

TITLE VI ACCOMPLISHMENTS & GOALS REPORT

This outline is for LPA and other governmental entities to report Title VI activities that occurred over the past year and report Title VI goals for the upcoming year. Reports must be returned on or before due date to meet eligibility requirements for federal funding. Send to TitleVI@WSDOT.wa.gov

DUE DATES: Refer to Section 28.3 for scheduled reporting period and due date

Contact Information

Name and title of administrator (signature on Standard Assurances): **Josh Metcalf**

Mailing Address: **2025 NE Kresky Ave**

City: **Chehalis, WA**

Zip Code: **98532**

County: **Lewis**

Phone #: **360-740-1123**

email address: josh.metcalf@lewiscountywa.gov

Name and title of head of transportation-related services: **Tim Fife**

Mailing Address: **2025 NE Kresky Ave**

City: **Chehalis, WA**

Zip Code: **98532**

County: **Lewis**

Phone #: **360-740-2711**

email address: tim.fife@lewiscountywa.gov

Name and title of designated Title VI coordinator: **Sadie Rockey**

Mailing Address: **2025 NE Kresky Ave**

City: **Chehalis, WA**

Zip Code: **98532**

County: **Lewis**

Phone #: **360-74-2612**

email address: sadie.rockey@lewiscountywa.gov

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

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

Accomplishments

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

Yes. Lewis County had a change in Board of County Commissioners during the reporting period.

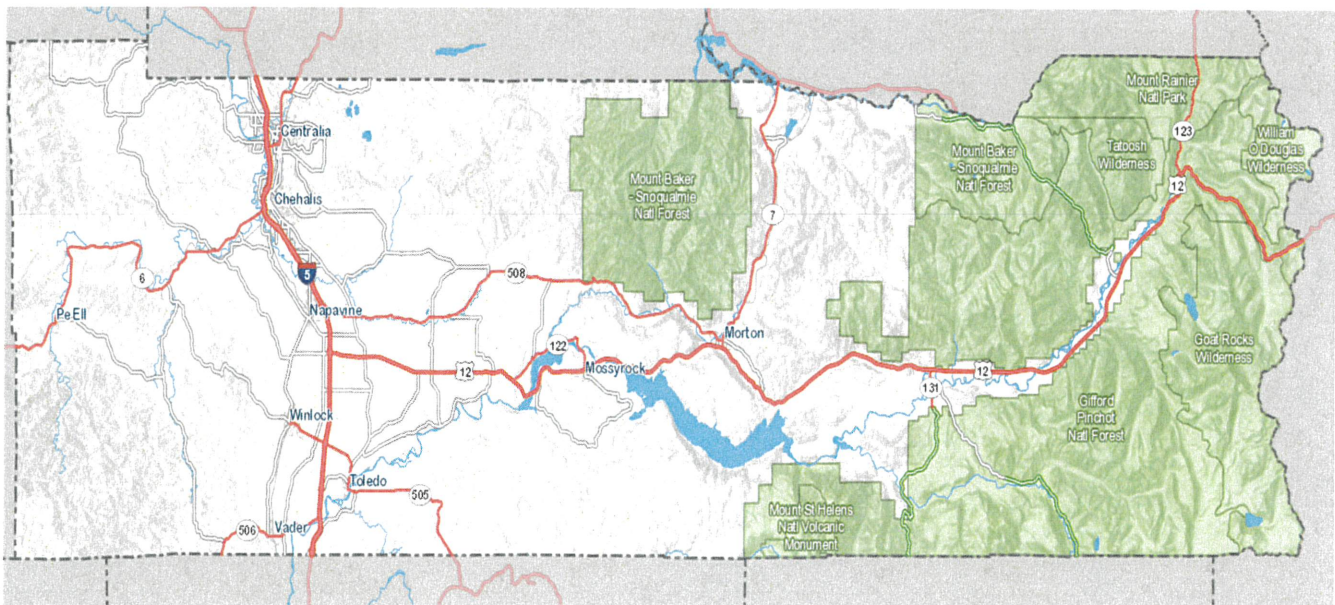
2. Organization, Staffing, Structure – Describe the Title VI Program reporting structure including the Title VI Coordinator, Administrative Head, and transportation-related staff. The list should include name, race, color, and national origin of each individual. Include the same details if your LPA has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

Title	Name	Race	Color	National Origin
Director of Public Works	Josh Metcalf	Unknown	Unknown	Unknown
Deputy Director of Public Works	Tina Hemphill	Unknown	Unknown	Unknown
Admin. Assist. Sr./Title VI Coordinator	Sadie Rockey	Unknown	Unknown	Unknown
County Engineer	Tim Fife	Unknown	Unknown	Unknown
Assistant County Engineer	Geoff Soderquist	Unknown	Unknown	Unknown
Transportation Planning	Mike Kroll	Unknown	Unknown	Unknown
Transportation Planning	Dakota Oblad	Unknown	Unknown	Unknown

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

Lewis County is made up of 2,436 square miles with a population of 82, 149. The majority of the population is white at 79.7%. It has a Hispanic population of 10.7%. 58.9% of Lewis County’s population are high school graduates and 28.2% have a Bachelor’s degree or higher. The population consists of 3.10% persons over the age of 65 years. The median household income in 2021 was \$44,500.00. The poverty level was at 45.9%. The unemployment rate in Lewis County was 4.5%.

Lewis County Boundaries



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

Date Complaint was Filed	Date of alleged discriminatory act(s)	Name of complainant	Name of respondent	Basis of complaint	Nature of complaint	Investigated Y/N	Investigator	Disposition
	There have been zero complaints filed							

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

A Notice of Public Hearing for the proposed 2021 Annual Construction Program (ACP) and Six-Year Transportation Improvement Program (TIP) for the years 2021-2026 was advertised in The Chronicle on November 3, 2020 and November 10, 2020. The Notice of Public Hearing was posted to the Lewis County Website: <http://lewiscountywa.gov/>. on the Public Works and Board of County Commissioners page.

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

Lewis County does have to acquire right of way for some of our transportation projects. We seldom encounter transactions with minorities where communication is difficult. When language barriers do exist and there is a need for translation and/or other language assistance, a translator is furnished by the County to ensure the acquisition proposal is fully understood by the property owner.

When special language services are requested, Lewis County Public Works obtains a translator contracted through WSDOT.

Lewis County had one right of way acquisitions from a Hispanic minority in the past year. There were no language barriers or concerns.

Although some of our acquisitions may have involved low-income, elderly and disabled persons. Lewis County has not had concerns raised by any of these groups.

Lewis County includes the appropriate required Title VI lease/deed provisions, as outlined in Chapter 28, Appendix B, C and/or D in all right-of-way actions.

Right-of-Way Transactions

TPN	Project	Transfer Type
14511330400	Independence Rd Surplus	Sold
14511320300	Independence Rd Surplus	Sold
007043000000	4th Street, Toledo Tax Title	Sold
005236000000	10th Street, Chehalis Tax Title	Sold
010334000000	Railroad Street, Pe Ell Tax Title	Sold
028605001007	Ghosn Ln Establishment	Easement
See BOCC Res 21-224	Airport Rd Turnback	WSDOT Turnback
See BOCC Res 21-204	McCormick Creek Easement	Temp Easement
016451002005	Cole Rd Vacation	Turnaround Donation
021817000000	Shorey Bank Stabilization	Easement/Temp Easement
017574001000	Shorey Bank Stabilization	Easement/Temp Easement
017938001000	Newaukum Valley Road	Easement/Temp Easement
023021002000	Lincoln Creek Road	Temp Easement
022533004012	Lincoln Creek Road	Purchase/Temp Easement
023021004000	Lincoln Creek Road	Temp Easement
014954000000	Lentz Rd N Vacation	Turnaround Donation
014951000000	Lentz Rd N Vacation	Turnaround Donation
018293002004	Berry road vacation	vacation
033502001000	Right of way Canyon road	Access easement

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

Title	Name	Race	Color	National Origin
Property Management	Martin Roy	Unknown	Unknown	Unknown
Property Management	Matt Hinderlie	Unknown	Unknown	Unknown
Property Management	Tiffany Alexander	Unknown	Unknown	Unknown
Property Management	Bill Van der Hoeff	Unknown	Unknown	Unknown
Appraiser	Kelly Albert	Unknown	Unknown	Unknown

Kelly Albert was the in-house appraiser for Lewis County. She appraised all of the right-of-way actions except for the Shorey Road project, which was appraised by Rich Duncan and Associate.

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

The U.S. Environmental Protection Agency (EPA) conducted an environmental justice analysis using the Environmental Justice Screening Tool (EJSCREEN). No data was available for EJ populations within 0.5 miles of the area where ROW acquisition is proposed though four houses are present. This area via a demographics study that utilized the 2010 census data. Therefore, Block groups 2 and 4 of census tract 9718 were utilized to represent potential EJ populations in the area to be impacted by project activities. According to the census data non-minorities comprised approximately 91% of the population.

The minority population in the Onalaska School District is approximately 16 percent. Data from both sources indicate that the Hispanic/Latino population comprises the highest amount of students in the minority population. Low income students comprise approximately 61 percent of the total student population in the school district. English language learners make up 4 percent of students in the school district.

A traffic analysis was not performed as no such analysis was required. The project will not require a detour and transit will not be impacted.

Overall, the long-term adjacent property owners may be affected by right-of-way takes. The Townsend Bridge #223 Replacement will require acquisition outside the existing right-of-way and is necessary to bring the roadway up to current safety standards. The location of the project is based on the existing roadway. No other design options were discussed, as additional options would result in greater environmental impacts.

The project will require the acquisition of 0.23 acres of right-of-way and 0.52 acres of temporary easements from two separate property owners, none of which are within a minority population. All properties will be acquired in accordance with the Uniform Relocation Assistance Act and Real Property Acquisition Policies Act of 1970. No properties will be acquired under threat of eminent domain. All landowners will receive compensation at fair market value.

No other social, environmental or economic impacts are anticipated as a result of this project. All aforementioned impacts are anticipated to affect all populations equally; therefore, no disproportionately high adverse impacts to EJ populations will occur.

Stowell Road Bridge Scour –

The U.S. Environmental Protection Agency (EPA) conducted an environmental justice analysis using the Environmental Justice Screening Tool (EJSCREEN). Data for EJ populations within 0.5 miles of the proposed project was available via a demographics study that used data from the 2010 census. This data was utilized to represent EJ populations in the area that could potentially be impacted by project activities. The project location and surrounding area lie within block group 2 of census tract 4. According to the census data non-minorities comprised approximately 92% of the population.

The proposed project will occur within the Mossyrock School District. As of the 2019 to 2020 school year, the minority population in the Mossyrock School District was approximately 16 percent. Data from both sources indicate that the Hispanic/Latino population comprises the highest amount of students in the minority population. Low-income students comprise approximately 61 percent of the total student population in the school district. English language learners make up 4 percent of students in the school district.

A traffic analysis was not performed, as no such analysis was required. The project will require a detour however, transit will not be impacted.

Overall, the long-term adjacent property owners will not be affected by right-of-way takes. The Stowell MP 0.57 Bridge Scour project will require temporary acquisition outside the existing right-of-way and is necessary to bring the roadway up to current safety standards. The location of the project is based on the existing roadway. No other design options were discussed, as additional options would result in greater environmental impacts.

The project will require the acquisition 0.48 acres of temporary construction easements from one property owner; the affected property owner does not belong to a minority population. All properties will be acquired in accordance with the Uniform Relocation Assistance Act and Real Property Acquisition Policies Act of 1970. No properties will be acquired under threat of eminent domain. All landowners will receive compensation at fair market value.

No other social, environmental or economic impacts are anticipated as a result of this project. All aforementioned impacts are anticipated to affect all populations equally; therefore, no disproportionately high adverse impacts to EJ populations will occur.

Shorey Interim Emergency Repair –

The Shorey Rd Interim Bank Stabilization Project met the following environmental justice exemption listed in Appendix L of the WSDOT NEPA Categorical Exclusions A Guidebook for Local Agencies –

(5) Emergency repairs to maintain the structural integrity of a bridge or roadway, and/or remove landslide and rockslide material from travel lanes and shoulders.

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

Townsend Bridge No. 233

This project consisted of removing and replacing an aged road bridge that spans Mill Creek. The single lane bridge consists of a recycled railroad flat cart with a timber lagging deck and 46 foot (ft.) span. The replacement structure will have two travel lanes and a 60- to 75-ft span. New abutment support could include shallow spread footings, driven piling, or a Geosynthetic Reinforced Soil-Integrated Bridge System (GRS-IBS).

Stowell Road Bridge Scour

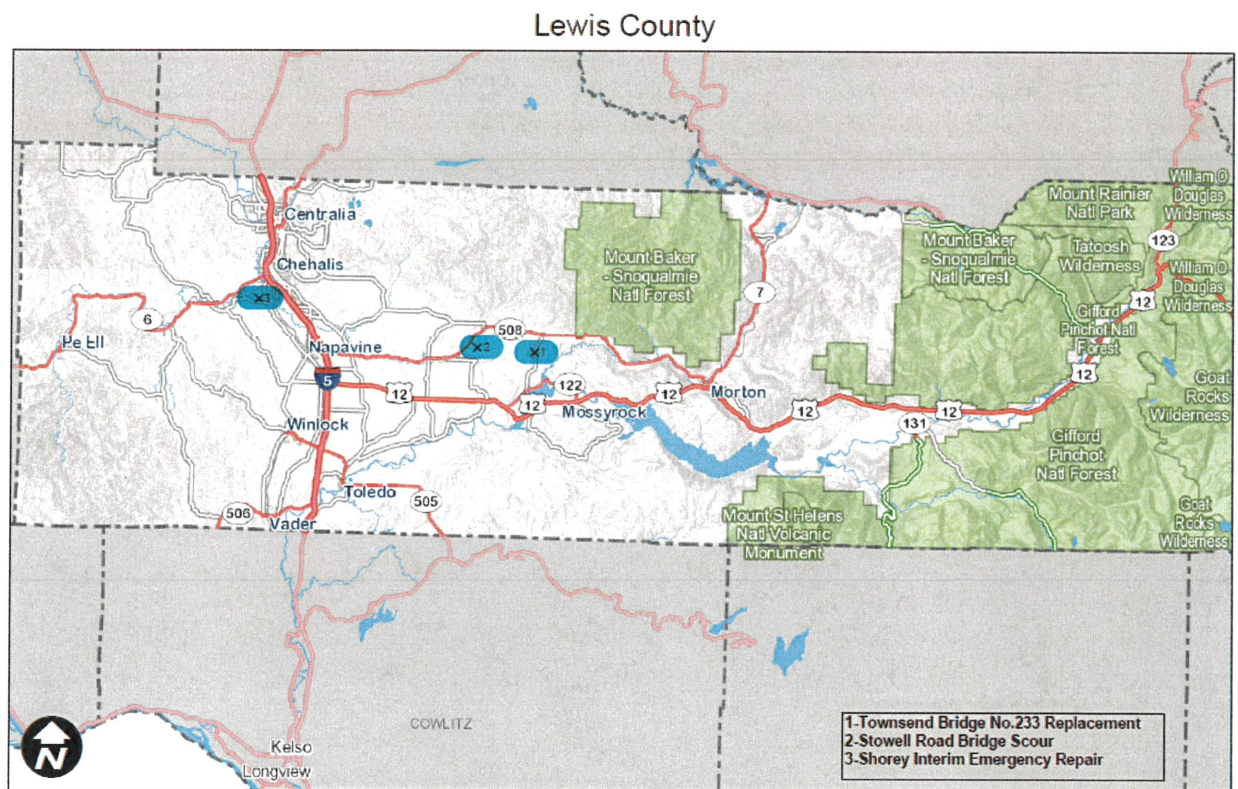
This project provides for the improvement of Stowell Road MP 0.57 by performing temporary BMPs, stream diversion, structure excavation, concrete slope protection (precast concrete units), re-setting existing riprap, streambed gravel, large woody debris, hydroseeding and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.

Shorey Interim Emergency Repair

This project was for permanent repair and stabilization for the Shorey Road Bank Stabilization Project at MP 0.598-0.691. The incidental repair of Shorey Road has been recently completed from erosion due to flooding of the Newaukum River in January 2021. The permanent repair

and stabilization will need to be completed and permitted so construction can be completed in August September 2022 fish construction window.

Project Locations



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

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

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

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

Townsend Bridge No. 233 – The legal notice was published in the Chronicle on July 1, 2021. NOTICE IS HEREBY GIVEN that the Board of County Commissioners, Lewis County, Washington, has approved the temporary closure of Townsend Road beginning at the Cinebar Road intersection to end of Townsend Road, to all through traffic. During the closure the road will remain open to local access up to but not beyond the point of closure and no residences are beyond the point of closure. Pursuant to RCW 47.48.010 and .020, effective July 6, 2021 through October 29, 2021 that Townsend Road described above in Section 22, Township 13 North, Range 2 East, W.M., shall be closed to all through traffic. DATED: June 29, 2021

Stowell Road Bridge Scour - The legal notice was published in the Chronicle on August 5, 2021 NOTICE IS HEREBY GIVEN that the Board of County Commissioners, Lewis County, Washington, has approved the temporary closure of Stowell Road beginning at 500 feet south of the bridge to 500 feet north of the bridge, to all through traffic. During the closure, the road will remain open to local access up to but not beyond the point of closure and alternate routes are available to access residences beyond the closure. Pursuant to RCW 47.48.010 and .020, effective August 9, 2021 through September 30, 2021, that Stowell Road described above in Section 12, Township 12 North, Range 1 East, W.M., shall be closed to all through traffic. DATED: August 3, 2021

Shorey Interim Emergency Repair – The legal notice was published in The Chronicle on September 2, 2021

NOTICE IS HEREBY GIVEN that the Board of County Commissioners, Lewis County, Washington, has approved the temporary closure of Shorey Road beginning at milepost 0.598 and ending at milepost 0.618, to all through traffic. During the closure, the road will remain open to local access up to but not beyond the point of closure and alternate routes are available to access residences beyond the closure. Pursuant to RCW 47.48.010 and .020, effective September 7, 2021 through September 30, 2021 that Shorey Road described above in Section 6, Township 13 North, Range 2 West, W.M. and Section 31, Township 14 North, Range 2 West, W.M., shall be closed to all through traffic. DATED: August 27, 2021

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

Lewis County Public Works issues a call for bids for consultants, contracts and materials. Lewis County Public Works sends a proposal to the Board of County Commissioners (BOCC) for approval of the listing of bids submitted and contractor selected. The sealed bids are opened and read aloud. These meetings are open to the general public and available via zoom meeting. All calls for bids, consultants, contractors and awards are published in the Chronicle, the Seattle Daily Journal of Commerce. They are available on our Lewis County website at <https://lewiscountywa.gov/> in two separate locations. You can find the calls for bids for consultants, contracts, materials and awards granted on the County website located on the Public Works page as well as the Board of County Commissioners page.

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

Lewis County Public Works Department attaches Appendix A to all of our contracts and agreements. The appropriate Appendixes B – E are attached to the contract and agreements. We monitor the contractors/consultants for compliance. Lewis County Public Works will insert or add the following clauses into every contract subject to the Act and Regulations associated with the receipt of Federal financial assistance:

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

- **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally assisted programs of the Department of Transportation (hereinafter DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- **Nondiscrimination.** The contractor, with regard to the work performed during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- **Solicitations for Subcontracts, including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.
- **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit

access to its books, records, accounts, other sources of information, and its facilities as may be determined by Lewis County Public Works or the WSDOT to be pertinent to ascertain compliance with such regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to Lewis County Public Works, or the WSDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

- **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Lewis County Public Works and the WSDOT shall impose such contract sanctions as it, or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

a) Withholding of payments to the contractor under the contract until the contractor complies, and/or;

b) Cancellation, termination, or suspension of the contract, in whole or in part.

- **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontractor or procurement as Lewis County Public Works or the U.S. Department of Transportation, Federal Highway Administration, may direct as a means of enforcing such provisions including sanctions for noncompliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Lewis County Public Works enter into such litigation to protect the interests of the Agency and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

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

Construction Contracts:

Project Name: Townsend Bridge No. 233 Replacement

Project #: CRP 2186

Date Awarded: November 30, 2020

Awarded To: SB Structures

Construction Contract Amount: \$843,781.30

Funding Source: Federal - \$1,158,699.00 ; Local Agency - \$45,750.00

DBE: No -8% DBE Goal for Subs

Project Name: Stowell Road Bridge Scour

Project #: CRP 2159K

Date Awarded: February 22, 2021

Awarded To: Active Construction Inc. (ACI)

Construction Contract Amount: \$320,320.00

Funding Source: Federal - \$598,713.00 ; Local Agency - \$14,925.00

DBE: No -11% DBE Goal for Subs

Shorey Interim Emergency Repair:

Project #: CRP 21590

Date Awarded: September 9, 2021

Awarded To: Barcott Construction

Construction Contract Amount: \$273,400.00

Funding Source: Federal – ER 2101(001) \$917,439.00 ; Local: \$143,184.00

DBE: No

Right of Way / Consultant Contracts:

Shorey Interim Emergency Repair:

Original contract executed on 12/08/2021.

Appraisal cost: \$4250 – appraised by CBRE

Appraisal Review: \$1,100.00 – appraised by The Granger Company RF Duncan & Associates Inc.

Amount paid to owner: \$1,100.00

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

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

Lewis County Public works Title VI Coordinator has inquired several times about any available trainings throughout the report period. There have been no available trainings brought to our attention.

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

Lewis County Public works has attended a zoom meeting with WSDOT Title VI Compliance Specialist to ensure that we are Title VI compliant in our contracts and agreements. Lewis

County will take advantage of Federal-aid Essentials Training videos for Local Public Agencies offered on FHWA web site.

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

Lewis County Public Works Title VI Coordinator attends training meetings when available through LTAP. Lewis County Public Works is continually looking for trainings etc. to improve our Title VI Plan and provide services for our County residents.

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

Title VI Goals for Upcoming Year

- 1. Lewis County Public Works Title VI Coordinator is developing their Title VI page on the County website.**
- 2. Reviewing our contracts and agreements to ensure they include the Required Title VI language as outlined Chapter 28 of the LAG Manual.**
- 3. To continue Title VI trainings when made available.**