Report for October 2024 through September 2025

# 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): Matthew Huish, City Manager

Mailing Address: 152 W Cedar St

City: Sequim WA Zip Code: 98382 County: Clallam

Phone #: 360-681-3440 email address: mhuish@sequimwa.gov

Name and title of head of transportation-related services: Paul Bucich, Public Works Director

Mailing Address: 152 W Cedar St

City: Sequim WA Zip Code: 98382 County: Clallam

Phone #: 360-681-3433x428 email address: pbucich@sequimwa.gov

Name and title of designated Title VI coordinator*: Amy Dougherty, Public Works Business Assets Senior Manager

Mailing Address: 152 W Cedar St

City: Sequim WA Zip Code: 98382 County: Clallam

Phone #: 360-582-2471 email address: adougherty@sequimwa.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?

No changes were made to the Title VI Plan in 2024/25.

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.

Agency Administrator – The Agency Administrator for the City of Sequim is the City Manager. He is authorized to ensure compliance with provisions of the Agency's policy of nondiscrimination and with the

law, including the requirements of 23CFR Part 200 and 49 CFR Part 21. The Agency's grants compliance function and Title VI coordination shall be performed under the authority of the Agency Administrator. The current Agency Administrator is Matthew Huish, described as white, Caucasian from USA.

Transportation Manager – The City of Sequim assigns the responsibility of Transportation Manager to the Public Works Director. The Transportation Manager ensures implementation of the Agency's Title VI federally Funded Transportation Program and oversees the City's Public Works grant program. The Current Transportation Manager is Paul A Bucich, described as white, Caucasian from USA.

Title VI Coordinator – The City of Sequim has designated Public Works Business Assets Senior Manager as the Title VI Coordinator. The coordinator shall work in concert with the Transportation Manager to ensure compliance with Title VI regulations and assurances, meet the objectives of the Title VI regulations and assurances, meet the federal and state reporting requirements, and provide adequate training opportunities for applicable staff. Title VI Coordinator will work with the Transportation Manager to ascertain Title VI compliance by contractors, subcontractors, consultants, suppliers and other subrecipients under federally funded projects or programs. Coordinator will ensure applicable Title VI provisions and requirements are included in contractual agreements with prime contractors and subrecipient. Coordinator will work with the Transportation Manager to obtain statistical data on race, color, national origin, disability, age and sex of participant in, and beneficiaries of federally funded City of Sequim transportation programs. The coordinator will maintain data relative to the respective program and complete the annual Title VI reports and for other administrative needs. The current Title VI Coordinator is Amy Dougherty, described as white, Caucasian from USA.

3. Community Demographics: Using a map of the LPA's boundaries, describe the demographics of the LPA's service area (e.g., race, ethnicity, and national origin). List, by individual languages, the percentage of the population who is Limited English proficient. If the LPA's Limited English proficient population is 5% of the total population or 1,000 individuals, whichever is less, explain the Four-Factor Analysis by answering the statements listed on the next page.

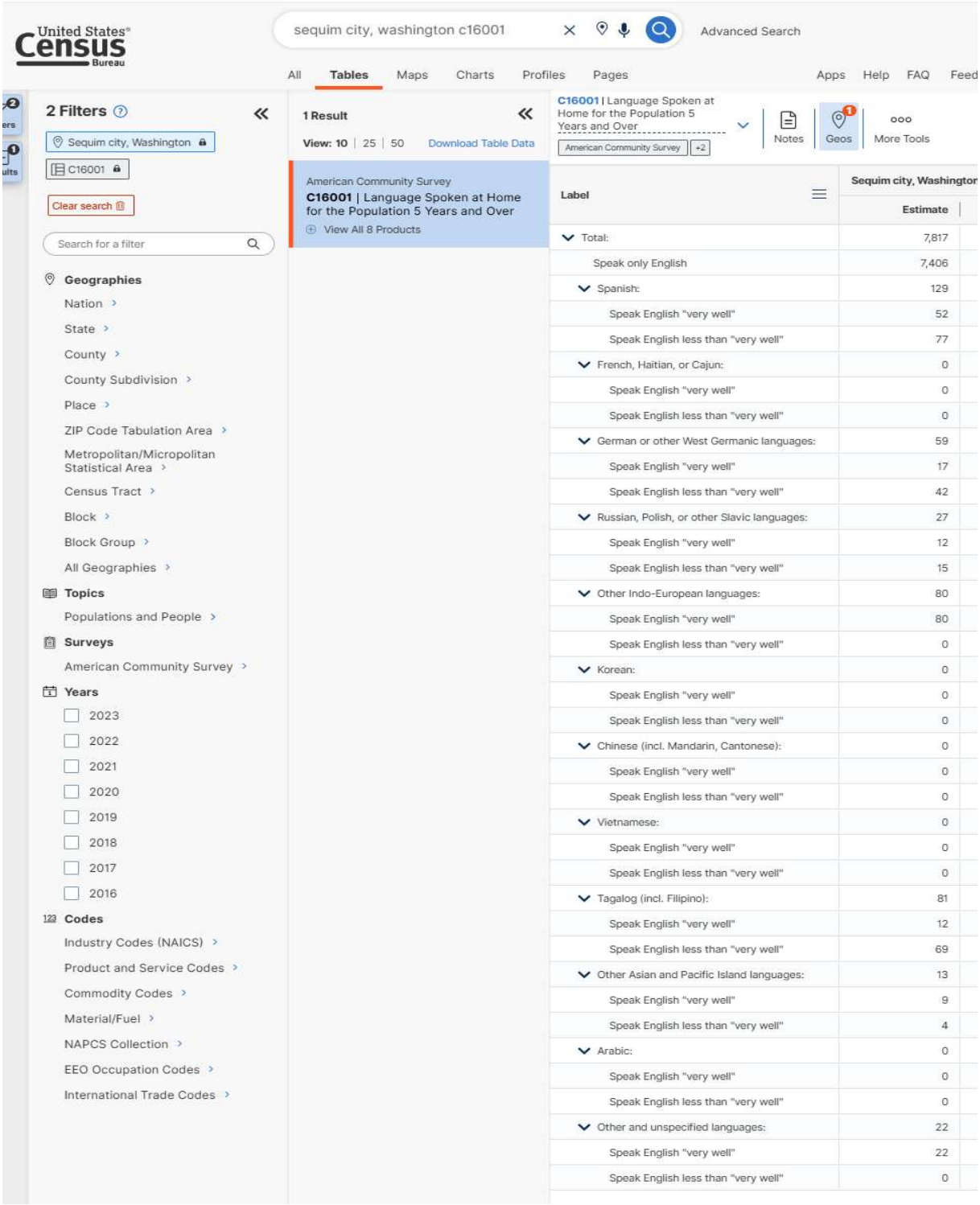
Community Demographics are reported using the Data Profiles provided by the United States Census Bureau through the American Community Survey (ACS) results for the City of Sequim.

**United States Census Bureau – Sequim Geography and Boundaries and Service Area Map:**

https://data.census.gov/profile?g=160XX00US5363385

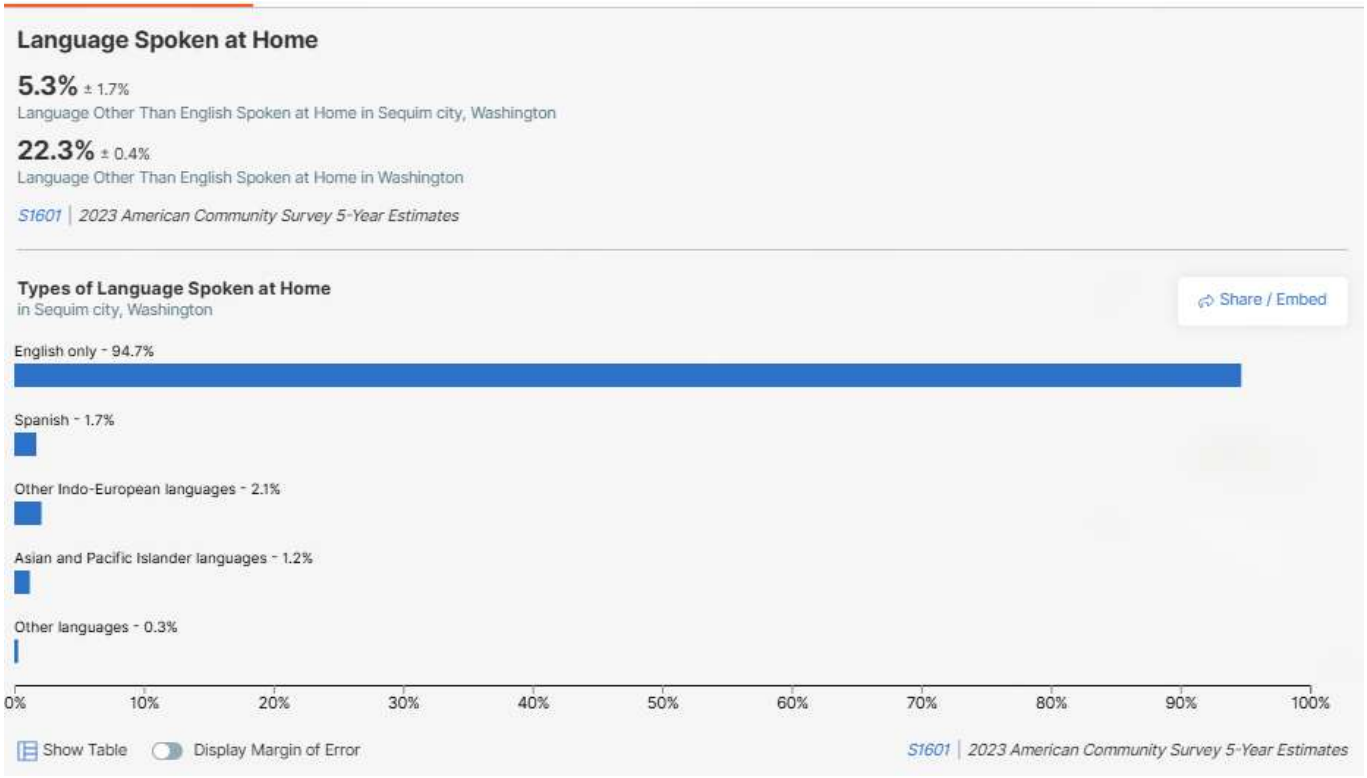


Limited English Proficiency (LEP) persons is 5.3% of the population of the City of Sequim. The breakdown of which languages are spoken at home is in the following chart provided by the United States Census Bureau's American Community Survey from 2023, using the 5-year estimates for the service area of the City of Sequim.



3-1. Briefly describe the number of LEP persons served and languages spoken in the service area.

Based on the American Community Survey data, 411 people speak a language other than English at home. There are 129 that speak Spanish, 166 that speak other Indo-European languages, 94 that speak Asian/Pacific Island languages, and 22 that speak other languages. There are 7,406, or 94.7% of the people who only speak English.




3-2. Briefly describe the frequency of contact with LEP persons for services or projects (e.g., customer service interactions, public meetings, and contracts bidding and awarding).

No contact with LEP persons was reported during this period at any public meeting, customer service interactions, or contacts bidding and awarding. Contact during building and land use inspections does occur on a weekly basis however. Translation services have not been requested during any of these contacts however they are available should the request be made.

3-3. Briefly describe the importance of the program, activity, or service to the lives of LEP persons.

The City of Sequim provides essential services, including water and wastewater utilities and the City's transportation network. The City is able to provide translation services relating to these functions for LEP persons, in both written and verbal form.

These translation services are important to facilitate access to water and wastewater utilities through translated service applications and instructions. Translation of utility billing and service notices ensures LEP persons understand and manage their accounts, preventing service interruptions. Translated clear

communication about water quality reports, maintenance schedules, and health advisories promote public health and safety.

In addition, translation of maintenance and construction activities affecting the transportation network such as road closures, re-routing of traffic, and potential impact on bus schedules aid in resolving travel related issues for LEP persons. Access to education, healthcare, legal and social services, and opportunity for employment are essential.

3-4. Briefly describe current resources available for LEP persons and overall cost.

The City of Sequim is able to provide translation services, both written and spoken, through the previously negotiated State Contracts available through the Department of Enterprise Systems. The table below notes the type of translation services offered and the Master Contract number.

| Contract Number | Contract Title | Effective Date | Term Date | OMWBE Certs | Small |
|---|---|---|---|---|---|
| 17622 | SPOKEN LANGUAGE INTERPRETER SERVICES - COURT CREDENTIALED | 07-01-2023 | 06-30-2025 | MW | |
| 18222 | SPOKEN LANGUAGE INTERPRETER SERVICES - IPI, OPI, AND VRI (NON-CBA) | 12-11-2023 | 12-11-2026 | MW | |
| 04218 | TRANSLATION SERVICES - WRITTEN WORD | 07-10-2019 | 07-31-2025 | M | |
| 06821 | SPOKEN LANGUAGE INTERPRETER SERVICES - IPI, OPI, AND VRI (CBA) | 02-01-2022 | 02-29-2028 | | |
| 02819 | SPOKEN LANGUAGE INTERPRETER SERVICES - OPI AND VRI | 03-03-2020 | 03-03-2025 | | |
| 15422 | TRANSCRIPTION AND CAPTIONING SERVICES | 02-21-2023 | 02-21-2028 | | |
| 01618 | TRANSLATION SERVICES - SYSTEM GENERATED CLIENT LETTERS | 11-20-2018 | 11-19-2024 | | |

| Contract Number | Contract Title | Effective Date | Term Date |
|---|---|---|---|
| 18222 | SPOKEN LANGUAGE INTERPRETER SERVICES - IPI, OPI, AND VRI (NON-CBA) | 12-11-2023 | 12-11-2026 |
| 03824 | TRANSLATION SERVICES - WRITTEN WORD | 08-01-2025 | 07-31-2028 |
| 17622 | SPOKEN LANGUAGE INTERPRETER SERVICES - COURT CREDENTIALED | 07-01-2023 | 06-29-2029 |
| 06821 | SPOKEN LANGUAGE INTERPRETER SERVICES - IPI, OPI, AND VRI (CBA) | 02-01-2022 | 02-29-2028 |
| 15422 | TRANSCRIPTION AND CAPTIONING SERVICES | 02-21-2023 | 02-21-2028 |

In addition, the City of Sequim uses the translation services from Google Translate technology and Adobe Acrobat's AI Assistant tool to translate the City's website (https://sequimwa.gov) and forms.

The City of Sequim also invests in a subscription to the Monsido Software package to assist staff with ADA compliance on the City of Sequim website https://sequimwa.gov and the City Tourism website https://visitsunnysequim.com. The software performs a weekly scan of the website and identifies quality assurance issues, such as broken links and potential misspellings, as well as accessibility issues. This software subscription costs $6,186 per year.

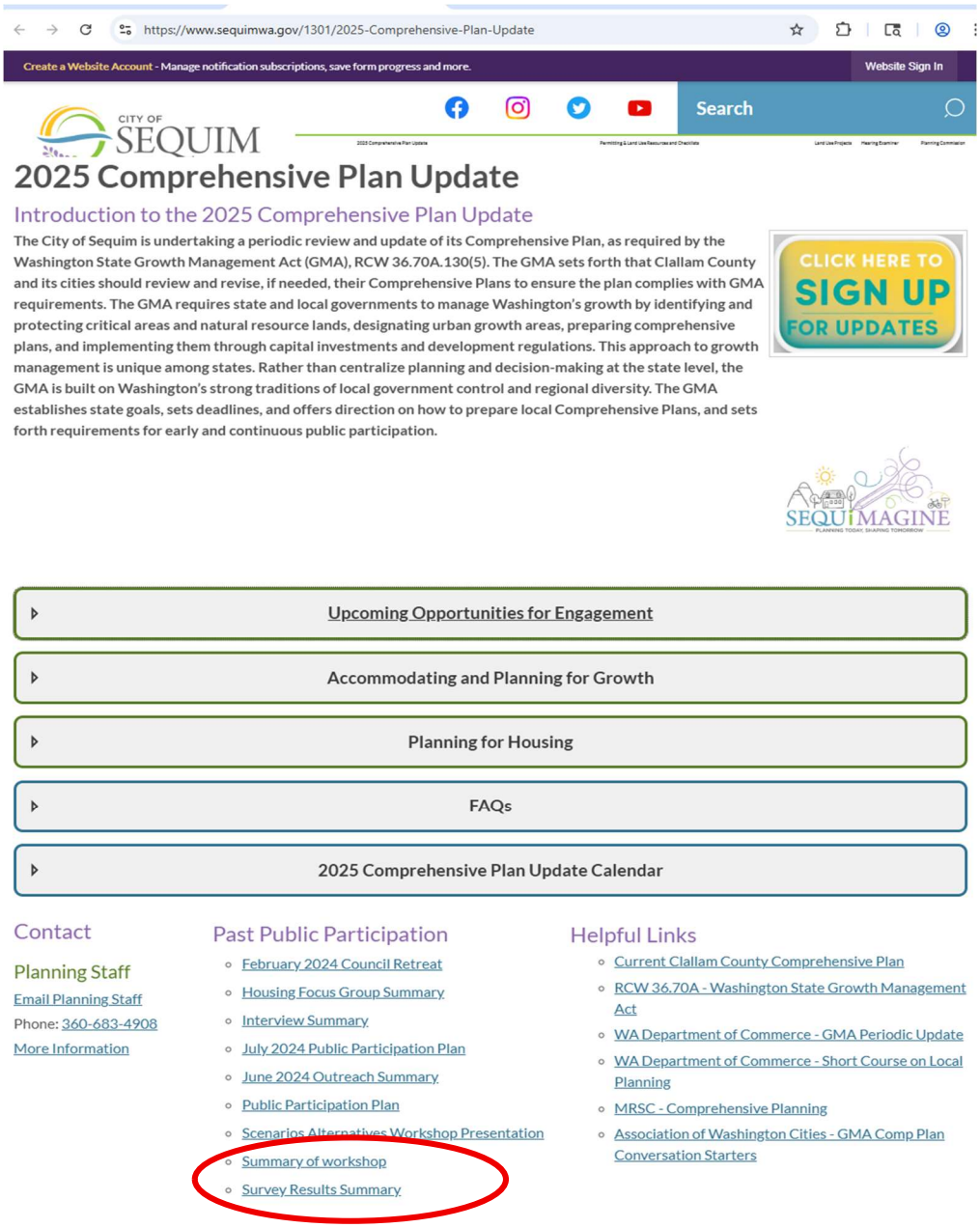
4. Complaints – Provide a copy of the LPA's Title VI complaint log, including new Title VI complaints received during this reporting period and any still pending. Include the basis of the complaint (race, color, national origin) and describe the disposition (status/outcome).

No complaints were received during this 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.

The City of Sequim is in the process of updating the Comprehensive Plan. Throughout 2025, draft chapters have been presented to the Planning Commission during public meetings. In July 2025, Chapter 5.0, Transportation was presented, providing the policy framework to guide short-range and long-term development and maintenance of the multi-modal transportation system. The City Engineer as well as additional staff and consultants were in attendance to discuss transportation specific items. The outreach, interviews, and public participation portion of the process was conducted in 2024 and summaries are now available on the webpage, https://www.sequimwa.gov/1301/2025-Comprehensive-Plan-Update. The Final Plan Presentation is tentatively scheduled for a public meeting in the spring of 2026.

City of Sequim's Website for Comprehensive Plan Updates, including survey and workshop summaries:

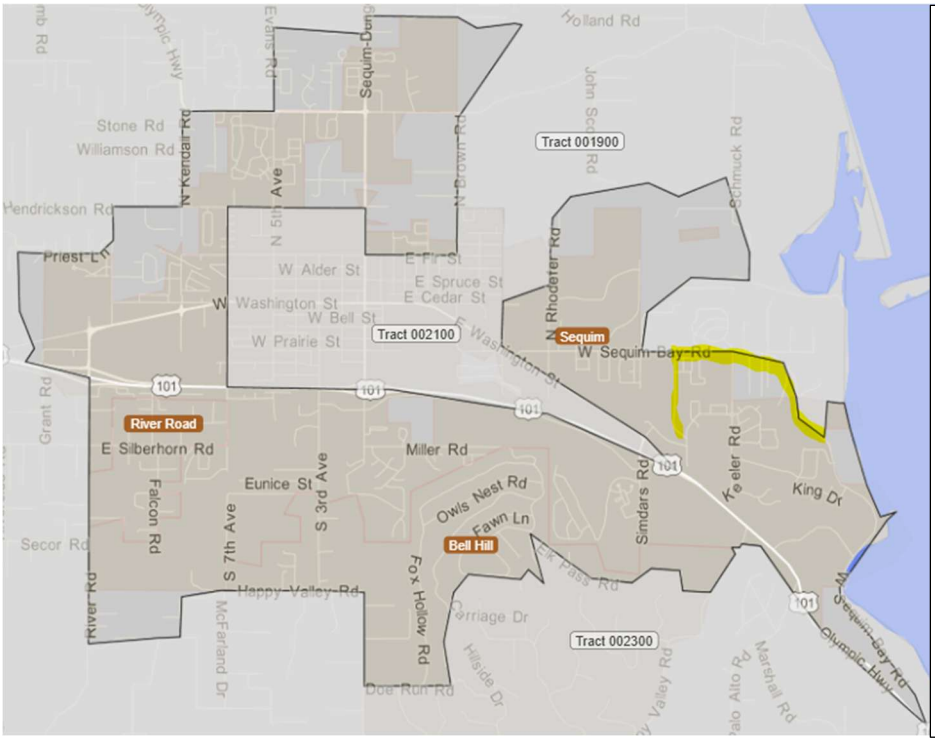


The City has also updated the Transportation Improvement Plan (TIP) during 2025. The TIP is a 6-year plan that is updated annually by removing completed projects and adding new projects for planning/grant funding purposes. It requires a public hearing of which took place on July 14, 2025.

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).

**West Sequim Bay Rd Corridor (PWP-111)**

This project is a utility service expansion eastward on W Sequim Bay Rd with construction of 6,900 LF of gravity sewer line, 5,100 LF of sewer force main, a 400-gpm lift station, as well as expansion and looping of water service with construction of 2,330 LF of water pipe and 1,000 LF of water main. Additionally, necessary pavement rehabilitation will be completed to restore road surfaces after construction. The right-of-way portion of this project is focused on public utility easement. This is a multiyear project that started in 2023. Demographic information of affected population can be found using the Statistical Atlas website, which complies data from the US Census Bureau, specifically from the 2010 census, and from the 2012-2016 American Community Survey (https://statisticalatlas.com/tract/Washington/Clallam-County/002000/Overview).




Tract 002000, Clallam County

Population: 5,322

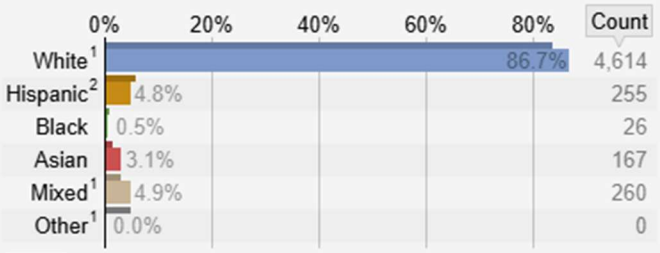
Language Spoken at Home:
- English – 94.7%
- Spanish – 1.7%
- Other Indo European- 2.1%
- Asian – 1.2%
- Other – 0.3%

## Race and Ethnicity

#1

Percentage of the total population.

*Scope: population of Clallam County and Tract 002000*




Count *number of members in ethno-racial group*

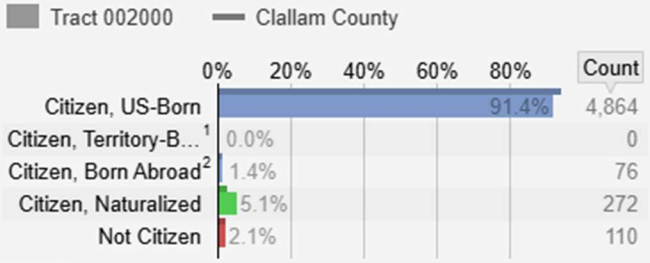
[1] *non-Hispanic* [2] *excluding black and Asian Hispanics*

## Citizenship and National Origin

#1

Percentage of the total popoulation.

*Scope: population of Clallam County and Tract 002000*




Count *number of people in citizenship/nativity category*

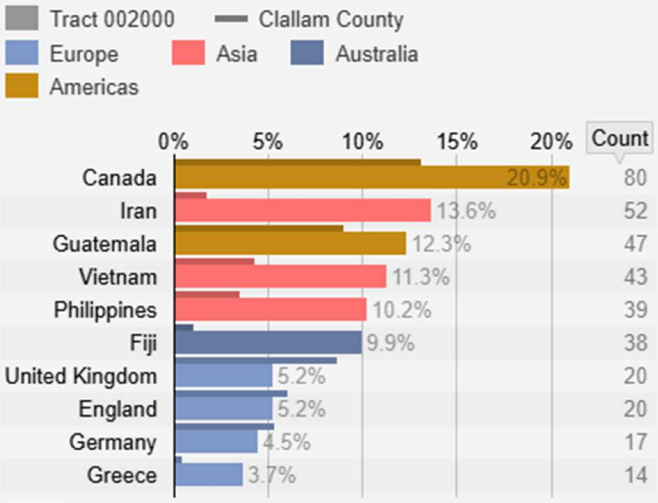
[1] *Puerto Rico and US Island Areas* [2] *to US citizen parent(s)*

## Country of Birth

#3

Percentage of the foreign-born population.[1]

*Scope: population of Clallam County and Tract 002000*



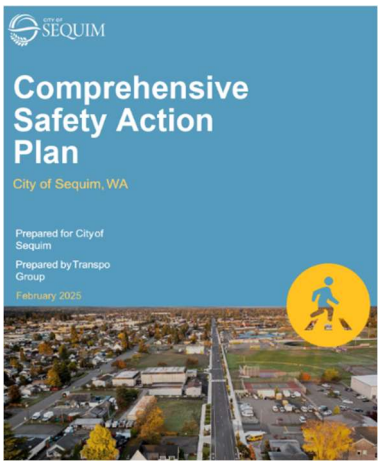

Count *number of people born in given place*

[1] *excluding those born at sea*

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

Tierra Right of Way Services LTD provided right-of-way services following federal guidelines, associated with obtaining easements for the West Sequim Bay Road Corridor project during 2024/2025. RF Duncan and Associates Inc acted as a subcontractor on this contract and provided the appraisal report. Neither Tierra Right of Way Services, LTD or RF Duncan and Associates, Inc provided demographic data.

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.



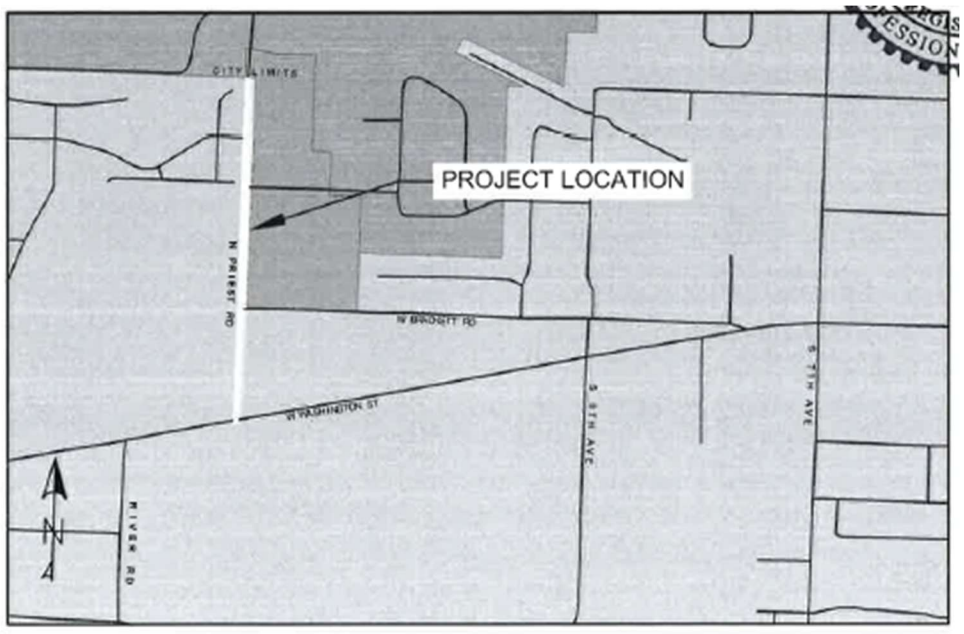

The Comprehensive Safety Action Plan (CSAP) was released in February 2025. CSAP focuses on addressing systemic transportation safety risk factors by modifying and improving citywide transportation networks for users of all modes, ages, and abilities. CSAP takes a data-based, proactive approach to identifying potential safety concerns through analysis of safety data, demographic information, community engagement and outreach, and safety risk factors. It is consistent with the Federal Highway Administration's Safet Streets and Roads for All (SS4A) program requirements and builds on previous transportation safety planning efforts conducted as part of the City's 2024 Local Roadway Safety Plan (LRSP). This plan identifies systemic improvements to the transportation network and updates the City's safety policies and procedures to reduce fatal and serious injury collisions on the City's transportation network.
The plan is available on the city's website, https://www.sequimwa.gov.

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.

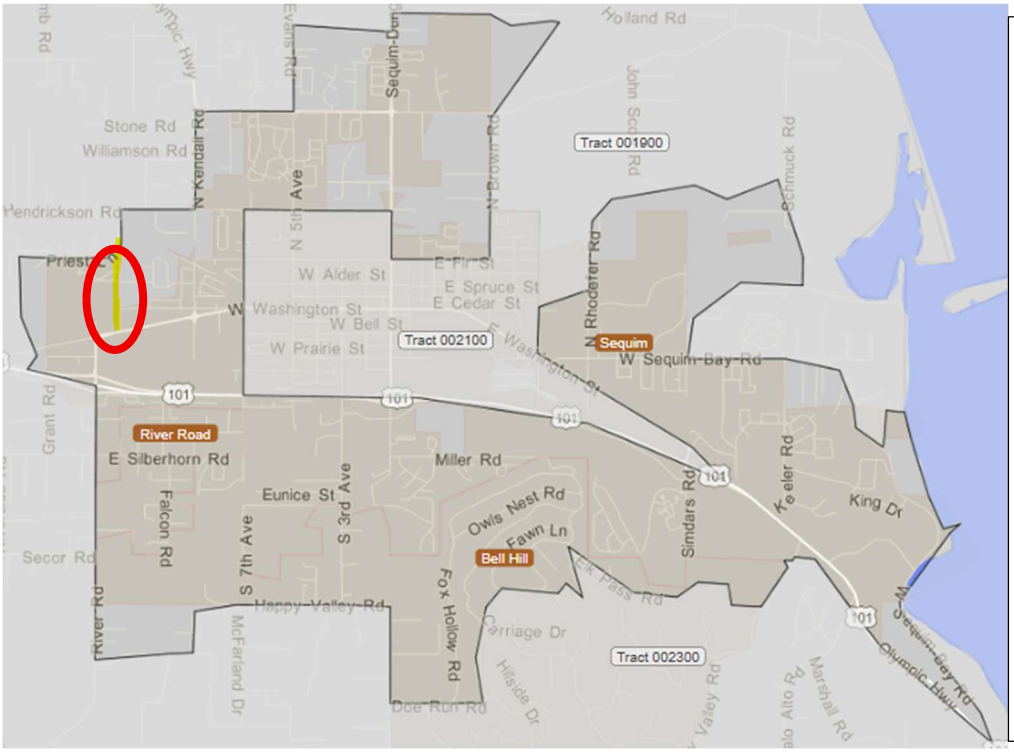
Project demographic information of affected population can be found using the Statistical Atlas website, which complies data from the US Census Bureau, specifically from the 2010 census, and from the 2012-2016 American Community Survey (https://statisticalatlas.com/tract/Washington/Clallam-County/002000/Overview).

**Priest Road Rehabilitation (STR-165RR-001)**

Location: Priest Road from W Washington St to City Limits on Priest Rd.




LOCATION MAP
NOT TO SCALE

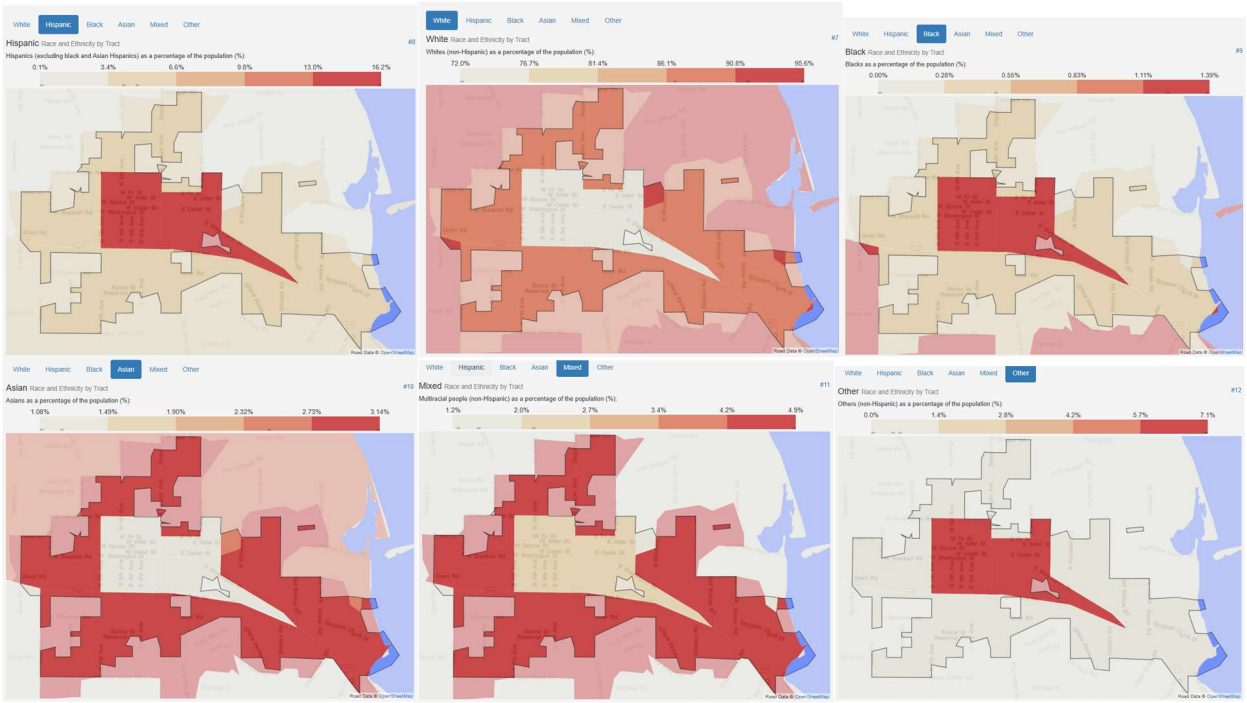



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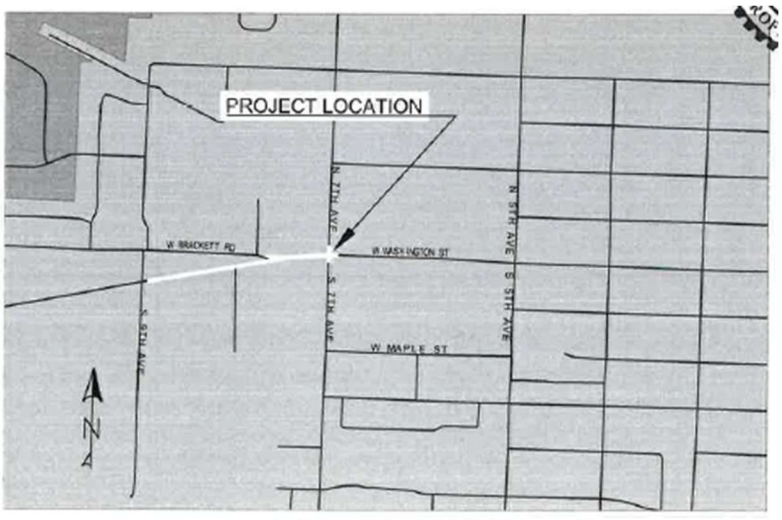
Race/Ethnicity:
- White - 4614
- Hispanic - 255
- Black - 26
- Asian - 167
- Mixed - 260
- Other - 0



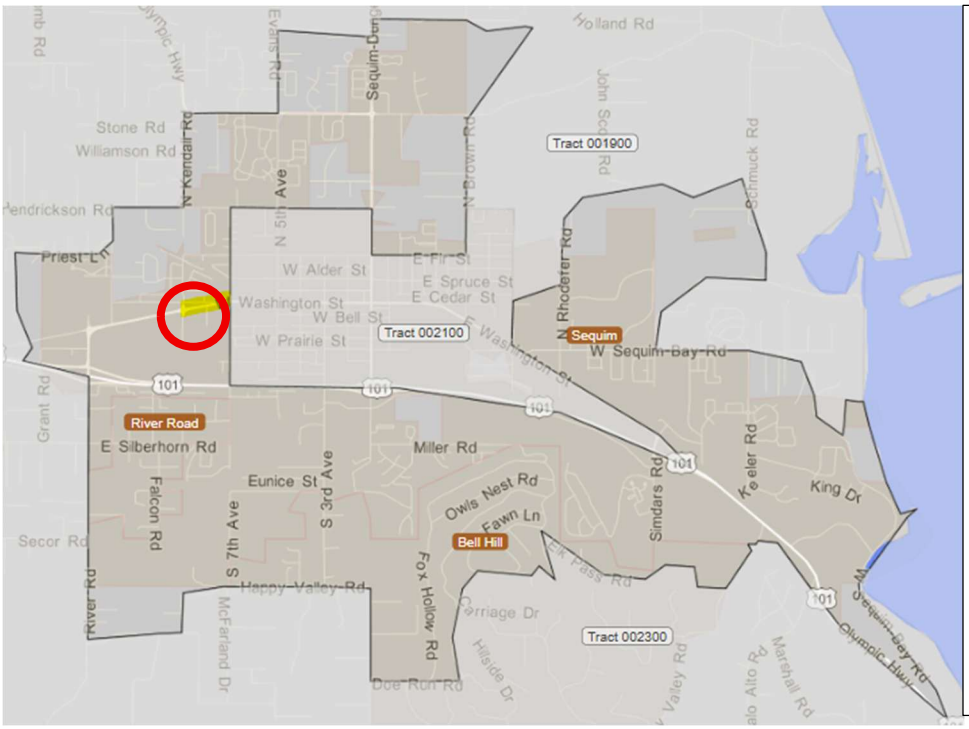

This project installed subgrade where none exists, and completed a full depth rehabilitation that included 12" of base course (5.4: of asphalt) on Priest Road from W Washington St to City Limits on Priest Rd. The benefits of this project include extending the life of new pavement by constructing proper subgrade, reconstruction of high traffic commuter road that connects Highway 101 a major commercial hub to northeast Clallam County, revitalizing deteriorating crosswalk markings, and improving an active transportation corridor between Olympic Discovery Trail and Sequim's commercial hub.

**Washington Street Arterial Overlay, 9th Ave to 7th Ave (STR-165RR-002)**

Location: Washington St. from 9th Ave to 7th Ave.




LOCATION MAP
NOT TO SCALE

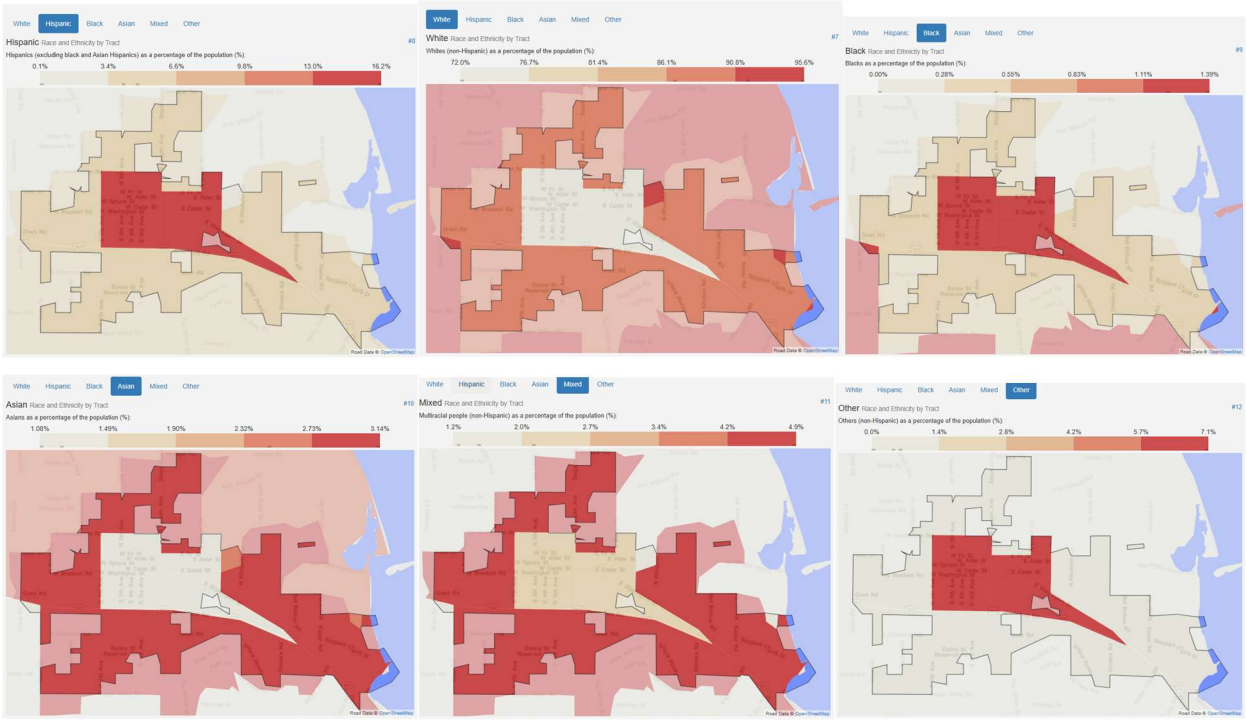



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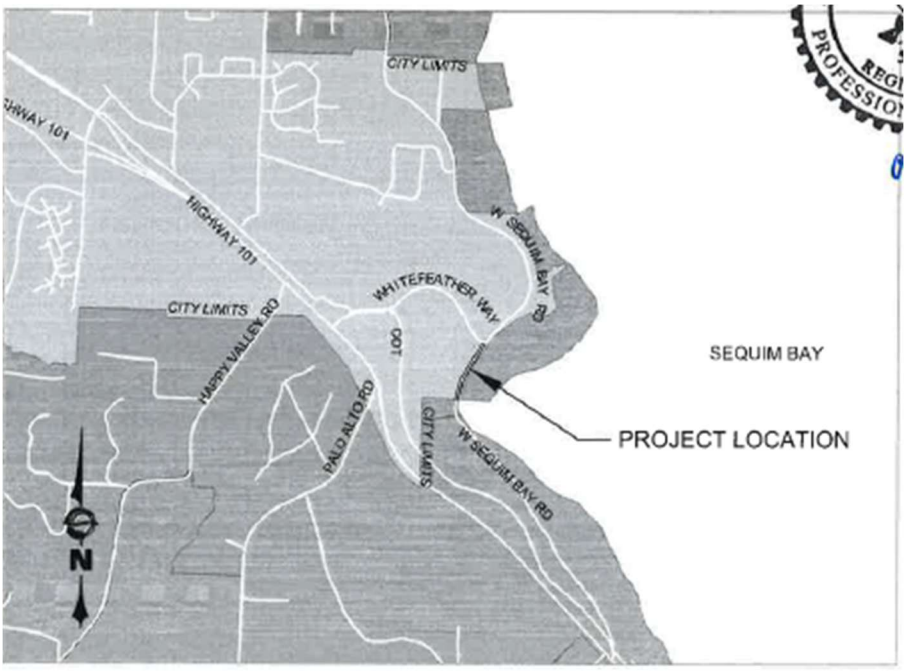
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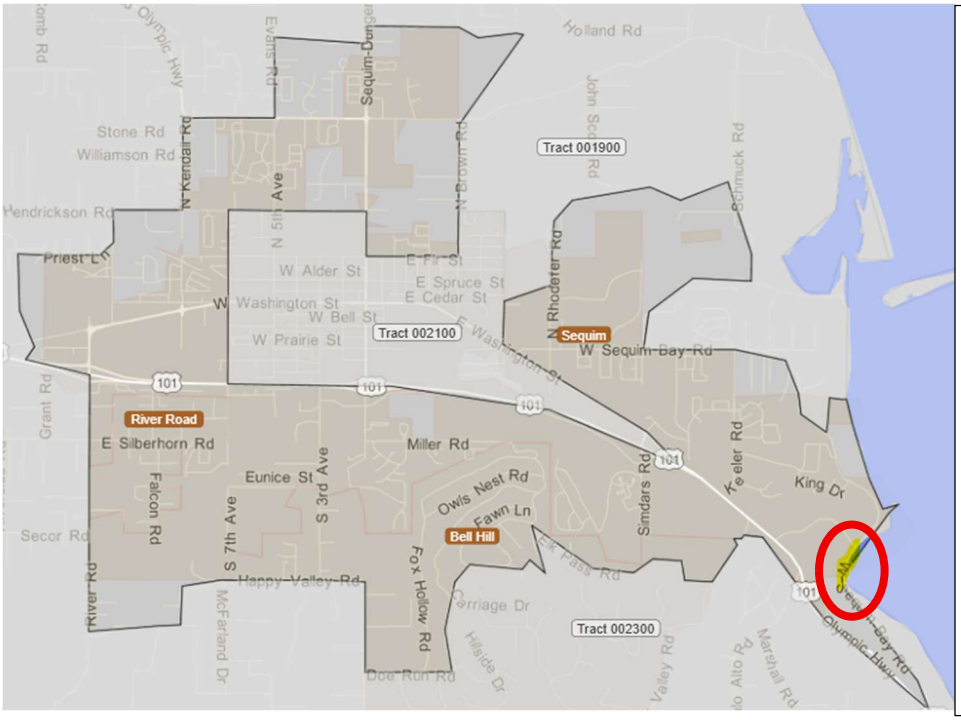

This pavement preservation project overlays the pavement on a high-volume section of Washington St. including intersections with Brackett Rd and 7th Ave. New pavement markings were installed, clarifying traffic flow options and improving crosswalk visibility. Drainage improvements were also completed. Project benefits include extending the pavement life for this vital corridor street.

**West Sequim Bay Rd Pavement Rehabilitation, Whitefeather Way to City Limits (STR-063RR)**

Location: Whitefeather Way to City Limits.




LOCATION MAP
NOT TO SCALE

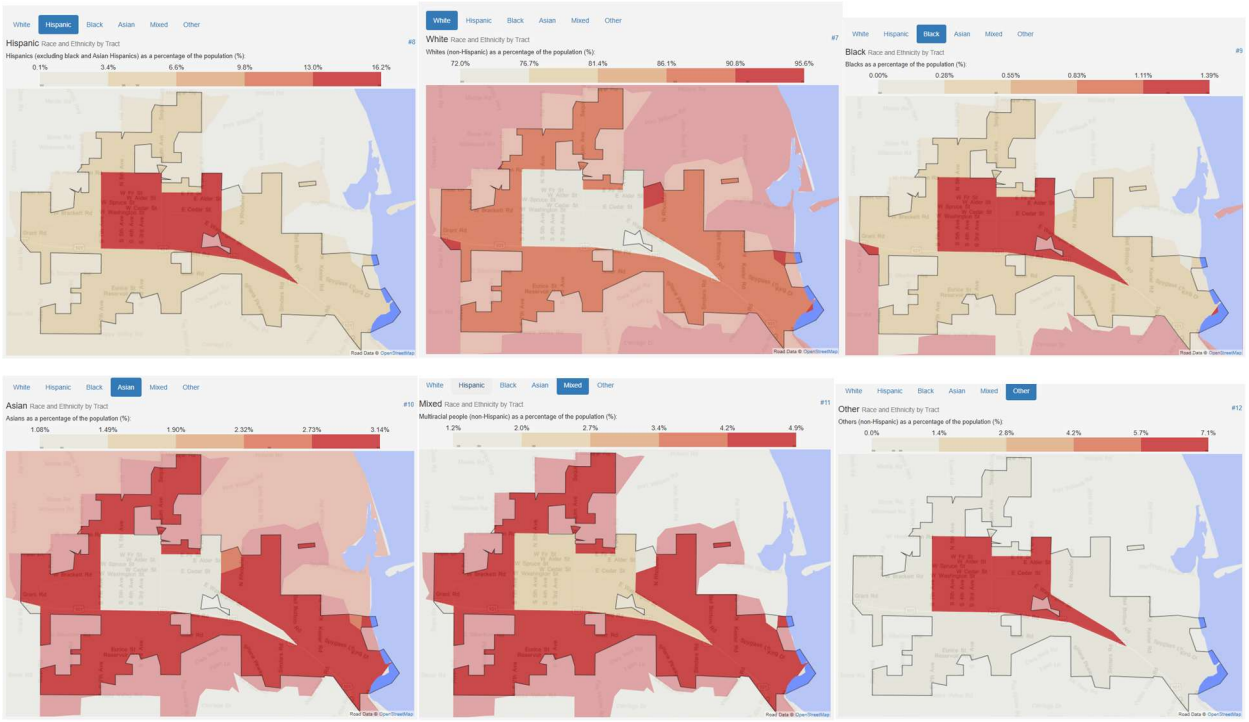



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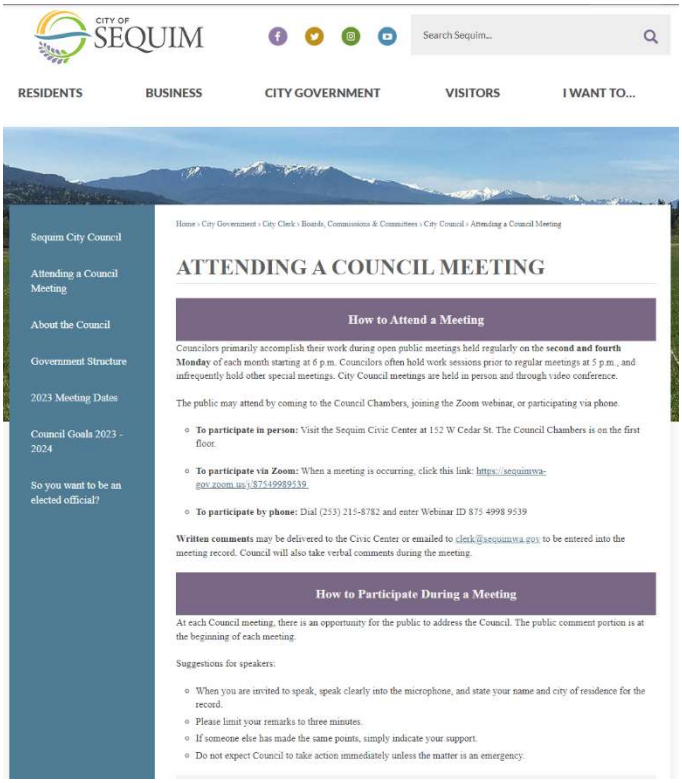

This pavement repair project includes the placement of approximately 320 tons of hot mix asphalt on West Sequim Bay Rd, from Whitefeather Way to City Limits. Temporary traffic control, milling, striping, and other associated work are included. The work will protect the city's existing transportation infrastructure and prolong the life of the roadway.

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.

    1. Identify members of the LPA's transportation planning and/or advisory groups by race, color, and national origin
    2. 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.
    3. 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.

City of Sequim Council Meetings: All City of Sequim construction contracts and consultant agreements over $70,000 are approved at City of Sequim Council meetings. City of Sequim Council meetings are open to the public and held on the 2nd and 4th Monday of each month at the City of Sequim Civic Center at 6:00pm. While all meetings do not contain a construction contract agreement for approval, they are all open to Public Comment which can be about any topic. All City of Sequim Council Meetings were held in

person at the Sequim Civic Center, Council Chambers, 152 W Cedar St, Sequim WA 98382 with a virtual option using videoconferencing and teleconferencing formats. Notice of public meetings are provided on the City of Sequim Website, https://www.sequimwa.gov/319/Attending-a-Council-Meeting.

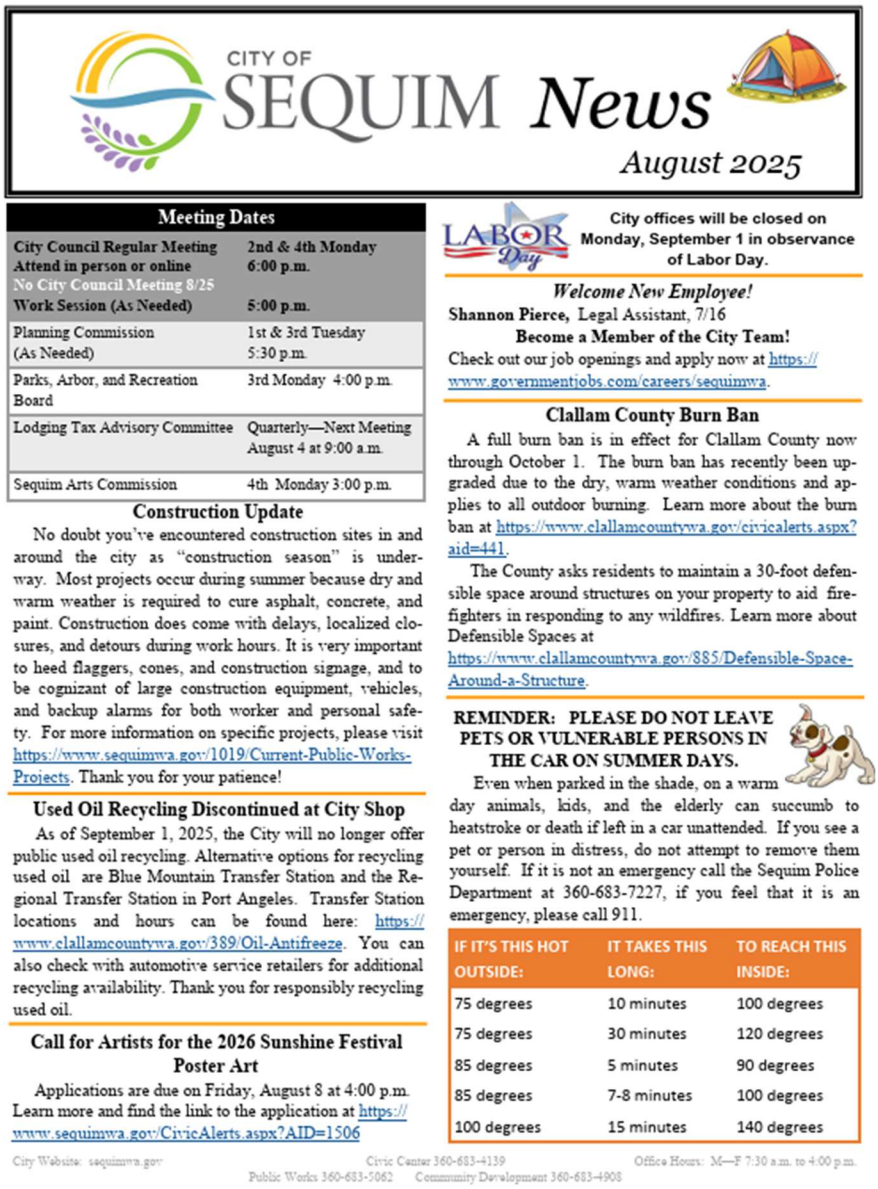



The City of Sequim website uses Google Translate technology, which translates the text into 249 languages.




The City of Sequim has continued to invest in a subscription for Monsido Software package to assist staff with ADA compliance on the City of Sequim website https://sequimwa.gov and the City Tourism website https://visitsunnysequim.com. The software performs a weekly scan of the website and identifies quality assurance issues, such as broken links and potential misspellings, as well as accessibility issues. Steady progress is being made as the City of Sequim's internal website committee is fixing the problems that have been identified.

The City of Sequim also publishes a monthly newsletter that is sent to all utility customers via mail and is also distributed via email to those that wish to subscribe. This newsletter, example below for August 2025, provides public outreach for meetings, events, and other local government related items for the community's knowledge. It is viewable in Adobe Acrobat, and it can be translated by using the "Ask AI Assistant" tool in the program. The Adobe Acrobat Ask AI Assistant tool currently supports 7 languages.



CITY OF SEQUIM News

August 2025

**Meeting Dates**

| | |
|---|---|
| **City Council Regular Meeting**<br>**Attend in person or online**<br>**No City Council Meeting 8/25**<br>**Work Session (As Needed)** | **2nd & 4th Monday**<br>**6:00 p.m.**<br><br>**5:00 p.m.** |
| Planning Commission (As Needed) | 1st & 3rd Tuesday 5:30 p.m. |
| Parks, Arbor, and Recreation Board | 3rd Monday 4:00 p.m. |
| Lodging Tax Advisory Committee | Quarterly—Next Meeting August 4 at 9:00 a.m. |
| Sequim Arts Commission | 4th Monday 3:00 p.m. |

**Construction Update**

No doubt you've encountered construction sites in and around the city as "construction season" is underway. Most projects occur during summer because dry and warm weather is required to cure asphalt, concrete, and paint. Construction does come with delays, localized closures, and detours during work hours. It is very important to heed flaggers, cones, and construction signage, and to be cognizant of large construction equipment, vehicles, and backup alarms for both worker and personal safety. For more information on specific projects, please visit https://www.sequimwa.gov/1019/Current-Public-Works-Projects. Thank you for your patience!

**Used Oil Recycling Discontinued at City Shop**

As of September 1, 2025, the City will no longer offer public used oil recycling. Alternative options for recycling used oil are Blue Mountain Transfer Station and the Regional Transfer Station in Port Angeles. Transfer Station locations and hours can be found here: https://www.clallamcountywa.gov/389/Oil-Antifreeze. You can also check with automotive service retailers for additional recycling availability. Thank you for responsibly recycling used oil.

**Call for Artists for the 2026 Sunshine Festival Poster Art**

Applications are due on Friday, August 8 at 4:00 p.m. Learn more and find the link to the application at https://www.sequimwa.gov/CivicAlerts.aspx?AID=1506

**City offices will be closed on Monday, September 1 in observance of Labor Day.**

***Welcome New Employee!***

**Shannon Pierce,** Legal Assistant, 7/16

**Become a Member of the City Team!**

Check out our job openings and apply now at https://www.governmentjobs.com/careers/sequimwa.

**Clallam County Burn Ban**

A full burn ban is in effect for Clallam County now through October 1. The burn ban has recently been upgraded due to the dry, warm weather conditions and applies to all outdoor burning. Learn more about the burn ban at https://www.clallamcountywa.gov/civicalerts.aspx?aid=441.

The County asks residents to maintain a 30-foot defensible space around structures on your property to aid firefighters in responding to any wildfires. Learn more about Defensible Spaces at https://www.clallamcountywa.gov/885/Defensible-Space-Around-a-Structure.

**REMINDER: PLEASE DO NOT LEAVE PETS OR VULNERABLE PERSONS IN THE CAR ON SUMMER DAYS.**

Even when parked in the shade, on a warm day animals, kids, and the elderly can succumb to heatstroke or death if left in a car unattended. If you see a pet or person in distress, do not attempt to remove them yourself. If it is not an emergency call the Sequim Police Department at 360-683-7227, if you feel that it is an emergency, please call 911.

| IF IT'S THIS HOT OUTSIDE: | IT TAKES THIS LONG: | TO REACH THIS INSIDE: |
|---|---|---|
| 75 degrees | 10 minutes | 100 degrees |
| 75 degrees | 30 minutes | 120 degrees |
| 85 degrees | 5 minutes | 90 degrees |
| 85 degrees | 7-8 minutes | 100 degrees |
| 100 degrees | 15 minutes | 140 degrees |

City Website: sequimwa.gov Civic Center 360-683-4139 Office Hours: M—F 7:30 a.m. to 4:00 p.m.
Public Works 360-683-5062 Community Development 360-683-4908

In addition to City of Sequim Council meetings, the Sequim Planning Commission meets up to 2 times a month. The Planning Commission serves as an advisory body to the City Council. The purpose of the Planning Commission is to provide guidance and direction for Sequim's future growth through continued review and improvement to Sequim's Comprehensive Plan, zoning code, shoreline management, environmental protection, and related land use documents. The Planning Commission will have all of the powers and perform each and all of the duties specified by Chapter 35A.63 RCW, as amended, and set forth or amended by ordinance. (Ord. 2009-036 § 1; Ord. 2009-030; Ord. 311 § 2, 1974). The public is notified of the Sequim Planning Commission meeting in the same ways as listed above for the City Council Meetings. All Sequim Planning Commission meetings were held at Sequim Civic Center, Council Chambers, 152 W Cedar St, Sequim, WA 98382 at 5:30pm.

In the event that a public hearing is held during a City of Sequim Council meeting or Sequim Planning Commission meeting, additionally advertising is published with the Peninsula Daily News newspapers.

Public hearings are also held in the Sequim Civic Center, Council Chambers, 152 W Cedar St, Sequim, WA 98382.

The elected officials that make up the Sequim City Council and the Sequim Planning Commission are:

| First Name | Last Name | Position | Race/Color/National Origin |
|---|---|---|---|
| Kathy | Downer | Council Position 1 (2024/2025) | Caucasian/White/USA |
| Kelly | Burger | Council Position 1 (2025) | |
| Dan | Butler | Council Position 2 | Caucasian/White |
| Vicki | Lowe | Council Position 3 | |
| Rachel | Anderson | Council Position 4 | |
| Brandon | Janisse | Council Position 5 | |
| Harmony | Rutter | Council Position 6 | |
| Nicole | Hartman | Council Position 7 | |
| Julianne | Coonts | Planning Commissioner | |
| Eileen | Cummings | Planning Commissioner | Caucasian/White/USA |
| Alex | Fane | Planning Commissioner | |
| Dennis | Lefevre | Planning Commissioner | |
| Larry | Hueth | Planning Commissioner | |
| Will | Habel | Planning Commissioner | |
| Jeff | Carter | Planning Commissioner | |
| Karen | Mahalic | Planning Commissioner | |

Members were given the opportunity to provide Race/Color/National Origin however most of them elected to not disclose this data.

The following meetings were held between October 2024 and September 2025:

| Meeting Date | Attendance by Roll Call and Public Comment |
|---|---|
| 10/1/24 | Planning Commission Meeting Commissioners present: Eileen Cummings, Jeff Carter, Alex Fane, Julianne Coonts, Larry Hueth, Dennis Lefevre<br>Staff present: Emily Coler, Lindsey Sehmel<br>There were no public comments |
| 10/14/24 | City Council Meeting Councilors present: Kathy Downer, Dan Butler, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, Nicole Hartman<br>Youth Liaison present: Melia Nelson<br>Staff present: Matthew Huish, Kristina NelsonGross, Lindsey Sehmel, Paul Bucich, Nick Dostie, Mike Hill, Fred Liddell, Heather Robley<br>Public comments included Derek Huntington, Jim Stoffer, Dan Maloney, Doug Wright<br>Public comments on the Public Hearing included Randall Cearley, Herb Senft, Jim Stoffer, Lorri Gilchrist, Pamela Griffin Pond |

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|---|---|
| 10/28/24 | City Council Meeting Councilors present: Kathy Downer, Vicki Lowe, Rachel Anderson, Harmony Rutter, Nicole Hartman<br>Youth Liaison present: Melia Nelson<br>Staff present: Matthew Huish, Sue Hagener, Mike Hill, Barbara Hanna, Fred Liddell, Heather Robley<br>Public comments included Randall Cearley |
| 11/18/24 | City Council Meeting Councilors present: Kathy Downer, Dan Butler, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, Nicole Hartman<br>Youth Liaison present: Melia Nelson<br>Staff present: Matthew Huish, Kristina Nelson-Gross, Sue Hagener, Paul Bucich, Nick Dostie, Fred Liddell, Heather Robley<br>There were no public comments. |
| 11/25/24 | City Council Meeting Councilors present: Kathy Downer, Dan Butler, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, Nicole Hartman<br>Youth Liaisons present: Melia Nelson, Lincoln Forrest<br>Staff present: Matthew Huish, Kristina Nelson-Gross, Sue Hagener, Lindsey Sehmel, Paul Bucich, Mike Hill, Fred Liddell, Heather Robley<br>Public Comments included Doug Wright, Jim Stoffer.<br>There were no public comments at the Public Hearing. |
| 12/3/24 | Planning Commission Meeting Commissioners present: Karen Mahalick, Eileen Cummings, Jeff Carter, Alex Fane, Julianne Coonts, Larry Hueth, Dennis Lefevr<br>Staff present: Emily Coler, Matthew Huish, Lindsey Sehmel<br>There were no public comments. |
| 12/9/24 | City Council Meeting Councilors present: Kathy Downer, Dan Butler, Vicki Lowe, Rachel Anderson, Harmony Rutter, Nicole Hartman<br>Youth Liaisons present: Laila Sundin, Lincoln Forrest<br>Staff present: Matthew Huish, Kristina Nelson-Gross, Lindsey Sehmel, Nick Dostie, John Southard, Emily Stednick, Fred Liddell, Heather Robley<br>Public comments included Mary Bell, Doug Wright.<br>Public comments at the Public Hearing included Mike East, Don & Linda Dissinger, Annette Hanson, Dale Jarvis, Doug Wright. |
| 1/7/25 | Planning Commission Meeting Commissioners present: Karen Mahalick, Eileen Cummings, Jeff Carter, Julianne Coonts, Larry Hueth, and Dennis Lefevre<br>Staff present: Emily Coler, Travis Simmons<br>There were no public comments. |
| 1/13/25 | City Council Meeting Councilors present: Kathy Downer, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, Nicole Hartman<br>Youth Liaison present: Melia Nelson, Laila Sundin<br>Staff present: Matthew Huish, Kristina Nelson-Gross, Paul Bucich, Mike Hill, John Southard, Meggan Uecker, Heather Robley, Oleg Zhdan<br>Public comments included Judy Hatch, Doug Wright. |

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| 1/22/25 | City Council Meeting Councilors present: Dan Butler, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter<br>Staff present: Matthew Huish, Kristina Nelson -Gross, Mike Hill, Heather Robley, Matt Lawson<br>There were no public comments. |
| 1/27/25 | City Council Meeting Councilors present: Dan Butler, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, Nicole Hartman<br>Youth Liaisons present: Melia Nelson, Lincoln Forrest<br>Staff present: Matthew Huish, Kristina Nelson-Gross, Nick Dostie, Mike Hill, Emily Stednick, Fred Liddell, Heather Robley, Oleg Zhdan<br>Public comment included Michelle Rhodes. |
| 2/4/25 | Planning Commission Meeting Commissioners present: Karen Mahalick, Eileen Cummings, Alex Fane, Julianne Coonts, Larry Hueth, Dennis Lefevre<br>Staff present: Kristina Nelson-Gross, Ethan Walker<br>There were no public comments. |
| 2/10/25 | City Council Meeting Councilors present: Kelly Burger, Dan Butler, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, Nicole Hartman<br>Youth Liaisons present: Laila Sundin, Lincoln Forrest<br>Staff present: Matthew Huish, Kristina Nelson-Gross, Oleg Zhdan, Paul Bucich, Nick Dostie, Mike Hill, Fred Liddell, Heather Robley<br>Public comments included Jean Pratschner<br>There were no public comments at the public hearing. |
| 2/24/25 | City Council Meeting Councilors present: Kelly Burger, Dan Butler, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, Nicole Hartman<br>Youth Liaisons present: Melia Nelson, Lincoln Forrest<br>Staff present: Matthew Huish, Kristina Nelson-Gross, Oleg Zhdan, Mike Hill, John Southard, Nick Dostie, Hannah Merrill, Emma Jane Garcia, Merrin Packer, Fred Liddell, Heather Robley<br>Public comments included Susan Griffin, Jamie Porter, Darlene Schafald, Steve Koehler, Joyce Volmut, Doug Wright.<br>There were no public comments at the public hearing. |
| 3/18/25 | Planning Commission Meeting Commissioners present: Eileen Cummings, Alex Fane, Larry Hueth, Dennis Lefevre<br>Staff present: Matt Huish, Emily Coler, Travis Simmons<br>Public comments included Ron Fairclough. |
| 3/10/25 | City Council Meeting Councilors present: Kelly Burger, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, Nicole Hartman<br>Youth Liaisons present: Melia Nelson, Laila Sundin<br>Staff present: Matthew Huish, Kristina Nelson -Gross, Barbara Hanna, Sue Hagener, Emily Stednick, Mike Hill, Hannah Merrill, Meggan Uecker, Merrin Packer, Fred Liddell, Heather Robley<br>Public comments included Brad Griffith, Michelle Rhodes, Dale Jarvis. |

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| 3/24/25 | City Council Meeting Councilors present: Kelly Burger, Dan Butler, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, Nicole Hartman<br>Youth Liaisons present: Laila Sundin, Lincoln Forrest<br>Staff present: Matthew Huish, Kristina Nelson - Gross, Barbara Hanna, Oleg Zhdan, Mike Hill, Paul Bucich, Nick Dostie, Hannah Merrill, Matt Lawson, Heather Robley<br>Public comments included Justin Grider, Susan Griffin, Darlene Schanfeld, Shellie Torrence, Stephanie Day, Denise Lapio, Jamie Porter, Denise Irish, Carly Page, Rhonda Coats, Bonnie Bless-Boenish, Mary Foster, Ken Bearly, Felicia Dycer, Pepai Whipple. |
| 4/15/25 | Planning Commission Meeting Commissioners present: Karen Mahalick, Eileen Cummings, Alex Fane, Julianne Coonts, Larry Hueth, Dennis Lefevre<br>Staff present: Matt Huish, Kristina Nelson-Gross, Emily Coler, Karla Boughton<br>There were no public comments. |
| 4/14/25 | City Council Meeting Councilors present: Kelly Burger, Dan Butler, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, Nicole Hartman<br>Youth Liaison present: Laila Sundin<br>Staff present: Matthew Huish, Kristina Nelson-Gross, Oleg Zhdan, Mike Hill, Paul Bucich, Nick Dostie, Amy Dougherty, Ty Brown, John Christenson, Travis Simmons, Heather Robley<br>Public comments included Mary Bell.<br>There were no public comments at the public hearing. |
| 4/28/25 | City Council Meeting Councilors present: Kelly Burger, Dan Butler, Rachel Anderson, Harmony Rutter, Nicole Hartman<br>Youth Liaison present: Laila Sundin<br>Staff present: Matthew Huish, Kristina Nelson- Gross, Oleg Zhdan, Mike Hill, John Southard, Paul Bucich, Nick Dostie, John Christenson, Amy Dougherty, Hannah Merrill, Heather Robley<br>Public comments included Lily Tjemsland, Dave Bekkevar. |
| 5/12/25 | City Council Meeting Councilors present: Kelly Burger, Dan Butler, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, Nicole Hartman<br>Youth Liaisons present: Lincoln Forrest, Melia Nelson<br>Staff present: Matthew Huish, Kristina Nelson-Gross, Barbara Hanna, Sue Hagener, Oleg Zhdan, Mike Hill, Paul Bucich, Heather Robley<br>There were no public comments. |
| 5/20/25 | Planning Commission Meeting Commissioners present: Karen Mahalick, Eileen Cummings, Alex Fane, Julianne Coonts, Larry Hueth<br>Staff present: Matthew Huish, Kristina Nelson-Gross, Travis Simmons, Emily Coler, Karla Boughton.<br>There were no public comments. |
| 5/27/25 | City Council Meeting Councilors present: Kelly Burger, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, Nicole Hartman<br>Youth Liaison present: Melia Nelson |

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| | Staff present: Matthew Huish, Kristina Nelson- Gross, Sue Hagener, Cameron Gann, Paul Bucich, Nick Dostie, John Christenson, Ty Brown, Amy Dougherty, Hannah Merrill, Matt Lawson, Heather Robley<br>There were no public comments. |
| 6/3/25 | Planning Commission Meeting Commissioners present: Karen Mahalick, Eileen Cummings, Alex Fane, Julianne Coonts, Larry Hueth, Dennis Lefevre<br>Staff present: Matthew Huish, Kristina Nelson-Gross, Emily Coler, Travis Simons, Karla Boughton<br>Public Comment included Teresa Miller. |
| 6/9/25 | City Council Meeting Councilors present: Kelly Burger, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, Nicole Hartman<br>Youth Liaison present: Lincoln Forrest<br>Staff present: Matthew Huish, Kristina Nelson- Gross, Barbara Hanna, Sue Hagener, Emily Stednick, Oleg Zhdan, Mike Hill, John Southard, Paul Bucich, Nick Dostie, John Christenson, Amy Dougherty, Ty Brown, Tellina Sandaine<br>There were no public comments. |
| 6/17/25 | Planning Commission Meeting Commissioners present: Karen Mahalick, Eileen Cummings, Alex Fane, Julianne Coonts, Larry Hueth, Dennis Lefevre<br>Staff present: Matthew Huish, Kristina Nelson-Gross, Emily Coler, Karla Boughton<br>There were no public comments. |
| 6/23/25 | City Council Meeting Councilors present: Kelly Burger, Dan Butler, Vicki Lowe, Rachel Anderson, Brandon Janisse, Nicole Hartman<br>Youth Liaisons present: Lincoln Forrest, Melia Nelson<br>Staff present: Matthew Huish, Kristina Nelson-Gross, Oleg Zhdan, Mike Hill, Nick Dostie, Heather Robley<br>There were no public comments.<br>There were no public comments made at the Public Hearing for the Transportation Improvement Plan (TIP). |
| 7/14/25 | City Council Meeting Councilors present: Kelly Burger, Dan Butler, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, Nicole Hartman<br>Staff present: Matthew Huish, Kristina Nelson- Gross, Karla Boughton, Sue Hagener, Oleg Zhdan, Paul Bucich, Nick Dostie, Amy Dougherty, Heather Robley<br>Public Comments included Kate Amundson, Annie Hogenboom, Teresa Hansen, Val Shaw.<br>There were no public comments made at the Public Hearing for the Transportation Improvement Plan (TIP). |
| 7/15/25 | Planning Commission Meeting Commissioners present: Karen Mahalick, Will Habel, Eileen Cummings, Alex Fane, Julianne Coonts, Larry Hueth, Dennis Lefevre<br>Staff present: Matthew Huish, Karla Boughton, Travis Simmons, Emily Coler, Nick Dostie.<br>There were no public comments. |
| 7/28/25 | City Council Meeting Councilors present: Kelly Burger, Dan Butler, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, Nicole Hartman |

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| | Staff present: Matthew Huish, Kristina Nelson- Gross, Karla Boughton, Oleg Zhdan, Cameron Gann, Mike Hill, John Southard, Merrin Packer, Heather Robley<br>Public comments included Kristine Wilson, Jeff Gunderson, Casey Roloff, Rick Anderson, Kelly Iriye, Annie Hogenboom, Randy Steinman, Lisa Roberts. |
| 8/5/25 | Planning Commission Meeting Commissioners present: Karen Mahalick, Will Habel, Eileen Cummings, Alex Fane, Julianne Coonts, Larry Hueth, Dennis Lefevre<br>Staff present: Matthew Huish, Karla Boughton, Travis Simmons, Emily Coler.<br>There were no public comments. |
| 8/11/25 | City Council Meeting Councilors present: Kelly Burger, Dan Butler, Vicki Lowe, Rachel Anderson, Harmony Rutter, Nicole Hartman<br>Youth Liaison present: Laila Sundin<br>Staff present: Matthew Huish, Kristina Nelson-Gross, Barbara Hanna, Sue Hagener, Oleg Zhdan, Mike Hill, Paul Bucich, Cameron Gann, Heather Robley<br>Public comments included Randy Tierney, Jan Tierney, Jeff Considine, Courtney Considine, Geoff Fox, David Rivers, Katy Amundson. |
| 9/2/25 | Planning Commission Meeting Commissioners present: Karen Mahalick, Will Habel, Eileen Cummings, Alex Fane, Julianne Coonts, Larry Hueth<br>Staff present: Karla Boughton, Travis Simmons, Emily Coler, Nick Dostie<br>There were no public comments. |
| 9/8/25 | City Council Meeting Councilors present: Kelly Burger, Dan Butler, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, Nicole Hartman<br>Youth Liaisons present: Melia Nelson, Laila Sundin, Lincoln Forrest<br>Staff present: Matthew Huish, Kristina Nelson-Gross, Karla Boughton, Emily Stednick, Oleg Zhdan, John Southard, Paul Bucich, Nick Dostie, Heather Robley.<br>Public Comment included Jeff Considine, Bruce von Borstel, Courtney Considine, Carol von Borstel, Lisa Anne Oliver, Tracy Hollister, Erin R. |
| 9/22/25 | City Council Meeting Councilors present: Kelly Burger, Dan Butler, Vicki Lowe, Rachel Anderson, Brandon Janisse, Harmony Rutter, Nicole Hartman<br>Youth Liaison present: Laila Sundin<br>Staff present: Matthew Huish, Barbara Hanna, Kristina Nelson-Gross, Karla Boughton, Sue Hagener, Emily Stednick, Oleg Zhdan, Cameron Gann, Mike Hill, John Southard, Paul Bucich, Heather Robley<br>Public comments included John Worthington.<br>Public comments during the Public Hearing included Kristine Wilson (Perkins Coie, representing John Wayne Enterprises), Heather Burgess (Dickinson Frolich Phillips Burgess, representing Seabrook/Westbay), Jeff Gunderson (Seabrook/Westbay), Timothy Dalton, Colleen McAleer (Clallam County Economic Development Council), Maria Koawenhoven, Todd Holcomb, Mary Bland, Sara Tetreault, Bob Travis, John Worthington, Lucas Shifflett, Danny Steiger (Lumber Traders), and Daniel Siemens. |

As necessary, Hearing Examiner Public Meetings are held to conduct land use hearings. These hearings are open to the public and are advertised on the City website as well as in the local newspaper, Peninsula Daily News. Public hearings are held in the Sequim Civic Center, Council Chambers, 152 W Cedar St, Sequim, WA 98382. These hearings address transportation related issue associated with the specific land use item before the Hearing Examiner.

| | |
|---|---|
| 10/24/24 | Hearing Examiner Public Meeting – Item: Rainshadow Loop Preliminary Major Subdivision<br>Hearing Examiner: Peregrin Sorter<br>Staff present: Lindsey Sehmel, Travis Simmons, Nick Dostie<br>Applicant Representatives: Levi Holmes, Holli Heaving<br>Public present: No public present at meeting. |
| 2/27/25 | Hearing Examiner Public Meeting – Item: Bella Vista Estates Preliminary Major Subdivision & Boundary Line Adjustment & Bell Creek Preliminary Major Subdivision<br>Hearing Examiner: Peregrin Sorter<br>Staff present: Travis Simmons, Emily Coler, Shawnie Peters, Nick Dostie,<br>Applicant Representatives: Trish Clements, Bryan Fields, Jeff Schramm, Kellen Decker, Chris Weymouth<br>Public present: Norma Pierce, Jim Davis, Mary Bell, Kris Ecklund, Cat Xander, Crystal Sasso, Kolten Kosters, Carolyn Decker, Holli Heavrin<br>Public comments (present or written): Norma Pierce, Jim Davis, Mary Bell, Kris Ecklund, Noelle Levesque, Carey Birkenfeld, Kim Mahoney, Dr Lara Starcevich, Karen Stedman, Jerry Amy Ouzts, |
| 4/3/25 | Hearing Examiner Public Meeting – Item: Heckman Major Subdivision Plat Alteration, "Maliandra Apartments & Paragon Residential Real Estate"<br>Hearing Examiner: Peregrin Sorter<br>Staff present: Travis Simmons, Emily Coler, Ethan Walker, Nick Dostie, Shawnie Peters<br>Applicant Representatives: Brody Broker<br>Public present: Arnold Bleicher, Judith Pasco, David Meissner<br>Public comments (present or written): Ben Fisher, Richard De La Tour, Ed Bowman, Ben Fisher, Susan Schneider, Judith Pasco, Jean Dager, John Coulson, Debbie Minch, Margaret Garrington, Arnold Bleicher, Jerry Amy Ouzts, Eugene and Jo Roberts, Joyce Pardee |
| 5/22/25 | Hearing Examiner Public Meeting – Item: Habitat for Humanity, Sequim Ave Dev.<br>Hearing Examiner: Peregrin Sorter<br>Staff present: Travis Simmons, Shawnie Peters, Emily Coler, Ethan Walker, Nick Dostie<br>Applicant Representatives: Tyrell Bradley, Colleen Robinson<br>Public present: Stephanie Goodwin, Sandra Strafford, Mary Bell, Teresa Glen Rebecca Coon.<br>Public comments (present or written): Stephanie Goodwin, Sandra Strafford, Mary Bell, Teresa Glen |

The City of Sequim provides the WSDOT Voluntary Demographic Disclosure Forms, 272-0659 at each City Council meeting as well as the Planning Commission Meetings for those who wish to participate.

**Washington State Department of Transportation**

## Title VI Public Involvement

Title VI of the Civil Rights Act of 1964 requires the Washington State Department of Transportation to be sure that everyone in the affected project areas has a chance to be heard and to respond to transportation programs and activities that may affect their community.

To help with that, we ask that you voluntarily provide us information about your race, ethnicity and/or gender. You are not required to disclose the information requested in order to participate in this meeting.

WSDOT's Hearing Coordinator and the Office of Equity and Civil Rights will handle the information gathered as confidentially as possible. For further information regarding this process please contact the Title VI Coordinator by phone at 360-705-7090.

Please respond to the following questions:

| Project Name | Date |
|---|---|
| | |

Location of Public Meeting

Name (Optional) *(Please print)*:

Gender:
☐ Male ☐ Female ☐ Other ☐ Prefer not to disclose

Disability:
☐ Yes ☐ No ☐ Prefer not to disclose

**General Ethnic Identification Categories *(Check as many as apply)*:**

| | | |
|---|---|---|
| ☐ Black or African American | ☐ Hispanic or Latino | ☐ Native Hawaiian/Pacific Islander |
| ☐ Asian | ☐ Caucasian | ☐ American Indian/Alaskan Native |
| ☐ Other | ☐ Prefer not to disclose | |

**Country of Birth:**

| | | |
|---|---|---|
| ☐ Canada | ☐ China | ☐ Korea |
| ☐ Germany | ☐ Japan | ☐ Philippines |
| ☐ Mexico | ☐ England | ☐ USA |
| ☐ Other | ☐ Prefer not to disclose | |

**What is your Marital Status?**

| | | |
|---|---|---|
| ☐ Single | ☐ Married | ☐ Divorced |
| ☐ Widowed | ☐ In a domestic partnership | ☐ Prefer not to disclose |

**Language Spoken at Home *(Check as many as apply)*:**

| | | |
|---|---|---|
| ☐ English Only | ☐ Korean | ☐ German |
| ☐ Tagalog | ☐ Russian | ☐ Arabic |
| ☐ Spanish | ☐ Chinese | ☐ Vietnamese |
| ☐ Prefer not to disclose | ☐ Other | |

**Age:**

| | | |
|---|---|---|
| ☐ Under 18 | ☐ 18-24 | ☐ 25-34 |
| ☐ 35-44 | ☐ 45-54 | ☐ 55-64 |
| ☐ 65-79 | ☐ 80+ | ☐ Prefer not to disclose |

| **Do You Identify with any of the Following Religions?** | | |
|---|---|---|
| ☐ Judaism | ☐ Hinduism | ☐ Christianity |
| ☐ Islam | ☐ Inter/Non-denominational | ☐ Native American |
| ☐ Buddhism | ☐ No Religion | ☐ Other |
| ☐ Prefer not to disclose | | |
| **What is the Highest Degree, or Level of Education you have Completed?** | | |
| ☐ Less than high school | ☐ High school graduate | ☐ Completed some college |
| ☐ Associate degree | ☐ Bachelor's degree | ☐ Completed some postgraduate |
| ☐ Master's degree | ☐ Ph.D. | ☐ Graduate or professional degree |
| ☐ Prefer not to disclose | | |
| **What is Your Approximate Average Household Income?** | | |
| ☐ Less than $25,000 | ☐ $25,000-$49,999 | ☐ $50,000-$74,999 |
| ☐ $75,000-$99,999 | ☐ $100,000-$124,999 | ☐ $125,000-$149,999 |
| ☐ $150,000-$174,999 | ☐ $175,000-$199,999 | ☐ $200,000 and up |
| ☐ Prefer not to disclose | | |

After you have completed this form, please place it inside the designated box on the registration table.

***Thank you for your cooperation!***

**Title VI Notice to Public**

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.

**Americans with Disabilities Act (ADA) Information**

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

**Español**

**Notificación de Título VI al Público**

La política del Departamento de Transporte del Estado de Washington (Washington State Department of Transportation, WSDOT) es garantizar que ninguna persona, por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, sea excluida de la participación, se le nieguen los beneficios o se le discrimine de otro modo en cualquiera de sus programas y actividades. Cualquier persona que considere que se ha violado su protección del Título VI puede presentar una queja ante la Oficina de Equidad y Derechos Civiles (Office of Equity and Civil Rights, OECR) del WSDOT. Para obtener más información sobre los procedimientos de queja del Título VI o información sobre nuestras obligaciones contra la discriminación, comuníquese con el coordinador del Título VI de la OECR al (360) 705-7090.

**Información de la Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés)**

Este material puede estar disponible en un formato alternativo al enviar un correo electrónico a la Oficina de Equidad y Derechos Civiles a wsdotada@wsdot.wa.gov o llamando a la línea sin cargo 855-362-4ADA(4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

The summary of the Voluntary Disclosure forms collected are as follows:

**Summary of Voluntary Demographic Disclosure Information**

| | | | | | | |
|---|---|---|---|---|---|---|
| Gender | Male | 2 | Female | 2 | | |
| Disability | Yes | 1 | No | 3 | | |
| Ethnic Identification | Caucasian | 4 | Hispanic/Latino | 0 | Other | 0 |
| Country of Birth | USA | 3 | Germany | 1 | | |
| Marital Status | Married | 2 | Divorced | 1 | Widowed | 1 |
| Language Spoken | English Only | 4 | | | | |
| Age | 65-79 | 4 | | | | |
| Religions | Christianity | 3 | | | | |
| Education | Completed some college | 1 | Completed some postgraduate | 1 | Graduate or professional degree | 1 |
| Income | 25,000-49,000 | 2 | $200,000 and up | 1 | | |

During this time frame, there were no translation services requested directly from the City of Sequim.

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).

Calls for bids are published on the City of Sequim website, through the MRSC roster, and advertising in the paper of record for our region and it's subsidiaries (Peninsula Daily News). Solicitations are posted for 21 days.

For bid openings, bidders submit their bids in person and by hand to the City Clerk. Only sealed bids labeled as indicated in the call for bids will be accepted and time marked. At bid closing, all sealed bids are opened, reviewed for responsiveness and responsibility, and the bid amount is publicly announced and recorded. Once all bids are reviewed and announced the apparent low bidder is identified publicly. All bids are then tabulated, and contractors are verified. The City staff present the contract to City Council with a recommendation to award, or reject all bids.

For consultants, the selection is made though a committee review of advertised evaluation criteria. Committee members are selected based on proximity to the work being contracted and their position at the City. Each member individually scores the Statement of Qualifications or Proposals and then a group total is calculated to determine the final selection. Interviews are then held with the top three (3) firms and scored on answers to relevant work-based interview questions, by the selection committee. Based on the interview evaluation criteria and scoring, the top consultant is then engaged in contract negotiations, using City contract templates. Once a final agreement is reached, it is presented to the City Council for award.

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?)

Construction bid solicitation includes the following statement: "The City of Sequim, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.."

Requests for qualifications and requests for proposal solicitations includes the following Nondiscrimination and Equal Opportunity statement: "The City complies with state and federal laws prohibiting discrimination on the basis of any protected status. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the City commits to nondiscrimination on the basis of disability in all of its programs and activities. The City of Sequim, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. Women- and minority-owned business enterprises (WMBE) and veteran-owned firms are encouraged to respond to this opportunity. "

Prior to contracting with a contractor/consultant, a Washington State Labor & industries license status is verified to ensure the contractor/consultant is a responsible bidder.

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).

| **Vendor** | **Service** | **Contract Date** | **Task** | **Task Date** | **Value** | **Project** | **Funding Source** |
|---|---|---|---|---|---|---|---|
| Tierra | Right of Way Consultant | 8/25/2023 | 1 | 5/17/2024 | 40,839 | PWP-WTR-111 - West Sequim Bay Rd Corridor Water Project | local |
| Transpo Group USA | Traffic Engineering | 8/17/2024 | 1 | 9/24/2024 | 15,673 | STR-177RR – Signal Timing for Local Rd Safety Plan | Local |

| Vendor | Service | Contract Date | Task | Task Date | Value | Project | Funding Source |
|---|---|---|---|---|---|---|---|
| Transpo Group USA | Traffic Engineering | 8/17/2024 | 2 | 9/24/2024 | 20,000 | STR-177RR - Traffic Signal Timing | Local |
| Transpo Group USA | Traffic Engineering | 8/17/2024 | 3 | 9/24/2024 | 6,000 | McCurdy Platt Traffic Impact Analysis | local |
| Transpo Group USA | Traffic Engineering | 8/17/2024 | 4 | 10/17/2024 | 5,000 | Traffic Impact Analysis | Local |
| Transpo Group USA | Traffic Engineering | 8/17/2024 | 5 | 10/17/2024 | 7,715 | Traffic Impact Analysis Scoping & Review | Local |
| Transpo Group USA | Traffic Engineering | 8/17/2024 | 6 | 1/23/2025 | 5,000 | Traffic Impact Analysis | Local |
| Transpo Group USA | Traffic Engineering | 8/17/2024 | 7 | 1/22/2025 | 3,600 | WSB Rd Feasibility Alternative Study | Local |
| Transpo Group USA | Traffic Engineering | 8/17/2024 | 8 | 5/28/2025 | 13,000 | Safe Streets for All Grant Application | Local |
| DKS | Traffic Engineering | 9/30/2024 | 1 | 2/10/2025 | 4,500 | Traffic Impact Analysis | Local |
| Vanir Construction | Construction Management | 10/31/2024 | 1 | 4/15/2025 | 21,044 | SRR-171RR – Manholes on Washington Harbor Loop Rd and WTR-027CU – Water Main on N 4th Ave, Washington to Cedar | Local |
| Vanir Construction | Construction Management | 10/31/2024 | 2 | 4/15/2025 | 46,299 | CFL-110NC – Spruce St Parking Lot | Local |
| TKDA | Construction Management | 9/30/2024 | 1 | 1/23/2025 | 74,468 | CFL-012NC – City Shop Utilities | Local/ Federal |

| Vendor | Service | Contract Date | Task | Task Date | Value | Project | Funding Source |
|---|---|---|---|---|---|---|---|
| TruLand Survey | Survey | 11/16/2022 | 7 | 12/11/2024 | 23,800 | STR-180CU – 9th & Hammond Complete Streets | Local |
| Construction Inspection Services | Material Testing | 7/12/2023 | 5 | 7/31/2024 | 66,000 | SITE-23-001 – Rolling Hills Residential Development, Site Construction | Local |
| Construction Inspection Services | Material Testing | 11/21/2024 | 1 | 1/9/2025 | 15,000 | CFL-012CU – City Shop Utilities | Local |
| Construction Inspection Services | Material Testing | 11/21/2024 | 2 | 3/12/2025 | 7,500 | SRR-171RR – Manholes on Washington Harbor Loop Rd and WTR-027CU – Water Main on N 4th Ave, Washington to Cedar | Local |
| Construction Inspection Services | Material Testing | 11/21/2024 | 3 | 3/12/2025 | 15,000 | CFL-110NC – Spruce St Parking Lot | Local |
| Construction Inspection Services | Material Testing | 11/21/2024 | 4 | 4/23/2025 | 10,000 | STR-072CU – Curb Ramp Project | Federal |
| Construction Inspection Services | Material Testing | 11/21/2024 | 5 | 6/27/2025 | 1,500 | STR-041RR - WSB Pavement Repair | Local |
| Construction Inspection Services | Material Testing | 11/21/2024 | 6 | 7/16/2025 | 11,500 | STR-165RR-001 – Priest Rd Pavement Rehab | Federal |

| Vendor | Service | Contract Date | Task | Task Date | Value | Project | Funding Source |
|---|---|---|---|---|---|---|---|
| Construction Inspection Services | Material Testing | 11/21/2024 | 7 | 8/19/2025 | 2,500 | STR-165RR-002 – Washington St Pavement Rehab 9th to 7th | Federal |
| Lakeside Industries | Construction | 6/10/25 | N/A | N/A | 103,605 | STR-041 – 2025 - West Sequim Bay Rd Pavement Rehab | Federal |
| Earthwork Solutions | Construction | 6/23/25 | N/A | N/A | 807,915 | STR-072CU – Curb Ramp Project | Federal |
| Lakeside Industries | Construction | 7/2/25 | N/A | N/A | 443,199 | STR-165RR-002 – Washington St Pavement Rehab 9th to 7th | Federal |
| Lakeside Industries | Construction | 7/2/25 | N/A | N/A | 1,154,727 | STR-165RR-001 – Priest Rd Pavement Rehab | Federal |

14. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status.
    1. List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training.
    2. 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.
    3. List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable.

Colin O'Niel completed Title VI Basics for LPAs though Washington State Department of Transportation. Below is the list of trained employees at City of Sequim.

| First Name | Last Name | Position | Completed Date | Class | Agency | Race/Color/National Origin |
|---|---|---|---|---|---|---|
| Colin | O'Niel | Inspector | 9/19/25 | Title VI Basics for LPAs | WSDOT | Caucasian/White/USA |
| Meggan | Uecker | Resource Analyst | 7/31/24 | Title VI Basics for LPAs | WSDOT | Caucasian/White/USA |
| Paul | Bucich | PW Director | 7/30/24 | Title VI Basics for LPAs | WSDOT | Caucasian/White/USA |
| Nicholas | Dostie | City Engineer | 9/25/23 | Title VI Basics for LPAs | WSDOT | Caucasian/White/USA |
| Amy | Dougherty | Business Assets Senior Manager | 9/19/22 | Title VI Basics for LPAs | WSDOT | Caucasian/White/USA |
| Katie | Cole | Project Engineer | 11/2/21 | Title VI Basics for LPAs | WSDOT | Caucasian/White/USA |
| Austin | Wagner | Associate Engineer | 10/27/21 | Title VI Basics for LPAs | WSDOT | Caucasian/White/USA |
| Sarah | VanAusdle | PW Director, Retired 7/1/24 | 10/26/21 | Title VI Basics for LPAs | WSDOT | Caucasian/White/USA |
| Sarah | VanAusdle | PW Director, Retired 7/1/24 | 1/22/19 | Title VI Preventing Discrimination in the Federal Aid Program | WSDOT | Caucasian/White/USA |

15. 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.

Public outreach related to the Transportation Master Plan and Comprehensive Plan will continue to be the focus for 2026.