



## 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](mailto: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): Scott Anderson, Mayor

Mailing Address: PO Box 371

City: Stevenson WA Zip Code: 98648 County: Skamania

Phone #: 509-427-5970 email address: [scott.anderson@ci.stevenson.wa.us](mailto:scott.anderson@ci.stevenson.wa.us)

Name and title of head of transportation-related services: Karl Russell, Public Works Director

Mailing Address: PO Box 371

City: Stevenson WA Zip Code: 98648 County: Skamania

Phone #: 509-427-5970 email address: [karl@ci.stevenson.wa.us](mailto:karl@ci.stevenson.wa.us)

Name and title of designated Title VI coordinator\*: Leana Kinley, City Administrator

Mailing Address: PO Box 371

City: Stevenson WA Zip Code: 98648 County: Skamania

Phone #: 509-427-5970 email address: [leana@ci.stevenson.wa.us](mailto:leana@ci.stevenson.wa.us)

\*When the Title VI coordinator changes, notify [TitleVI@WSDOT.wa.gov](mailto:TitleVI@WSDOT.wa.gov) within 30 days.

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

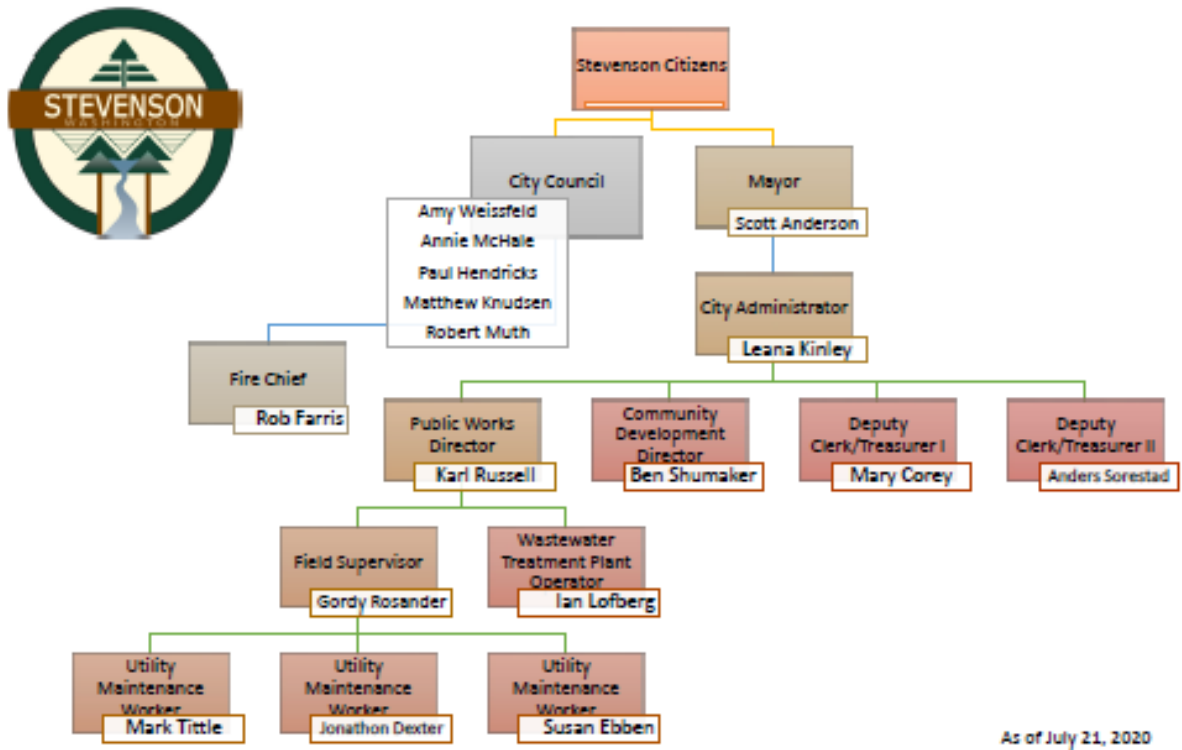
### Accomplishments

**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.**

No.

**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.**

The City of Stevenson is a code city operating under the Mayor/Council form of government with a total staff of 10 and a volunteer fire chief. The organizational chart is shown on the next page.



The City Administrator is also the Clerk/Treasurer and oversees procurement, contracting and the overall administration of the city, delegated by the Mayor. The Public Works department manages all city infrastructure, including transportation. The Community Development Director is involved in overall planning for the city and manages a portion of transportation planning for the city.

- Title VI Coordinator: Leana Kinley, Female, White (Not Hispanic or Latino)
- Administrative Head: Scott Anderson, Male, White (Not Hispanic or Latino)
- Transportation-related staff: Karl Russell, Male, White (Not Hispanic or Latino)
- Transportation-related staff: Ben Shumaker, Male, White (Not Hispanic or Latino)

**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.**

ACS 2019 Demographics		ACS 2019 Household Income Data	
White	96.3%	Median Income	\$57,917
Black or African American	0.1%		
American Indian/Alaskan Native	0.9%	Less than \$10,000	9.6%
Asian	0.8%	\$10,000-\$14,999	3.9%
Native Hawaiian/Pacific Islander	0.0%	\$15,000-\$24,999	8.2%
Hispanic or Latino	5.2%	\$25,000-\$34,999	15.4%
Two or more races	1.3%	\$35,000-\$49,999	7.9%
		\$50,000-\$74,999	20.3%
Male	51.6%	\$75,000-\$99,999	4.3%
Female	48.4%	\$100,000-\$149,999	16.0%

			\$150,000-\$199,999	6.5%
LEP households	0.0%		\$200,000 or more	0.6%
Spanish speaking households	2.7%			
Asian and Pacific Island Languages	0.2%			
Other Indo-European Languages	2.4%			

**Other Demographics:**

The January 2021 WA State OFM population estimate is 1,655. None of the City's census data is of sufficient detail to indicate where minority populations are living. An income survey was conducted in 2019 as part of a possible Community Development Block Grant application – 46.41% of the households responding were identified as low to moderate income families. More than 60% of the working adult population commutes out of the area to their workplace.

**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).**

No complaints were received in this reporting period.

**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.**

Planning for the First Street Overlook project took place as well as a mobility component to our Downtown Plan. Stakeholder meetings and multiple open houses were held as part of the Downtown Plan.

**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).**

During the design phase for the **Russell Avenue Project** as reported in last year's annual report, a survey was conducted that determined additional temporary construction easements were required to construct the proposed improvements. The city acquired temporary construction easements on 5 parcels for a total of \$2,400 that had no residential and/or non-residential relocation requirements. No residential individuals or families are displaced by this project. As per 23 CFR 635.309 (c), right of way has been acquired in accordance with current FHWA regulations (49 CFR Part 24) and policies covering the acquisition of real property.

No minority, low income, elderly, or disabled persons were affected.

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

In accordance with state and federal rules regarding right-of-way negotiations and acquisitions, the city does not perform these tasks. It is done through a consultant hired through our standard practice. The city does not ask consultants for demographic information about their staff and does not have this information.

- 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.**

None conducted.

- 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.**

**Russell Avenue Project** is a federally funded project (STP) which was in construction phase during this period. This project is in the city’s downtown core. Total STP funding is \$830,000.

**First Street Overlook Project** is a federally funded project (TA) which was awarded in 2019. This project is also located in the city’s downtown area. Design funds total \$132,800. Construction will take place in 2021 and is expected to be complete by August 31, 2021.

No other street or other public works related construction contracts projects took place.

Title VI Nondiscrimination statements were included in all contracts and public notices.

The city does not have information on the racial composition of individual neighborhoods.

- 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.**

Most of this reporting period occurred during the pandemic, when in-person public meetings and activities were not allowed. Many of the normal outreach activities did not occur, such as open houses or in-person meetings. Online and virtual activities have continued and a recent update regarding the First Street project, taking place during a city council meeting, was also live streamed to the city YouTube site where it remains for the public to view. No data is tracked on those who view or participate in online meetings.

City announcements of public meetings and hearings are regularly posted in the newspaper of record, City Hall, post office (where most Stevenson residents collect their mail) and the city website. There is also the ability for people to be notified of every published agenda and packet for both council meetings and planning commission meetings. In November 2020 the city also mailed a newsletter to utility customers outlining future projects and summarizing completed projects.

During the construction phase of the Russell Avenue project, in addition to the methods above, weekly updates were sent to residents and businesses along the street, as well as posted to the city's website and Facebook page. This project broke ground at the start of the COVID-19 pandemic and reached substantial completion on July 27, 2020.

No demographic notes were taken at any of these meetings and no language services were requested.

**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).**

Advertising for consultants took place through our local newspaper, the Daily Journal of Commerce, and our website. For construction contracts, bids are publicly opened and tabulated. After the bid openings the consultant will review each bid for completeness. After the review, the city then awards the contract to the lowest responsive bidder at an open council meeting. For consultant contracts, the city identifies a team of reviewers for the request for qualifications. At the RFQ deadline, the responses received, and a scoring sheet are sent to the reviewers. The sheets are returned to the city and compiled for a ranked average. The city then works with the highest scoring consultant on a scope of work for the project. If it is agreeable, the city will move forward with the contract. If an agreement cannot be reached, the next highest consultant will move through the same process.

**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?)**

The city includes required language in federally funded documents, including contracts, and those provisions are discussed during pre-construction meetings. During construction city consultants are on-site monitoring for compliance. Translation services are provided as needed for contractors, subcontractors, or citizens.

**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).**

- Wallis Engineering (Russell Avenue), \$315,703.86, Federal Funding (STP)
- WSP USA, Inc (First St.), \$185,306, Federal Funding (TAP)
- NW Construction General Contracting, Inc (Russell Avenue), \$721,426.45, Federal Funding (STP)

None were awarded to certified disadvantaged contractors as prime contractor/consultant.

**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.**

**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.**

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

None.

**Title VI Goals for Upcoming Year**

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.

Increased community engagement to renters not paying utility bills, including those in the low-income apartment complexes in the city.



Transportation Building  
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P.O. Box 47300  
Olympia, WA 98504-7300  
360-705-7000  
TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

June 3, 2021

Leana Kinley, City Administrator  
City of Stevenson  
Box 371  
Stevenson, WA 98648

Dear Ms. Kinley:

The annual report for Stevenson, ending Jan. 2021 is approved. Please post both the NDA and annual report on the city's website.

With the revision to Chapter 28 of the LAG Manual, the City's reporting period changes. The next report, covering Feb. 2021 through Sept. 2022, will be due Nov. 1, 2022.

Title VI applies to all work phases of all transportation-related projects, regardless of funding sources. FHWA reminded us that the Standard Assurance and appropriate appendix are required in all contracts. More details are in the transmittal email.

WSDOT-OEO updated Chapter 28 of the LAG Manual. The annual report changed, plus explanations of the federal requirements on Environmental Justice and serving those with Limited English Proficiency were expanded. The Chapter now includes complaint form and public involvement templates in 15 languages. Our Office will offer two different levels of Title VI training this year. Local Program's page includes the basic Level 1 training now. We recommend all staff with Title VI responsibilities attend the Level 1 training.

WSDOT is committed to providing any assistance you may need with Title VI. If you have questions, please contact me at 206-440-4778, or email [TitleVI@WSDOT.WA.GOV](mailto:TitleVI@WSDOT.WA.GOV).

Sincerely,

/s/Gretchen Gleue  
Title VI Local Agency Compliance Lead  
WSDOT – Office of Equal Opportunity