

ANNUAL UPDATE AND ACCOMPLISHMENT REPORT

For agencies under 100,000

COWLITZ COUNTY DEPARTMENT OF PUBLIC WORKS (Name of Recipient)

October 2, 2018
(Report Submission Date)

Fiscal Year 2017 – October 1, 2016 to September 30, 2017
(Reporting Period)

Reference: WSDOT's Local Agency Guidelines Manual, Chapter 28

1. Report any changes in the organizational structure since the last reporting period.
(Example: New Title VI Coordinator, new planning or public works directors, etc).
 - Report should identify the changes in the racial/gender composition of those persons involved in the transportation decision making, including planning and advisory staff.
 - If no changes have been made, please indicate that accordingly.

Since the last reporting period (September 30, 2016) there were no organization changes within the County Department of Public Works and the Department of Building and Planning. Therefore, there is no change in the racial / gender composition involved in the transportation decision making within the County.

2. Using the most current data available (through Census or Washington State Office of Financial Management), describe the demographics within your jurisdiction.
 - a. Describe any required Title VI activities and/or studies conducted that provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits.
 - b. How was the information utilized or Title VI provisions and needs applied in each study or activity?

The following information most accurately describes the demographics within Cowlitz County, including the incorporated cities, as taken from the U.S. Census Bureau decennial census in 2010:

CATEGORY	COUNT	PERCENT
Total Population	102,410	100.0%
Male Population	50,542	49.4%
Female Population	51,868	50.6%
Median Age (Years)	40.2	
Population Under 5 Years of Age	6,564	5.9%
Population 18 Years and Older	77,689	75.9%
Population 65 Years and Older	15,805	15.4%
Single Race – White	91,069	88.9%
Single Race – Black or African American	642	0.6%
Single Race – American Indian or Alaska Native	1,570	1.5%
Single Race – Asian	1,500	1.5%
Single Race – Native Hawaiian or Other Pacific Islander	232	0.2%
Single Race – Other	3,575	3.5%
Two or more Races - percent	3,822	3.7%
Hispanic or Latino - percent	7,975	7.8%

3. List any Public outreach activities during the reporting period such as, public announcements and/or communications for meetings, hearings, project notices. Include the following:
 - a. How were special language needs assessed? List the special language needs assessments conducted.
 - b. What outreach efforts did you utilize to ensure that minority, women, low-income, and LEP population groups were provided equal opportunity to participate in those outreach activities. (Examples: provided materials in other languages, met with local social services agencies, advertised in a minority publication).
 - c. List the special language services provided – note the professional language service provided including the name of the service, date provided, number of persons served, and any other relevant information.
 - d. List any costs incurred for translations and interpreters for each activity.

Transportation related public outreach activities were conducted during this fiscal year reporting period in association with public hearings for the Six Year Transportation Improvement Program and the Annual Construction Program. Notification consisted of publishing the notices in the local newspaper of record – The Longview Daily News. There were no requests to provide special language assistance and no outreach efforts beyond the public notifications.

Public outreach activities were conducted in association with the Industrial Way/Oregon Way Intersection project. Project Updates were mass mailed to residents within a one mile radius of the project in October 2016 and April 2017.

Open House 4 was held on January 26, 2017. Outreach activities included: mailing flyers in both English and Spanish to residents within a one mile radius of the project; an ad in The Daily News in both English and Spanish; press release in both English and Spanish which was sent to the Highlands Neighborhood Association, Ethnic Support Council and St. Rose Church and a Public Service Announcement on local radio stations, flyers were sent to St. Rose Church, handed out at a mobile food bank, posted at a neighborhood laundromat and at the neighborhood Community Center. The project brochure, comment forms and Title VI forms which were available at the open

Annual Update and Accomplishment Report
Population Under 100,000

house were in both English and Spanish. Two Title VI forms were submitted, both in English. A Spanish interpreter was available, as well.

On August 24, 2017 a questionnaire was sent to potentially displaced businesses posing questions regarding employment, income level, race of employees and owners.

4. List all the transportation related contracts (Federal and others) that were executed during the reporting period. (Please include construction, consultant agreements for planning, design, engineering, environmental, research, maintenance, etc.)
 - Include dollar value of each
 - Other than advertising in your local legal publication, what outreach was made to DMWBE firms that a contracting opportunity existed within your agency?
 - Identify the DMWBE contracts that were awarded and their dollar amount.
 - Is there a Title VI Non-Discrimination statement included in all contracts and public notices?
 - How did your organization ensure that minority, women, and disadvantaged firms were provided equal opportunity to participate in the contracting arena?

During this fiscal year reporting period, the County executed the following transportation related contracts:

PROJECT	PROJECT NAME	TYPE	CONTRACT FOR?	DOLLAR AMOUNT
1262	S Cloverdale Rd/Martins Bluff Rd Intersection	1	Construction	\$99,942
1326	Kalama River Rd Slope Stabilization	1	Construction	\$348,162
2227	Countywide Pavement Overlay	1	Maintenance	\$710,509
2066-17	Countywide Pavement Striping	1	Maintenance	\$460,966
1501	Willow Grove Rd Guardrail	1	Maintenance	\$486,319
5306	Kalama River Rd Guardrail Repair	1	Maintenance	\$35,400
1105	Install/Upgrade Curve Warning Signs	1	Maintenance	\$168,375
1780	Hazel Dell Rd Improvement – Mitigation Plan	1	Maintenance	\$162,779
5337	Kalama River Rd Rock Slide Removal	3	Construction	\$40,000
5337	Kalama River Rd Rock Scaling and Tree Removal	3	Construction	\$20,000
N/A	Local Agency Standard Consultant Agreement Supplement 3 (Foundation Engineering)	2	Consultant	\$200,000
N/A	Local Agency Standard Consultant Agreement (Ecological Land Services)	2	Consultant	\$150,000
N/A	Local Agency Standard Consultant Agreement (Environmental Analysis Services)	2	Consultant	\$150,000
N/A	Local Agency Standard Consultant Agreement (BergerAbam)	2	Consultant	\$150,000
N/A	Local Agency Standard Consultant Agreement (Parametrix)	2	Consultant	\$150,000
N/A	Local Agency Standard Consultant Agreement (Foundation Engineering)	2	Consultant	\$200,000
N/A	Local Agency Standard Consultant Agreement Supplement 2 (Claude T. Sakr Consulting)	2	Consultant	\$147,625

Type 1. Solicitation for each of these contracts was completed with advertisements in the Longview Daily News, the County's newspaper of record, the Vancouver Columbian, the Portland Daily Journal of Commerce and the Seattle Daily Journal of Commerce. A Title VI non-discrimination statement was included in the advertisements for these projects.

Type 2. Requests for Qualifications (RFQ) were solicited from Consultants that were registered on the Cowlitz County Consultant Roster. The RFQ's were evaluated by County staff with the consultants selected following an interview. The consultant roster was completed with advertisements in the Longview Daily News, the County's newspaper of record, the Vancouver Columbian, the Portland Daily Journal of Commerce and the Seattle Daily Journal of Commerce. A Title VI non-discrimination statement was included in the advertisement to establish the Consultant Roster.

Type 3. These projects were completed under an emergency declaration. No solicitations were made.

No projects executed during the fiscal year included DBE requirements

5. Summarize any transportation projects that identify potential impacts to minority and/or low-income Environmental Justice (EJ) populations (i.e., impacts such as displacements, increased noise, bisecting neighborhoods, et al). Note the following:
 - How impacts were minimized/mitigated.
 - Also include a statement, if applicable, on projects that specifically benefit community cohesion such as: adding sidewalks, improving access to properties that improve access for EJ populations.

There were no projects completed within this fiscal year reporting period that identified potential impacts to minority and/or low-income Environmental Justice populations.

6. If Right of Way has been acquired for a transportation project, please describe:
 - Identify the number of minority, low-income, elderly and disabled persons affected.
 - The efforts that were made to address Limited English Proficiency issues (including use and cost of translators, outreach efforts for each reported activity).
 - Describe any concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance, and payments. What actions were taken to resolve those issues?

During this fiscal year reporting period, right-of-way was acquired as identified below:

Right of Way Acquired / October 1, 2016 – September 30, 2017

Name (seller)	Date	Easement / Purchase Type	Amount	Project Name
Daniel Palomeque	12/9/16	Road Easement; Trees; Fence	\$4,320.00	S Cloverdale Road & Confer Road Intersection Project No. 1301
Dean R. Schwinn	05/19/17	Road Easement	\$500	Delameter Road Improvement Project No. 1802

Annual Update and Accomplishment Report
Population Under 100,000

Shelley K. Martin	05/19/17	Permanent & temporary Easement	\$850	Delameter Road Improvement Project No. 1802
Vienna L. Torppa	05/19/17	Road Easement	\$500	Delameter Road Improvement Project No. 1802
Scott Van Sickle	06/02/17	Permanent & temporary Easement	\$550	Delameter Road Improvement Project No. 1802
Nancy V. Carroll	06/16/17	Permanent & temporary Easement; Loss of Lawn	\$2,350	Delameter Road Improvement Project No. 1802
Michael R. Murray	06/23/17	Road Easement	\$500	Delameter Road Improvement Project No. 1802
Chad White	06/23/17	Permanent & temporary Easement	\$1,900	Delameter Road Improvement Project No. 1802
Douglas B. Bingham	07/07/17	Permanent & temporary Easement; Fence	\$11,700	Delameter Road Improvement Project No. 1802
Joseph J. Delapena	6/2/17	Permanent & temporary Easement; Fence	\$6,700	Delameter Road Improvement Project No. 1802
Hao Li	6/16/17	Permanent Easement; Shrub; Fence	\$6,405	Delameter Road Improvement Project No. 1802

Impacts to minority, disabled and elderly property owners were as follows for each of these projects:

There were no disproportionate impacts identified for minority, disabled or elderly property owners. All negotiations were handled in a similar manner in accordance with FHWA guidelines. There was no compilation of the number of women, minority, low income, elderly or disabled persons.


7. List and describe any Title VI related complaints, as a result of transportation activities and projects. Include:
 - What was the allegation or concern?
 - Procedures used
 - Action taken
 - Resolution

Annual Update and Accomplishment Report
Population Under 100,000

There have been no known Title VI related complaints received by the County as a result of transportation activities and projects during this fiscal reporting year.

Approved this 2nd day of October, 2018.

BOARD OF COUNTY COMMISSIONERS
OF COWLITZ COUNTY, WASHINGTON



Joe Gardner
Joe Gardner, Chairman

Dennis P. Weber
Dennis P. Weber, Commissioner

Arne Mortensen
Arne Mortensen, Commissioner

Attest:

Tiffany Ostreim
Tiffany Ostreim
Clerk of the Board