



CITY COUNCIL AGENDA

JUNE 9, 2025

7:00 p.m.

1. **APPROVAL OF THE AGENDA**
2. **PROCLAMATION** – Honoring RanaéJah Burtenshaw – 100 Meter State Track Champion
3. **PUBLIC HEARING** – 6 Year Street Plan
4. **PUBLIC HEARING** – Moratorium on Transitional Housing
5. **PUBLIC COMMENT:** *This is the time for anyone wishing to speak before the council in relation to items on the agenda to do so. Comments may also be emailed to knielsen@cityofhoquiam.com by Monday, June 9, 2025, at 10:00 AM. Written comments will be summarized at the meeting but will be documented in the minutes in their entirety. PLEASE LIMIT YOUR COMMENTS TO 5 MINUTES.*
6. **CONSENT AGENDA**
 - a. Council Minutes of May 12, 2025
7. **COUNCIL ACTION/DISCUSSION**
 - a. **COMMITTEE REPORTS**
 - b. **OFFICERS REPORTS**
 1. Paving Repair Bids – Lakeside Industries
 2. Library Masonry Repair Bids – Tikka Masonry
 3. Pre-Commercial Thinning Bids – Torres Reforestation
 4. Olympic Stadium Sound System Bids – Pro Acoustics
 5. North Shore Levee West – Property Purchase with Willis
 - c. **MAYORS REPORTS**
 - d. **COUNCIL REPORTS**
8. **LEGAL BUSINESS**
 - a. **ORDINANCES**
 - b. **RESOLUTIONS**
 1. 6-Year TIP 2025
 2. Surplus – Finance Department & Property at 403 7th Street & 523 Levee Street
 3. Ecology Loan for K Street Pump Station Improvements
 4. Referring Proposed Zoning Amendment to the Planning Commission
 - c. **OTHER LEGAL**
 1. Lease 523 Levee Street – GH Conservation District
 2. AHBL – New Task Order
 3. HDR – Beacon Hill Water Line Project Design
9. **OLD BUSINESS**
10. **NEW BUSINESS**
11. **SECOND PUBLIC COMMENT:** *This is the time for anyone wishing to speak before the council may do so. Comments may also be emailed to knielsen@cityofhoquiam.com by Monday, June 9, 2025, at 10:00 AM. Written comments will be summarized at the meeting but will be documented in the minutes in their entirety. PLEASE LIMIT YOUR COMMENTS TO 5 MINUTES.*
12. **EXECUTIVE SESSION** (Per RCW 42.30.110)
13. **ADJOURN**

Council Meeting at 7:00 PM – attendance in person or remote live stream – this meeting will be recorded and will be live streaming at <https://us02web.zoom.us/j/88663122532>.



CITY OF HOQUIAM

May 12, 2025

City Council Meeting Minutes

CALL TO ORDER

Mayor Winkelman called the meeting to order at 7:00 p.m. Community Member Chris Frye led the flag salute.

ROLL CALL

Those in attendance at the meeting were Mayor Winkelman and Councilmembers Anderson, Brooks, Carlstrom, Gillis, Hinchin, Larsen, Nelson, Pauley, Puvogel, Reid, Smith and Thornton.

Staff in attendance were Lieutenant Jeff Salstrom, Fire Chief Matt Miller, City Attorney Steve Johnson, City Administrator Brian Shay, Finance Director Corri Schmid and Council Secretary Kayla Nielsen.

APPROVAL OF THE AGENDA

Councilmember Brooks moved to accept the Agenda. Councilmember Hinchin supported. Passed by voice vote.

COMMUNICATION

Blue Zones – Grays Harbor
County Community
Wellness Collaborative

Chris Frye gave the Council an update on the Hoquiam Trail Routes. Any questions please contact Chris Frye at FryeC@crhn.org

PUBLIC COMMENT

No Public Comment Presented.

CONSENT AGENDA

Council Minutes of April 21,
2025

Councilmember Brooks moved to approve Council Minutes of April 21, 2025. His motion was seconded by Councilmember Puvogel and passed by voice vote.

Claims & Payroll

Councilmember Brooks moved to approve the Claims and Payroll. His motion was seconded by Councilmember Puvogel and passed by voice vote.

Dahlstrom Lumber – Lease
Extension

Councilmember Brooks moved to approve the Lease Extension for Dahlstrom Lumber. His motion was seconded by Councilmember Puvogel and passed by voice vote.

COUNCIL ACTION/DISCUSSION

Committee Reports

No Committee Reports Presented.



CITY OF HOQUIAM

May 12, 2025

City Council Meeting Minutes

Officers Reports

No Officers Reports Presented.

Mayors Reports

Urban Forestry Board

The Urban Forestry Board agreed to allow the removal of the trees.

Sunken Vessel

Most of the environmental concerns have been addressed.

T-Mobile Community Grants

Looking at this grant, to go toward Buck Giles Mountain bike trails and to assist Chris Frye with his walking trails.

Fountain at City Hall

Currently gathering a bid for the Fountain, once this bid is obtained it will be brought to the City Council.

Summer Seasonal Position

We will have lots of work this summer. Please turn in your application for the Summer Worker Position.

Appropriate Conversations

Reminder: political conversations on record at the Council Meeting are not appropriate.

Council Reports

Councilmember Gillis

Priya Lindeen from My TOWN Coalition gave all Council Members an invitation to attend a Key Leader Event with guest speaker Taanvi Arekapudi on May 20th, 2025, from 5:30-7:30PM.

Attended the Mental Health Awareness with the High School. Reminder that Mental Illness is something you don't have to do alone.

LEGAL BUSINESS

Ordinances

Moratorium on Transitional Housing

An Ordinance of the City Council of the City of Hoquiam, imposing a moratorium on the licensing, regulation, location and permitting of transitional housing, permanent supportive housing, indoor emergency shelters, and indoor emergency housing, setting a public hearing, and declaring this ordinance a public emergency ordinance and thus effective immediately. Councilmember Brooks moved to adopt the Ordinance, and his motion was seconded by Councilmember Hinch. A



CITY OF HOQUIAM

May 12, 2025

City Council Meeting Minutes

Resolutions	discussion was opened by Councilmember Puvogel. Ms. Schmid read the Ordinance by title a second time after which the motion to approve passed by unanimous voice vote.
Other Legal	No Resolutions were Presented.
Farmers Market Lease – Memo Garcia	This is a 30-year lease for the farm stand between the City of Hoquiam and Memo’s Mexican Food. Councilmember Puvogel moved to approve this lease, and his motion was seconded by Councilmember Pauley. A discussion followed and was passed by voice vote.
HDR Amendment – NSLW	This is an amendment to the Agreement on Augusth 4 th , 2021 to perform engineering services for the City of Hoquiam. Councilmember Puvogel moved to approve this agreement, and his motion was seconded by Councilmember Brooks. A discussion followed and was passed by voice vote.
North Shore Levee Property Purchase – Miller Parcel	This is an agreement to purchase the Miller Parcel. Councilmember Puvogel moved to approve this purchase, and his motion was seconded by Councilmember Anderson. A discussion followed and was passed by voice vote.
OLD BUSINESS	Councilmember Reid asked Mr. Shay where we were at with the bid process. It was determined that if Mr. Shay does not hear from HBL by June then we will send out a proposal for everyone.
Zoning	Mayor Winkelman reminds the Councilmembers that do not have access to their email to reach out to Kayla Nielsen or Corri Schmid.
Councilmember Email	Councilmember Gillis asked for an update on the business cards and name tags. Council Secretary Kayla Nielsen stated the name tags have been ordered, and she is still getting quotes for the business cards.
Name Tag/Business Cards	



CITY OF HOQUIAM

May 12, 2025

City Council Meeting Minutes

NEW BUSINESS

Public Hearing

Councilmember Puvogel moved to set a Public Hearing on June 9, 2025, for the six-year street plan, this was seconded by Councilmember Anderson. Discussion to follow and passed by voice vote.

Planning Commission

Councilmember Puvogel opened discussion on the Moratorium on Transitional Housing. It was determined that the Council wait until the Public Hearing before compiling a list of suggestions for the Planning Commission.

Support Chris Frye Blue Zone Project

Councilmember Pauley moved to support Chris Frye. Councilmember Anderson seconded this support and was passed by voice vote.

SECOND PUBLIC COMMENT

No Second Public Comment Presented.

EXECUTIVE SESSION

No Executive Session Held.

ADJOURN

Councilmember Puvogel moved to adjourn the meeting at 8:07 p.m. and his motion was seconded by Councilmember Pauley and passed by voice vote.

A handwritten signature in black ink, appearing to read "B. Winkelman".

BEN WINKELMAN – Mayor

A handwritten signature in black ink, appearing to read "Kayla Nielsen".

KAYLA NIELSEN – City Council Secretary



**Office of the City Administrator
CITY OF HOQUIAM**

609 – 8th Street, Hoquiam, WA 98550
(360) 538-3983 – FAX (360) 538-0938
Email: bshay@cityofhoquiam.com

Report From Officer

DATE: June 2, 2025
TO: Mayor Ben Winkelman and Council Members
FROM: Brian Shay, City Administrator
SUBJECT: 2025 Paving Projects Bids

The City made a formal call for bids for to pave four different locations of the City. Only one bid was received from Lakeside Industries totaling \$96,500. The locations and the bid amount for each location is as follows:

Aberdeen Ave from 22nd to 21st and a portion of 21st (Street Repair) - \$37,000
700 Block of 8th Street (Water Main Break Repair) - \$16,500
Bay Avenue and 28th (Stormwater Repair) - \$25,000
Police Department Shooting Range - \$18,000

Recommendation:

Staff recommends that the Council award the project to Lakeside Industries and that staff has the authority to negotiate any necessary change orders.



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Report From Officer

DATE: June 2, 2025
TO: Mayor Ben Winkelman and Council Members
FROM: Brian Shay, City Administrator
SUBJECT: Library Masonry Repair Bids

The City of Hoquiam made a formal call to make masonry repairs at two locations at the Hoquiam Library. The Friends of the Hoquiam Library is donating the funds to make these repairs which are located near the parking lot entrance and on the stairs facing K Street.

Four bids including state sales tax were received as follows:

Tikka Masonry	\$5445.00
Brooklynn Construction	\$7623.00
JMS Masonry	\$8167.50
Artus Construction	\$9909.90

Recommendation:

Staff recommends that the Council authorize awarding the bid and contract to Tikka Masonry for \$5,445.00 and that staff has the authority to negotiate any necessary change orders that arise on the project.



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Report From Officer

DATE: June 3, 2025
TO: Mayor Ben Winkelman and Council Members
FROM: Brian Shay, City Administrator
SUBJECT: Pre-Commercial Thinning Bids

The City made a formal call for bids for the planned pre-commercial thinning of 70 acres in the Hoquiam Watershed. Funding for this project was included in the watershed budget.

Two bids were received as follows:

Torres Reforestation	\$9,170
Ramon Coronel Reforestation Inc	\$11,480

Recommendation:

Staff recommends that the Council award the project to Torres Reforestation and that staff has the authority to negotiation any potential change orders.



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Report From Officer

DATE: June 3, 2025
TO: Mayor Ben Winkelman and Council Members
FROM: Brian Shay, City Administrator
SUBJECT: Olympic Stadium Sound System Bids

The City made a formal call for bids to purchase a new sound system for Olympic Stadium to be utilized at sporting events, festivals and other stadium activities. Funding for this project was allocated by the Grays Harbor Community Foundation, Grays Harbor County Lodging Tax and the Rayonier Foundation.

Two bids including taxes and shipping to Hoquiam were received as follows:

Pro Acoustics	\$24,868.98
Sound Camera	\$25,343.75

Recommendation:

Staff recommends that the Council authorize the purchase from Pro Acoustics.



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Report From Officer

DATE: June 5, 2025
TO: Mayor Ben Winkelman and Council Members
FROM: Brian Shay, City Administrator
SUBJECT: North Shore Levee Property Purchase – Paul Willis/Willis Enterprises Inc.

The City of Hoquiam has been in negotiations with Paul Willis to purchase land for the North Shore Levee West through three parcels where the former Willis Enterprises Chip Manufacturing facility was located along River Street. The property acquisition includes the land for the levee and that portion of the property that extends to the river from the levee.

Final documents are being drafted for closing based upon the HDR Settlement Recommendation of \$83,171 attached.

Funding to purchase the property is provided through the Washington State Legislature's 2023-2025 Capital Budget appropriation.

Recommendation:

Staff recommends that the Council authorize the purchase of the property.



Administrative Settlement Recommendation

**CITY OF HOQUIAM
NORTH SHORE LEVEE WEST**

MEMORANDUM

Date: May 16, 2025
To: Brian Shay, City Administrator, City of Hoquiam
From: Andy Roderick, HDR Right-of-Way Agent
Subject: Administrative Settlement Recommendation
Parcel #: 517100132009, 517100214002 and 056402200201
ROW #: 27, 24 and 159
Site Address: Roosevelt Street, undeveloped land, Hoquiam
Property Owner: Paul Willis and Willis Enterprises Inc

BACKGROUND

Agent: Andy Roderick

The City of Hoquiam (City) is proposing the acquisition of a temporary construction easement (TCE) and permanent easement from parcels 517100132009, 517100214002 and 056402200201 for the North Shore Levee West Project. The offer package was presented to the owner on October 2, 2024. The owner reviewed the offer and stated that he wanted the property staked to show the impact. He also stated he did not want to just do easement he wanted to be sold so he would not be paying property taxes on property he cannot use. He wanted all the property to the river and any tidelands included since it has no use and is basically uneconomic remnant for him. He wanted a new price to be determined for the extra property and in fee acquisition. The value was determined based on the appraisal price per square foot which made a new total of \$83,171.00. The City will purchase the property in fee for right of way purposes and temporary construction easement for a limited time.

JUSTIFICATION

The owner agrees with the settlement amount of \$83,171.00.

The justification is the purchase is now in fee acquisition and the property to the river including tideland to be purchased in fee. Value is all based upon the appraised value of the land.

Offer Type	Original Offer	Owner's Counteroffer	HDR Recommendation	Proposed Administrative Settlement (Difference)
TCE	\$9,500.00	\$5,700.00	\$5,700.00	-\$3,800
PE	\$32,100.00	0.00	0.00	-\$32,100.00
Fee	N/A	\$77,471.00	\$77,471.00	\$77,471.00
Totals	\$41,600.00	\$83,171.00	\$83,171.00	\$41,571.00

CONCLUSION

Considering this owner's willingness to settle based on the appraisal price per square foot recommendations it is reasonable and justified for this settlement request, it is recommended for final settlement of \$83,171.00 which will expeditiously conclude the purchase of the property rights needed within the critical project timeline. It is determined that the proposed settlement is a low dollar amount compared to the risk of litigation and delays of the project. Time is of the essence; therefore, this settlement is recommended as it is reasonable and represents prudent use of public funds.

As documented above I find that the proposed settlement request is consistent with the law and is reasonable, prudent and in the public's interest.

Recommended:

Andy Roderick
Andy Roderick, HDR Right of Way Agent

5/16/2025
Date

Administrative Settlement Approved:

Brian J. Shay
Brian Shay, City Administrator

5/22/2025
Date

RESOLUTION NO. 2025 – ____

A RESOLUTION adopting the comprehensive street program prepared by the City Administrator pursuant to RCW 35.77.

WHEREAS, RCW 35.77 requires the legislative body of each city to annually review and determine current city street needs and to prepare and adopt a comprehensive street program for the ensuing six years; and

WHEREAS, the Hoquiam City Council did hold a public hearing on the proposed comprehensive street program at the City Hall, in Hoquiam, Washington, on the 9th day of June, 2025; and

WHEREAS, there were no written objections to the comprehensive six year street program prepared by the City of Hoquiam; now therefore,

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOQUIAM, WASHINGTON, IN REGULAR MEETING DULY ASSEMBLED, AS FOLLOWS:

SECTION 1. That, based on the findings of the Mayor and Council and the program prepared by the City Administrator for the City of Hoquiam, the attached comprehensive street program is hereby adopted.

SECTION 2. That a copy of the comprehensive street program for the ensuing six years, together with a copy of this resolution, be filed with the Director of Highways of the State of Washington.

ADOPTED by the Mayor and City Council on June 9, 2025.

Ben Winkelman – Mayor

ATTEST:

Corrine Schmid – Finance Director

Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

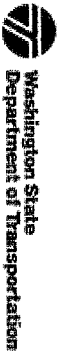
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Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminals F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
05		/ 4969(004) Broadway Avenue Guardrail and Safety Improvements 0.26 to 0.46 Slope stabilization, roadway reconstruction, drainage improvements, guardrail installation, and other safety improvements to Broadway Avenue.	WA-13374	06/10/24	06/10/24		2024-09	21	G S W	0.200	CE	Yes

Funding							Local Funds		Total Funds
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds			
S	CN	2027	STBG(US)	1,227,000		0		191,497	1,418,497
			Totals	1,227,000		0		191,497	1,418,497

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	0	1,418,497	0	0	0
Totals	0	1,418,497	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

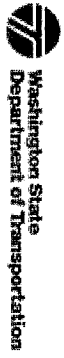
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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09		Grand Avenue from Lincoln to Sunset Memorial Park to Grand Avenue	WA-11365	06/10/24	06/10/24		2024-09	21		0.050		No
		Study the possibility of installing a roundabout at Grand Avenue and Sunset Drive where 5 intersections meet to alleviate traffic concerns; install sidewalks along Grand Avenue from sunset to Lincoln and repair roadway that is sloughing off into Eilon Bennett Park.										

Funding		Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE		2026		0	WSDOT	150,000		150,000
P	CN		2027		0	WSDOT	1,000,000		1,000,000
				Totals	0		1,150,000		1,150,000

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
PE		150,000	0	0	0	0
CN		0	1,000,000	0	0	0
Totals		150,000	1,000,000	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Greys Harbor
 MPO/RTPO: SWW RTPO

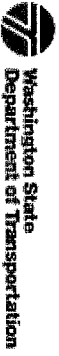
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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17		N Street Arterial Preservation Project N Street N St. 5th-8th to 8th St. This project completes N Street from 5th to 8th by grinding the existing pavement, placing geotextile and two-inches of asphalt. All existing sidewalk ramps will be reconstructed to meet current ADA standards.	W/A-06466	06/10/24	06/10/24		2024-09	05			CE	No

Funding							Local Funds	Total Funds
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds		
S	CN	2027		0	TTB	200,000	20,000	220,000
			Totals	0		200,000	20,000	220,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	0	220,000	0	0	0
Totals	0	220,000	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
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 MPO/RTPO: SWW RTPO

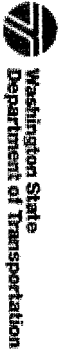
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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes C G O P S T W	Total Length	Environmental Type	RW Required
05		New Urban Collector Feasibility Study - connecting Myrtle, Beacon Hill Road and Broadway Avenue to New Urban Collector Feasibility Study - connecting Myrtle, Beacon Hill Road and Broadway Avenue	WA-15822	06/10/24	06/10/24		2024-09	01				No

Funding							Total Funds
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds
P	PE	2026		0		0	850,000
Totals				0		0	850,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	850,000	0	0	0	0
Totals	850,000	0	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

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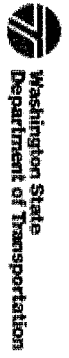
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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
07		Re pave 23rd St. from Bay to Queets to Grind, repave, improve storm drainage, waterlines and replace curbs	WA-14475	06/10/24	06/10/24		2024-09	04	G P S W			No

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P	PE	2026		0		0	50,000	50,000
	P	CN	2027		0		0	950,000	950,000
				Totals	0		0	1,000,000	1,000,000

Expenditure Schedule						
Phase	1st	2nd	3rd	4th	5th & 6th	Totals
PE	50,000	0	0	0	0	50,000
CN	0	950,000	0	0	0	950,000
Totals	50,000	950,000	0	0	0	1,000,000



Six Year Transportation Improvement Program From 2026 to 2031

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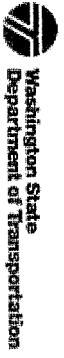
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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes C G P S T W	Total Length	Environmental Type	RW Required
07		Repave and Improve 8th St. from Levee to 5th St. Extension to Grind, repave, improve storm drainage, lighting, replace sidewalks, landscaping and parking improvement on 8th St. from Levee to 5th St. Extension	WA-15818	06/10/24	06/10/24		2024-09	04				No

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2026		0		0	300,000	300,000
P	CN	2027		0		0	2,500,000	2,500,000
			Totals	0		0	2,800,000	2,800,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	300,000	0	0	0	0
CN	0	2,500,000	0	0	0
Totals	300,000	2,500,000	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

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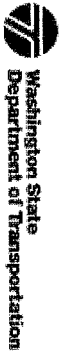
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07		Repair and Improve Adams from 5th St. Extension to Chenault to Grind, repave, add or replace sidewalks, improve drainage and lighting on Adams St. from 5th St. Extension to Chenault	WA-15820	06/10/24	06/10/24		2024-09	04	C G P S T W			No

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P	PE	2026		0		0	200,000	200,000
	P	CN	2027		0		0	1,500,000	1,500,000
				Totals	0		0	1,700,000	1,700,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	200,000	0	0	0	0
CN	0	1,500,000	0	0	0
Totals	200,000	1,500,000	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MP/OR/TP/O: SWW/ RTPO

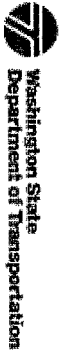
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Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes C G O P S T W	Total Length	Environmental Type	RW Required
07		Repare and Improve Bay Avenue from 22nd St. to Port Industrial Road to Grhd. repave, add or replace sidewalks, improve draining and lighting on Bay Avenue from 22nd to Port Industrial Road	WA-15821	06/10/24	06/10/24		2024-09	04				No

Funding										
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds		
P	PE	2026		0		0	200,000	200,000		
P	CN	2027		0		0	1,500,000	1,500,000		
			Totals	0		0	1,700,000	1,700,000		

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	200,000	0	0	0	0
CN	0	1,500,000	0	0	0
Totals	200,000	1,500,000	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

N Inside
 Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes C G P S T W	Total Length	Environmental Type	RW Required
07		Repare and Improve Chenault from Cleveland to Endressen to Grind, repave, replace water line, improve drainage on Chenault from Cleveland to Endressen	WA-15819	06/10/24	06/10/24		2024-09	04				No

Funding		Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE		2026		0		0	200,000	200,000
P	CN		2027		0		0	750,000	750,000
P	CN		2028		0		0	750,000	750,000
			Totals		0		0	1,700,000	1,700,000

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
PE		200,000	0	0	0	0
CN		0	750,000	750,000	0	0
Totals		200,000	750,000	750,000	0	0

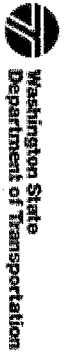
Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW/RTPO
 N Inside
 Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
07		Repave and Improve Cherry St. from 28th to Myrtle to Grind, repave and improve storm drainage	WA-15817	06/10/24	06/10/24		2024-09	04	C G P S T W			No

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PIE	2026		0		0	500,000	500,000
P	CN	2027		0		0	1,500,000	1,500,000
			Totals	0		0	2,000,000	2,000,000

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase						
PE		500,000	0	0	0	0
CN		0	1,500,000	0	0	0
	Totals	500,000	1,500,000	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

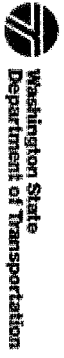
N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
14		Sidewalk Pedestrian Safety Project Woodlawn - 16th St. to City Limits Broadway Avenue/16th 16th/Broadway to Woodlawn St.(City Limits) construct segments to missing links from 16th/Broadway to Woodlawn St. (city limits)	WA-09016	06/10/24	06/10/24		2024-09	21	C G O P S T W	8,000	CE	Yes

Funding							Total Funds
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds
P	PE	2026	STBG(US)	70,000		0	30,000
P	CN	2027	STBG(US)	2,000,000		0	0
Totals				2,070,000		0	30,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	100,000	0	0	0	0
CN	0	2,000,000	0	0	0
Totals	100,000	2,000,000	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

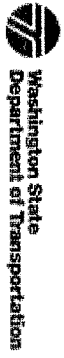
N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes O P S W	Total Length	Environmental Type	RW Required
19		Woodlawn Safety Improvements Broadway MP .57 to MP .82 Roadway reconstruction, drainage improvements, guardrail installation and other safety improvements to Broadway	WA-12047	06/10/24	06/10/24		2024-09	21		0.050		Yes

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds			State Fund Code	State Funds	Local Funds	Total Funds
				STBG(US)	STBG(US)	STBG(US)				
P	PE	2026		150,000			0	25,000	175,000	
P	RW	2027		57,000			0	8,300	65,300	
P	CN	2028		1,720,000			0	39,700	1,759,700	
			Totals	1,927,000			0	73,000	2,000,000	

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
RW	65,300	0	0	0	0
CN	0	1,759,700	0	0	0
Totals	65,300	1,759,700	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes C G O P S W	Total Length	Environmental Type CE	RW Required Yes
14	8	Sidewalk Pedestrian Safety Project Simpson Ave 22nd to Myrtle Simpson/22nd St to Simpson/Myrtle Widen/Improve sidewalks for pedestrian safety on Simpson Ave from 22nd to Myrtle	WA-05649	06/10/24	06/10/24		2024-09	Z1		3,000		

Funding		Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2026	STBG(US)	70,000			0	30,000	100,000
P	CN	2027	STBG(US)	1,000,000			0	0	1,000,000
		Totals		1,070,000			0	30,000	1,100,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	100,000	0	0	0	0
CN	0	1,000,000	0	0	0
Totals	100,000	1,000,000	0	0	0

Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

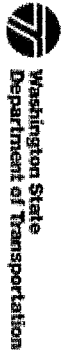
N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
14	8	US 101 and SR 109 Safety Improvements to Study possible safety improvements to US 101 N at Lincoln and 6th St. and SR 109 at Emerson and Garfield	WA-01123	06/10/24	06/10/24		2024-09	21	G S W	0.500	CE	Yes

Funding							Total Funds	
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2026	STBG(US)	200,000		0	50,000	250,000
Totals				200,000		0	50,000	250,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	250,000	0	0	0	0
Totals	250,000	0	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

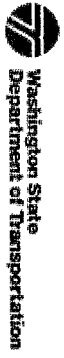
N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
19	9	Riverside Bridge and approaches, signage and lighting to Lighting, walkway and signage at or near the Riverside Bridge - improvements needed for safety	WA-01125	06/10/24	06/10/24		2024-09	21	GP SW	0.500	CE	Yes

Funding							Total Funds	
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2026	STBG(US)	150,000		0	15,000	165,000
			Totals	150,000		0	15,000	165,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	165,000	0	0	0	0
Totals	165,000	0	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

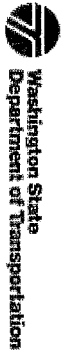
N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
14	9	US 101 Simpson Ave. Bridge Approach to Improve bridge approach due to poor sight distance on slope and curb	WA-01124	06/10/24	06/10/24		2024-09	21	G S W	0.000	CE	Yes

Funding							Total Funds	
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2026	BR	450,000		0	0	450,000
Totals				450,000		0	0	450,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	450,000	0	0	0	0
Totals	450,000	0	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPOR/RTPO: SWW RTPO

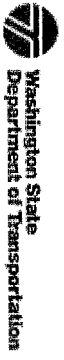
N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
05	10	10 / 4969 (003) Broadway Ave Safety Improvements Broadway Avenue MP 0.46 to MP 0.57 (MP 0.00 at intersection of 16th and US 101/Riverside Ave) Slope stabilization, roadway reconstruction, drainage improvements, guardrail installation, and other safety improvements to Broadway Avenue.	WA-01126	06/10/24	06/10/24		2024-09	21	G S W	0.110	CE	Yes

Funding										
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds		
S	RW	2026	STBG(US)	104,825		0	16,360	121,185		
S	CN	2026	STBG(US)	1,115,000		0	174,018	1,289,018		
			Totals	1,219,825		0	190,378	1,410,203		

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	1,289,018	0	0	0	0
Totals	1,289,018	0	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

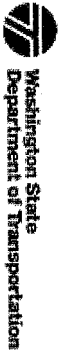
Agency: Hoquiam
 County: Grays Harbor
 MP/OR/TP/O: SWW/ RTPO

N Inside
 Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
19	11	Northend Truck Route to Improvements to roads and intersections for northend truck route. Eklund and Monroe restoration from Eklund/Lincoln to Monroe; Wheeler/Lincoln to Tyler; Monroe/Eklund to Cherrault; Cherrault/Monroe to Tyler	WA-01128	06/10/24	06/10/24		2024-09	03	G S W	5.000	CE	Yes

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2026		0		0	330,000	330,000
P	RW	2027		0		0	50,000	50,000
P	CN	2028		.0		0	1,280,000	1,280,000
			Totals	0		0	1,660,000	1,660,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	330,000	0	0	0	0
RW	0	50,000	0	0	0
CN	0	0	1,280,000	0	0
Totals	330,000	50,000	1,280,000	0	0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminals F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
19	12	Pacific Avenue Rebuild 28th to 30th to Rebuild, install drainage, ballasts, curb, gutter, sidewalk and AC pavement	WA-01139	06/10/24	06/10/24		2024-09	04	G S W	1,000	CE	Yes

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2026		0		0	100,000	100,000
P	CN	2027		0		0	700,000	700,000
			Totals	0		0	800,000	800,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	100,000	0	0	0	0
CN	0	700,000	0	0	0
Totals	100,000	700,000	0	0	0



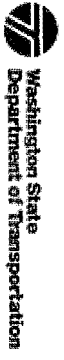
Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO
 N Inside
 Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes S	Total Length	Environmental Type	RW Required
17	14	28th St./Pacific Ave. to Simpson Improvements Improve drainage and AC paving from Pacific Avenue to Simpson Avenue on 28th St. to	WA-01149	06/10/24	06/10/24		2024-09	04	G P S	1,000	CE	Yes

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2026	STBG(US)	50,000		0	7,000	57,000
P	CN	2027	STBG(US)	300,000		0	0	300,000
			Totals	350,000		0	7,000	357,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	57,000	0	0	0	0
CN	0	300,000	0	0	0
Totals	57,000	300,000	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

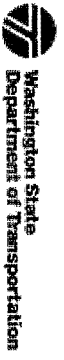
Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

N Inside
 Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
19	14	7th and J Street Improvements to 7th Street from J to K - Improvement to drainage, widening, street lighting and AC paving	WA-01142	06/10/24	06/10/24		2024-09	04	G S W	0.500	CE	Yes

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	P	PE	2026		0		0	25,000	25,000
		CN	2027		0		0	150,000	150,000
		Totals			0		0	175,000	175,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	25,000	0	0	0	0
CN	0	150,000	0	0	0
Totals	25,000	150,000	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

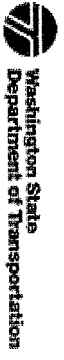
N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes G P S W	Total Length	Environmental Type CE	RW Required Yes
17	15	Ontario Avenue Improvements to Repair surface and AC paving on Ontario Avenue from Bay to Summer	WA-0151	06/10/24	06/10/24		2024-09	04	G P S W	2,000	CE	Yes

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2026		0	WSDOT	460,000	40,000	500,000
Totals				0		460,000	40,000	500,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
	0	0	0	0	0
Totals	0	0	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

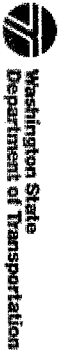
Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

N Inside
 Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
14	15	Riverside Avenue Curb Restoration to Curb restoration on Riverside Avenue north and south from 20th St to 16th St	WA-01147	06/10/24	06/10/24		2024-09	04	G P S W	1.000	CE	Yes

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2026		0		0	20,000	20,000
P	CN	2027		0		0	100,000	100,000
			Totals	0		0	120,000	120,000

Expenditure Schedule						
Phase	1st	2nd	3rd	4th	5th & 6th	Totals
PE	20,000	0	0	0	0	20,000
CN	0	100,000	0	0	0	100,000
	20,000	100,000	0	0	0	120,000



Six Year Transportation Improvement Program From 2026 to 2031

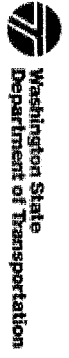
Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

N Inside
 Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
19	16	28th St. to Cherry St. Improvements (Cherry to Queets) to Improve drainage, A/C paving and curbs and gutters along 28th Street to Cherry Street (from Cherry to Queets)	WA-0129	06/10/24	06/10/24		2024-09	04	G S W	1,000	CE	Yes

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2026		0	WSDOT	142,000	20,000	162,000
P	CN	2027		0		0	1,000,000	1,000,000
			Totals	0		142,000	1,020,000	1,162,000

Expenditure Schedule						
Phase	1st	2nd	3rd	4th	5th & 6th	Totals
CN	1,000,000	0	0	0	0	1,000,000
Totals	1,000,000	0	0	0	0	1,000,000



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

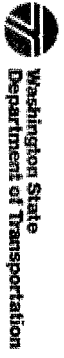
N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Tarmiri F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	17	Endresen Road Improvements New curbs and gutters, improve drainage and sidewalks from Chenault Ave. to Tennis Court on Endresen Road	WA-011561	06/10/24	06/10/24		2024-09	21	G S W	1,000	CE	Yes

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2027	STBG(US)	200,000		0	50,000	250,000
P	CN	2028	STBG(US)	1,500,000	Ped/Bike Program	900,000	0	2,400,000
Totals				1,700,000		900,000	50,000	2,650,000

Expenditure Schedule							
Phase	1st	2nd	3rd	4th	5th & 6th	Totals	
PE	0	250,000	0	0	0	250,000	
CN	0	0	2,400,000	0	0	2,400,000	
Totals							0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

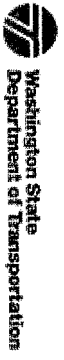
N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	18	5th St. Extension/Airport Way Improvements to 8th to Paulsen widen, repave sidewalks, drainage and improve lighting	WA-01158	06/10/24	06/10/24		2024-09	04	G S W	2,000	CE	Yes

Funding		Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2026	STBG(US)	300,000		0	0	0	300,000
P	CN	2027	STBG(US)	2,500,000		0	0	0	2,500,000
		Totals		2,800,000		0	0	0	2,800,000

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
PE		300,000	0	0	0	0
CN		0	2,500,000	0	0	0
Totals		300,000	2,500,000	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: S1WW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Term/ri F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	CE	Environmental Type	RW Required
19	19	North St. and Beacon Hill Drive Turnaround to Construct turn around for Beacon Hill Drive	WA-01160	06/10/24	06/10/24		2024-09	04	G S W	0.020	CE		Yes

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P		PE	2026		0		0	8,000	8,000
P		CN	2027		0		0	42,000	42,000
				Totals	0		0	50,000	50,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	8,000	0	0	0	0
CN	0	42,000	0	0	0
Totals	8,000	42,000	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
19	21	City Alley Improvements to Improve alley paving, grading, chip seal and drainage city-wide	WA-01163	06/10/24	06/10/24		2024-09	04	G P S W	13,000	CE	Yes

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2026		0		0	50,000	50,000
P	CN	2027		0		0	500,000	500,000
			Totals	0		0	550,000	550,000

Expenditure Schedule						
Phase	1st	2nd	3rd	4th	5th & 6th	Totals
PE	50,000	0	0	0	0	50,000
CN	0	500,000	0	0	0	500,000
	50,000	500,000	0	0	0	550,000



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

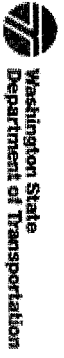
N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	CE	Environmental Type	RW Required
00	23	Hoquiam Trail Phase 1 to Construct pedestrian and bike trail loop through Hoquiam	WA-01166	06/10/24	06/10/24		2024-09	28	G O S W	6,000	CE		Yes

Funding										
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds		
P	PE	2026	STBG(US)	30,000		0	10,000	40,000		
P	CN	2027	STBG(US)	200,000		0	100,000	300,000		
		Totals		230,000		0	110,000	340,000		

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	40,000	0	0	0	0
CN	0	300,000	0	0	0
Totals	40,000	300,000	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	24	Endresen Road Phase III to Grading, drainage, curb, sidewalk and AC paving on Endresen from Tennis Court to HWY 101	WA-01152	06/10/24	06/10/24		2024-09	21	G W	2,000 CE	CE	Yes

Funding							Local Funds	Total Funds
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds		
P	CN	2026	STBG(US)	300,000		0	0	300,000
Totals				300,000		0	0	300,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	300,000	0	0	0	0
Totals	300,000	0	0	0	0



Six Year Transportation Improvement Program From 2026 to 2031

Agency: Hoquiam
 County: Grays Harbor
 MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
19	25	Woodlawn Bridge Construct new bridge in Woodlawn area; at the current time Hoquiam has two bridges one coming into town and one going out. A third bridge in the woodlawn area would improve safety in case of failure.	WA-01327	06/10/24	06/10/24		2024-09	08	0	1,000	CE	Yes

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2028	BR	500,000		0	0	500,000
P	RW	2029	BR	200,000		0	0	200,000
P	CN	2030	BR	10,000,000		0	0	10,000,000
			Totals	10,700,000		0	0	10,700,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	500,000	0	0	0
RW	0	0	200,000	0	0
CN	0	0	0	10,000,000	0
Totals	0	500,000	200,000	10,000,000	0

Grand Totals for Hoquiam		Federal Funds	State Funds	Local Funds	Total Funds
		24,393,825	2,852,000	17,381,875	44,627,700

RESOLUTION NO. 2025 – 05

A RESOLUTION declaring certain personal property owned by the City to be surplus items pursuant to Hoquiam Municipal Code Sections 1.64.005, 1.64.010 and 1.64.020.

WHEREAS, the City of Hoquiam has in its possession an item which is broken, inoperable and unrepairable, and which the City and the City Finance Department have determined are not material to nor needed in the operation of the City of Hoquiam; and

WHEREAS, the City of Hoquiam has in its possession several items which were left on the premises of real property which the City purchased, that are not material to nor needed in the operations of the City of Hoquiam,

NOW THEREFORE,

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOQUIAM, WASHINGTON, IN REGULAR MEETING DULY ASSEMBLED, AS FOLLOWS:

SECTION 1. The following item is inoperable, unrepairable, and has no material value, and is hereby declared to be surplus and no longer material to nor needed in the operations of the City of Hoquiam or the City Finance Department:

1 HP Laser Jet Printer City Inventory Number 182

SECTION 2. The following items were left on the premises of real property purchased by the City and are hereby declared to be surplus and no longer material to nor needed in the operations of the City of Hoquiam.

A. Dental equipment including chairs, x-ray and diagnostic equipment, miscellaneous kitchen equipment and appliances, and miscellaneous office equipment and furnishings, located at 403 Seventh Street, Hoquiam, Washington

B. Industrial lumber storage racks located at 523 Levee Street, Hoquiam, Washington.

SECTION 3. The Finance Director is hereby authorized to discard the item listed in Section 1, above, which has no material value.

SECTION 4. The Finance Director is hereby authorized and instructed to sell the items listed in Section 2 above, which have material value, at public auction or by public sale on a date or dates to be set by the Finance Director. A report of said sale shall be submitted to the Mayor and the City Council.

ADOPTED by the Mayor and City Council on June 9, 2025.

BEN WINKELMAN – Mayor

ATTEST:

CORRINE SCHMID – Finance Director

CITY OF HOQUIAM RESOLUTION NO. 2025 – 06

**WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT
(AGREEMENT NO. WQC-2024-HoquCi-00141)
AUTHORIZING RESOLUTION**

Project Name: K Street Pump Station Improvements.

A RESOLUTION authorizing the City of Hoquiam to accept a loan in the amount of \$3,205,948.00 and authorizing City Administrator Brian J. Shay to sign the Water Quality Combined Financial Assistance Agreement between the State of Washington Department of Ecology and the City of Hoquiam.

WHEREAS, by signing the proposed Water Quality Financial Assistance Agreement (Agreement No. WQC-2024-HoquCi-00141), the City would accept a loan of \$3,205,948.00 from the Washington State Water Pollution Control Revolving Fund, to be paid back at an interest rate of 1.2% for a term of twenty (20) years; and

WHEREAS, the Hoquiam City Council finds and agrees that the project would improve and protect water quality to the Hoquiam River, Grays Harbor and the Pacific Ocean through the design of improvements to the K Street Pump Station; and

WHEREAS, the Hoquiam City Council considers it in the best public interest to complete the currently proposed project described in Water Quality Financial Assistance Agreement;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Hoquiam City Council authorizes the City of Hoquiam to accept the above-described loan in the amount of \$3,205,948.00 and further authorizes City Administrator Brian J. Shay to sign the Water Quality Financial Assistance Agreement (Agreement No. WQC-2024-HoquCi-00141).
2. The City of Hoquiam intends to meet all local, state and federal requirements and execute the loan.

This resolution was adopted by our organization during the City Council meeting on June 9, 2025.

Signed and approved by the following authorized representatives:

Signed _____
Ben Winkelman – Mayor of Hoquiam

Date: June 9, 2025.

Attest: _____
Corrine Schmid – Finance Director

Date: June 9, 2025,

Approved as to form: _____
Steve Johnson – City Attorney

Date: June 9, 2025.



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600, Olympia, WA 98504-7600 • 360-407-6000

May 22, 2025

Brian Shay, City Administrator
City of Hoquiam
609 8th Street
Hoquiam, WA 98550
bshay@cityofhoquiam.com

Re: Binding Commitment for Funding

Washington State Water Pollution Control Revolving Fund (Revolving Fund)

Funding Cycle FY2025

Project Name: K Street Pump Station Improvements

Agreement Number: WQC-2024-HoquCi-00141

Greetings Brian Shay:

The Washington State Department of Ecology (Ecology) offered the City of Hoquiam \$3,205,948 in the form of a Washington State Water Pollution Control Revolving Fund (Revolving Fund) loan at a 1.2 percent interest rate for a term of 20 years in accordance with the State Fiscal Year 2025 Final Water Quality Funding Offer List Intended Use Plan (Final List). The offer is contingent on the timely completion of all local, state, and federal funding prerequisites.

Ecology and the City of Hoquiam experienced delays in agreement development due to the time necessary to review and approve the final design documents as well as finalizing necessary documentation to meet requirements under the State Environmental Review Process (SERP). Ecology is committed to providing the loan to the City of Hoquiam if all requirements can be met.

This letter serves as Ecology's official Binding Commitment to provide funding from the Revolving Fund for the above-mentioned project. This Binding Commitment meets the requirements in the 2020 Operating Agreement between Ecology and the U.S. Environmental Protection Agency (EPA) to have funds obligated within one year of issuance of the Final List by June 2025.

Please reply by **June 16, 2025**, if the City of Hoquiam intends to meet all local, state, and federal requirements and execute the loan.

City of Hoquiam
May 22, 2025
Page 2

Ecology's binding commitment will expire on September 30, 2025. If all state, federal, and local requirements are not met by this date, Ecology will rescind the funding offer and redistribute the Revolving Funds to other water quality projects.

Ecology appreciates your commitment to improving Washington's water quality and look forward to working with you to complete this important water quality project.

If you have question or need additional information, please contact Kim Wagar, Financial Management Section Manager, at kimberlywagar@ecy.wa.gov or (360) 878-4913.

Sincerely,



Daivid Giglio
Acting Water Quality Program Manager

cc: Celina Batchelor, City of Hoquiam
Ty Johnson, Project Engineer
Carey Cholski, Ecology
David Dougherty, Ecology

RESOLUTION NO. 2025 – 07

A RESOLUTION of the City Council of the City of Hoquiam, Washington, relating to an amendment of Chapter 10.05 of the Hoquiam Municipal Code, pursuant to Section 10.07.140 of the Hoquiam Municipal Code, imposing reasonable occupancy, spacing, and intensity of use requirements on transitional housing, permanent supportive housing, indoor emergency housing and indoor emergency shelters.

WHEREAS, the City Council of the City of Hoquiam believes that reasonable occupancy, spacing, and intensity of use requirements on transitional housing, permanent supportive housing, indoor emergency housing and indoor emergency shelters should be imposed to protect public health and safety; and

WHEREAS, Section 10.07.140 provides that an amendment to the Zoning Code – Title 10 of the Hoquiam Municipal Code – may be initiated by resolution of the City Council requesting the planning commission to set the matter for hearing, **NOW THEREFORE**,

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOQUIAM, WASHINGTON, IN REGULAR MEETING DULY ASSEMBLED, AS FOLLOWS:

SECTION 1. The City Council of the City of Hoquiam requests the planning commission to hold an open public hearing, pursuant to Section 10.07.140(3), to consider imposition of the occupancy, spacing, and intensity of use requirements on transitional housing, permanent supportive housing, indoor emergency housing and indoor emergency shelters set forth in the attached Draft Ordinance.

ADOPTED by the Mayor and City Council on June 9, 2025.

BEN WINKELMAN – Mayor

ATTEST:

CORRINE SCHMID – Finance Director

DRAFT

ORDINANCE NO. 2025 – _____

AN ORDINANCE of the City Council of the City of Hoquiam, imposing reasonable occupancy, spacing, and intensity of use requirements on transitional housing, permanent supportive housing, indoor emergency housing and indoor emergency shelters; and creating a new Section 10.05.140 to the Hoquiam Municipal Code

THE CITY COUNCIL OF THE CITY OF HOQUIAM, WASHINGTON DO ORDAIN AS FOLLOWS:

WHEREAS, RCW 35.21.683 provides that: “A city shall not prohibit transitional housing or permanent supportive housing in any zones in which residential dwelling units or hotels are allowed;” and

WHEREAS, RCW 35.21.683 further provides that: “A city shall not prohibit indoor emergency shelters and indoor emergency housing in zones in which hotels are allowed;” and

WHEREAS, RCW 35.21.683 further provides that: “Reasonable occupancy, spacing, and intensity of use requirements may be imposed by ordinance on permanent supportive housing, transitional housing, indoor emergency housing, and indoor emergency shelters to protect public health and safety;” **NOW THEREFORE**,

THE CITY COUNCIL OF THE CITY OF HOQUIAM, GRAYS HARBOR COUNTY, WASHINGTON DO ORDAIN AS FOLLOWS:

SECTION 1. A new Section 10.05.140 is added to the Hoquiam Municipal Code, to read as follows:

10.05.140 Transitional housing, permanent supportive housing, indoor emergency shelters, and indoor emergency housing.

The intent of this section is to provide reasonable occupancy, spacing, and intensity of use requirements on permanent supportive housing, transitional housing, indoor emergency housing, and indoor emergency shelters to protect public health and safety.

(1) Location.

(a) As required by RCW 35.21.683 and RCW 35A.21.430 as adopted or hereafter amended, indoor emergency shelters and indoor emergency housing are permitted in any zone which hotels are allowed, which includes the C-1 zone.

(b) As required by RCW 35.21.683 and RCW 35A.21.430 as adopted or hereafter amended, permanent supportive housing and transitional housing are permitted in any zone in which

residential dwelling units or hotels are allowed, which includes the R-1, R-2 and C-1 zones.

(2) Regulations.

(a) Transitional housing, permanent supportive housing, indoor emergency housing and indoor emergency shelters must meet the same development and operating regulations as permitted for residential dwellings, including adhering to building and fire codes, to ensure consistency in health and safety for all residents;

(b) Permanent supportive housing and transitional housing facilities are subject to the following public health and safety conditions and requirements:

(i) The number of units allowed on a given property shall be no more than the number of standard dwelling units that would be allowed under the zoning classification of the property;

(ii) Each unit of permanent supportive housing or transitional housing shall be limited to occupancy by individual occupant load per square foot regardless of occupants' relation; and

(iii) On-site services, such as laundry, hygiene, meals, case management, and social programs are limited to the residents of the permanent supportive housing and transitional housing facilities.

(c) Emergency housing or emergency shelters shall be regulated the same as hotels and motels, with the following additional requirements necessary for public health and safety:

(i) The density of emergency housing or emergency shelter within a facility shall not exceed the requirements of the underlying zone. No occupied structures may exceed the occupancy limits set by the currently adopted building code;

(ii) On-site services such as laundry, hygiene, meals, case management, and social programs are limited to the residents of the facility;

(iii) No emergency housing or emergency shelter may be used as a designated supervised/safer consumption site, supervised/safer injection facility, or supervised/safer injection service;

(iv) The organization managing and operating the emergency housing or emergency shelter facility shall be responsible for the operation and maintenance of the facility itself, and the conduct of the residents of the facility, regardless of whether the organization contracts with a third party for the provision of any services related to the facility itself or its residents;

(v) The organization managing and operating the emergency housing or emergency shelter facility shall be responsible for the safety of residents of the facility and shall establish a plan to remove individuals who present a threat to other residents, the property of other residents, or the

residents or property of adjacent property;

(vi) The organization managing and operating the emergency housing or emergency shelter facilities shall provide sanitation and basic safety measures including the following:

(aa) If on-site food preparation takes place, a kitchen area separated from sleeping areas, with handwashing and dishwashing stations stocked with soap and necessary supplies;

(bb) Two large first-aid kits that include emergency eye wash bottles and naloxone (Narcan) kits;

(cc) Cleaning supplies, including gloves, trash-grabber tools, disinfectant, hand sanitizer, masks, buckets, paper towels, etc.;

(dd) Refuse receptacles and trash disposal service; and

(ee) Storage containers for cupboards for storage of personal belongings;

(vii) Prior to receiving any permits, or prior to beginning operation if no permits are required, the organization managing and operating the emergency housing or emergency shelter facilities shall provide a plan to the city that includes the following information:

(aa) Emergency contact information;

(bb) Proposed population to be served by the emergency housing or emergency shelter facility;

(cc) Confirmation of the provision of sanitation and basic safety measures required for emergency housing and emergency shelter facilities.

(viii) Notification.

(aa) Advance Notice Required. The organization managing and operating the emergency housing or emergency shelter facility shall notify the City building department of the proposed emergency housing or emergency shelter facility a minimum of thirty (30) days in advance of the proposed establishment of the facility. The advance notification shall contain the following information:

(1) The date facility will commence operation;

(2) The length of time the facility will continue operation;

(3) The maximum number of residents proposed for the facility;

(4) The location of the emergency housing or emergency shelter facility;

(5) The name(s) of the organization(s) managing and operating the facility; and

(6) The manner in which the facility will comply with the requirements of this section.

(bb) Informational Meeting Required. The organization managing and operating the emergency housing or emergency shelter facility shall conduct at least one (1) information meeting within, or as close to, the location where the proposed facility will be located, a minimum of two (2) weeks prior to the commencement of operation. The time and location of the meeting shall agreed upon between the City and the organization managing and operating the facility. All property owners within five-hundred (500) feet of the proposed facility shall be notified by mail ten (10) days in advance of the meeting. In lieu of notice by mail, an alternative means of notice may be provided that is reasonably calculated to notify the neighboring property owners within five-hundred (500) feet of the proposed facility.

(cc) Signs Required. The organization managing and operating the emergency housing or emergency shelter facility shall also provide notice of the facility and the informational meeting within the same time frame as the mailed notice by posting two (2) signs on the site or in a location immediately adjacent to the site that provides visibility of the signs to motorists using adjacent streets. The City building official shall establish standards for size, color, layout, design and placement and removal of the signs.

ADOPTED by the Mayor and City Council on _____, 2025.

BEN WINKELMAN – MAYOR

ATTEST:

CORRINE SCHMID – FINANCE DIRECTOR

PUBLISHED:

THE CITY OF HOQUIAM
COMMERCIAL LEASE AGREEMENT
[523 Levee Street, Hoquiam, WA 98550]

THIS COMMERCIAL LEASE AGREEMENT (“Lease”) is made and effective this _____ day of June 2025, by and between THE CITY OF HOQUIAM (“Landlord”) and THE GRAYS HARBOR CONSERVATION DISTRICT (“Tenant”).

Landlord is the owner of land and improvements commonly known and numbered as 523 Levee Street, Hoquiam, WA 98550, which is comprised of land and several buildings

Landlord desires to lease a portion of the above-described premises, consisting of a warehouse building that is located on a portion of the premises which has been designated by the Grays Harbor County Assessor as parcel number 051803700000. A photograph of the warehouse building is attached hereto, marked “Exhibit A.”

THEREFORE, in consideration of the mutual promises herein contained, and other good and valuable consideration, it is agreed as follows:

1. Term – One Year

The rental of the Leased Premises shall be for one year, commencing on July 1, 2025 and ending on June 30, 2026.

2. Rental.

On the commencement date of the Lease Agreement, Tenant’s obligation to pay rent shall begin. Tenant shall pay annual rent in the amount of Twenty-Two-Thousand Dollars (\$22,000.00, which includes statutory leasehold excise tax of 12.84 percent.

3. Use.

Tenant’s use of the Leased Premises is to be solely for storage of boats and equipment used in the Green Crab collection effort and for no other purpose without the written consent of Landlord.

4. Acceptance of Premises.

Tenant accepts the Leased Premises in their present condition and agrees that it will not demand that Landlord make any improvements thereon or maintenance thereof, other than as specifically agreed to herein. It shall be the duty of Tenant to maintain the Leased Premises ADA compliant. Landlord agrees to install an operational bay door to the warehouse building, to facilitate new electrical service to the building including electrical outlets, and to repair the north wall of the building

5. Sublease/Assignment.

Tenant shall not assign this Lease or sublet the Leased Premises, or any part or portion thereof, without the prior written consent of the Landlord, which consent may be subject to terms and conditions as Landlord, in its sole discretion, considers necessary in

order to protect its interests; provided however, that no assignment of this Lease, whether by act of Tenant or by operation of Law, and no sublease of the Leased Premises, or any part thereof, by or from Tenant, shall relieve or release Tenant from any of its obligations hereunder. Tenant shall not without Landlord's prior written consent, assign this Lease to a corporation or other business entity with which Tenant may merge or consolidate, to any subsidiary of Tenant, to any corporation under common control with Tenant, to a purchaser of any portion of Tenant's assets, or to any other party associated with or acting in partnership with Tenant.

6. Holding Over

If the Tenant shall, with the consent of Landlord, hold over after the expiration or sooner termination of the term of this Lease, the resulting tenancy shall, unless otherwise mutually agreed, be for an indefinite period of time on a month-to-month basis. During such month-to-month tenancy, Tenant shall pay to Landlord the same rate of rental as set forth herein, unless a different rate shall be established, and shall be bound by all of the additional provisions of this Lease insofar as they may be pertinent.

7. Redelivery of Rental Premises

Tenant shall, at the expiration of this Lease, peacefully deliver possession of the Leased Premises to Landlord in as good a condition as when received. It is understood that in the event that the Tenant shall leave any material or equipment on the premises, the Owner shall have the right to sell such collateral material for whatever price the Owner can obtain and shall be entitled to retain sufficient proceeds from such sale to cover all of the Owner's expenses incurred in such sale, plus any other outstanding charges by Owner against the Tenant.

8. Repairs.

During the Lease term, Tenant shall make, at Tenant's expense, all necessary repairs to the Leased Premises. Repairs shall include such items as routine repairs of floors, walls, ceilings, and other parts of the Leased Premises damaged or worn through normal occupancy.

9. Insurance.

A. If the Leased Premises are damaged by fire or other casualty resulting from any act or negligence of the Tenant or any of Tenant's agents, employees or invitees, rent shall not be diminished or abated while such damages are under repair, and Tenant shall be responsible for the costs of repair not covered by insurance caused by the negligence of Tenant.

B. Tenant shall be responsible, at its own expense, for maintaining its own fire and extended coverage insurance on Leased Premises. Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable trade fixtures, located in the Leased Premises.

C. Tenant shall, at its own expense, maintain a policy or policies of comprehensive general liability insurance with respect to Tenant's activities on the Leased Premises with the premiums thereon fully paid on or before due date, issued by and binding upon some insurance company approved by Landlord, such insurance to afford minimum protection

of not less than \$1,000,000 combined single limit coverage of bodily injury, property damage or combination thereof. Landlord shall be listed as an additional insured on Tenant's policy or policies of comprehensive general liability insurance. In the alternative, either party to this agreement may fulfill the insurance obligations contained herein by maintaining membership in a joint self-insurance program or insurance pool authorized by RCW 48.62. In this regard, the parties understand that the party to this agreement who is a member of such program is not able to name the other party as an "additional insured" under the liability coverage provided by the joint self-insurance or insurance pool program.

D. Tenant shall provide Landlord with current Certificates of Insurance evidencing Tenant's compliance with sections B and C of this paragraph. Tenant shall notify Landlord if its insurance coverage is cancelled or expires.

10. Indemnity

Tenant shall indemnify Landlord for, defend Landlord against, and save Landlord harmless from any liability, loss, cost, injury, damage, or other expense that may occur or be claimed by or with respect to any person or property on or about the Leased Premises resulting from the use, misuse, occupancy, possession, or unoccupancy of the Leased Premises by Tenant, its agents, employees, licensees, invitees or guests. Except where any loss, cost, injury or damage is the result of Landlord's sole fault or negligence, Landlord shall not have any liability for any loss, cost, injury or damage to the Premises, to Tenant or Tenant's employees, agents, licensees, invitees or guests or to any property of such persons. Except as set forth in the Section 12, Landlord shall not be responsible or liable for loss or damage to the contents of any improvements on the Premises, regardless of who owns the contents and regardless of how or by whom the loss or damage is caused.

11. Utilities.

Landlord shall pay all charges for electricity, used by Tenant on the Leased Premises during the term of this Lease. Tenant shall be responsible for and pay all charges for any other utilities used by Tenant. unless otherwise expressly agreed in writing by Landlord.

12. Entry.

Landlord and its agents or assigns, shall have the right to enter upon the Leased Premises at reasonable hours to inspect the same, provided Landlord and its agents or assigns shall not thereby unreasonably interfere with Tenant's business on the Leased Premises.

13. Damage and Destruction.

If the Leased Premises or any part thereof or any appurtenance thereto is so damaged by fire, casualty or structural defects that the same cannot be used for Tenant's purposes, then Tenant shall have the responsibility to repair or replace the damaged Leased Premises or any part thereof or any appurtenance thereto so as to render the Leased Premises usable for Tenant's purposes. Tenant shall promptly repair such damage at the cost of the Tenant or Tenant's Insurers. Tenant shall not be relieved from paying rent and

other charges during any portion of the Lease term that the Leased Premises are inoperable or unfit for occupancy, or use, in whole or in part, for Tenant's purposes.

14. Notice.

Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

If to Landlord to:
Brian Shay, City Administrator
City of Hoquiam
609 – 8th Street
Hoquiam, WA 98550

If to Tenant to:

Grays Harbor Conservation District
150 Technology Lane, Suite 201
Elma, WA 98541

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

15. Waiver.

No waiver of any default of Landlord or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

16. Headings.

The headings used in this Lease are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Lease.

17. Successors.

The provisions of this Lease shall extend to and be binding upon Landlord and Tenant and their respective legal representatives, successors and assigns.

18. Consent.

Landlord shall not unreasonably withhold or delay its consent with respect to any matter for which Landlord's consent is required or desirable under this Lease.

19. Time of the Essence.

Time is of the essence in the performance and observance of each and every term, covenant and condition of this Lease by both Landlord and Tenant.

20. Performance.

If there is a default with respect to any of Landlord's covenants, warranties or representations under this Lease, and if the default continues more than thirty (30) days after notice in writing from Tenant to Landlord specifying the default, Tenant may, at its option and without affecting any other remedy hereunder, cure such default and deduct the

cost thereof from the next accruing installment or installments of rent payable hereunder until Tenant shall have been fully reimbursed for such expenditures, together with interest thereon at a rate equal to the lessor of twelve percent (12%) per annum or the then highest lawful rate. If this Lease terminates prior to Tenant's receiving full reimbursement, Landlord shall pay the un-reimbursed balance plus accrued interest to Tenant on demand.

21. Compliance with Law.

A. Tenant shall comply with all laws, orders, ordinances and other public requirements now or hereafter pertaining to Tenant's use of the Leased Premises. Landlord shall comply with all laws, orders, ordinances and other public requirements now or hereafter affecting the Leased Premises.

B. The invalidity or unenforceability of any particular provision of this lease shall not affect the other provisions hereof and this lease shall be construed in all respects as if such invalid or unenforceable provision were omitted.

22. Attorney Fees.

In the event either party shall be required to bring any action to enforce any of the provisions of this Lease, or shall be required to defend any action brought by the other with respect to this Lease, the prevailing party in such action shall be entitled to reasonable attorney's fees, in addition to costs and necessary disbursements. "Action" shall include an arbitration proceeding. Any action brought to enforce any provisions of this lease shall be governed by Washington State law and be brought in Grays Harbor County.

23 Final Agreement.

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. Only a further writing that is duly executed by both parties may modify this Agreement.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

LANDLORD
THE CITY OF HOQUIAM

TENANT
GRAYS HARBOR CONSERVATION
DISTRICT

BY _____
BEN WINKELMAN
Mayor of Hoquiam

BY _____

(Title)

CONSULTANT AGREEMENT	
PROJECT TITLE AND IDENTIFICATION NUMBER Development Review Services	WORK DESCRIPTION On-call planning services for the review of development projects
CONSULTANT AHBL, Inc. 2215 North 30th Street, Suite 300 Tacoma, WA 98403-3350	CONSULTANT CONTACT NAME, AND TELEPHONE NO. Wayne Carlson, FAICP, LEED AP Principal phone: (253) 383-2422 email: wecarlson@ahbl.com
FEDERAL I.D. NO. 91-0915991	BUDGET OR FUNDING SOURCE Cost recovery through development fees
PROJECT ADMINISTRATOR NAME, ADDRESS AND TELEPHONE NO. Brian Shay City Administrator City of Hoquiam 609 8th Street Hoquiam, WA 98550 (360) 583-3983	MAXIMUM AMOUNT PAYABLE, IF ANY Time and Expense as authorized by task order by City of Hoquiam staff
COMPLETION DATE December 31, 2024	<input type="checkbox"/> Lump Sum <input type="checkbox"/> Cost Plus a Fixed Fee <input type="checkbox"/> Schedule Rate/Time and Materials <input checked="" type="checkbox"/> Time and Materials

THIS AGREEMENT is entered into on October 27, 2023, between the City of Hoquiam, Washington, hereinafter called "the CITY", and the above person, firm or organization, hereinafter called "the CONSULTANT".

WHEREAS, the CITY desires to accomplish the above-referenced project; and

WHEREAS, the CITY does not have sufficient staff or expertise to meet the required

commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

1. Retention of Consultant - Scope of Work. The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement.

2. Completion of Work. The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall complete all work required by this agreement according to the terms of the task orders authorized by City staff. A failure to complete the work according to the applicable task order, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement.

3. Payment. The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided in Exhibit B, or as amended, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice the CITY no more frequently than once per month during the course of the completion of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within 45 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.

4. Changes in Work. The CONSULTANT shall promptly make such changes and revisions in the complete work provided by this agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY; this work shall be considered as Extra Work and will be paid for as provided in Section 5.

5. Extra Work.

A. The CITY may, at any time, by written order, make changes within the general scope of the agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of the agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify the agreement accordingly.

B. The CONSULTANT must submit any "proposal for adjustment" under this clause within 30 days from the date of receipt of the written order to make changes. However, if the CITY decides that the facts justify it, the CITY may receive and act upon a proposal submitted before final payment of the agreement.

C. Failure to agree to any adjustment shall be a dispute as provided in Section 18. Notwithstanding any such dispute, the CONSULTANT shall proceed with the agreement as changed.

D. Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be increased or considered to be increased except by specific written amendment of this agreement.

6. Ownership of Work Product. Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT. Electronic versions of all work products shall be provided to the CITY in a format compatible with CITY software, except to the extent expressly waived in the attached exhibits.

7. Independent Contractor. The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

8. Indemnity. The CONSULTANT agrees to hold harmless, indemnify and defend the CITY, its officers, agents, employees and volunteers from and against any and all claims, injuries, losses, suits, costs or liability, including attorneys' fees (collectively, "Claims"), specifically including

without limitation Claims resulting from injuries, sickness or death of employees of the CONSULTANT and/or damage to property, arising out of or otherwise resulting from the acts, errors, or omissions of the CONSULTANT, its officers, agents, subconsultants or employees, in connection with the services required by this agreement, provided, however, that: The CONSULTANT's obligation to indemnify, defend and hold harmless shall not extend to Claims caused by or resulting from the sole willful misconduct or sole negligence of the City.

Should a court of competent jurisdiction determine that this agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the CONSULTANT and the CITY, its officers, officials, employees, and volunteers, the CONSULTANT's liability, including the duty and cost to defend, hereunder shall be only to the extent of the CONSULTANT's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the CONSULTANT'S waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

The CITY's acceptance or approval of any services or work product under this agreement shall not be deemed to reduce, abridge, limit or otherwise alter the CONSULTANT's obligations as set forth in this section, unless such intent is expressly stated in writing by the CITY.

The provisions of this section shall survive the expiration or termination of this agreement.

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

A. Minimum Scope of Insurance

CONSULTANT shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The CITY shall be named as an additional insured under the CONSULTANT's Commercial General Liability insurance policy with respect to the work performed for the CITY using an additional insured endorsement at least

as broad as ISO CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability Professional liability insurance appropriate to the CONSULTANT's profession.

B. Minimum Amounts of Insurance

CONSULTANT shall maintain the following insurance limits:

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

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

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

The amounts listed above are the minimum deemed necessary by the CITY to protect the CITY'S interests in this matter. The CITY has made no recommendation to the CONSULTANT as to the insurance necessary to protect the CONSULTANT'S interests and any decision by the CONSULTANT to carry or not carry insurance amounts in excess of the above is solely that of the CONSULTANT.

C. Other Insurance Provisions.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability insurance, the CITY will be named on all insurance as an additional insured. The CONSULTANT shall submit a certificate of insurance to the CITY evidencing the coverages specified above, together with an additional insured endorsement naming the CITY, within fifteen (15) days of the execution of this agreement and prior to the performance of any work specified hereunder. The certificates of insurance shall cover the work specified in or performed under this agreement. The certificate and endorsement must be project and/or site specific.

D. Cancellation.

The CONSULTANT shall provide the CITY with written notice of any policy cancellation within two business days of its receipt of such notice. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the CITY.

The CONSULTANT's insurance coverage shall be primary insurance as respect the City. Any

insurance, self-insurance, or insurance pool coverage maintained by the CITY shall be excess of the CONSULTANT's insurance and shall not contribute with it.

E. Acceptability of Insurers.

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

F. No Limitation.

The CONSULTANT's maintenance of insurance as required by this agreement shall not be construed to limit the liability of the CONSULTANT to the coverage provided by such insurance, or otherwise limit the CITY'S recourse to any remedy available at law or equity.

G. Failure to Maintain Insurance.

Failure on the part of the CONSULTANT to maintain the insurance as required shall constitute a material breach of contract, upon which the CITY may, after giving five business days notice to the CONSULTANT to correct the breach, immediately terminate this agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the CITY on demand, or at the sole discretion of the CITY, offset against funds due the CONSULTANT from the CITY.

H. City Full Availability of Consultant Limits.

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

10. Records Retention and Disclosure. The CONSULTANT shall keep all records related to this agreement for a period of three years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records at all reasonable times during regular business hours of the CONSULTANT. Upon request, the CONSULTANT will provide the CITY with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose. The CONSULTANT shall also provide a complete electronic copy of all reports, plans, and specifications upon completion of the work or upon request of the CITY.

Separate from and additional to the foregoing, the CONSULTANT shall fully cooperate with and assist the CITY with respect to any request for public records received by the CITY and related to

any public records generated, produced, created and/or possessed by the CONSULTANT and related to the services performed under this agreement. Upon written demand by the CITY, the CONSULTANT shall furnish the CITY with full and complete copies of any such records within five business days.

The CONSULTANT's failure to timely provide such records upon demand shall be deemed a material breach of this agreement. To the extent that the CITY incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, the CONSULTANT shall fully indemnify and hold harmless the CITY as set forth in Section 8.

For purposes of this section, the term "public records" shall have the same meaning as defined by Chapter 42.17 RCW and Chapter 42.56 RCW, as said chapters have been construed by Washington courts.

The provisions of this section shall survive the expiration or termination of this agreement.

11. Notices. All notices required to be given by either party to the other under this agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

12. Project Administrator. The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it generally meets the requirements of this agreement, and for reviewing, monitoring and approving the general quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator. Provided, that nothing in this section shall be construed as altering the CONSULTANT'S duty of care or otherwise limiting, abridging, waiving or reducing the CONSULTANT'S obligations under this agreement.

13. Conflict Amongst Main Agreement and Attachments. In case of conflict between the Exhibits to this agreement and the portions of this agreement preceding the signature lines (Sections 1-22), the terms of Sections 1-22 shall prevail. Any limitations on liability and indemnification expressed in the attached exhibits beyond those specified in Sections 8 and 9 (prior to signature line) shall be null and void.

14. Termination. The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified in Box 3 on page 1. In the event that this agreement is terminated by the CITY other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services satisfactorily performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to

be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

15. Non-Discrimination. The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, sexual orientation, age or handicap, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.

16. Subcontracting or Assignment. The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY.

17. Non-Waiver. Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.

18. Resolution of Disputes; Governing Law and Venue. This agreement shall be governed by and construed in accordance with the laws of the State of Washington. If any dispute arises out of or in connection with this agreement, including any question regarding its existence, enforceability, interpretation, or validity, the parties will, if practicable, meet and confer in good faith for a period of fourteen (14) days to attempt to resolve such dispute without an adversary proceeding. If at the end of the fourteen (14) day period such attempt at resolution is unsuccessful, the parties may resort to litigation. The exclusive venue for any litigation arising out this agreement shall be the King County Superior Court. The substantially prevailing party in any such litigation shall be entitled to an award of its reasonable attorneys' fees.

19. Taxes. The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.

20. Entire Agreement. This agreement represents the entire integrated agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto.

21. Legal Compliance. In the performance of work under this agreement, the


CONSULTANT shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to the CONSULTANT's business, equipment, and personnel engaged in operations covered by this agreement or accruing out of the performance of such operations.

22. Risk of Loss. The CONSULTANT shall be solely responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at the CONSULTANT's own risk, and the CONSULTANT shall be solely responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CONSULTANT:

CITY OF HOQUIAM:



Ben Winkelman, Mayor

By: Wayne E. Carlson

Title: Principal

ATTEST/AUTHENTICATED:

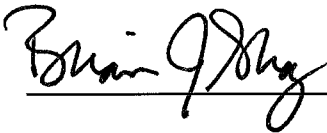


EXHIBIT A

SCOPE OF WORK

This scope of work is to provide offsite development review and planning assistance (Planning Services) to City of Hoquiam (City). Work will primarily include review of land use applications for consistency with Hoquiam Municipal Code, zoning review of building permit applications, review of land use and building permit applications under deadlines established by law, and general customer assistance for planning and zoning issues. Following is the AHBL, Inc. (Consultant) proposed scope of services:

- Attend pre-application meetings (virtual or in-person, as directed).
- Perform site visits for projects that require a public hearing.
- Review development and building permit applications and civil plans for zoning and subdivision or environmental code compliance, and to ensure conditions of approval are satisfied.
- Review Shoreline permits and requests for Letters of Exemption.
- Track development and building permit applications to ensure that a final decision is issued within the deadlines established by law.
- Review State Environmental Policy Act (SEPA) documentation for purposes of recommending additional studies, SEPA determinations, and/or mitigation measures (this would not include review of technical studies outside our area of expertise).
- Communicate and coordinate with applicants, their consultants, and other Hoquiam Building and Planning Department staff.
- Prepare staff reports and recommendations in consultation with and under supervision of City staff.
- Present reports to the Hearing Examiner, Planning Commission, and City Council, as applicable.

This scope of work also includes long-range planning activities, as directed by City of Hoquiam staff. These include tasks such as processing amendments to the City's Comprehensive Plan, zoning code, or other state mandates (such as periodic review of the City's Shoreline Master Program, etc.). When performing long-range planning activities, we will provide the City with a written scope of work and time estimate for completion as a task order prior to initiating any work.

Under this contract, you will have the option to authorize separate task orders for large projects. Task orders made by the City shall be issued in writing by a Task Assignment Document (provided in Exhibit C). In response to a Task Assignment Document, Consultant shall prepare a scope of work, professional service budget, project schedule, and identify key staff assignments. The scope of work will be thorough and sufficiently detailed to match the complexity of the project. The Consultant's project manager will also develop a Quality Assurance review schedule, which shall be included in the scope of work. The City Administrator will review and comment on the scope, schedule, and budget. An Assignment shall become effective when a Task Assignment Document is signed by the Consultant and the City, and the City issues it back to the Consultant with a Notice to Proceed. The exception is that emergency actions requiring an immediate response (less than 24 hours) can be handled by oral authorization. Such oral authorization shall be followed up with a Task Assignment Document within four working days, and any billing rates agreed to orally (for individuals, subcontractors, or organizations whose rates were not

previously established in this Agreement) shall be provisional and subject to final negotiation and acceptance by the City.

Once a Task Assignment Document is issued by the City, whether formal or informal, the Consultant's designated project manager will consult with City personnel, as needed, to discuss project specifics, including a site visit to fully understand the desired project outcome. The Consultant will then assemble a project team (including subconsultants, if necessary) possessing the specific skills necessary to perform the required work. Roles and responsibilities will be well defined within the project team to provide clear communication and establish accountability. When forming a project team, the Consultant will:

- Be as accurate as possible when identifying key staff that will be assigned project work.
- Achieve concurrence in staffing assignments from the appropriate discipline team leaders and Principal-in-Charge.
- Identify appropriate subconsultants and similarly obtain Principal-in-Charge concurrence.
- To avoid conflicts of interest and the appearance of conflicts of interest, any application, submittal, or petition from Consultant (including private applications of Consultant's owners and employees) will not be reviewed or processed under this contract.

Wayne Carlson will serve as the Consultant's Principal-in-Charge. Josh Kubitzka will serve as project manager, providing day-to-day oversight of our planners and coordination with City staff to ensure we are meeting the City's needs. Wayne and Josh will contact the City periodically throughout the term of the contract to discuss staffing needs and adjust staffing levels accordingly. As Principal-in-Charge, Wayne will be involved to ensure that Consultant brings the appropriate additional resources to the projects, as needed.

Consultant understands that the City has a cost-recovery system in its fee schedule for Consultant review of development applications. We are accustomed to tracking our time by each project and will provide separate invoices for each task to facilitate reimbursement in a manner consistent with the City's cost-recovery system, specific to the City's permit tracking and Task Order process. To keep costs to a minimum, we will track our time by each project and invoice the City separately for each application on a monthly basis. Other time that is not directly related to a specific project will be invoiced to a general project number.

Wayne and Josh are supported by a staff of 12 planners that can cover vacations, sick days, and additional work, as requested by the City. All planning services, including SEPA review, contract management, quality control, and review by senior staff, and any related assistance or other planning services will be based on the billing rate schedule provided in Exhibit B, or as amended. We will seek your authorization for the use of any staff member not included within this scope of work.

EXHIBIT B
FEE SCHEDULE

EXHIBIT B



SCHEDULE OF CHARGES & COMPENSATION

Principal.....	240.00/Hour	Director of Landscape Architecture	175.00/Hour
Associate Principal.....	220.00/Hour	Senior Landscape Architect.....	150.00/Hour
Associate Planning Principal.....	210.00/Hour	Landscape Architect 2.....	135.00/Hour
Senior Project Manager.....	195.00/Hour	Landscape Architect 1.....	125.00/Hour
Project Manager.....	180.00/Hour	Senior Landscape Designer.....	125.00/Hour
Senior Planning Project Manager.....	170.00/Hour	Landscape Designer 3.....	115.00/Hour
Planning Project Manager.....	160.00/Hour	Landscape Designer 2.....	105.00/Hour
Survey Project Manager.....	170.00/Hour	Landscape Designer 1.....	95.00/Hour
Assistant Project Manager.....	130.00/Hour	Senior Landscape Technician.....	130.00/Hour
Senior Engineer.....	165.00/Hour	Landscape Technician 3.....	105.00/Hour
Project Engineer 4.....	145.00/Hour	Landscape Technician 2.....	90.00/Hour
Project Engineer 3.....	130.00/Hour	Landscape Technician 1.....	80.00/Hour
Project Engineer 2.....	120.00/Hour	Project Surveyor.....	140.00/Hour
Project Engineer 1.....	110.00/Hour	Senior Survey Technician.....	130.00/Hour
Senior Engineer Technician.....	130.00/Hour	Survey Technician 3.....	120.00/Hour
Engineer Technician 3.....	120.00/Hour	Survey Technician 2.....	105.00/Hour
Engineer Technician 2.....	105.00/Hour	Survey Technician 1.....	90.00/Hour
Engineer Technician 1.....	90.00/Hour	Chief of Parties.....	165.00/Hour
Project Administrator.....	100.00/Hour	Survey Crew.....	220.00/Hour
Project Expeditor.....	80.00/Hour	1-Person Survey Crew.....	130.00/Hour
Senior Urban Designer.....	145.00/Hour	Graphic Designer.....	110.00/Hour
Urban Designer.....	130.00/Hour	Technical Editor.....	110.00/Hour
Planner 5.....	145.00/Hour	Word Processor/Sr. Administrative Asst. ...	90.00/Hour
Planner 4.....	130.00/Hour	Administrative Assistant.....	80.00/Hour
Planner 3.....	120.00/Hour	Outside Consultants.....	Separate Fee Proposal
Planner 2.....	105.00/Hour	Geotechnical Engineers.....	Separate Fee Proposal
Planner 1.....	75.00/Hour	Environmental Consultants.....	Separate Fee Proposal
Planning Technician.....	50.00/Hour		

Large Format Bond.....	0.50/sf
Large Format High Density Color Bond.....	2.00/sf
Large Format Mylar.....	2.00/sf
Small Format Color Bond 11 X 17.....	0.50/Sheet
Small Format Color Bond 8.5 X 11.....	0.40/Sheet

The Schedule of Charges and Compensation is subject to change.

Charges are made for technical typing, as in the preparation of reports, and for technical clerical services directly related to projects. Direct charges are not made for general secretarial services, office management, accounting, or maintenance.

EXHIBIT C

FORMAL TASK ASSIGNMENT DOCUMENT

AHBL No. 2230662.30

Task Number _____

The general provisions and clauses of the Consultant On-Call Services Contract dated _____ shall be in full force and effect for this Task Assignment.

Location of Project: _____

Project Title: _____

Approximate Maximum Amount Payable Per Task Assignment: _____

Completion Date: _____

Description of Work:

(Note attachments and give brief description)

Formal Task Assignment Document

AHBL No. 2230662.30

The general provisions and clauses of the Consultant On-Call Services Contract dated November 11, 2023, shall be in full force and effect for this Task Assignment.

Location of Project: Citywide

Project Title: Zoning Code Updates

Maximum Amount Payable Per Task Assignment: \$28,000*

*This fee assumes virtual attendance at public meetings and hearings (See Task 4). If in-person attendance is requested, reimbursement shall be \$700 per meeting.

Completion Date: Prior to December 31, 2025

Description of Work:

This work involves assisting the City of Hoquiam with the preparation of amendments to its Municipal Code to facilitate economic development. Title 10 "Land Development," is anticipated to be the primary Title within the City's Municipal Code where the amendments would occur. Our scope of work is as follows:

Task 1: Project Initiation and Scoping

- Attend and present at one Planning Commission kick-off meeting to discuss the municipal code update process and start initial discussion.
- Prepare a memo and presentation to the Planning Commission that details the process, initial schedule, potential opportunity areas within the municipal code for updates, initial possible solutions, and a range of possible commercial uses that will act as a catalyst for discussions.
- Attend a Planning Commission study session to provide initial recommendations and receive direction from the Planning Commission.
- Prepare a staff report detailing municipal code update recommendations for the Planning Commission to review and comment on and attend an additional study session for feedback.

Task 2: Municipal Code Amendment Preparation

- Prepare proposed code amendments to Title 10 (tracked changes) and prepare a proposed adoption ordinance.

Task 3: Distribute Amendments and SEPA Checklist to Commerce & Ecology

- Prepare a non-project SEPA checklist and a draft SEPA Determination for the proposed code updates.
- Assist staff to transmit proposed development code changes to the Dept. of Commerce for the required agency notice in accordance with RCW 36.70A.106 and WAC 365-196-630 (with a request for "Expedited Review").

Task 4: Adoption Phase Services

- Prepare a public hearing staff report and presentation materials.
- Prepare a public hearing memo and PowerPoint presentation for use at the Planning Commission and City Council meetings/hearings.
- Attend and present at one Planning Commission Public Hearing (virtual attendance is assumed).

- Attend and present at one City Council study session (virtual attendance is assumed).
- Prepare City Council requested adjustments to the proposed Title 10 amendments and make final revisions to the adoption ordinance (following legal review).
- Attend and present at one City Council Public Hearing (virtual attendance is assumed).

Planning Director Signature: _____ Date: _____

Oral Authorization Date: _____ See Letter Dated: _____

Consultant Signature: _____ Date: _____



EXHIBIT A

City of Hoquiam Beacon Hill Drive Waterline Replacement



Prepared by:

HDR Engineering, Inc.
905 Plum Street SE, Suite 200
Olympia, Washington 98501

April 2025

Exhibit A-1

Scope of Services

The City of Hoquiam (City) selected HDR Engineering, Inc. (HDR) to prepare an alternatives analysis with a future amendment for bid ready design documents based on the alternative selected by the City for replacing a section of an 8-inch cast iron waterline in Beacon Hill Drive. The proposed project is a segment of the Beacon Hill Drive Waterline Replacement Project that is part of the City's 2025 Water System Plan. This project replaces a section of over 100 year old, 8-inch, cast iron pipe that has been isolated by the City by closing existing valves on either side of the section due to severe leakage and difficulty by City staff to repair internally.

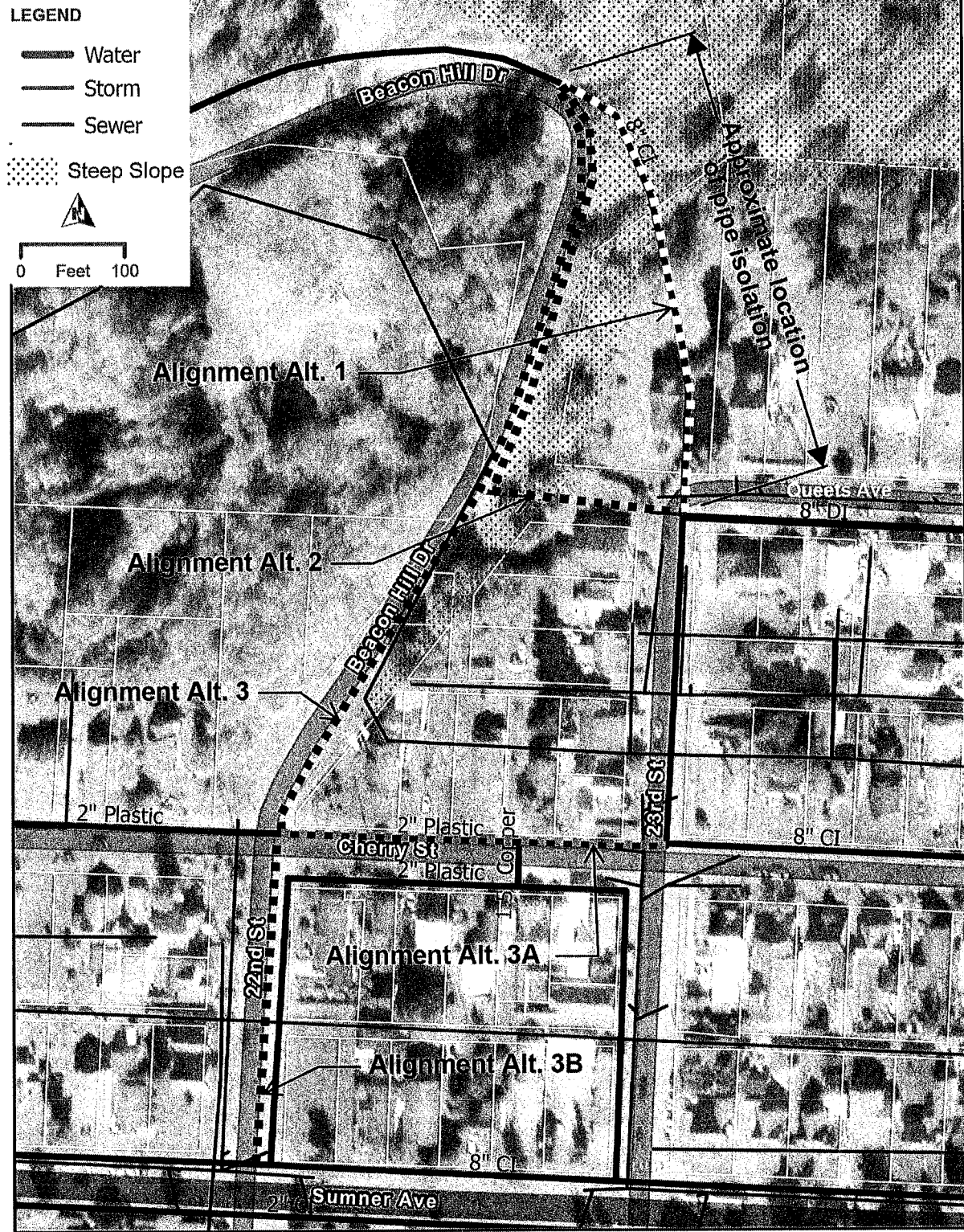
HDR will consider a variety of alternative alignments (illustrated in **Error! Reference source not found.**) and construction methods for the pipeline replacement with a new 12-inch waterline. These include:

- Alignment Alternative 1 - a new 12-inch waterline replacing approximately 520 linear feet (LF) of the existing 8-inch cast iron water main by using either methods of open-cut or pipe bursting.
- Alignment Alternative 2 - a new 12-inch waterline using open-cut methods along Beacon Hill Drive and connecting to the existing 8-inch on Queets Ave.
- Alignment Alternative 3 - a new 12-inch waterline using open-cut methods along Beacon Hill Drive to Cherry Street. The waterline would then either:
 - Continue east on Cherry Street to 23rd Street (Alt. 3A).
 - Continue south from Cherry Street to Sumner Avenue (Alt. 3B)

For Alignment Alternative 3, the evaluation would also include the cost/feasibility of upsizing the existing 2-inch pipes running parallel to the proposed 12-inch diameter water main. Evaluation of the alignment alternatives will include a high level geotechnical assessment of construction feasibility due to proximity to steep slopes.

HDR will prepare an alternatives analysis with associated opinions of construction cost for the City to select for Plans, Specification, and Estimate (PS&E) development for the next phase of the project.

Figure 1. Alternative Alignments



Task 100 – Project Management

Objective

The purpose of this task is to monitor, control, and adjust the scope, schedule, and budget as well as provide monthly status reporting, accounting, and invoicing, and management of the project team including subconsultants in coordination with City staff.

HDR Responsibilities

- 1) Prepare monthly invoices and status reports describing services completed during the period, issues to be addressed, and services planned for the next period.
- 2) Attend one virtual review meeting after the DRAFT Alternative Analysis has been reviewed by the City.
- 3) Project setup, management, and coordination.
- 4) Provide written agendas and notes of issues discussed at the review meeting.
- 5) No site visits required as part of this initial Alternative Analysis phase.

City Responsibilities

- 1) Attendance at virtual meetings to provide input, feedback, and direction.
- 2) Review and provide consolidated, conflict resolved comments to meeting notes in relation to accuracy.
- 3) Prompt processing and payment of compliant invoices. The City will make one progress payment each month provided they are complete and accurate from HDR and in the format requested by the City.

Assumptions

- 1) The project duration for Tasks 100 through 300 will be two (2) consecutive months and is assumed to occur between Notice to Proceed mid-April 2025 through June 2025.
- 2) Project team review meeting will include the following: one Alternative Analysis review meetings to discuss City review comments and input on deliverable. The project meeting will be held virtually.
- 3) HDR will not be held responsible for delays occasioned by factors beyond its control, which could not reasonably have been foreseen at the time of execution of the Agreement. HDR has a reasonable right to rely on the data and documents provided by the City for use in this project.
- 4) Project team meeting will be attended by a maximum of two (2) HDR staff members and will be approximately one (1) hours in duration. A maximum of two total hours of management time will be required (preparation, attendance, and follow-up email notes) per meeting.
- 5) During invoicing periods when no design/engineering work is performed, HDR will not submit an invoice/status report to the City for that billing period.

Deliverables

- 1) Monthly reports and invoices (one pdf copy with invoice).
- 2) Meeting agenda and notes (pdf).

Task 200 – Geotechnical

Objective

HDR will retain Sage Geotechnical, LLC (Sage) to provide geotechnical services in support of alternatives analysis for the Beacon Hill Waterline replacement project. Sage's scope of services is described below.

HDR Responsibilities

- 1) Retain Sage as a subconsultant to provide geotechnical services for this project.
- 2) Review and provide comments on Sage's deliverables.

Sage (Subconsultant) Responsibilities

- 1) Review readily available geotechnical and geologic information for the project.
- 2) Visit the site to perform a slope stability reconnaissance of the proposed pipe alignment.
- 3) Attend one virtual project team meetings with the City and HDR.
- 4) Provide a geotechnical summary regarding slope stability and/or constructability concerns for open-cut and trenchless pipe alternatives.
- 5) Develop a geotechnical exploration plan to support design of proposed pipe alignment profile.
- 6) Provide geotechnical considerations (via email) for inclusion in HDR's alternatives analysis deliverable.

City Responsibilities

- 1) Provide available geotechnical information within the project vicinity.

Assumptions

- 1) HDR will develop a proposed pipe alignment and profile for Sage's use in developing the subsurface exploration plan.
- 2) The task is a paper study no borings will be drilled.

Deliverables

- 1) Subsurface exploration plan (PDF via email)
- 2) Geotechnical slope stability and constructability summary (via email)

Task 300- Beacon Hill Drive Alternative Analysis

Objective

The purpose of Task 300 is to conduct an alternatives analysis and prepare an Alternative Analysis Technical Memorandum that evaluates and identifies the preferred/recommended

alternative for the Beacon Hill Drive Water Main replacement as well as additional watermain replacement from Queets Avenue to Cherry Street depending on the preferred alignment.

HDR Responsibilities

- 1) Review Record Drawings and LIDAR data from the City.
- 2) Prepare DRAFT and Final Alternatives Analysis technical memorandum (TM).
- 3) Prepare Class 5 Opinion of Probable Construction Cost (OPCC) for each of the three alternatives (from the isolation valve to Queets Avenue) as well as the replacement 12-inch watermain to Cherry Avenue.
- 4) Respond to City comments.

City Responsibilities

- 1) Provide Record Drawings of all utilities following all 4 alternative routes shown in Figure 1.
- 2) Provide requested data within two weeks of request.
- 3) Review and provide consolidated review comments on Draft Alternatives Analysis Technical Memorandum.
- 4) Select preferred alternative for PS&E development.

Assumptions

- 1) The Beacon Hill Drive Waterline Replacement TM will be up to 10 pages in length and will consist of the following:
 - A. Up to three alignment alternatives will be considered for this task.
 - i. Alignment 1 - From Beacon Hill Drive to Queets Avenue currently closed isolation valve along existing alignment. Construction method alternatives include either trenchless method using pipe bursting or replacing in-place with traditional open-cut type construction.
 - ii. Alignment 2 - From Beacon Hill Drive to Queets Avenue currently closed isolation valve along new alignment avoiding crossing private parcels. Construction with traditional open-cut type construction.
 - iii. Alignment 3 - From Beacon Hill Drive to Cherry Street and then either: along Cherry Street to 23rd Street (Alt. 3A) or continuing to Sumner Avenue (Alt. 3B). Construction with traditional open-cut type construction and abandonment of 2-inch waterlines running parallel to proposed pipeline.
- 2) The proposed watermain for each alternative has previously been hydraulically modeled and will be 12-inches in diameter.
- 3) The watermain will be Class 52 Ductile Iron.
- 4) No right of way acquisition or temporary/permanent construction easements will be required as part of the project.
- 5) No permitting costs will be included in the alternative analysis.
- 6) An OPCC will be included for required stormwater improvements for each alternative.
- 7) No plans, specifications or estimates will be prepared as part of this task.



8) No survey or geotechnical work will be performed as part of this task.

Deliverables

- 1) Response to City comments (PDF format)
- 2) DRAFT Alternative Analysis Technical Memorandum (PDF format).
- 3) Final Alternative Analysis Technical Memorandum (PDF format).

Exhibit A-2

Estimated Fee For Professional Services

Below are the estimated professional services costs for the tasks provided in this scope of services. The following table is provided only to show the City an approximate breakdown of estimated costs. Expenses and subconsultants will be billed at a 5% Markup.

Task	Estimated Task Cost
Task 100 – Project Management	\$7,472.00
Task 200 – Geotechnical Engineering	\$6,050.00
Task 300 – Beacon Hill Drive Alternative Analysis	\$29,528.00
Total	\$43,050.00

Notes:

(1) Direct Expenses are included in the estimated task costs, and may include mileage, reproduction)