

## 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: Carolyn Sourek, Public Works Director

Mailing Address: PO Box 371

City: Stevenson WA Zip Code: 98648 County: Skamania

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

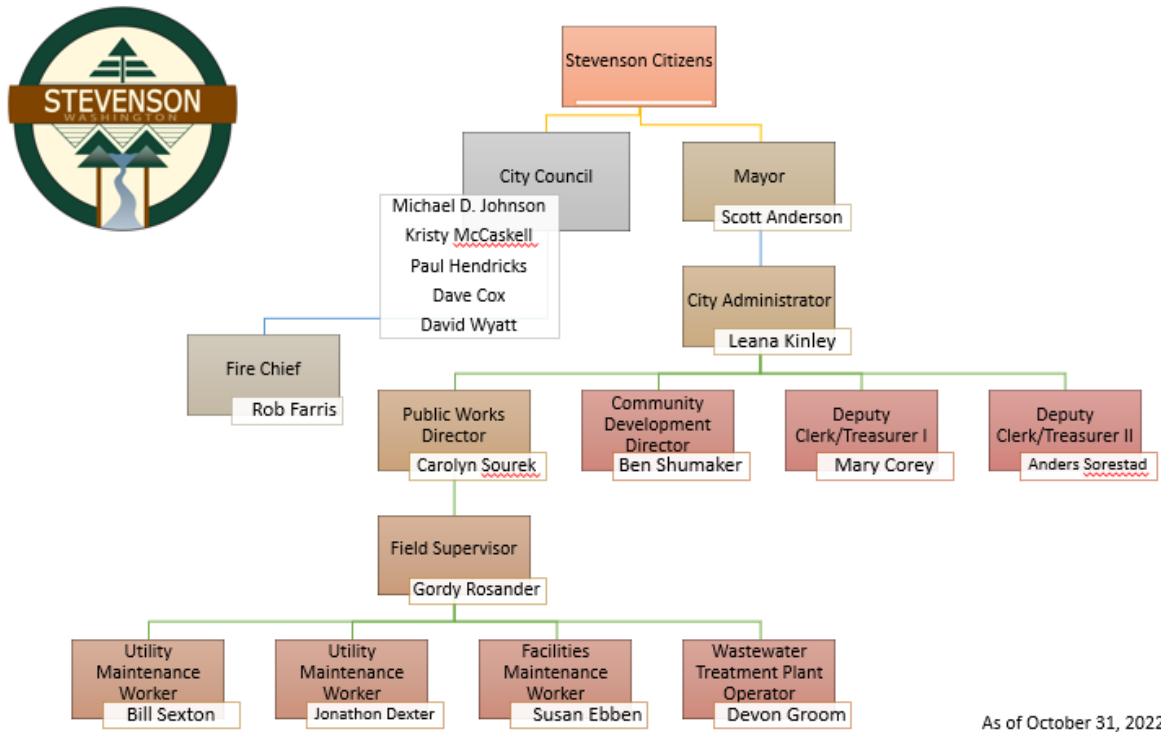
### Accomplishments

**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.**

There is a new Public Works Director and the plan will be updated to reflect a change. It will be on the November 17<sup>th</sup> council meeting for approval and submitted shortly thereafter.

**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: Carolyn Sourek, Female, White (Not Hispanic or Latino)
- Transportation-related staff: Ben Shumaker, Male, White (Not Hispanic or Latino)

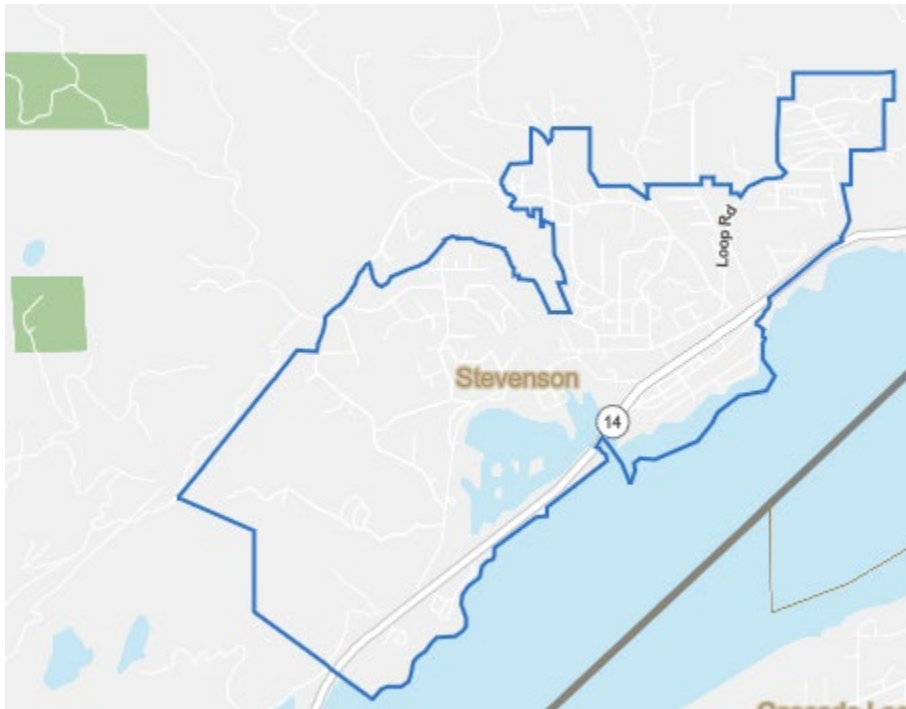
**3. Community Demographics – Using a map of the LPA’s boundaries, describe the demographics of the LPA’s service area (e.g., race, color, national origin, low-income). List, by individual languages, the percent of the population(s) that is limited English proficient.**

ACS 2020 Demographics		ACS 2020 Household Income Data	
White-Not Hispanic or Latino	1,273	Median Income	\$59,583
Black or African American	0		
American Indian/Alaskan Native	23	Less than \$5,000	2.8%
Asian	20	\$5,000-\$9,999	4.8%
Native Hawaiian/Pacific Islander	1	\$10,000-\$14,999	5.6%
Hispanic or Latino	83	\$15,000-\$19,999	4.9%
Two or more races	112	\$20,000-\$24,999	5.6%
Some Other Race	32	\$25,000-\$34,999	18.1%
		\$35,000-\$49,999	3.9%

Male	50.3%		\$50,000-\$74,999	14.1%
Female	49.7%		\$75,000-\$99,999	11.2%
			\$100,000-\$149,999	21.8%
LEP households	0.0%		\$150,000 or more	7.2%
Spanish speaking households	3.9%			
Asian and Pacific Island Languages	0.2%		Poverty Status	15.0%
Other Indo-European Languages	3.3%			

**Other Demographics:**

The January 2022 WA State OFM population estimate is 1,550. 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).**

No right-of-way actions took place during this reporting period.

**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.**

The city conducted a traffic study in 2021, which looked at traffic patterns throughout town and assessed safe routes to school. Traffic cameras were installed to track vehicle movements and counts, identifying current and projected levels of service. No additional Title VI or Environmental Justice analysis was conducted as part of the study.

The city also began a parking study of the downtown area to determine if there is adequate parking or if it is a perception issue (ex-unable to park in front of the business therefore there is a parking problem). It is in the initial stages and no additional Title VI or Environmental Justice analysis has been conducted at this time.

**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.**

No transportation-related projects took place during this reporting period.

Public works related construction contracts projects took place include (map below):

- Main D Sewer line Extension along Loop Road and up Frank Johns Road
- Rock Creek Pump Station and Cascade Interceptor upgrades along Rock Creek Drive
- Wastewater Treatment Plant Upgrades adjacent to Rock Creek Drive

Adequate notice was continually provided to the residents in the area of these construction projects and alternative services (port-a-potties) were provided during temporary periods of service

interruption. These projects are part of an Administrative Order for upgrades as required by the Washington State Department of Ecology to improve the city's wastewater treatment capacity. Other projects are outlined in our wastewater system plan and improve collection system capacity during high rain events.



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.**

Some of this reporting period occurred during the pandemic, when in-person public meetings and activities were not allowed. There was a pause on the normal outreach activities, such as open houses or in-person meetings, and they were replaced by online and virtual activities.

Since cautiously reopening in the spring of 2021, the online and virtual activities have continued in a hybrid fashion, with city council meetings taking place in-person, over Zoom and 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. Names are kept of those who attend in person and wish to speak during a public meeting.

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 May and June 2021, the city held public hearings regarding its 6-year Transportation Improvement Program (TIP). They were advertised according to state law and through the methods outlined above.

In the spring of 2022, staff prepared a survey for residents of Cascade Village apartments for feedback on transportation routes. These are low-income apartments located between Impala Drive and Lasher Street. There are no sidewalks connecting the residents to the high school, elementary school, or downtown. The survey was available in paper and online and we received a good response rate. The input was used to create a project addressing their concerns and included in the 6-year TIP.

In May and June 2022, in addition to the two public hearings, the city also mailed a newsletter to utility customers and property owners outlining the projects identified on the TIP. Two additional community engagement workshops were held on the TIP where feedback was taken and changes incorporated into the final TIP approved by council. Documents can be found on the city website at <https://www.ci.stevenson.wa.us/publicworks/page/transportation-improvement-program>.

In September and October 2022, the city repeated the engagement process for our initial Capital Improvement Program (CIP). Going forward this will take place the same time as the TIP.

During the construction phase of the wastewater system improvements projects identified earlier, in addition to the methods above, weekly updates were sent to residents and businesses in the construction area, as well as posted to the city's website, Facebook page and through our TextMyGov notification system. These projects broke ground in the spring of 2022 and are in various stages of completion.

A meeting regarding the Columbia Realignment Project was held in 2021 with outreach to those property owners directly impacted to determine their interest in the project moving forward. An open house is planned for November 3<sup>rd</sup> to gather community input as part of the city's Integrated Planning Grant to determine feasibility of the project.

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 takes 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).**

- WSP USA, Inc (First St.), \$185,306, Federal Funding (TAP) (contract extended from 2020)

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)

November 28, 2022

Scott Anderson, Mayor  
City of Stevenson  
PO Box 371  
Stevenson, WA 98648

Dear Mayor Anderson:

Thank you for your patience in the review of your 2022 Annual Title VI Compliance documents. The Washington State Department of Transportation (WSDOT) apologizes for the delay in responding to all Title VI report reviews in a timely fashion. The delay was due to several months of vacancy of our Program Specialist position, a position which was filled on June 1.

WSDOT approved your Annual Title VI Compliance documents to meet the requirements under Title 23, Code of Federal Regulations (CFR), Part 200 and 49 CFR 21, as well as the provisions of Executive Order 12898 on Environmental Justice and Executive Order 13166 on Limited English Proficiency. As public records, your Title VI Accomplishments and Goals report, Letter of Intent, and Non-Discrimination Assurances (NDA) should be posted on your website. Please update the NDA if there is a change in the Executive Official who signs it and email it to WSDOT within 30 days.

WSDOT appreciates your efforts in developing the required documents for your Title VI Program. Your next annual report is due **November 1, 2023**, covering the reporting period of October 2022 to September 2023. Transmittal email contains additional information.

WSDOT is committed to providing any assistance you may need with your Title VI Program implementation process. For assistance, please contact me at 360-522-2794 or at [KarolcD@wsdot.wa.gov](mailto:KarolcD@wsdot.wa.gov).

Sincerely,

A handwritten signature in black ink that reads 'Doris Karolczyk'.

Doris Karolczyk  
Title VI Local Agency Compliance Lead  
Office of Equity and Civil Rights  
Washington State Department of Transportation

cc: Michael Williams