ 10,000.00	\$ 9,500.00	\$ 500.00
August					
September					
October					
November					
December					
Project Totals	\$ 50,000	\$ -	\$ 100,000	\$ 142,500	\$ 7,500

RESOLUTION #10-469

A RESOLUTION of the Town of Twisp, Washington, adopting a strategy to manage and reduce energy and fuel consumption and greenhouse gas emissions.

WHEREAS, the Council of the Town of Twisp exists to promote the welfare of the citizens of Twisp, Washington, and recognizes that escalating energy consumption and vehicular Greenhouse Gas (GHG) Emissions can be harmful to the health of people, the economy, and the environment; and

WHEREAS, the Town of Twisp recognizes that by improving the energy efficiency in all its operations and purchasing they can realize significant monetary savings and quality of life enhancements in the long term;

WHEREAS, global climate change poses a profound threat to the region's natural and economic systems, including: timing and quantity of water flows; water supply availability; snow pack; hydroelectricity; forest health; air quality and related human health issues; and agriculture, amongst others; and

WHEREAS, Twisp Town Council will continue their efforts to reduce greenhouse gas emissions through policy and actions as technology and budget provide alternatives;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Twisp, that the following policy goals are hereby adopted:

POLICY PRIORITIES FOR 2010-2015:

- All new publicly funded buildings should be strong models of cost-effective, energy-efficient design.
- Develop a prioritized list of energy conservation measures for currently owned buildings to include in future capital improvement plans.
- Encourage flex-time schedules, online training options, and other alternatives for employees to decrease transportation requirements.
- Reduce greenhouse gases by expanding the use of conservation and alternative energy sources in Town facilities.
- Consider ways to reduce pollutants from transportation activities, including fleet purchases, vehicle use policies, maintenance practices, and cleaner fuels.
- Manage public lighting needs by applying light standards and using lamps that will assure safe and effective illumination at minimum cost and energy use.
- Give priority to transportation projects, including developing trails and paths, that will contribute to a reduction in vehicle miles traveled per capital, while maintaining economic vitality and sustainability.

- Prioritize projects that provide safe and convenient access for pedestrians and bicyclists to utilize major street routes and connectors to community facilities and essential services.
- Conserve natural resources such as water and open space to minimize energy uses and GHG emissions, and to preserve and promote the ability of such resources to remove carbon from the atmosphere.
- Continue partnerships with the local watershed council and fisheries council to development management strategies for local resources.
- Promote partnerships that expand recycling programs.
- Collaborate with local energy suppliers, community partners, and other public entities to maximize efficiency and explore alternatives for energy consumption.
- Install water-efficient landscapes and irrigation, including the use of drought-tolerant and native species, use of mulches, and installation of water-efficient irrigation systems.
- Encourage partnerships and education for citizens regarding energy efficiency and Greenhouse Gas Emissions reduction.

PASSED AND APPROVED by the Town Council this 8th day of June, 2010.

APPROVED:



William A. Boosman, Mayor

ATTEST:



Colleen G. Storms, Clerk/Treasurer



May 27th, 2025 - Packet Memo

To: Twisp Town Council

From: Staff

RE: AWC Annual Meeting Voting Delegates

The Town may appoint up to **three** voting delegates to participate in the AWC annual meeting. Voting delegates will elect members to the AWC Board of Directors, vote on proposed bylaws amendments, and hear updates about the state of the association and the 2025 legislative session.

To: City/town mayors

CC: City manager/administrator, clerk

From: AWC President Amy Ockerlander, Mayor, Duvall

Date: May 7, 2025

Subject: 2025 AWC Annual Meeting

On behalf of the AWC Board of Directors, I am pleased to invite you to attend the **AWC Annual Meeting on Thursday, June 26, 2025, from 4 to 5:45 pm at the Three Rivers Convention Center, 7016 W. Grandridge Blvd., Kennewick, WA 99336.** An online option will also be available.

The Annual Meeting will take place in conjunction with the AWC Annual Conference. I encourage representatives from your city to participate by appointing voting delegates. There is no requirement to attend the Annual Conference to participate in the Annual Meeting, whether you join us in person or online.

AWC Bylaws allow each city to appoint up to three voting delegates. The Bylaws do not specify a method or form cities must use to appoint delegates. If your city determines these appointments through council action, please share this information with your city council.

Voting delegates will elect members to the AWC Board of Directors, vote on proposed bylaws amendments, and hear updates about the state of the association and the 2025 legislative session.

Once the mayor, city manager/administrator, or council has determined the city's voting delegates for the 2025 Annual Meeting, please submit their names and contact information using the online form found on the AWC website: wacities.org/annualmeeting.

We request that all voting delegates be submitted by **5 pm on Thursday, June 19, 2025** to allow time for processing and to receive a practice ballot. Please note that delegates submitted after 2 pm on June 26 will not be accepted. If you have any questions, please contact Betsy Hildreth at betsyh@awcnet.org or 360.753.4137.

Additional information on the Annual Meeting, the AWC Board of Directors, and the Annual Conference can be found at wacities.org.



In addition to the Annual Meeting, join us for the full AWC Annual Conference in Kennewick, June 24-27!

Early bird pricing for the Annual Conference is available until May 27.
Need financial assistance? Check out our scholarship offerings.



May 27th, 2025 - Packet Memo

To: Twisp Town Council

From: Staff

RE: OK Co CRAB Request – Chip Seal

The Town annually contracts with Okanogan County to perform chip sealing. Details on the proposed project included. Director Denham can answer any questions on the project.

REQUEST TO COUNTY ROAD DEPARTMENT FOR REIMBURSEMENT OF WORK

To The County Engineer:

Pursuant to terms of an agreement between the county and Town of Twisp adopted and approved on June 19, 2012 the undersigned hereby requests the county to perform the work listed below at a time and in a manner convenient to the county. The undersigned further requests that the work be completed no later than August 30, 2025 and hereby guarantees reimbursement to the county for all work done up to a maximum of \$40,000.00.

Double chip seal town streets.

Twisp public works will assist with flagging and make sure all of their utilities are covered.

All terms of said agreement shall apply with the following exceptions:

(list exceptions if any)

DATE _____ SIGNATURE _____

(Agency Representative) TITLE _____

To The Board of County Commissioners: DATE _____

I have examined the above request and make the following recommendations:

- Recommend approving.
- Recommend not approving:

SIGNATURE _____ (County Engineer)

Action of the Board of County Commissioners: DATE _____

- The Engineer's recommendation is hereby approved.
- The Engineer's recommendation is not approved or modified as follows:

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**

ATTEST:

Jon Neal, Chairman

Laleña Johns, Clerk of the Board

Andy Hover, Member

Nick Timm, Member

Twisp(2025)

Road Name	Length ft	Mileage	Width	Sq. yrds	App. Rate	Gallons	Tons Needed	Rock Yd.
*Yule (Cottonwood)	450	0.085	19	950	0.465	442	1.9	12
	450	0.085	19	950	0.395	375	1.6	12
*Evergreen Loop	860	0.163	14	1338	0.465	622	2.6	17
	860	0.163	14	1338	0.395	528	2.2	17
Sub-Total		0.496		4576		1967	8.4	59

*Bridge St	1230	0.233	22	3007	0.465	1,398	5.9	39
	1230	0.233	22	3007	0.395	1,188	5.1	39
*Alder South of 5th Ave	725	0.137	22	1772	0.465	824	3.5	23
	725	0.137	22	1772	0.395	700	3.0	23
*Webb Ln South of 5th Ave	700	0.133	16	1244	0.465	579	2.5	16
	700	0.133	16	1244	0.395	492	2.1	16
Sub-Total		1.006		12047		5180	22.0	157
Total		1.502		16622		7148	30	216

*Double Shot - 1st @ .5 2nd @ .42

Rock-Baily Pit (Nespelem)	\$ 9.54
Rock-Central Pit (Okangon)	\$ 13.65
Rock-Miller Pit (Twisp-Brewster)	\$ 9.57
*liquid asphalt	\$ 685.09
**labor	\$ 0.16
*equipment cost	\$ 0.38
Admin	10%
*Just an estimate on cost increases	
**Based on average w/wage increases	

0.22

Rock	\$ 569.24
liquid asphalt	\$ 5,733.32
labor	\$ 732.09
equipment cost	\$ 1,738.71
Subtotal	\$ 8,773.37
Admin 10%	\$ 877.34
SubTot w/ Adm.	\$ 9,650.70

Rock	\$ 1,498.73
liquid asphalt	\$ 15,094.87
labor	\$ 2,650.27
equipment cost	\$ 4,577.73
Subtotal	\$ 23,821.60
Admin 10%	\$ 2,382.16
SubTot w/ Adm.	\$ 26,203.76
Total	\$ 35,854.46



May 27, 2025 - Packet Memo

To: Twisp Town Council

From: Mayor Smith

RE: Draft Letter to DNR TLT Committee

The Twisp Parks and Recreation Commission (P&R Commission) is recommending that the Town take action soon to adopt the required Letter of Intent for a DNR TLT Grant Application

(https://www.dnr.wa.gov/publications/amp_tlt_manual.pdf)

Having this formal action taken by the Town will help support the P&R Commission in conducting needed public outreach activities that will help contribute to a successful grant application. The P&R Commission would like to get outreach activities underway to meet the deadline of submitting for the DNR TLT Grant in September 2025.

I am asking for the Council to consider approving the drafted letter to the DNR TLT Committee so that the P&R Commission can use this letter a springboard in obtaining the needed public support for the project.



Town of Twisp

118 S. Glover - • Box 278 • Twisp, WA 98856 • 509-997-4081 • 509-997-9204

May 23, 2025

Washington State Department of Natural Resources
Trust Land Transfer Program
1111 Washington Street SE
Olympia, WA 98504

RE: Letter of Intent to Accept and Manage Parcel # 322160001 through the DNR Trust Land Transfer Program

Dear Trust Land Transfer Program Advisory Committee,

Consistent with our adopted Comprehensive Parks and Recreation Plan, the Town of Twisp (Town) is applying to the Washington State Department of Natural Resources' (DNR) Trust Land Transfer (TLT) Grant Program to an effort to acquire Okanogan County Parcel 322160001 near Twisp, Washington. If awarded a TLT Grant, Twisp will accept and manage the roughly 200-acre DNR property for the purposes of maintaining and enhancing non-motorized recreation opportunities for town and county residents, protecting Twisp's rural character viewshed, and conserving wildlife habitat.

We believe this project aligns strongly with the following Trust Land Transfer Program priorities:

- Protecting ecologically sensitive habitats,
- Providing increased public access and recreational opportunities,
- Supporting community priorities through transparent engagement, and
- Relieving the trust of properties that are not actively generating income, in favor of reinvesting proceeds for the benefit of trust beneficiaries.

Thank you for your consideration of our pending application.

Most Sincerely,

Mayor Hans Smith



May 27, 2025 - Packet Memo

To: Twisp Town Council

From: Mayor Smith

RE: Mayor Pro Tempore

Given the announcement of Mayor Pro Tempore Studen that he will need to resign his position as a Councilmember in the coming weeks or months, I am requesting the Council to start considering who will be appointed to act as mayor pro tempore for the remainder of the calendar year.

The mayor pro tempore ensures continuity of leadership and decision-making within the city government when the mayor is not available. In many municipal governments, a mayor pro tempore (also known as a pro tem mayor or vice mayor) is a member of the city council elected to serve as the mayor's temporary replacement. This role is often taken when the mayor is absent, unable to perform their duties, or in some cases, if the mayor's office is vacant.

- **Election by Council:**

The mayor pro tempore is typically chosen by the city council from among their members.

- **Duties and Powers:**

The mayor pro tempore's powers and duties can vary, but they generally include presiding over council meetings, signing documents on behalf of the city when the mayor is absent, and potentially acting as the chief executive in the absence of the mayor.



May 27, 2025 - Packet Memo

To: Twisp Town Council

From: Mayor Smith

RE: TERC Update

I am providing a copy of the recent TERC Kick-Off Meeting presentation to the Council to ensure Council has a chance to see the current project schedule, including outreach objectives/dates, and to remain informed on how the project is being developed. Given the required fast pace of the project design and outreach, I am hoping to keep the Council updated on TERC's progress through these types of documents provided in the Council Packet.

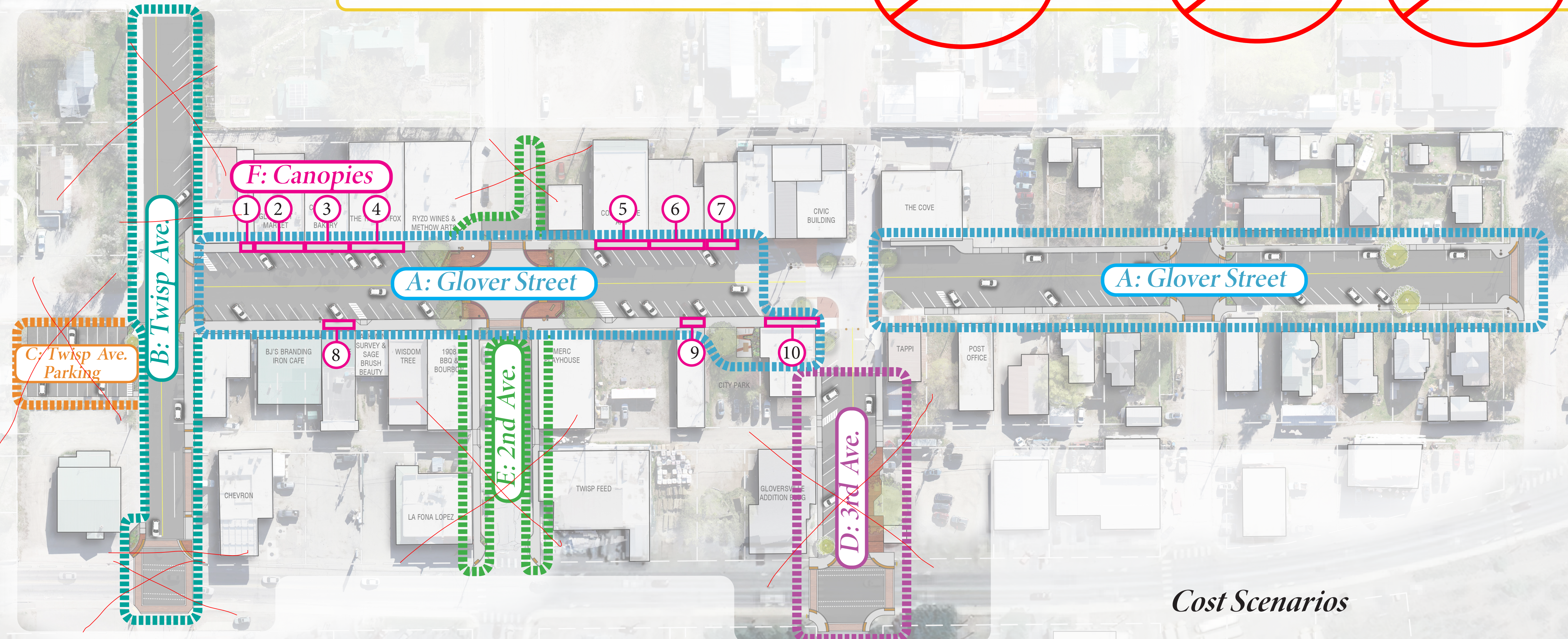
TERC KICK-OFF MEETING AGENDA

- 1. PROJECT UPDATE
- 2. SCHEDULE
- 3. PUBLIC ENGAGEMENT
- 4. TOPICS FOR 6/4 TERC MEETING OVERVIEW
- 5. QUESTIONS?

Cost Estimate for TIB Grant *What was funded*

Total Estimate per Area:

A: Glover Street \$ 2,461,700	B: Twisp Ave. \$ 605,700	C: Twisp Ave. Parking Lot \$ 139,000	D: 3rd Ave. \$ 465,800	E: 2nd Ave. \$ 280,100	F: Canopies <small>10 Foundations + Posts + New Canopy</small> \$ 1,003,000
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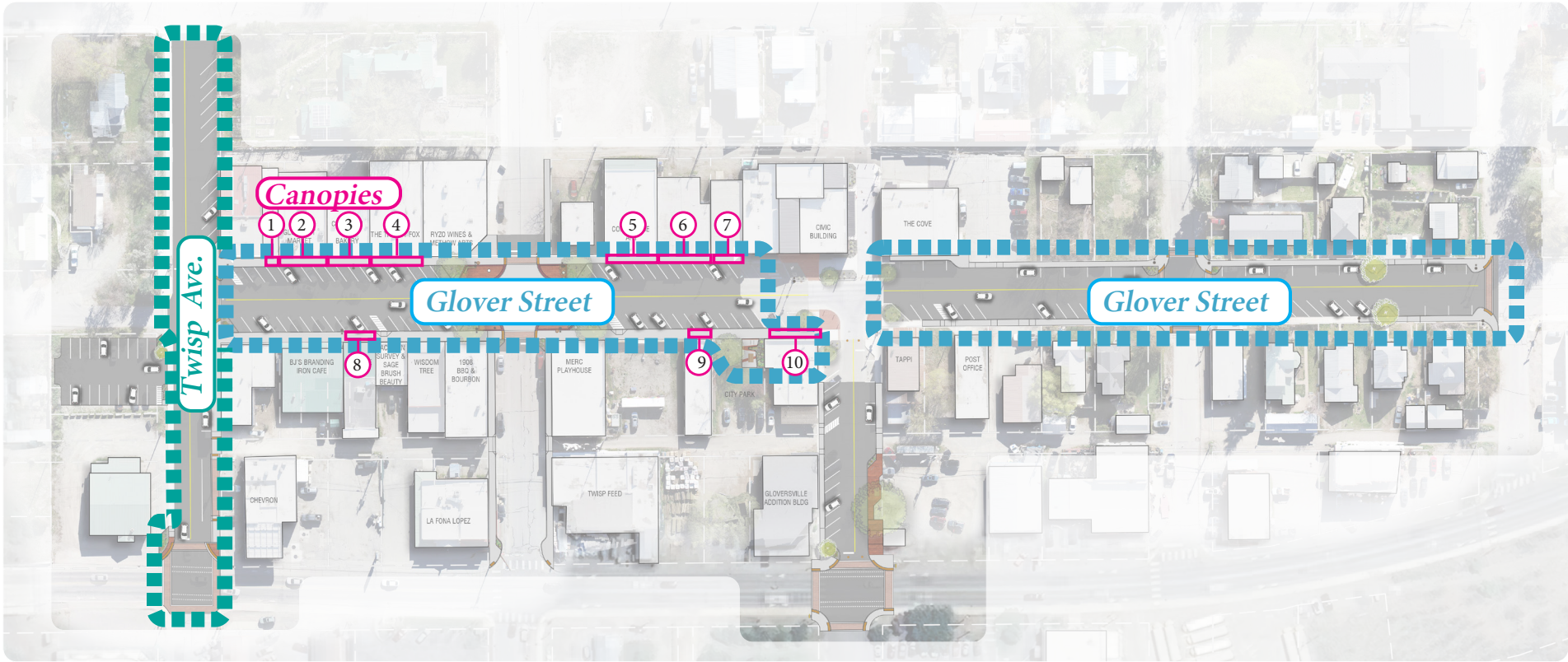
Canopy #	Business
1	Glover Street Market
2	Glover Street Market
3	Cinnamon Twisp Bakery
4	Thrifty Fox & Linwood
5	Confluence Art
6	Mick and Mikis <small>TWISP WORKS</small>
7	Daily Business
8	Elle Valle
9	FL Cooley and Associates
10	Sawtooth Dental

Cost Scenarios

- The TIB Complete Streets Grant has \$30 million in funding to distribute
- The plan was divided into multiple schedules to evaluate costs and value
- To be decided is how much to ask for and what areas of this larger vision are included in the grant application
- The following pages feature different limit of work and ask scenarios
- A target grant ask of 2.5 million was used in the analysis

Funding Scenario- 2

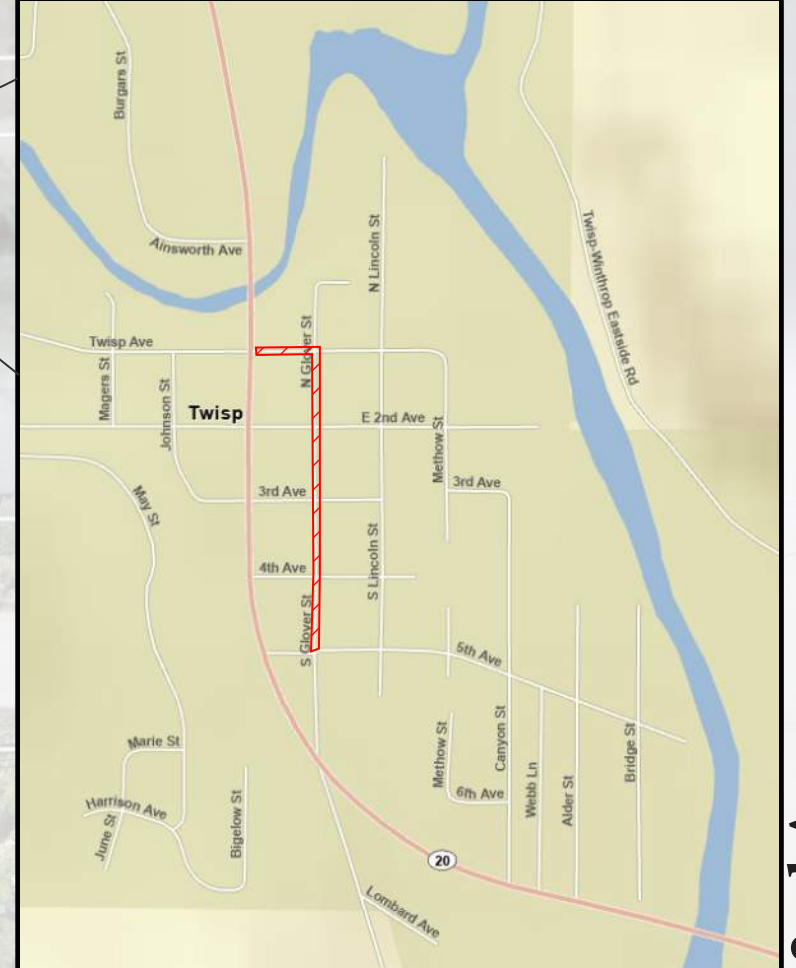
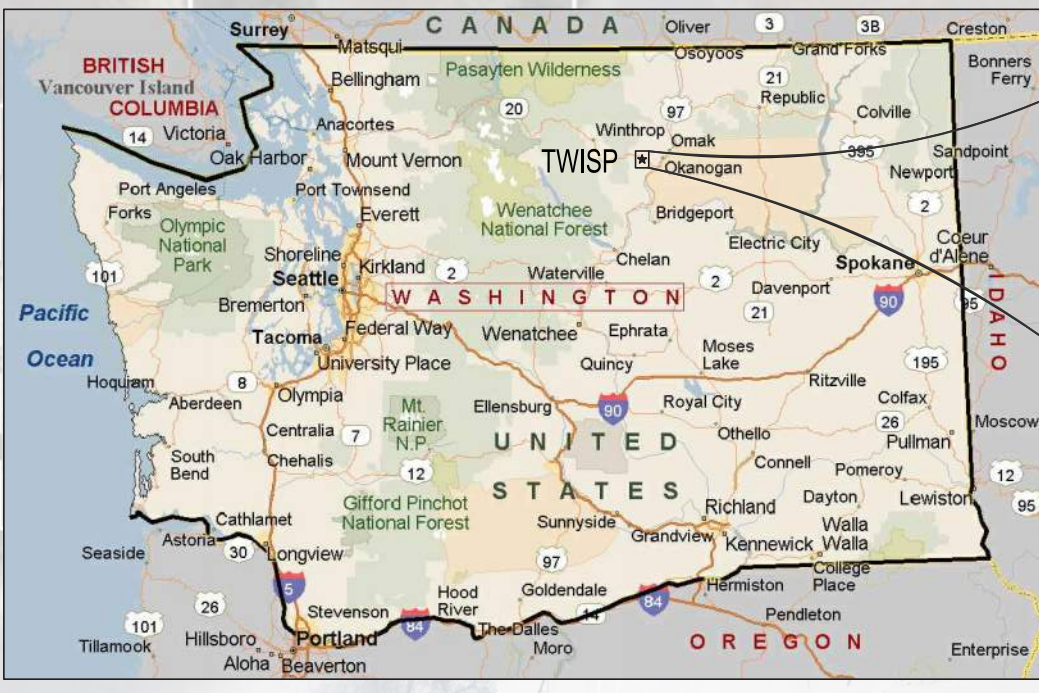
PROJECT 2 Water + Glover + Twisp Ave + Canopy F/P/C				
Project Value Score		15	Benefit Cost Ratio: 2.6	
Scope of Project	Sch.	Scores	Schedule Name	Sch Cost
Water Line Project	WA	0	Water Replacement (assumes Glover is included)	\$1,470,600
	WB	0	Canpoy Removal (10)	\$237,200
Complete Streets Project	CA	7	Glover Street	\$2,461,700
	CB	6	Twisp Ave	\$605,700
	CF	2	Canopy - Replacement of Canopies (10) F/P/C	\$1,003,000
Total Project Cost				\$5,778,200
Total Funding				\$5,778,200
Funding Distribution				Option 1
PWB Loan				\$2,257,607 39%
TIB Grant				\$2,500,000 43%
Town				\$1,020,593 18%
Funding Distribution				Option 2
PWB Loan				\$2,257,607 39%
TIB Grant				\$3,520,593 61%
Town				\$0 0%



Overall Map- Project Focus

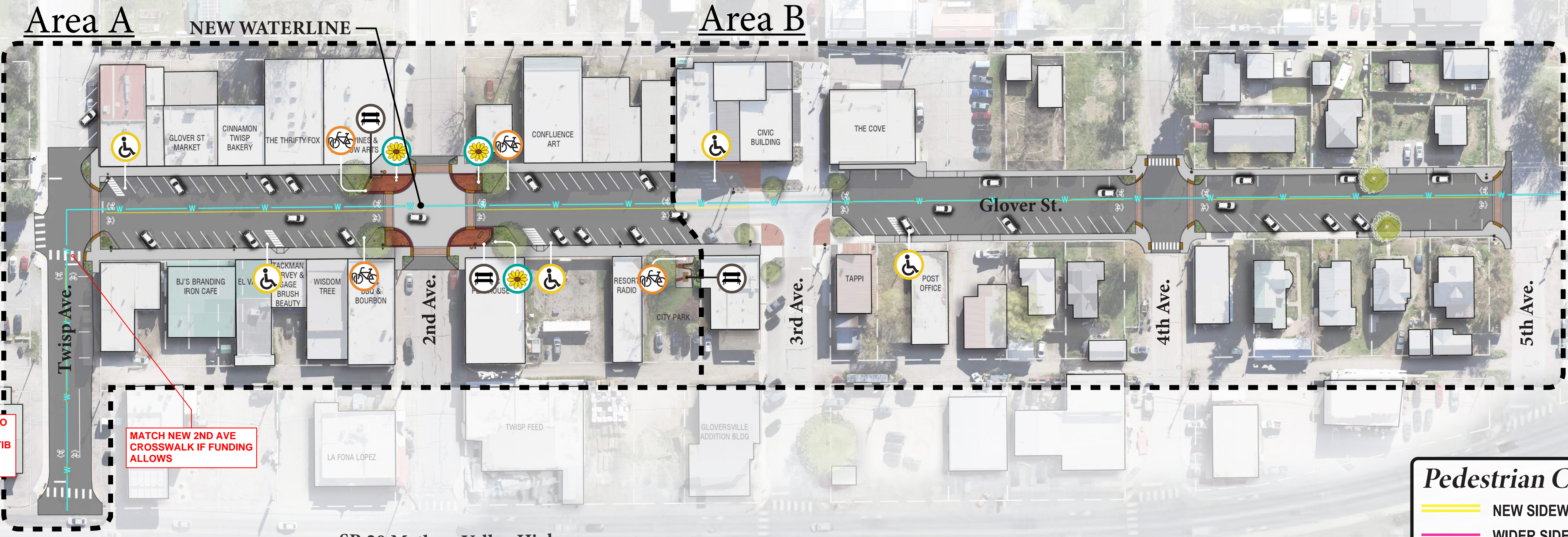
SEC. 17, T. 33 N., R. 22 E., W.M.

SITE PLAN APPROVED AND FUNDED BY TIB



Proposed Improvements Legend

- ART (opportunity)
- BIKE PARKING
- SEATING
- ADA PARKING



POTENTIALLY ADD INTO PROJECT, TO BE FUNDED OUTSIDE OF TIB BUT INCLUDED IN OVERALL PROJECT

MATCH NEW 2ND AVE CROSSWALK IF FUNDING ALLOWS

FUTURE GATEWAY IMPROVEMENTS- SEPARATE PROJECT

Pedestrian Circulation

- NEW SIDEWALK
- WIDER SIDEWALK
- REPLACED EXISTING SIDEWALK (NOT ADA/POOR CONDITION)
- IMPROVED CROSSWALK
- NEW CROSSWALK

GOALS:

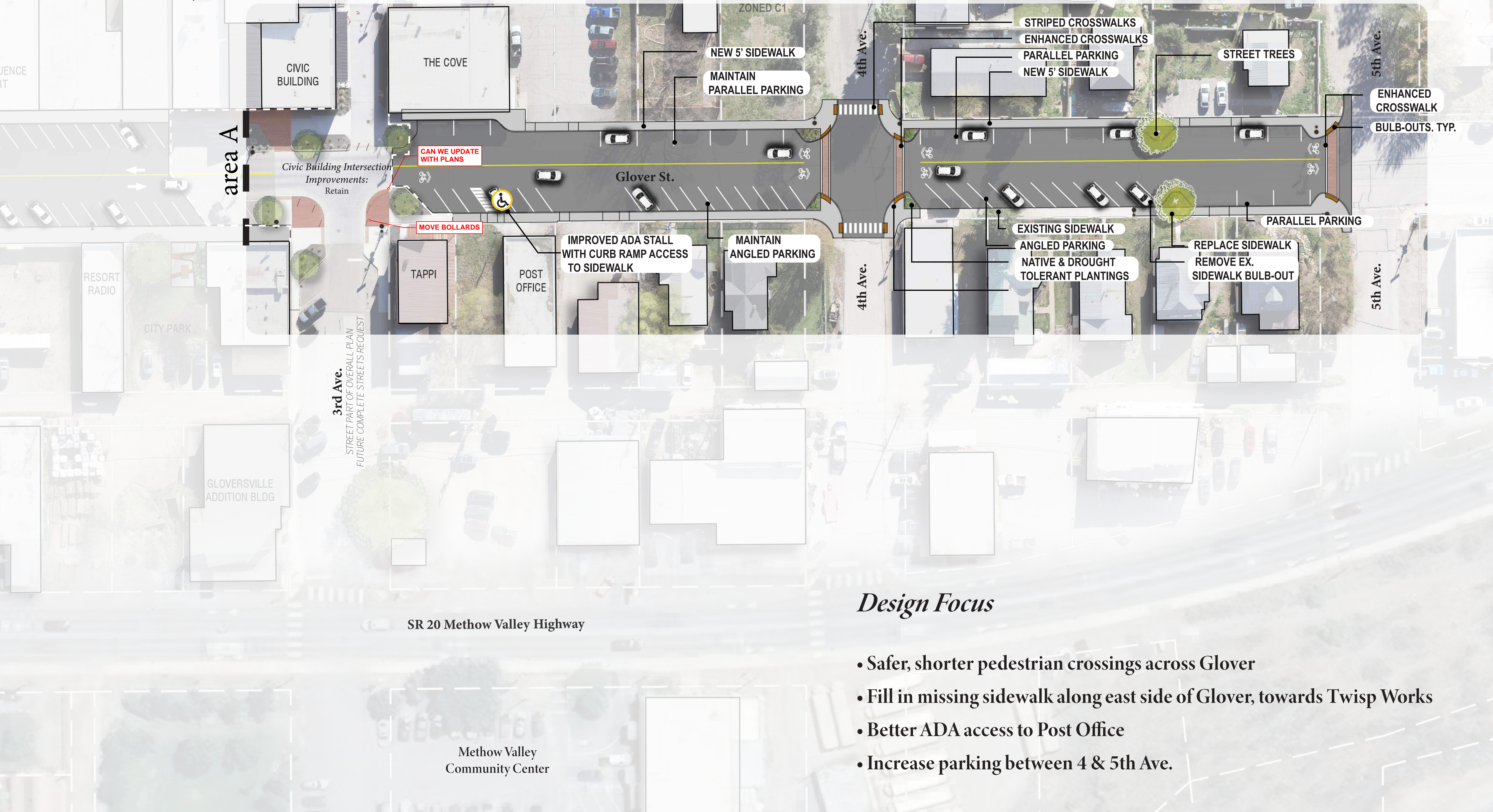
- Walk-ability
- Visibility
- Wayfinding
- Gateways
- Connectivity
- Safety



Area B

3rd Ave. to Glover / Glover to 5th Ave.

SITE PLAN APPROVED AND FUNDED BY TIB

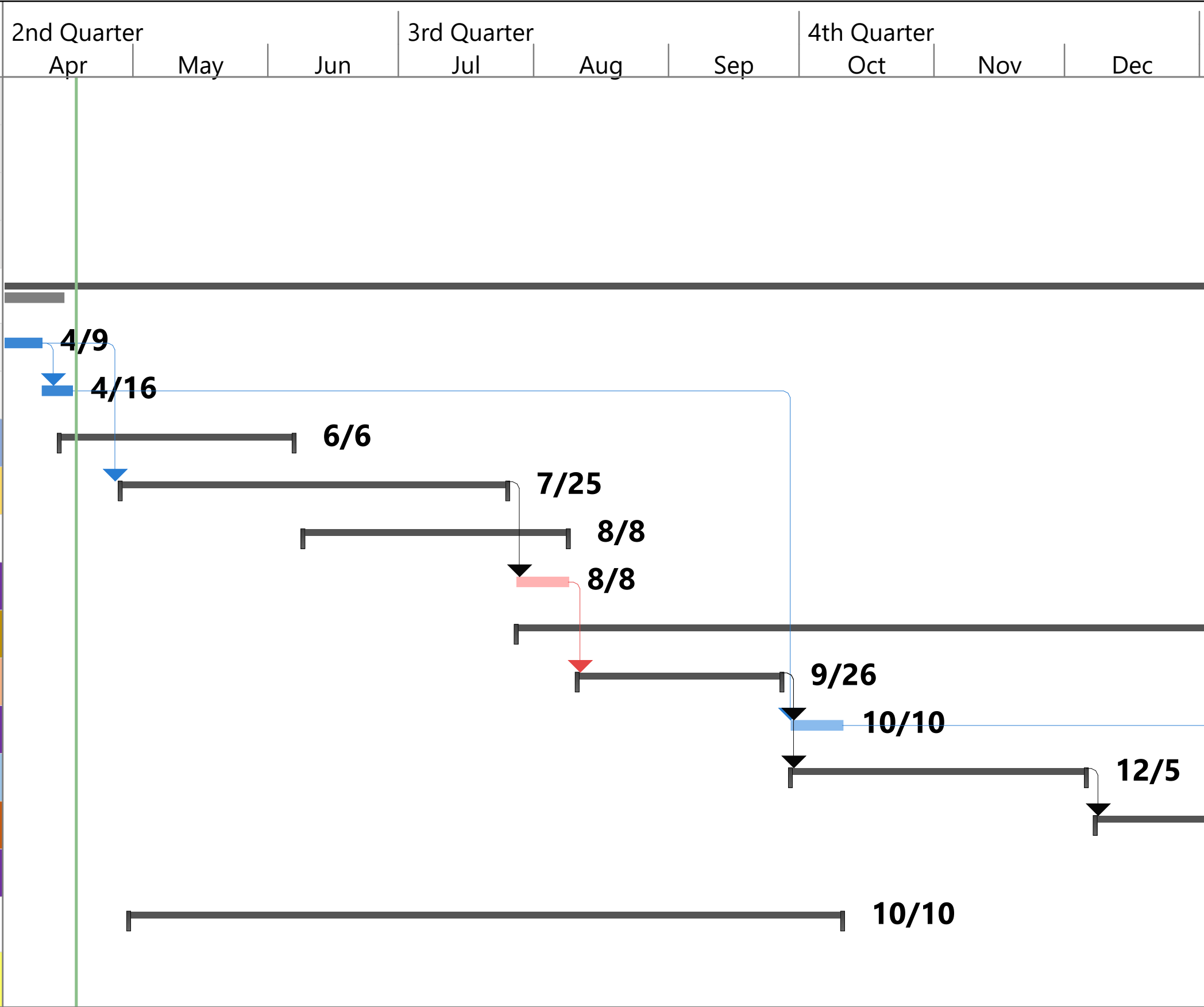


Design Focus

- Safer, shorter pedestrian crossings across Glover
- Fill in missing sidewalk along east side of Glover, towards Twisp Works
- Better ADA access to Post Office
- Increase parking between 4 & 5th Ave.

Schedule - Overall

Town of Twisp Glover Reconstruction Project										2025-0418 Twisp Glover Project.mpp												Fri 4/18/25		
ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Free Slack	% Complete	Resource Names	2nd Quarter			3rd Quarter			4th Quarter							
											Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
90		Concept Design	90 days	Tue 3/19/24	Fri 7/19/24			0 days	100%															
70		Topographic Survey	9.2 wks	Mon 3/25/24	Fri 5/24/24			0 wks	100%															
5		Public Events	73 days	Mon 4/15/24	Tue 7/23/24			0 days	100%															
1		Grant Schedule	81 days	Fri 8/9/24	Fri 11/29/24		14	0 days	100%															
13		Preliminary Design	262 days	Thu 2/27/25	Fri 2/27/26			171 days	6%															
14		Contracting	6 wks	Thu 2/27/25	Wed 4/9/25	1	24,15	0 wks	100%		4/9													
15		Cultural / Historic Review	1 wk	Thu 4/10/25	Wed 4/16/25	14	56	0 wks	100%		4/16													
16		30% Design	40 days	Mon 4/14/25	Fri 6/6/25			0 days	0%															
24		60% Design	65 days	Mon 4/28/25	Fri 7/25/25	14	37,39	0 days	0%															
41		Environmental	45 days	Mon 6/9/25	Fri 8/8/25			316 days	0%															
37		TIB Check In on Project Scope	2 wks	Mon 7/28/25	Fri 8/8/25	24	46	0 wks	0%															
38		Public Outreach	155 days	Mon 7/28/25	Fri 2/27/26			171 days	0%															
46		90% Construction Documents	35 days	Mon 8/11/25	Fri 9/26/25	37	56,57	0 days	0% SCJ															
56		TIB Review for Bid Authorization	2 wks	Mon 9/29/25	Fri 10/10/25	46,15	69	13 wks	0%															
57		100% Construction Documents	50 days	Mon 9/29/25	Fri 12/5/25	46	64	0 days	0%															
64		Final Bid Ready Set	25 days	Mon 12/8/25	Fri 1/9/26	57	69	0 days	0%															
69		Bid Advertisement/Opening	4 wks	Mon 1/12/26	Fri 2/6/26	56,64,7	75,40	0 wks	0% SCJ															
71		Right of Way Phase	118 days	Wed 4/30/25	Fri 10/10/25			28 days	0%															
74		Construction Phase	186 days	Mon 2/9/26	Mon 10/26/26			0 days	0%															



Critical		Split		Finish-only		Baseline Milestone		Manual Summary		Inactive Task	
Critical Split		Task Progress		Duration-only		Milestone		Project Summary		Inactive Milestone	
Critical Progress		Manual Task		Baseline		Summary Progress		External Tasks		Inactive Summary	
Task		Start-only		Baseline Split		Summary		External Milestone		Deadline	

Engagement Schedule

5/21/2025: TERC Kick-off

Goal: Update on project status, schedule and introduction of design studies to be presented on 6/11 TERC Meeting

6/4/2025: TERC Meeting @ 1PM IN PERSON

Goal: Get feedback on preliminary canopy sketches, and studies on the 2nd ave. intersection paving, crosswalks, planting approach and bike racks.

6/?/2025: Canopy Focused Event

Goal: Feedback from Downtown stakeholders on initial canopy concepts. Date and location TBD.

CREATIVE DISTRICT ENGAGEMENT- END OF JUNE

7/22/2025:

Project Open House at the Civic Building Plaza. Time TBD.

Goal: Share updated plans with the public.

Town Council Presentation

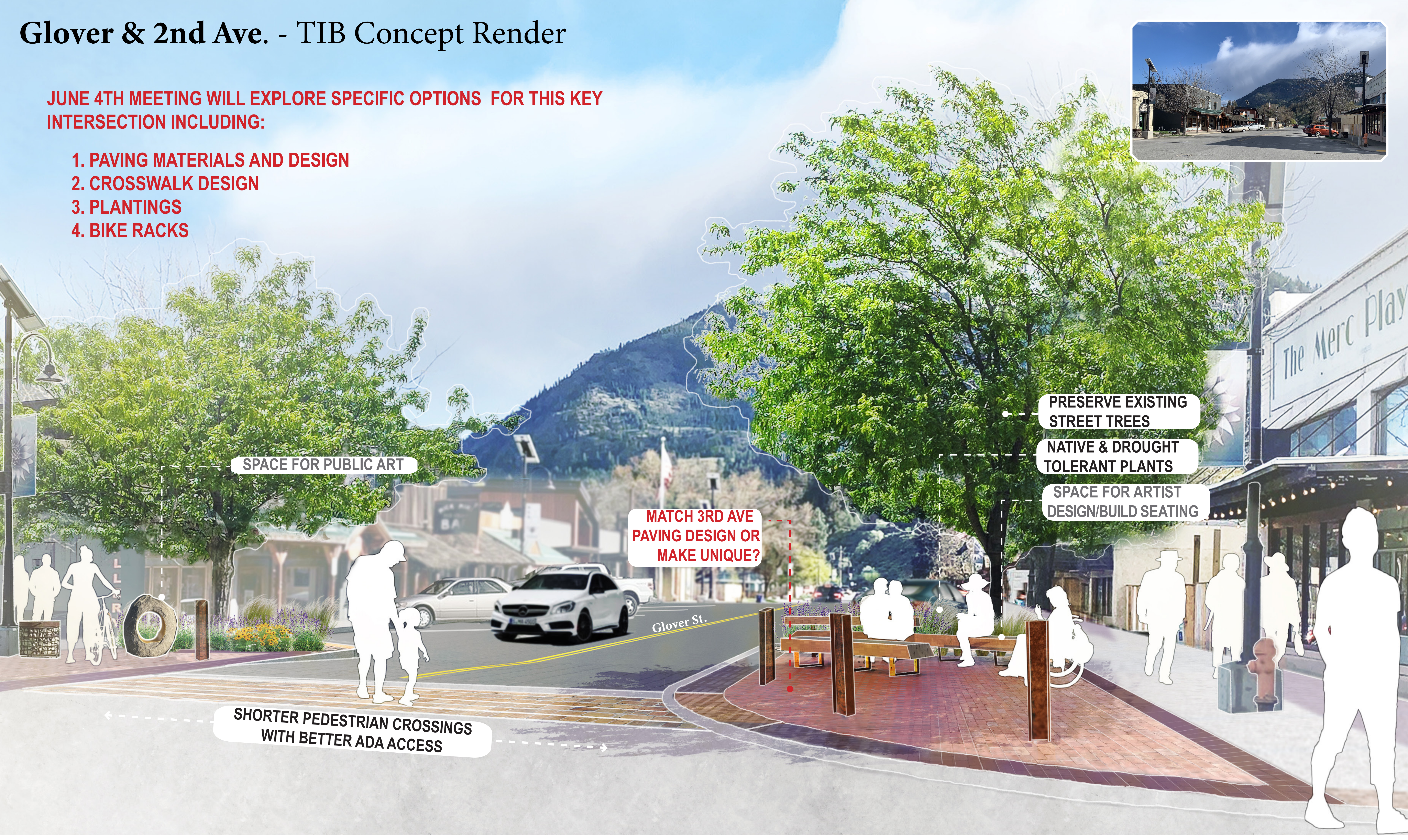
Goal: Share updated plans with the Town Council.

SCHOOLAPALLOOZA JUNE 12 EVENT?

Glover & 2nd Ave. - TIB Concept Render

JUNE 4TH MEETING WILL EXPLORE SPECIFIC OPTIONS FOR THIS KEY INTERSECTION INCLUDING:

- 1. PAVING MATERIALS AND DESIGN**
- 2. CROSSWALK DESIGN**
- 3. PLANTINGS**
- 4. BIKE RACKS**



SPACE FOR PUBLIC ART

MATCH 3RD AVE PAVING DESIGN OR MAKE UNIQUE?

- PRESERVE EXISTING STREET TREES
- NATIVE & DROUGHT TOLERANT PLANTS
- SPACE FOR ARTIST DESIGN/BUILD SEATING

SHORTER PEDESTRIAN CROSSINGS WITH BETTER ADA ACCESS

town of twisp

Twisp Glover Street Revitalization

May 2025



2nd Ave. Bulb-Out Paving Materials and Design

1: MATCH 3RD AVE. (COHESIVE DOWNTOWN STANDARDS & DESIGN)



CLAY RED BRICK IN HERRINGBONE PATTERN WITH DARK RED/BROWN BORDER

2: SIMILAR MATERIALS / LAYOUT WITH UNIQUE FEATURES (DOWNTOWN FEEL WITH FLEXIBILITY)



INCLUDE DIFFERENT COLORS OR PATTERNS OF BRICK TO HIGHLIGHT PATHS, SEATING OR CREATE INTEREST WHILE TYING INTO 3RD AVE. AESTHETIC.

3: DISTINCT DESIGN (NO STANDARDS, PLACEMAKING THROUGH UNIQUE SPACES)



DIFFERENT MATERIALS & LAYOUT WITH UNIQUE OVERALL FEEL.

Crosswalks: At 2nd Ave. & 4th Ave.

1: SIMPLE BRICK STAMPED CROSSING



2: BRICK STRIPE PATTERN / LADDER STYLE



3: CONCRETE CROSSWALK WITH BRICK EDGE



OPPORTUNITY FOR CREATIVE DISTRICT COLLABORATION WITH CUSTOM STAMPS (EX. NATIVE ANIMAL TRACKS) AT CROSSWALK

Plantings

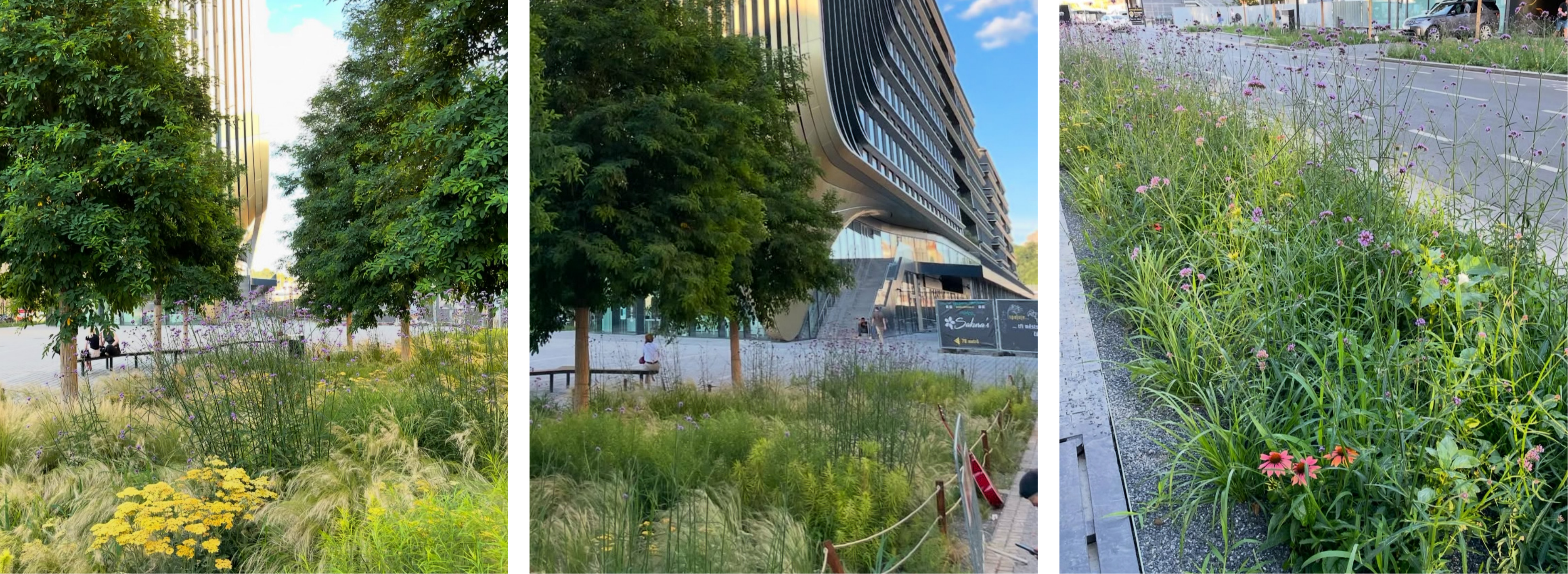
1: XERISCAPE- SIMPLE, GRAPHIC PALETTE IN ROCK MULCH



Xeriscape:

- Mix of native and adaptive plants
- Small, curated palette to create sense of place and cohesion (Idea: use Twisp logo color palette of teal, orange and yellow)
- Plantings are broken up by graphic bands of rock mulch
- Maintenance needs will vary by planting

2: RE-WILDING (NATIVE PLANTS WITH ROCK BORDER)



Rewilding:

- Native plant palette
- Maximizes texture, color and seasonal change
- Mow back entire planting once in the early spring for new growth
- Use of rock band along road and sidewalk to keep plantings from drooping into roadway

Bike Racks

1: MATCH EXISTING RACKS



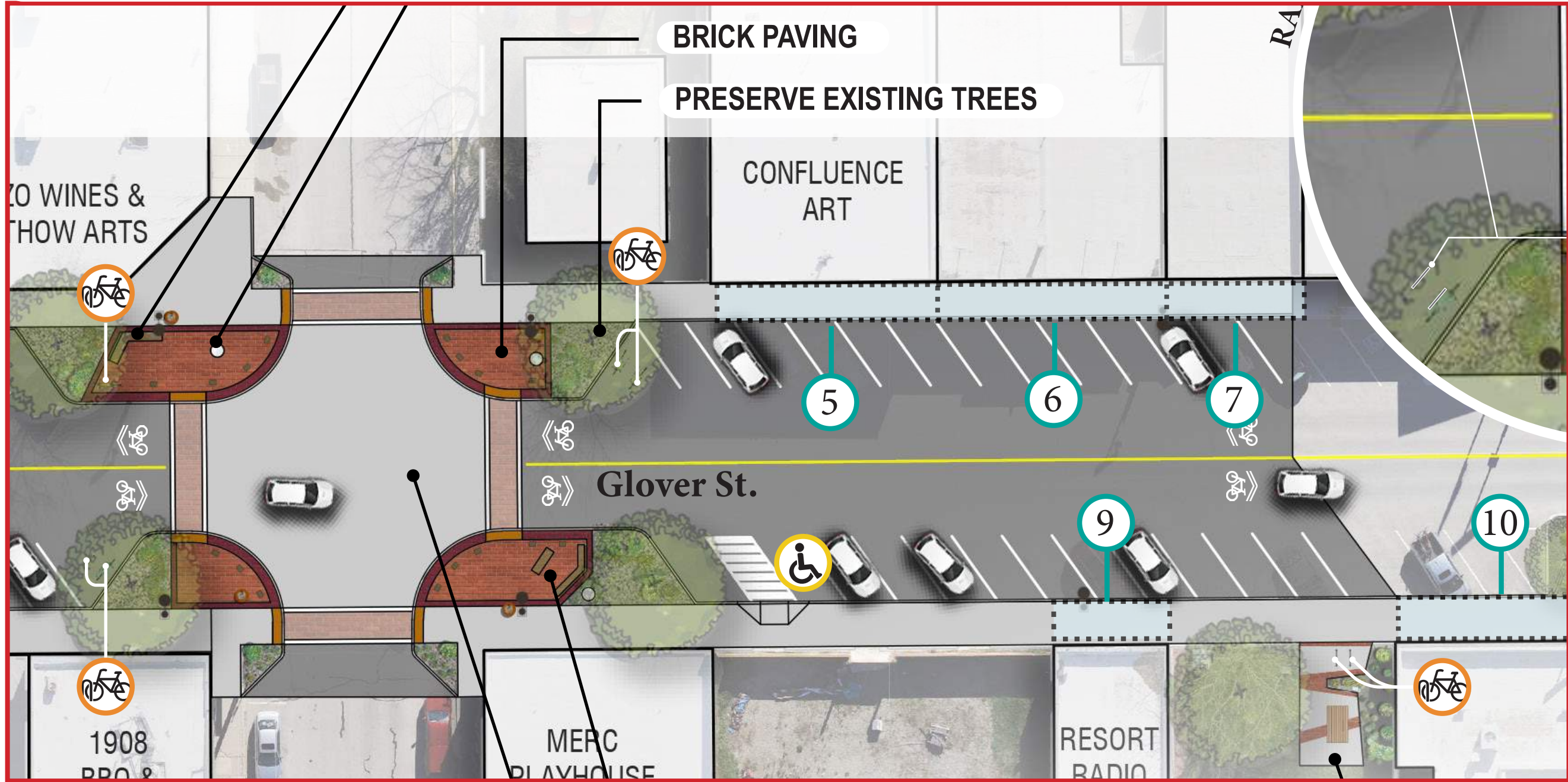
2: NEW OFF THE SHELF RACK



3: ARTIST DESIGN/BUILD RACK (CANNOT USE TIB FUNDS)



7 NEW RACKS PER PLAN: 5 @ 2ND AVE. INTERSECTION & (2) AT MAVES PARK



TERC KICK-OFF MEETING AGENDA

- 1. PROJECT UPDATE
- 2. SCHEDULE
- 3. PUBLIC ENGAGEMENT
- 4. TOPICS FOR 6/4 TERC MEETING OVERVIEW
- 5. QUESTIONS?

PROJECT LOGO?



MATCH ITS REAL TWISP
COLORS, MAINSTREET
GOING INTO SUN

WARRANT/CHECK REGISTER

Town Of Twisp

Time: 12:08:56 Date: 05/23/2025

05/14/2025 To: 05/27/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
902	05/15/2025	Payroll	1	EFT		850.00	
903	05/15/2025	Payroll	1	EFT		1,300.00	
904	05/15/2025	Payroll	1	EFT		1,300.00	
905	05/15/2025	Payroll	1	EFT		1,400.00	
906	05/15/2025	Payroll	1	EFT		1,700.00	
907	05/15/2025	Payroll	1	EFT		1,600.00	
908	05/15/2025	Payroll	1	EFT		1,500.00	
909	05/15/2025	Payroll	1	EFT		1,500.00	
910	05/15/2025	Payroll	1	EFT		1,500.00	
934	05/20/2025	Payroll	1	EFT	Internal Revenue Service	1,748.96	
001 General Fund						14,398.96	
						14,398.96	Payroll: 14,398.96

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 and that the claim is a due and unpaid obligation against the Town of Twisp and that I am authorized to authenticate and certify to said claim.

Clerk/Treasurer _____ **Date:** _____

Council Signatures:

Katrina Auburn _____

Aaron Studen _____

Wyatt Lundquist _____

Will Menzies _____

Tim Matsui _____

ACCOUNTS PAYABLE

Town Of Twisp

Time: 12:05:51 Date: 05/23/2025

As Of: 07/11/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
17305	05/27/2025	05/27/2025	5355 CW Title and Escrow	162.75	
17306	05/27/2025	05/27/2025	2687 Central Washington Asphalt, Inc.	3,000.00	
17307	05/27/2025	05/27/2025	3145 Confluence Health	301.00	
17308	05/27/2025	05/27/2025	2049 Ebenger, David	675.00	
17309	05/27/2025	05/27/2025	5015 Fogle Pump & Supply	7,797.41	
17302	05/27/2025	05/27/2025	4589 Jenkins, Erin and Antonio	718.14	000229 - 431 W. TWISP AVE.
17310	05/27/2025	05/27/2025	4332 Kilmer, Randahl S	63.00	
17319	05/27/2025	05/27/2025	5260 Methow Valley EMS District	27,991.66	
17311	05/27/2025	05/27/2025	2119 Methow Valley News Publishing LLC	48.61	
17312	05/27/2025	05/27/2025	4543 National Barricade & Sign Co	340.23	
17313	05/27/2025	05/27/2025	2138 Ok Co Electric Cooperative Inc	46.75	
17314	05/27/2025	05/27/2025	2141 Okanogan County Public Health	70.00	
17320	05/27/2025	05/27/2025	2148 Okanogan County Treasurer	3,836.25	
17315	05/27/2025	05/27/2025	3378 Owen Equipment Company	3,695.53	
17316	05/27/2025	05/27/2025	5326 Prestigious Patios LLC	30,692.53	
17317	05/27/2025	05/27/2025	2162 Quill	72.32	
17318	05/27/2025	05/27/2025	4970 Securitas Electronic Security, Inc.	528.51	
17321	05/27/2025	05/27/2025	5238 Strider Construction	924,837.78	
Report Total:				1,004,877.47	

This report has been reviewed by:

REMARKS:

Signature & Title

Date

Town of Twisp

Council Minutes – 04/22/25

Mayor Smith called the Meeting to order at 5:31 pm.

Council Members present: Mayor Smith
Katrina Auburn
Will Menzies
Tim Matsui
Wyatt Lundquist

Council Member absent: Aaron Studen

Pledge of Allegiance

Council Member Menzies lead the pledge of allegiance.

Request for Additions or Deletions to the Agenda:

Public Comment Period:

Mark Edson-

Asked how many people have seen the kids that are out in the evenings on their minibikes and electric skateboards. He stated that he almost killed one of them on Sunday. He was driving up a hill with the sun in his eyes and noticed them go into the road. He also noticed another car coming from the opposite direction, so he started honking to try and warn them. Mr. Edson stated that something needs to be done soon to keep them off the road as there is no driver's license or vehicle licensing needed and something bad is going to happen.

Mayors Report:

Mayor Smith reported that since the last regular Council meeting there was a special meeting to discuss the pool and its repairs. Notices have been put out for receiving applications for the pool manager, assistant manager, and lifeguard positions. Work has been started on adjustments to the pool fee schedule. Those changes will be reviewed by Council after a manager is hired and has given their input. The Council retreat also happened since the last regular meeting. Mayor Smith thanked the Council for spending the time discussing many of the larger priority topics regarding Town operations in the coming years. Mayor Smith met with the Community Center Director and discussed the programming they have currently and the building improvements being done. He also reported that the Town is still in the process of recruiting for the Police Department and working with Interim Chief Johnson on strategies. Planning for the Glover Street project has begun with SCJ alliance, who helped apply for the grant funding. TERC will be engaging them to explore design options. There is a Methow Valley Public Safety

meeting tomorrow at 1:00PM where they will discuss ongoing interagency interaction and how to efficiently use the Civic Center in emergency situations.

Staff Reports:

Interim Chief Johnson-

Reported that he is still working on staffing the Police Department. There is one applicant currently in the background check portion of applying but Chief Johnson stated that he is not ready to commit to any other announcements.

Director Denham-

Reported that the chipping drive was a success. While the number of residents participating in the event has increased, the actual volume of chipping needed seems to have gone down. The pool repairs have been going on for the past week and staff have been working to commission the pool. They have also been working on the park irrigation and grounds. The WWTP project is going well. The SR20 Bike/Ped Path project is continuing at a slower pace than intended but they are currently clearing and grubbing the project limit area in preparation for road building next week. He also reported that the Solar project for the Civic Center is set to begin next week.

Committee/Commission/Board Reports:

Council Member Auburn-

Attended the Chamber meeting but didn't have much to report from that specific meeting. She wanted to give a hats off to Juliette Kennedy for giving a new facelift and life to the visitor's center.

Council Member Menzies-

Attended many meetings in the past couple of weeks. The Creative District meetings have been moved to the fourth Thursday of each month at 3:30PM. Park improvements are the current priority. They are working with Parks and Rec to look at Maves Park and see what kind of funding could be available. Tree Board will be meeting next week to discuss Arbor Day, which will be held on May 3rd after the Farmer's Market in the Commons Park. Council Member Menzies thanked Council Member Matsui for doing all the work to bring together the Opioid round table later tonight.

Council Member Lundquist-

Seconded Council Member Menzies in thanking Council Member Matsui for all the hard work he has put in. He attended the Parks and Rec meeting where Tim McGuire, a member of the Creative District Board, attended to discuss further corroboration between the boards. The future of the park was discussed as the pool repairs are not a permanent solution. The idea of a skatepark has been brought up before, as well as an update to the playground. The board is looking for more public input so that anything done is what the community wants. The Board also discussed the potential addition of the DNR land to the Mill Hill property. To get the DNR Land Transfer grant letters of support from the community will be needed.

New/Old Business:

Discussion/Action: TranGo Ground Lease

Council Member Menzies made a motion to approve the TranGo Ground lease with rates set at \$347.40 and added clarification of the 80ft southern portion. Council Member Matsui seconded the motion, and it passed unanimously.

Discussion/Action: Milltown Pre-Annexation Agreement

Council Member Menzies made a motion to accept the Milltown Pre-Annexation Agreement. Council Member Auburn seconded the motion, and it passed unanimously.

Discussion/Action: Letter to Representative Newhouse Re: In Person Meeting

After discussion the Council requested the following changes be made:

- Language be updated to make the event a Methow based location
- Language be updated from “many Twisp constituents” to “some”

Council Member Matsui made a motion to approve the letter with the above changes. Council Member Lundquist seconded the motion, and it passed unanimously.

Discussion/Action: Letter to Governor Ferguson Re: SB 5040 Veto Request

Council Member Matsui made a motion to approve the letter with edits made to make it Twisp specific. Council Member Auburn seconded the motion, and it passed unanimously.

Consent Agenda

- Accounts Payable/Payroll
- Minutes: 04/08/25, 04/15/25

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the Town Council. The following voucher/checks are approved for payment by a majority vote on this 22nd day of April 2025.

Accounts Payable	Checks #39767-39801	\$271,139.59	04/22/25
Accounts Payable	EFT Trans #623	\$470,317.82	04/22/25
Payroll	EFT Trans #670-678	\$12,650.00	04/22/25

Council Member Matsui moved to approve the consent agenda as presented. The motion was seconded by Council Member Menzies and passed unanimously.

Twisp Public Safety Committee Round Table: Resources and Barriers to Addressing Opioid Use Disorder in the Methow

The round table was audio recorded and is available upon request at Town Hall

Adjournment

There being no further business to come before the Council, Mayor Smith adjourned the meeting at 7:33 pm.

APPROVED:

Mayor Smith

ATTEST:

Clerk/Treasurer Randy Kilmer

Town of Twisp

Council Minutes – 05/13/25

Mayor Smith called the Meeting to order at 5:31 pm.

Council Members present: Mayor Smith
Katrina Auburn
Will Menzies
Tim Matsui
Wyatt Lundquist
Aaron Studen-Virtual

Council Member absent:

Pledge of Allegiance

Council Member Auburn lead the pledge of allegiance.

Request for Additions or Deletions to the Agenda:

Public Comment Period:

There were no public comments

Mayors Report:

Mayor Smith reported that Cassady Scheffler has been hired as the Pool Manager. There are currently around ten lifeguard applications in, and interviews should begin shortly. Pool repairs are in full swing. There were more cracks than anticipated but this type of project overrun was budgeted for. It could delay the ability to commission the pool by the end of May, but hopefully won't affect the opening day. He also reported that he has been engaged with SCJ Alliance on the Glover Street project. Outreach to the business owners that have canopies has begun. Mayor Smith has also been engaged with Okanogan County Emergency Management regarding fire preparedness. After discussions, he was told that the County believes we will have good resources this coming fire season.

Staff Reports:

Director Denham-

Reported that when getting water out to the ball field a pump went out. It is in the process of being fixed currently. The WWTP project is going so well that it is almost back on the original overall schedule. He did a thorough inspection and is happy with how things are progressing. The SR20 project should complete a lane switch to allow traffic to flow freely as they begin construction on the west side. The solar project is going well. Almost all the panels have been installed. The project should be completed next week.

Committee/Commission/Board Reports:

Council Member Studen-

Reported that after his house burned down, he and his wife purchased a house that happens to be outside of Town limits. While this is great for his family it does mean he can no longer act as a Council Member. He isn't sure about the timing of his departure as they will be closing on the property in the coming weeks, but he will keep everyone updated.

Council Member Lundquist-

Reported that Parks and Rec will be meeting tomorrow at 4:00PM. They will be discussing several things including the vision for Twisp Park. Swim team registration opened this week, with new swimmers' registration going through this week and returning swimmers through the 23rd. Council Member Lundquist also announced that he has decided to not run for re-election mostly due to wanting to spend more time with his family. He will finish out his term through December and stated that he appreciates the chance he had to serve.

Council Member Matsui-

Met with the West-East group last week along with the Town of Winthrop's Planner, Methow Housing Trust's Director, and Jess Russell with RoomOne. They discussed the need for more community engagement work. This work will help community members better understand the issues around housing and what can be done. He also met with Mayor Smith and the Sheriff's Office to discuss their "CORE" program and how it works. Council Member Matsui also reported that there will be one more Opioid Settlement Funding meeting before decisions are finalized. With how many requests there were and the limited amount of funds, he did say that not everyone will be getting the amount that was requested.

Council Member Menzies-

Reported that Arbor Day was wonderful and had a great turnout. The tree city flag will be going on the flagpole soon. He stated that watching the Tree Board put together this event and seeing just what they are capable of doing reinvigorates his passion. The Creative District not only was recertified, but it also received a \$7,500 grant. This grant has opened this year to have different projects. Creative District and Parks and Rec have created a task force consisting of members from each board to work on Maves Park and any other projects that need collaboration from each board. The Creative District board also plans on using some of the grant to have one of the twenty students from Western to work on a design for a program or fiscal menu of Maves Park. He thanked Mayor Smith and Director Denham for bringing the Creative District up in different meetings to allow these collaborations to happen and further making commutation more efficient. Council Member Menzies also reported that he attended the meeting with Sheriff Budrow at the Grange over the weekend. He stated that it was an interesting Q&A but had respectful dialog and he was impressed at the amount of involved and informed citizens there were.

Council Member Auburn-

Reported that there will be a Planning Commission meeting tomorrow night at 5:00PM to review code development and the current planned developments in the making.

New/Old Business:

Discussion/Action: Arbor Day Proclamation

Mayor Smith apologized for not having this Proclamation prepared in the property form and requested to bring this item to a future meeting for adoption by Council. The council agreed to this request.

Discussion/Action: Conservation District Annexation

Council Member Menzies made a motion to approve the Petition for Inclusion of Additional Territory within the Okanogan Conservation District. Council Member Matsui seconded the motion, and it passed unanimously.

Discussion/Action: Request for Proclamations and Council Actions

- **Mayor's Guidance on Citizen Submitted Requests**

Mayor Smith presented his drafted guidance that he uses personally when looking at proclamation requests being added to the Council Meeting agendas. He recommended that Council consider adopting or creating their own guidance for future considerations.

- **Dwight Filer Proclamation/Resolution Request**

Dwight Filer gave a brief explanation of his Resolution request. After discussion the Council made the following motion.

Council Member Lundquist made a motion to pass the request as Resolution #25-744. Council Member Matsui seconded the motion, and it passed with Council Members Menzies and Studen voting in favor and Council Member Auburn abstaining.

- **Kathleen Manseau Proclamation/Resolution Request**

Kathleen Manseau gave a brief explanation of her request for a resolution from town confirming their commitment to the Constitution. She stated that her idea is to be preventative instead of reactive. She requested that each Council Member's affirmation be put into the record.

Each Council Member voluntarily stated that they affirm to uphold the Constitution and Mayor Smith affirmed that the Town is also obligated to uphold the Constitution.

Council Member Matsui made a motion to pass the request as Resolution #25-745. Council Member Menzies seconded the motion, and it passed with Council Member Studen voting in favor and Council Members Auburn and Lundquist abstaining.

- **Ric Bailey Independent Fire Plan Request**

After discussion the Council requested that members of the Methow Forest Forum attend a Public Safety Committee meeting to present and further explain their initiative and what it would entail for Town participation.

Discussion/Action: Resolution #25-741 – Canyon Street Project Acceptance

Council Member Matsui made a motion to approve the resolution. Council Member Menzies seconded the motion, and it passed unanimously.

Discussion/Action: Resolution #25-742 – Collection Systems Improvements Project Acceptance Consent Agenda

Council Member Matsui made a motion to approve the resolution. Council Member Menzies seconded the motion, and it passed unanimously.

Discussion/Action: Resolution #25-743 - Screw Press Project Acceptance

Council Member Matsui made a motion to approve the resolution. Council Member Menzies seconded the motion, and it passed unanimously.

Discussion/Action: WA State Arts Commission Grant

Council Member Matsui made a motion to accept the WA State Arts Commission Grant. Council Member Menzies seconded the motion, and it passed unanimously.

Discussion/Action: Legal Services Agreement – Twisp/Inslee Best Doezie & Ryder, PS

Council Member Matsui made a motion to accept the Legal Service Agreement. Council Member Menzies seconded the motion, and it passed unanimously.

Consent Agenda:

- Accounts Payable/Payroll
- Minutes:

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the Town Council. The following voucher/checks are approved for payment by a majority vote on this 13th day of May 2025.

Accounts Payable	Checks #39831-39880	\$289,136.79	05/13/25
Payroll	Checks #39830	\$37.00	05/13/25
Payroll	EFT Trans #776-791, 793-796, 806-807, 823	\$81,477.84	05/13/25

Council Member Lundquist moved to approve the consent agenda as presented. The motion was seconded by Council Member Matsui and passed unanimously.

Executive Session – Personnel (30 Minutes)

The council entered executive session at 8:00

The council exited executive session at 8:40

Adjournment

There being no further business to come before the Council, Mayor Smith adjourned the meeting at 8:41 pm.

APPROVED:

Mayor Smith

ATTEST:

Clerk/Treasurer Randy Kilmer