

NDA Annual Title VI Update and Accomplishment Report
 For agencies under 100,000

Agency: **City of Sedro-Woolley**
 Report Due Date: July 1, 2020
 Reporting Period: **2019**

I. Report any changes in the organizational structure since the last reporting period.

No changes for the reporting period of **2019**.

| Name | Gender/Ethnicity | Title | Program |
|-----------------|-------------------------|--------------------------|--|
| Julia Johnson | Female/Caucasian | Mayor | Responsible Agency Official |
| Mark Freiberger | Male/Caucasian | Director of Public Works | All aspects of work for public works |
| David Lee | Male/Caucasian | City Engineer | All aspects of work for design engineering |

II. Using the most current data available (through Census or Washington State Office of Financial Management), describe the demographics within your jurisdiction.

According to the estimated Census as of April 1, 2019 from the Washington State Office of Financial Management website the City of Sedro-Woolley has an estimated population of 11,690 and the US Census website estimates a population of 11,579 within 4.3 square miles. Most of the research in this report is based on the 11,579 threshold.

A. Describe any required Title VI activities and/or studies conducted that provided data relative to minority person, neighborhoods, income levels, physical environment, and travel habits.

The City of Sedro-Woolley did not conduct any official Title VI studies that provided data relative to minority persons, neighborhoods, income levels, physical environment, or travel habits.

We currently rely on the student demographics from the OSPI Washington State Report Card for the Sedro-Woolley School District and the US Census to determine the prominent ethnicity and language other than English spoken in the home.

B. How was the information utilized or Title VI provisions and needs applied in each study or activity?

It was determined by the OSPI Washington State Report Card that White was the predominate race/ethnicity at 70.7% with the Hispanic/Latino race/ethnicity following behind at 21.6%.

With this information we were able to determine that public notices for projects needed to include not only the standard disability accommodation in English but our most vital documents should be available in Spanish as well.

III. List any Public outreach activities during the reporting period such as, public announcements and/or communications for meetings, hearings, project notices.

A. How were special language needs assessed? List the special language needs assessments conducted.

In 2019 no project specific public meetings were held for any of our public works projects; Most projects replaced or included ADA and sewer upgrades, sidewalk connectivity and improved traffic flow within our city limits.

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 publications).

All transportation construction notices sent to the local paper, radio, emergency services, mailings and our city website include some translation in Spanish. Public notices were also sent to the local Skagit Valley College (SVC) radio station that has a Spanish speaking radio station. We learned this year while searching for additional Spanish speaking radio stations that the SVC Spanish radio program is currently unfunded and is looking to fund it again later in the 2020 calendar year.

C. List the special language services provided. Note the professional language service provided including the name of service, date provided, number of persons served, and any other relevant information.

For this reporting period special language services were not requested for any of our transportation projects. In early 2019 we contracted with the Language Exchange for interpreter services (previously used by our court system and police patrol units). The City in conjunction with this contract implemented "I speak" cards for our front counter personnel and public works employees.

D. List any costs incurred for translations and interpreters for each activity.

No special language services or accommodations were requested for any specific transportation projects; however, citywide we spent nearly \$3,400 in interpreter costs involving court and police department activities in 2019.

IV. List of all 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.)

Consultant agreements implemented in 2019 for transportation purposes:

One federally funded **surveying consultant** agreement was implemented in 2018. Their services include design and construction surveying services for our SR20/Cascade Trail West Extension Phase 2A Project currently in design phase.

This 2018 - 2020 agreement is with Semrau Engineering & Surveying PLLC of Mount Vernon, WA.

The original agreement amount: \$7,300.00

One federally funded **environmental consultant** agreement was implemented in late 2018. Their services include environmental services for our SR20/Cascade Trail West Extension Phase 2A Project currently in design phase.

This 2018 - 2020 agreement is with Widener & Associates (DGK Inc.) of Everett, WA

The original agreement amount: \$11,400.00

One federally funded **geotechnical consultant** agreement was implemented in 2019. Their services include design and construction phase geotechnical and materials testing services for our SR20/Cascade Trail West Extension Phase 2A Project currently in design phase.

This 2019-2020 agreement is with GeoTest Services of Bellingham, WA

The original agreement amount: \$9,000.00

One **engineering consultant** agreement was implemented in 2018.

The agreement included a scoping study for our Jones/John Liner/Trail Road Project. This 2018-2020 agreement is with Reichhardt & Ebe Engineering Inc. of Lynden, WA.

The original agreement amount with no federal funds was: \$125,416.83

- One supplement to the agreement in the amount of \$83,387.84 was executed in 2019 which included federal funds making this a federally funded project.

Federal funds were not utilized in the following agreements listed below:

One **engineering consultant** agreement was implemented in 2019.

This agreement includes Traffic Modeling for various projects. This 2019-2020 agreement is with Transportation Solutions Inc. (TSI) of Redmond, WA.
The original agreement: \$20,000

Two **surveying consultant** agreements were implemented; one in 2018 and the other 2019.

The first one their services include design and construction surveying services for our SR20 West Lane Widening & Safety Improvements Project. This 2018-2020 agreement is with Semrau Engineering & Surveying PLLC of Mount Vernon, WA.
The original agreement amount: \$8,100

The second 2019 agreement includes miscellaneous on-call support services for city street projects. This 2019 agreement was with Lisser and Associates PLLC of Mount Vernon, WA.
The original agreement amount: \$25,000

Two **materials testing consultant agreements** were implemented in 2019.

The first one includes material testing, inspections and support services for various city projects. This 2019 agreement was with Materials Testing & Consulting Inc. of Burlington, WA.

The original agreement amount: \$20,000

The second one includes design and construction phase geotechnical and materials testing for our SR20 West Lane Widening & Safety Improvements Project. This 2019 - 2020 agreement is with GeoTest Services Inc. of Bellingham, WA.

The original agreement amount: \$15,000

Construction agreements implemented in 2019 for transportation purposes:

We had two roadway improvement projects; one was included in a sewer extension project.

One was for our Borseth-Robinson Sewer Extension Project. This 2019 project was awarded to C Johnson Construction of Oak Harbor, WA with a final amount of \$197,675.88

The second one was for our 2019 Complete Streets Sidewalk and ADA Improvements Project. This 2019 project was awarded to Trinity Construction Inc. of Marysville, WA with a final contract amount of \$269,570.48.

We implemented several maintenance agreements in 2019 for various asphalt repair needs. These small projects covered asphalt crack seal, sidewalk repairs, manhole replacements and culvert repairs.

One **arterial crack seal** project was executed with CR Contracting LLC of Bend, OR. The original agreement amount was executed with NTE amount of \$51,250.00 with a final amount of \$40,645.34.

One **on-call asphalt pavement** agreement was executed with JNR Paving Inc. of Sedro-Woolley, WA to repair additional arterial streets as directed. The original agreement amount was executed with NTE amount of \$30,000 with a final amount of \$20,897.10.

One **on-call construction services** agreement was executed with P & P Excavating LLC of Bellingham, WA to repair sidewalks, manholes and culvert repairs. The original agreement was executed with a NTE amount of \$35,000 with a final amount of \$70,257.43.

Other than advertising in your local legal publication, what outreach was made to DMWBE firms that a contracting opportunity existed within your agency.

The City of Sedro-Woolley annually participates in a shared roster process hosted and maintained by Municipal Research and Services Center of Washington (MRSC). This shared small works roster covers vendors, consultants, and contractors.

Identify the DMWBE firms that were awarded and their dollar amount.

No DMWBE firms were awarded during this reporting period.

Is there a Title VI Nondiscrimination statement included in all contracts and public notices?

All transportation public notices and solicitations include the Title VI Nondiscrimination statement. All federally funded contracts reference and incorporate the FHWA-1273 document and include the statement verbatim from the LAG manual.

How did your organization ensure that minority, women, and disadvantage firms were provided equal opportunity to participate in the contracting arena?

All larger transportation projects are advertised in our local legal paper of record and are open to anyone to bid. Smaller transportation projects are subject to our Small Works Roster process hosted by MRSC.

V. 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).

We continue to design projects that include many ADA upgrades, sidewalk connectivity and improved traffic flow within our city limits.

A scoping study report was prepared and completed in early 2020 for the Jones / John Liner / Trail Road Project. When this project is fully funded, it will be completed in phases over the next few years. The project scope includes a new east-west traffic corridor for vehicle and pedestrian mobility. Again, improving the traffic flow within our city limits.

No potential impacts were identified as a result of our completed projects - only mobility improvements.

VI. If Right of Way has been acquired for a transportation project, please describe:

No ROW was acquired in 2019.

VII. List and describe any Title VI related complaints, as a result of transportation activities and projects:

No formal complaints have been received or filed with the City of Sedro-Woolley for the 2019 report period.

VIII. Per Chapter 28.3 of the LAG Manual, List Title VI related Goals for the upcoming year:

Due to meeting the benchmark of 5%, where vital documents should be translated, **our goal** is to determine what other vital documents should be translated into Spanish in the upcoming year.

Two Spanish speaking radio stations have been identified as broadcasting in the Sedro-Woolley area. KZMW 103.3 of Oak Harbor, WA and KZGI 105.7 of Sedro-Woolley, WA. Both stations broadcast in analog. The signal is a little stronger from one over the other in our area. **Our goal** is to reach out to both radio stations for the 2020 construction season with our transportation related public notices to see if there's interest in including them in their program.